Board of Trustees Finance and Audit Committee Meeting
Agenda
September 9, 2026 @ 5:00 p.m.
Chair Frank Kruppa, Assistant Treasurer
Zoom Link

1. Call to Order

2. Roll Call

3. Welcome Guests
    a. Introduction of Barbara Gates, Interim Comptroller

4. Approval of Agenda

5. Public Comment**

6. Approval of July 29, 2026 Board of Trustees Finance and Audit Committee Meeting Minutes *

7. Treasurer/CFO Report
    a. Financial Statements ending 7/31/26
    b. 2026-27 TC3 Operating Budget
    c. Capital Budget Process – Sponsoring Counties and SUNY
    d. Corrective Action Plan (CAP) Progress Update
    e. TC3 Foundation Finance Update

8. Policy Recommendations
    a. Signature Authority
    b. Conflict of Interest

9. President's Report

10. Adjournment

11. Informational Items
    a. Board of Trustees Meeting, September 24, 2026
    b. Finance & Audit Committee Meeting, November 4, 2026

Board action required

*****Public Comment: Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.***

Minutes
Board of Trustees Finance and Audit Committee Meeting
July 29, 2026 @ 5:00 p.m.
Chair Matt McSherry

Present: Matt McSherry, Sue Dale-Hall, Dean Corbin, Frank Kruppa, Jose Leon

Staff: Heather Clifford, Nic Dovi, John Geer, Penelope Howard, Beth Korson, Amy Kremenek, Nancy Murphy

1. **Call to Order**: The meeting was called to order at 5:02 p.m. by Chair McSherry.
2. **Roll Call**: Ms. Murphy called the roll.
3. **Welcome Guests**: Chair McSherry welcomed Gregg Evans of Bonadio & Co., LLP.
4. **Approval of Agenda**: Mr. Corbin moved the Board of Trustees Finance and Audit Committee July 29, 2026 meeting agenda be approved; seconded by Ms. Dale-Hall; motion carried unanimously.
5. **Public Comment:** There was no request for public comment.
6. **Approval of May 13, 2026 Board of Trustees Finance and Audit Committee Meeting Minutes**: Mr. Corbin moved that the minutes from the May 13, 2026 Board of Trustees Finance and Audit Committee meeting be approved as submitted; seconded by Ms. Dale-Hall; motion approved unanimously.

7. **2025 TC3 Financial Statements Reissuance, Bonadio & Co., LLP, Gregg Evans:** Mr. Evans updated the committee that there was an error in the initial statements. Updated copies were provided.

8. **Treasurer/CFO Report**: Ms. Howard, Interim Vice President of Finance, reported that the financial reports provided for June represent the tenth month of the fiscal year, with 83% of the fiscal year completed. The local sponsor line is currently below expectations due to timing, with the next payment expected next week. The process for chargebacks with Tompkins County remains a work in progress. Chair McSherry asked about the collectability of student receivables. Ms. Howard noted that current Finance policies emphasize monitoring and staying current on receivables, with balances being tracked within a 30–60 day timeframe.
   a. **Draft Finance Policies**: Ms. Howard introduced two Finance Policies sharing they were amended to be documented repeatable processes, revamped to make it easier for students to understand.
      - Attendance - The revised policy added information about the process for return of Title IV funds (federal financial aid)
   b. Student Billing, Collection, and Payment Enforcement Policy- The policy includes a section defining key terms. The committee suggested additional terms and definitions to further clarify the policy for students.
   c. **Resolution on Banking Signature Authority:** This updates the 2021 version. Mr. Corbin moved that the Resolution on Banking Signature Authority be approved as submitted; seconded by Mr. Kruppa; motion approved unanimously.

9. **Capital Projects Update**: Mr. Dovi, Director of Facilities, identified Siemens, Danforth and ESG as potential partners for performance contracts. The Facilities Master Plan

has helped identify the current condition of the College's building systems. Mr. Dovi explained we would look to partner with a firm to develop a tailored plan that that meets the College's needs, reduces energy expenditures, and decreases ongoing maintenance and repair costs.

- Deferred maintenance - Mr. Dovi shared that the carpet has been removed from the first-floor hallway and Student Center. The Student Center now has plank flooring. Lot 4 is going to be paved, the Field House waterproofing is nearly complete, the gym floor and locker room upgrade are complete, and domestic hot water boiler is done. Mr. Leon asked about the status of the Quad project, it is not on the docket for this year.

10. **President's Report**: President Kremenek introduced Beth Korson, Assistant to the Office of Human Resources, the newly appointed Deputy Clerk to the Board of Trustees.
    a. 2026-27 Operating Budget Update - President Kremenek expressed her gratitude for Board members who came to the various budget presentations at the counties. Both counties have approved the 2026-27 operating budgets. It was reported that Ms. Howard, Interim Vice President of Finance, has thoroughly reviewed the budget with the Vice Presidents and is continuing to work toward a comprehensive understanding of SUNY and County budget processes.
    b. FSA (Federal Student Aid) Program Participation Agreement Renewal occurs once every five years. Our financial aid is granted through Title IV, the agreement is due September 30, and our current agreement expires December 31.
    c. Community College Insurance Consortium Status - Gallagher is interested in the project; the current focus is property and casualty. The survey was completed by Ms. Howard, now waiting for next steps, to determine if there would be some savings to join a consortium. Health insurance is going up 16% this year.

11. **Adjournment**: Mr. Corbin moved that the meeting be adjourned at 6:04 p.m.; seconded by Mr. Leon, approved unanimously.

Nancy C. Murphy
Clerk to the Board of Trustees

	2025-26 Modified Budget	2025-26 Actual	2025-26 Unexpendec Balance	2025-26 Unexpendec %	2024-25 Total Exp PY	2024-25 To Date PY	2024-25 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Instruction									
Personal Services	6,765,173	6,985,184	(220,011)	103.3%	7,292,941	7,292,941	100.0%	307,757	4.2%
Equipment		834	(834)	0.0%	3,248	3,248	100.0%	2,414	74.3%
Contractual Expenses	642,225	524,447	117,778	81.7%	354,879	354,879	100.0%	(169,568)	(47.8%)
Employee Benefits	3,569,257	3,377,979	191,278	94.6%	4,899,616	4,899,616	100.0%	1,521,636	31.1%
Total Instruction	10,976,655	10,888,443	88,212	99.2%	12,550,683	12,550,683	100.0%	1,662,240	13.2%
Academic Support									
Personal Services	1,518,389	1,492,736	25,653	98.3%	1,685,234	1,685,234	100.0%	192,498	11.4%
Equipment			0	0.0%	13,883	13,883	100.0%	13,883	100.0%
Contractual Expenses	205,768	143,383	62,385	69.7%	202,485	202,485	100.0%	59,103	29.2%
Employee Benefits	898,486	724,826	173,660	80.7%	1,060,859	1,060,859	100.0%	336,033	31.7%
Total Academic Support	2,622,643	2,360,945	261,698	90.0%	2,962,462	2,962,462	100.0%	601,517	20.3%
Libraries									
Personal Services	551,274	545,317	5,957	98.9%	642,573	642,573	100.0%	97,255	15.1%
Contractual Expenses	283,200	239,116	44,084	84.4%	228,658	228,658	100.0%	(10,458)	(4.6%)
Employee Benefits	302,594	264,021	38,573	87.3%	404,571	404,571	100.0%	140,550	34.7%
Total Libraries	1,137,068	1,048,454	88,614	92.2%	1,275,801	1,275,801	100.0%	227,347	17.8%
Student Services									
Personal Services	2,429,016	2,203,314	225,702	90.7%	2,455,240	2,455,240	100.0%	251,926	10.3%
Equipment		42,637	(42,637)	0.0%	9,535	9,535	100.0%	(33,102)	(347.2%)
Contractual Expenses	744,176	686,197	57,979	92.2%	644,943	644,943	100.0%	(41,254)	(6.4%)
Employee Benefits	1,302,924	1,068,375	234,549	82.0%	1,681,824	1,681,824	100.0%	613,449	36.5%
Total Student Services	4,476,116	4,000,524	475,592	89.4%	4,791,542	4,791,542	100.0%	791,018	16.5%
Maintenance and Operations									
Personal Services	2,137,633	2,206,248	(68,615)	103.2%	2,112,065	2,112,065	100.0%	(94,183)	(4.5%)
Equipment	65,000	5,903	59,097	9.1%	30,659	30,659	100.0%	24,756	80.7%
Contractual Expenses	1,144,975	1,292,160	(147,185)	112.9%	1,150,628	1,150,628	100.0%	(141,532)	(12.3%)
Employee Benefits	1,004,146	1,068,382	(64,236)	106.4%	1,368,067	1,368,067	100.0%	299,684	21.9%
Total Maintenance and Operations	4,351,754	4,572,693	(220,939)	105.1%	4,661,418	4,661,418	100.0%	88,725	1.9%
Institutional Support									
Personal Services	1,933,044	1,584,617	348,427	82.0%	1,829,585	1,829,585	100.0%	244,968	13.4%
Equipment			0	0.0%	11,729	11,729	100.0%	11,729	100.0%
Contractual Expenses	739,600	982,998	(243,398)	132.9%	601,255	601,255	100.0%	(381,743)	(63.5%)
Employee Benefits	895,670	766,739	128,931	85.6%	1,143,892	1,143,892	100.0%	377,153	33.0%
Total Institutional Support	3,568,314	3,334,355	233,959	93.4%	3,586,462	3,586,462	100.0%	252,107	7.0%
General Institutional Services									
Personal Services	1,602,983	1,498,833	104,150	93.5%	1,640,011	1,640,011	100.0%	141,178	8.6%
Equipment	30,000	31,296	(1,296)	104.3%	74,265	74,265	100.0%	42,969	57.9%
Contractual Expenses	2,371,445	2,139,096	232,349	90.2%	2,597,800	2,597,800	100.0%	458,704	17.7%
Employee Benefits	688,444	725,420	(36,976)	105.4%	808,437	808,437	100.0%	83,017	10.3%
Total General Institutional Services	4,692,872	4,394,645	298,227	93.6%	5,120,513	5,120,513	100.0%	725,868	14.2%
Scholarships &Awards									
Student Services		288,683	(288,683)	0.0%	267,906	267,906	100.0%	(20,777)	(7.8%)
Academic Support	3,200,000	3,676,568	(476,568)	114.9%	3,699,845	3,699,845	100.0%	23,277	0.6%
Total Scholarships & Awards	3,200,000	3,965,251	(765,251)	123.9%	3,967,751	3,967,751	100.0%	2,500	0.1%
Total Appropriations before adjustments	35,025,422	34,565,310	460,112	98.7%	38,916,631	38,916,631	100.0%	4,351,322	11.2%
Adjustments to Budget									
Personal Services	(805,480)		(805,480)	0.0%			0.0%	0	0.0%
Contractual Expenses	(85,000)		(85,000)	0.0%			0.0%	0	0.0%
Total Adjustments to Budget	(890,480)	0	(890,480)	0.0%	0	0	0.0%	0	0.0%

	2025-26 Modified Budget	2025-26 Actual	2025-26 Unexpended Balance	2025-26 Unexpended %	2024-25 Total Exp PY	2024-25 To Date PY	2024-25 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Total Appropriations after Adjustments	34,134,942	34,565,310	(430,368)	101.3%	38,916,631	38,916,631	100.0%	4,351,322	11.2%

	2025-26 Modified Budget	2025-26 Actual	2025-26 Unexpended Balance	2025-26 Unexpended %	2024-25 Total Exp PY	2024-25 To Date PY	2024-25 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Personnel	16,132,032	16,516,249	(384,217)	102.4%	17,657,648	17,657,648	100.0%	1,141,399	6.5%
Equipment	95,000	80,669	14,331	84.9%	143,318	143,318	100.0%	62,649	43.7%
Contractual	6,046,389	6,007,398	38,991	99.4%	5,780,648	5,780,648	100.0%	(226,750)	(3.9%)
Scholarship & Awards Offset	3,200,000	3,965,251	(765,251)	123.9%	3,967,751	3,967,751	100.0%	2,500	0.1%
Fringe Benefit	8,661,521	7,995,743	665,778	92.3%	11,367,266	11,367,266	100.0%	3,371,523	29.7%
	34,134,942	34,565,310	(430,368)	101.3%	38,916,631	38,916,631	100.0%	4,351,322	11.2%

TOMPKINS CORTLAND COMMUNITY COLLEGE
YTD REVENUE 2025-26
Friday, July 31, 2026

	Modified Budget 2025-26	Revenues to Date 2025-26	Unrealized Balance 2025-26	Unrealized % 2025-26	Total Rev PY 2024-25	YTD Rev PY 2024-25	PY % Realized 2024-25	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,963,712	4,220,748	(257,036)	106.5%	3,734,302	3,777,871	101.2%	442,877	11.7%
Spring	3,511,304	3,974,989	(463,685)	113.2%	3,312,069	3,335,709	100.7%	639,280	19.2%
Winter	143,032	141,915	1,117	99.2%	155,649	157,803	101.4%	(15,888)	-10.1%
Summer	625,420	823,547	(198,127)	131.7%	589,068	593,030	100.7%	230,517	38.9%
Nonresident Tuition	813,600	975,245	(161,645)	119.9%	891,023	893,627	100.3%	81,618	9.1%
Student Fee Revenue	982,033	1,102,784	(120,751)	112.3%	997,888	997,874	100.0%	104,910	10.5%
Total Core Student Revenue	10,039,101	11,239,228	(1,200,127)	112.0%	9,680,000	9,755,914	100.8%	1,483,313	15.2%
Concurrent Enrollment Tuition	3,200,000	3,676,107	(476,107)	114.9%	3,698,543	3,697,358	100.0%	(21,251)	-0.6%
Total Student Revenue	13,239,101	14,915,335	(1,676,234)	112.7%	13,378,543	13,453,272	100.6%	1,462,062	10.9%
Government Appropriations									
New York State	9,384,444	10,174,866	(790,422)	108.4%	9,787,799	9,787,799	100.0%	387,067	4.0%
Local Sponsors	4,882,882	1,474,254	3,408,628	30.2%	4,882,882	4,419,008	90.5%	(2,944,754)	-66.6%
Appropriated Cash	28,515	28,515	0	100.0%	1,127,425	1,127,425	100.0%	(1,098,910)	-97.5%
Charges to Other Counties	5,800,000	5,310,441	489,559	91.6%	5,826,763	5,792,635	99.4%	(482,194)	-8.3%
Total Govt Appropriations	20,095,841	16,988,076	3,107,765	84.5%	21,624,869	21,126,867	97.7%	(4,138,791)	-19.6%
Other Revenues									
Service Fees	96,040	149,623	(53,583)	155.8%	87,051	83,571	96.0%	66,052	79.0%
Interest Earnings	9,007	6,362	2,645	70.6%	10,044	9,150	91.1%	(2,789)	-30.5%
Rental of Real Property	11,035	11,154	(119)	101.1%	1,425	1,425	100.0%	9,729	682.7%
Contract Courses	25,031	17,702	7,329	70.7%	250,427	124,693	49.8%	(106,991)	-85.8%
Noncredit Tuition	174,870	126,413	48,457	72.3%	138,476	136,926	98.9%	(10,513)	-7.7%
Grant Offsets	180,373	41,356	139,017	22.9%	183,915	163,154	88.7%	(121,799)	-74.7%
Unclassified Revenues	303,644	112,129	191,515	36.9%	74,426	74,287	99.8%	37,841	50.9%
Total Other Revenues	800,000	464,738	335,262	58.1%	745,764	593,207	79.5%	(128,469)	-21.7%
TOTAL REVENUES	34,134,942	32,368,148	1,766,794	94.8%	35,749,175	35,173,347	98.4%	(2,805,198)	-8.0%
Student Revenue	13,535,042	15,209,073	(1,674,031)	112.4%	13,854,497	13,798,463	99.6%	1,410,610	10.2%
State Revenue	9,384,444	10,174,866	(790,422)	108.4%	9,787,799	9,787,799	100.0%	387,067	4.0%
Local Revenue	10,682,882	6,784,695	3,898,187	63.5%	10,709,645	10,211,643	95.3%	(3,426,948)	-33.6%
Use of Fund Balance	28,515	28,515	0	100.0%	1,127,425	1,127,425	100.0%	(1,098,910)	-97.5%
Other	504,059	171,000	333,059	33.9%	269,809	248,017	91.9%	(77,017)	-31.1%
Total	34,134,942	32,368,148	1,766,794	94.8%	35,749,175	35,173,347	98.4%	(2,805,198)	-8.0%

TOMPKINS CORTLAND COMMUNITY COLLEGE POLICY

Policy: Signature Authority
Policy Reference No: F-TBD
Date of Last Update: September 9, 2026
Responsible Division: Finance

Purpose:

All contracts and agreements entered into on behalf of Tompkins Cortland Community College require an authorized signatory. This policy identifies those College employees, by title, who are authorized by the Board of Trustees to execute College contracts and agreements and legally bind the College to obligations, including the commitment of financial or other College resources, contained within such contracts and agreements. Agreements executed by an individual without express permission by this policy or by written prior authorization by the President issued under the Delegation of Signature Authority provisions of this policy shall not be binding on Tompkins Cortland Community College.

Definitions:

Agreement or Contract: any written instrument that creates, modifies, or terminates a legal obligation of the College, regardless of what it is titled. This includes contracts, purchase agreements, leases, licenses, subscriptions, memoranda of understanding, letters of intent, articulation and affiliation agreements, grant awards and subawards, settlement agreements, and any amendment, renewal, change order, or statement of work issued under any of them.

Execute: to sign, initial, or otherwise indicate the College's assent to an agreement, including by electronic signature.

Total Contract Value: the aggregate value of an agreement over its entire term, including all renewal and extension options whether or not the College presently intends to exercise them, all anticipated amendments and change orders, and all reasonably foreseeable contingent amounts. Where an agreement provides for amounts payable to the College, Total Contract Value is the greater of the amounts payable by the College or the amounts receivable by the College.

Authorized Signatory: an individual authorized to execute an agreement by this policy, or by a written delegation issued under this policy.

Affiliated Organization: the Tompkins Cortland Community College Foundation, the Faculty Student Association, and any other entity related to the College by common control, shared personnel, or a support relationship.

References:

Policy B4 – Grants https://www.tompkinscortland.edu/board-policies/b4-grants
Policy E1 – Facility Use https://www.tompkinscortland.edu/board-policies/e1-facility-use
Policy F2 – Competitive Bidding https://www.tompkinscortland.edu/board-policies/f2-bidding-competitive
New York Education Law, Article 126 – Community Colleges
New York General Municipal Law §§ 103 and 104-b – Competitive Bidding and Procurement Policies

New York State Technology Law, Article 3 – Electronic Signatures and Records Act (ESRA)
NYS Archives Records Retention and Disposition Schedule LGS-1
TC3 Budget & Finance Manual
Board Policy – Conflict of Interest (pending approval)

Contacts:

Office of the Vice President of Finance and Chief Financial Officer.

Policy Statement:

The President and the Vice President of Finance/Chief Financial Officer are authorized to execute contracts and agreements that are financial in nature on behalf of Tompkins Cortland Community College. Signature authority for goods and services contracted on Purchase Orders is contained within the TC3 Budget & Finance Manual, which is subordinate to this policy and may not authorize any signature limit greater than the limits established here. Signature authority is conferred on the position, not on the individual holding it, and is held by any person formally appointed to serve in that position in an acting or interim capacity.

Determining Contract Value:

The level of signature authority required is determined by Total Contract Value, and not by annual expenditure, invoice amount, or the value of an individual purchase order.

A requirement may not be divided, phased, or issued as separate agreements in order to bring any portion of it within a lower level of signature authority. Where the College enters into multiple agreements with the same vendor for the same or related goods or services within a single fiscal year, their values shall be aggregated for purposes of determining the required level of authority.

Where Total Contract Value cannot be determined at the time of execution, the agreement shall be treated as exceeding the highest applicable threshold unless the College’s maximum financial exposure is capped in writing within the agreement itself.

Contracts and Agreements with Financial Obligations:

Total Contract Value	Authority to Execute
$0 up to and including $50,000	The Vice President of Finance and Chief Financial Officer will execute all contracts and agreements with a Total Contract Value up to and including $50,000.
Over $50,000 up to and including $100,000	The President will execute all contracts and agreements with a Total Contract Value greater than $50,000 and up to and including $100,000.
Over $100,000	The Board of Trustees will approve all contracts and agreements with a Total Contract Value greater than $100,000. Following Board approval, the President is authorized to execute the approved agreement.

The Vice President of Finance/Chief Financial Officer and the Finance/Purchasing Office will maintain the listing and copies of all executed financial contracts and agreements.

Agreements Reserved to the Board of Trustees Regardless of Value:

The following require approval by the Board of Trustees regardless of Total Contract Value, after which the President is authorized to execute:

- Acquisition, sale, lease, or other disposition of real property, and any easement or license affecting real property;
- Capital construction projects and the related design, engineering, and construction management agreements;
- Borrowing of any kind, including notes, lines of credit, and guarantees; and banking, depository, and investment management agreements;
- Settlement of litigation or of any claim against the College, and any agreement containing an uncapped or unlimited indemnification obligation;
- Collective bargaining agreements;
- Agreements with a total term, including renewal options, exceeding five years;
- Agreements establishing, joining, or dissolving a legal entity, and affiliation or merger agreements;
- Any agreement that requires the approval of the State University of New York, the County sponsor, or the State Education Department. Such approval shall be obtained in writing before the agreement is executed.

Amendments, Renewals, and Change Orders:

An amendment, change order, renewal, or statement of work shall be executed at the level of authority applicable to the Total Contract Value of the agreement as amended, and not the value of the amendment considered alone. Where cumulative amendments raise Total Contract Value above a threshold, the required approval shall be obtained before the amendment is executed.

An agreement containing an automatic renewal or evergreen provision shall be valued over its initial term plus all automatic renewal periods, up to a maximum of five years. The Finance/Purchasing Office shall calendar all non-renewal and termination notice deadlines.

Exercise of a renewal option that was included in the Total Contract Value previously approved does not require new approval, provided the terms are otherwise unchanged.

Contracts and Agreements without Financial Obligations:

Provost and Vice President of Academic Affairs: Articulation Agreements, Internship Agreements, Clinical Agreements, Affiliation Agreements, Continuing Education/Workforce Training Agreements

Vice President of Administration: Hiring documents, MOUs related to collective bargaining agreements, Facility Use Agreements

President: All other non-financial contracts or agreements, including Collective Bargaining Agreements

An agreement that generates revenue for the College, or that commits College space, personnel, data, or intellectual property, or that obligates the College to provide goods or services at no charge, is not an agreement "without financial obligations" for purposes of this policy. Such agreements shall be valued under Determining Contract Value and executed at the corresponding level of authority.

Copies of non-financial contracts and agreements will be maintained by the executing office, and a fully executed copy shall be forwarded to the Finance/Purchasing Office for the central contract repository within ten business days of execution.

Grants and Sponsored Programs:

Grant applications, award documents, and subawards shall be executed by the President or the Vice President of Finance/Chief Financial Officer, regardless of value, following review by the Finance Office of any cost-share, matching, indirect cost recovery, reporting, or audit obligations. Cost-share and matching commitments shall be treated as financial obligations and are subject to the thresholds above. This section is subject to Policy B4 – Grants.

Agreements with the Foundation and Other Affiliated Organizations:

Any agreement between the College and an Affiliated Organization — including service, staffing, management, space use, cost allocation, and reimbursement agreements — shall be in writing and shall state the goods or services to be provided, the basis and frequency of cost allocation or reimbursement, the term, and the termination rights of each party.

Such agreements shall be executed by the President following review by the Vice President of Finance/Chief Financial Officer, and shall be approved by the Board of Trustees where Total Contract Value exceeds $50,000 or the term exceeds one year. No individual may execute the same agreement on behalf of both the College and the Affiliated Organization, and any individual holding a position in both entities shall recuse themselves from approval on one side of the transaction.

Delegation of Signature Authority:

The President may delegate signature authority in writing. A delegation shall be specific as to scope, shall state a dollar limit that does not exceed the delegating officer's own authority, and shall state an expiration date. Delegated authority may not be further delegated.

All delegations shall be filed with the Finance Office, which shall maintain a current register of delegations in effect and provide that register to the Board of Trustees annually. A delegation terminates automatically on its stated expiration date, upon written revocation, or when the delegating officer ceases to hold the position.

If the office of President is vacant, signature authority is exercised by the individual designated in writing by the Chair of the Board of Trustees. If the office of Vice President of Finance/Chief Financial Officer is vacant, signature authority is exercised by the individual designated in writing by the President. Any such designation shall be reported to the Board of Trustees at its next regular meeting.

Electronic Signatures:

Agreements may be executed by electronic signature in accordance with Article 3 of the New York State Technology Law, provided the signature is applied through a platform approved by the Vice President of Finance/Chief Financial Officer.

Relationship to Procurement and Bidding Requirements:

Signature authority under this policy is separate from, and in addition to, the competitive bidding requirements of General Municipal Law § 103 and the College's procurement policy adopted under General Municipal Law § 104-b and Policy F2. Authority to sign an agreement is not evidence that procurement requirements have been satisfied, and the dollar thresholds in this policy have no bearing on the bidding thresholds in law. Both sets of requirements shall be satisfied before an agreement is executed.

Emergency Execution:

Where a delay in execution would endanger health or safety, threaten College property, or interrupt essential College operations, the President may execute an agreement regardless of Total Contract Value. The President shall promptly notify the Chair of the Board of Trustees, shall document the nature of the emergency in writing, and shall present the agreement to the Board of Trustees for ratification at its next regular meeting.

Unauthorized Signatures and Ratification:

An agreement executed by an individual without authority under this policy is not binding on the College, and no College funds shall be disbursed against it. Such an agreement may be ratified only in writing by the officer or body that would have had authority to execute it originally.

An individual who executes an agreement without authority may be held personally responsible for the obligations incurred and may be subject to disciplinary action.

Contract Records and Retention:

The Finance/Purchasing Office shall maintain a central contract repository containing a complete executed copy of every College agreement, together with the name and title of the signatory, the Total Contract Value, the term, and all renewal, non-renewal, and termination notice deadlines. Executing offices shall forward fully executed agreements to the Finance/Purchasing Office within ten business days.

Contract records shall be retained in accordance with the NYS Archives Records Retention and Disposition Schedule LGS-1. The Vice President of Finance/Chief Financial Officer shall report annually to the Board of Trustees a summary of agreements executed with a Total Contract Value exceeding $50,000 and a list of all delegations of signature authority in effect.

Responsibilities:

The individual who approves and exercises authority for contracts and agreements under this policy is responsible and accountable for ensuring that:

- They have the authority to approve the transaction or execute a contract;
- All institutional reviews and approvals required by this policy, including legal review where applicable, have occurred and are documented in writing before any commitment is made;
- The transaction, proposal or agreement includes the appropriate approved provisions as required by Finance, Purchasing, Legal or by policy of the College.
- Funds for the transaction have been allocated and are readily available within regularly approved budgets, special appropriations or designated accounts;
- There is no real or apparent conflict of interest on the part of the signatory or any other individual or organization involved in the transaction.
- Any real or apparent conflict of interest has been disclosed in writing to the President, or to the Chair of the Board of Trustees where the President is the signatory, before execution;
- A fully executed copy of the agreement is forwarded to the Finance/Purchasing Office for the central contract repository within ten business days of execution.

Policy Review:

This policy shall be reviewed by the Vice President of Finance/Chief Financial Officer annually, and additionally upon any change in the titles or reporting structure of the positions named in it. The review shall include an assessment of whether the dollar thresholds remain appropriate. Recommended revisions shall be presented to the President and the Board of Trustees for review and approval.

Resolution Number:

TBD

TOMPKINS CORTLAND COMMUNITY COLLEGE POLICY

Policy: Employee Conflict of Interest

Policy Reference No: XXXX

Date of Last Update: XXXX

Responsible Division: Office of the President/Administration

Purpose:

The purpose of this policy is to ensure that Tompkins Cortland Community College operates in compliance with applicable New York State laws and SUNY policies governing conflicts of interest. The fundamental principle guiding its implementation is that no employee should have, or appear to have, any personal or financial interests, relationships, or affiliations that conflict with the interests of the College. The policy is intended to educate employees about situations that generate potential conflicts of interest, and provide procedures for disclosing and addressing actual, potential, or apparent conflicts of interest.

References:

- New York Public Officers Law §§ 73, 73-a, and 74
- New York Education Law Article 126 § 6306
- New York General Municipal Law Article 18 §803
- Guidance of the New York State Commission on Ethics and Lobbying in Government
- Applicable collective bargaining agreements

Contacts:

John Geer, Vice President of Administration, jg128@tompkinscortland.edu, ext. 4440

Nancy Murphy, Assistant to the President, ncm011@tompkinscortland.edu, ext. 4367

Policy Statement:

This Policy applies to all employees of the College, including College officers, employees involved in procurement, contracting, hiring, supervision, purchasing, grants administration, research administration, vendor management, and financial decision-making, and volunteers acting on behalf of the College.

Conflict of Interest: A conflict of interest exists when an employee's duty or responsibility to the College may be compromised, or may appear to be compromised, by personal, financial, professional, familial, romantic, business, or other outside interests, commitments, obligations, or relationships. A potential conflict of interest exists when circumstances may lead to the divergence between private and College interests. An apparent conflict of interest exists when an independent observer might question whether the employee's actions can reasonably be influenced by considerations of personal gain, financial or otherwise.

Related Person: An employee's spouse, domestic partner, parent, natural or adopted child, grandparent, grandchild, great-grandchild, sibling, or the spouse or domestic partner of the employee's child, grandchild, great-grandchild, or sibling.

Financial Interest: An employee has a "financial interest" if, either directly or indirectly, through a relationship involving business, investment, or related person, he/she has:

- An ownership or investment interest in any entity with which the College has a transaction or affiliation;
- A compensation arrangement with any entity with which the College has a transaction or affiliation;
- A potential ownership or investment interest in, or compensation arrangement with any individual or entity with which the College is considering or negotiating a transaction or arrangement.

NB (nota bene/Take Notice): The definitions contained in this Policy are intended to implement and supplement applicable requirements of New York Public Officers Law §§ 73, 73-a, and 74; General Municipal Law Article 18; New York Education Law Article 126; and applicable SUNY policies. Where a term is specifically defined by statute, that statutory definition shall control.

Examples of Conflicts of Interest

Conflicts of interest may arise in many forms. Examples include, but are not limited to:

- Participating in the hiring, promotion, evaluation, supervision, discipline, or termination of a person with whom there exists a familial, romantic, personal, or business relationship;
- Romantic involvement with a person where a reporting, evaluative, or supervisory relationship exists;
- Influencing decisions related to College purchases, contracts, or procurement activities that may result in personal or financial gain;
- Accepting, soliciting, or offering bribes, kickbacks, gifts, gratuities, or other items of value intended to influence official actions;

- Inappropriate use of College funds, assets, personnel, resources, equipment, or confidential information for personal or professional gain;
- Engaging in outside employment, consulting, or business activities that interfere with College responsibilities or create divided loyalties;
- Participating in activities where an outside individual, organization, or entity benefits improperly at the expense of the College; or
- Any activity that may result in improper personal benefit, advancement, favoritism, or the appearance of impropriety.

This list is illustrative and not exhaustive. All College personnel are expected to exercise sound judgment and seek guidance whenever uncertainty exists regarding potential conflicts.

Disclosure Requirements

Duty to Disclose: Employees have a duty to disclose on an ongoing basis any current, proposed, or pending situations that may constitute a conflict of interest and should disclose the material facts relating to any conflict of interest as soon as the existence of a possible conflict of interest is known. Any employee or supervisor who has questions about this policy or its application may seek guidance from the Office of Human Resources.

Annual Disclosures: The College may require conflict of interest disclosure forms and annual certifications from Management/Confidential employees.

Disclosure of Interests in College Agreements: Pursuant to New York General Municipal Law Article 18 §803, employees must promptly disclose in writing any direct or indirect financial interest in an actual or proposed College contract, purchase agreement, lease agreement or other agreement, including oral agreements. The disclosure must be made to the employee's supervisor and the division Vice President, who will consult with the President. The President will inform the College's Board of Trustees and notifications will be included in the official record of the Board.

Reviewing and Managing Conflicts of Interest

Once a conflict of interest is disclosed, the relevant College administrator will determine the next steps with respect to the conflict of interest. The College may determine that the conflict of interest should be reduced, eliminated, or managed, with a management plan. Any management plan will depend upon the facts and circumstances of the specific matter.

Enforcement

Violations of this Policy are subject to disciplinary action, including but not limited to written warnings, removal from decision-making authority, or termination.

Reporting Concerns

Employees are encouraged and expected to report known or suspected violations of this Policy to the Vice President, Administration.

Non-Retaliation

No employee shall be subjected to retaliation for reporting a concern in good faith; seeking ethics advice; participating in an investigation; or cooperating with a compliance review.

Training

The College may require mandatory ethics, conflict-of-interest and relevant training for its employees.

Relationship to Collective Bargaining Agreements

Nothing in this Policy shall be construed to diminish any rights afforded to employees under applicable collective bargaining agreements. To the extent a provision of this Policy conflicts with a collectively bargained provision governing terms and conditions of employment, the collective bargaining agreement shall govern unless a contrary result is required by federal or state law.

Resolution Number:

XXXXX