TOMPKINS CORTLAND COMMUNITY COLLEGE

Board of Trustees Meeting Agenda
September 24, 2026 at 5:30 p.m.
Zoom Link

1. **Call to Order**
2. **Roll Call**
3. **Welcome Guests**
4. **Approval of Agenda***
5. **Public Comment****
6. **Approval of July 16, 2026 Board of Trustees Meeting Minutes***
7. **Presentation:** Arthur Kuckes Childcare Center Update by Casey Goodwin, Director of the Child Care Center, and Joe Oravecz, PhD., Interim Associate Vice President of Student Affairs.
8. **Chair's Report**
   a. Resolution in Memory of Trustee Emerita Beverly Baker*
   b. Appointment of Finance and Audit Committee Members*
   c. Board-Foundation Successor Memorandum of Agreement Update
   d. Board of Trustees Retreat – Reflections
   e. NYCCT Advocacy Liaison
9. **Treasurer/CFO Report**
   a. Finance and Audit Committee Report
   b. Monthly Financial Statements ending 7/31/26
   c. 2026-27 Operating & Capital Budget
10. **Student Trustee's Report**
11. **President's Report**
    a. Vice President Reports
    b. 2026-27 President's Annual Goals
    c. Fall 2026 Enrollment Snapshot
    d. Considerations for Future of Concurrent Enrollment & Early Degree

12. **Policies**
    a. Resolution on the Attendance Policy*
    b. Resolution on Student Billing, Collection, and Payment Enforcement Policy*

13. **Affiliate Updates**
    - New York Community College Trustees (NYCCT)
    - Campus Governance
    - TC3 Foundation

14. **County Liaison Update**
    - Cortland County
    - Tompkins County

15. **Adjournment***

<u>Informational Items</u>
- NYCCT September 2026 Board Chair Update

<u>Calendar Items</u>
- 20th Annual TC3 Panther Club Golf Tournament, October 2, 2026
- Upcoming NYCCT Educational Module: Federal Earmarks Participation – Don't Leave Money on the Table, October 8, 4:00-5:00, 2026 (virtual)
- Board of Trustees Meeting, October 15, 2026
- Board Finance & Audit Committee Meeting, November 4, 2026
- Middle States Accreditation Visit, November 8-11, 2026

<u>*Board vote required</u>

<u>Public comment:</u> 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.**

TOMPKINS CORTLAND
COMMUNITY COLLEGE

Minutes

Minutes
July 16, 2026
Annual Meeting @ 5:30 p.m.

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Frank Kruppa, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti

Excused: Seth Peacock

County Liaisons: Reed Cleland, Dan Wakeman

Staff: Wendy Allen, Heather Clifford, John Geer, Eric Jenes, Penelope Howard, Christian Kull, Amy Kremenek, Nancy Murphy, Malvika Talwar, Aaron Tolbert, Carrie Whitmore

1. **Call to Order** The Annual Meeting was called to order at 5:33 p.m. by Chair Davison.

2. **Roll Call:** Ms. Murphy called roll**.**

3. **Oath of Office– 2026-27 Student Trustee Jose Leon '27:** Chair Davison invited Jose Leon, the 2026-27 Student Trustee to stand with her and take the Oath of Office. Mr. Leon signed the Oath and it was notarized.

4. **Election of 2026-27 Board Officers:** The nominating Committee consisted of Mr. Peacock, Ms. Buck and Ms. Perfetti. Ms. Buck thanked those who have served and those who are willing to serve, presented the slate of officers for 2026-27: Ms. Dale-Hall for Chair; Mr. Corbin for Vice Chair; Mr. McSherry remaining Treasurer and Mr. Kruppa for Assistant Treasurer. Ms. Michell-Nunn moved the slate of officers nominated be approved as submitted; seconded by Ms. Buck; motion carried unanimously.

5. **2026-27 Proposed Board of Trustee and Finance and Audit Committee Meeting Dates:** Mr. McSherry moved the proposed Finance and Audit Committee meeting dates be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously.

6. **Annual Disclosure of Conflict of Interest Forms:** Ms. Murphy distributed hard copies of the Disclosure of Conflict forms to Board members. Members are requested to complete and return the form to Ms. Murphy by August 21, 2026.

7. **Adjournment:** Mr. McSherry moved that the meeting be adjourned for a brief recess at 5:41 p.m.; seconded by Ms. Michell-Nunn; motion carried unanimously.

Minutes
July 16, 2026
Board of Trustees Meeting

1. **Call to Order:** Chair Dale-Hall called the meeting to order at 5:47 p.m. in the Board Room at the College.

2. **Welcome Guests:** no guests were present. President Kremenek introduced Kelly Tobin, the new Chief Advancement Officer and Executive Director of the TC3 Foundation.

3. **Approval of Agenda:** Ms. Buck moved the Board of Trustees July 16, 2026 meeting agenda be approved as submitted, seconded by Mr. McSherry; motion carried unanimously.

4. **Public Comment:** There was no request for public comment.

5. **Approval of June 18, 2026 Board of Trustees Meeting Minutes:** Ms. Perfetti moved that the minutes from June 18, 2026 Board of Trustees meeting be approved as submitted; seconded by Ms. Davison; motion approved unanimously.

6. **Presentation on Adult Learner & Reconnect Center:** Wendy Allen, Dean of Admissions and Recruitment, and Christian Kull, Director of Adult Student Enrollment & SUNY Reconnect, gave a presentation on the Adult Learner & Reconnect Center. It is the first of its kind in the state, featuring Navigators that provide support beyond academics.

7. **Chair's Report:** Chair Dale-Hall updated the Board that Matt McSherry was reappointed by the Cortland County Legislature at their June meeting to another 7-year term on the TC3 Board of Trustees. She reminded members about the annual Board Self-evaluation, which is due to Ms. Murphy by July 31.The Annual Board Retreat is August 21 at TC3.

8. **Treasurer/CFO Report:** Ms. Howard, Interim VP of Finance, announced that Finance has two policies coming from their office for the Board's consideration regarding student billing collection and attendance. The policies will go to the Finance and Audit Committee for review this month and then shared governance.

9. **President's Report:** President Kremenek thanked the Middle States Self-Study leads Dr. Malvika Talwar, Dr. Kelly Wessell, Victoria Zeppelin, and Assistant Nathan Hunsaker for their progress and work. They have developed and deployed training and a communication plan. We have been assigned a new Middle States liaison, Kathy Feith. Tompkins County Legislature is holding the public hearing and vote on Tuesday, July 21, President Kremenek will be joining on Zoom. President Kremenek noted the consent agenda features the FERPA policy with an amendment; there is a new requirement from the state level to include Beau's Law.

10. **Consent Agenda:** Mr. McSherry moved the Consent Agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.
    a. Revision of FERPA Policy

11. **Committee and Affiliate Report**
    a. New York Community College Trustees (NYCCT): Ms. Buck reminded interested members to reach out to Ms. Murphy to secure rooms and register for the September conference.

12. **County Liaison Updates:**
    a. Cortland County – Mr. Reed shared that Cortland County is looking at taking over the collection of property taxes from the city of Cortland.
    b. Tompkins County – Mr. Wakeman shared there is discussion amongst Legislators that items in the budget will have to be denied. Renewing of the virtual meeting law is being reviewed.

13. **Adjournment:** Ms. Michell-Nunn moved that the meeting be adjourned at 6:30 p.m; seconded by Ms. Buck; motion carried unanimously.

Nancy C. Murphy
Clerk to the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

Chair's Report

TOMPKINS CORTLAND COMMUNITY COLLEGE

RESOLUTION 2026-2027-2

Resolution Honoring the Life and Legacy of Beverly Baker

WHEREAS, the Board of Trustees of Tompkins Cortland Community College joins the College community in remembering with gratitude the life and service of Beverly Baker, whose dedication to education, students, and the College community left an enduring mark on Tompkins Cortland Community College; and

WHEREAS, Beverly Baker served with distinction as a member of the Board of Trustees of Tompkins Cortland Community College from 1997 through 2011; and

WHEREAS, in recognition of her exceptional service to the College, Beverly Baker was named a Trustee Emerita, an honor reserved for those who have served with great distinction and in an outstanding manner as members of the Board of Trustees; and

WHEREAS, in 2011, Beverly Baker received the Friend of the College Award, established to recognize individuals who have provided exceptional service to Tompkins Cortland Community College and who have demonstrated an extraordinary commitment to the College and its mission; and

WHEREAS, Beverly Baker's connection to the College extended well beyond her years of formal service as a trustee. As a steadfast supporter of the TC3 Foundation, she continued to invest in the future of the institution and, most importantly, in the students whose lives are transformed through a Tompkins Cortland education; and

WHEREAS, Beverly Baker held a particular affection for and commitment to the College's Nursing program, recognizing the vital role that nurses play in the health and well-being of individuals, families, and communities. In honor of her mother, she established a scholarship to support students pursuing their education in nursing, creating an enduring connection between her family's legacy and the future of the profession; and

WHEREAS, Beverly Baker understood that for some students, the greatest obstacle to completing a college education may not be academic ability, but an unexpected financial hardship. With compassion and foresight, she established the College's first Student Emergency Fund, providing assistance to students facing urgent and unforeseen circumstances and helping them remain enrolled and continue toward their educational goals; and

WHEREAS, as the owner of Baker Travel, Beverly Baker provided invaluable support to the College's Travel and Tourism A.A.S. Program throughout its more than 20 years of existence. Her

Resolution Honoring the Life and Legacy of Beverly Baker

(Continued)

contributions included assisting with initial curriculum development, serving as an adjunct instructor, regularly sharing her expertise as a guest speaker, serving on the program advisory committee, mentoring student interns in her office, and providing career opportunities by hiring TC3 graduates; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Tompkins Cortland Community College honors the life and memory of Beverly Baker and expresses its profound

appreciation for her extraordinary service, generosity, and devotion to the College and its students; and

STATE OF NEW YORK: **SS:** **COUNTY OF TOMPKINS:**	**I, NANCY MURPHY, CLERK** of the Board of Trustee of Tompkins Cortland Community College, **DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 24th day of September 2026 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 24th day of September 2026.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2026-2027-1

Appointment of Finance and Audit Committee Members 2026-27

WHEREAS, the Board of Trustees of Tompkins Cortland Community College has established a Finance and Audit Committee to assist the Board in fulfilling its fiduciary, financial oversight, internal control, and audit responsibilities; and

WHEREAS, the Finance and Audit Committee is responsible for reviewing and making recommendations to the Board concerning the College's financial condition, budget, financial reporting, internal controls, independent audit, and other matters within the Committee's charge; and

WHEREAS, the Board of Trustees is authorized under its bylaws, policies, and applicable law to appoint members of the Board to standing committees of the Board; and

WHEREAS, the Board desires to appoint members to the Finance and Audit Committee for the 2026–2027 academic year;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the following Trustees to serve as members of the Finance and Audit Committee:

1. Matt McSherry, Committee Chair/ Treasurer
2. Frank Kruppa, Committee Vice Chair/Assistant Treasurer
3. Dean Corbin, Member/Board Vice Chair

BE IT FURTHER RESOLVED, that the appointments shall be effective July 16, 2026 and shall continue through July 15, 2027, unless earlier modified or terminated by action of the Board of Trustees.

BE IT FURTHER RESOLVED, that per the Board Bylaws all members of the Board of Trustees are invited to attend all committee meetings.

BE IT FURTHER RESOLVED, that the Committee shall report its recommendations and activities to the full Board of Trustees and shall not exercise authority reserved to the full Board except as expressly authorized by Board policy or resolution.

STATE OF NEW YORK:	**I, NANCY MURPHY, CLERK** of the Board of Trustee of
SS:	Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 24th day of September 2026 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 24th day of September 2026.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Financial and Budget Update

Treasurer / Chief Financial Officer Report

Tompkins Cortland Community College · Finance and Audit Committee · September 9, 2026

This report covers September 1, 2025 through July 31, 2026. In summary, core enrollment was up, and student revenue came in higher than we budgeted. Spending came in about 1% over budget, and almost all of that is wages. County sponsor appropriations are paid on a calendar year basis and we have only received through quarter 2. Quarter 2 payment from Tompkins arrived in August which is not counted as of July 31.

1. FY 25/26 through July 31

Revenue

Core tuition and fees came in $1.2 million above budget, and concurrent enrollment tuition added another $476,000, because more students enrolled than we planned for. State aid also came in above budget with additional recurring one-time amounts and grants. The *all other* line covers interest, rents, grant offsets and miscellaneous receipts.

Spending

Benefits, contractual spending and equipment all came in close to budget. Two lines did not: wages and scholarships. Wages went over largely because enrollment went up. The scholarship is two different things. Most of it is concurrent enrollment scholarships. The other one is the Be One of Us Scholarship. It has no assigned budget and has spent $288,683 this year. We are working with the EC and president to get this captured and allocated correctly in the new budget year.

2. Money from the counties

Two different things come to us from counties, the first is the appropriation from our sponsoring counties, Tompkins and Cortland. They budget on the calendar year and pay us in quarterly installments. We budget on a September through August year. The second is chargebacks. When a resident of another county takes classes here, we bill that county for a share of the cost. Chargebacks are budgeted at $5,800,000 and we had collected $5,310,441 by July 31, which is close to where we should be with one month left.

3. Items found during our current year analysis and budget allocation for FY 2027

Over the past several months we reviewed the college's cash and fund balance going back to 2023. As a part of that, we looked at every student account we were carrying as collectable. We found we have been carrying over a number of years, student AR amounts that are not realistically going to be collectible. We are correcting it now by writing off the balances that will not be collected.

4. The FY 2026-27 budget

The budget was adopted at $34,546,321. Contractual spending is down 41%, from $6,046,389 to $3,557,123. VP's with their division heads are going through contract and service agreements to determine what we keep and what we will terminate. Much of this work is already done and we are navigating through the final values in EC. Wages are budgeted at $18,037,051. Everyone with a base salary gets the 3.75% raise their contract calls for. Position Savings. We continue to look at the right size and positions for each unit in order to generate savings through efficient use of our people as well. The focus is on quality of service to students, and the back office functionality to support the college in its mission. Grant Funded salary dollars, we are capturing and aligning them during the year.

5. Corrective Action Plan

We have an interim Controller, working with the Foundation's interim senior accountant and with our assistant controller to complete month-end reconciliations and maintain currency. We have also started reconciling year end accounts balances now for the FY 2025-26 audit. The goal is to start and finish the audit on time this year. Over the next few weeks we will be reducing the chart of accounts for both the college and the Foundation. Condensing to best practices sizing and functionality makes reconciliation faster, makes reports more consistent, and gives us a clean starting point for the Banner system conversion.

	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)
Instruction									
Personal Services	6,765,173	6,985,184	(220,011)	103.3%	7,292,941	7,002,030	96.0%	16,846	0.2%
Equipment			0	0.0%	3,248	3,248	100.0%	3,248	100.0%
Contractual Expenses	642,225	481,574	160,651	75.0%	354,879	1,261,315	355.4%	779,741	61.8%
Employee Benefits	3,569,257	3,377,979	191,278	94.6%	4,899,616	3,602,175	73.5%	224,196	6.2%
Total Instruction	10,976,655	10,844,737	131,918	98.8%	12,550,683	11,868,768	94.6%	1,024,031	8.6%
Academic Support									
Personal Services	1,518,389	1,492,736	25,653	98.3%	1,685,234	1,523,935	90.4%	31,199	2.0%
Equipment			0	0.0%	13,883	13,152	94.7%	13,152	100.0%
Contractual Expenses	205,768	131,065	74,703	63.7%	202,485	184,595	91.2%	53,530	29.0%
Employee Benefits	898,486	724,826	173,660	80.7%	1,060,859	756,652	71.3%	31,826	4.2%
Total Academic Support	2,622,643	2,348,628	274,015	89.6%	2,962,462	2,478,335	83.7%	129,707	5.2%
Libraries									
Personal Services	551,274	545,317	5,957	98.9%	642,573	512,549	79.8%	(32,768)	(6.4%)
Contractual Expenses	283,200	234,894	48,306	82.9%	228,658	225,969	98.8%	(8,925)	(3.9%)
Employee Benefits	302,594	264,021	38,573	87.3%	404,571	260,159	64.3%	(3,862)	(1.5%)
Total Libraries	1,137,068	1,044,233	92,835	91.8%	1,275,801	998,678	78.3%	(45,555)	(4.6%)
Student Services									
Personal Services	2,429,016	2,203,314	225,702	90.7%	2,455,240	2,257,278	91.9%	53,964	2.4%
Equipment		42,637	(42,637)	0.0%	9,535	6,736	70.7%	(35,901)	(532.9%)
Contractual Expenses	744,176	606,204	137,972	81.5%	644,943	524,198	81.3%	(82,006)	(15.6%)
Employee Benefits	1,302,924	1,068,375	234,549	82.0%	1,681,824	1,201,406	71.4%	133,031	11.1%
Total Student Services	4,476,116	3,920,530	555,586	87.6%	4,791,542	3,989,618	83.3%	69,088	1.7%
Maintenance and Operations									
Personal Services	2,137,633	2,218,748	(81,115)	103.8%	2,112,065	1,922,167	91.0%	(296,581)	(15.4%)
Equipment	65,000	5,903	59,097	9.1%	30,659	23,903	78.0%	18,000	75.3%
Contractual Expenses	1,144,975	1,228,636	(83,661)	107.3%	1,150,628	1,157,623	100.6%	(71,012)	(6.1%)
Employee Benefits	1,004,146	1,074,382	(70,236)	107.0%	1,368,067	963,219	70.4%	(111,163)	(11.5%)
Total Maintenance and Operations	4,351,754	4,527,669	(175,915)	104.0%	4,661,418	4,066,912	87.2%	(460,756)	(11.3%)
Institutional Support									
Personal Services	1,933,044	1,584,617	348,427	82.0%	1,829,585	1,605,172	87.7%	20,555	1.3%
Equipment			0	0.0%	11,729	2,682	22.9%	2,682	100.0%
Contractual Expenses	739,600	894,836	(155,236)	121.0%	601,255	520,674	86.6%	(374,162)	(71.9%)
Employee Benefits	895,670	766,739	128,931	85.6%	1,143,892	818,704	71.6%	51,965	6.3%
Total Institutional Support	3,568,314	3,246,193	322,121	91.0%	3,586,462	2,947,232	82.2%	(298,961)	(10.1%)
General Institutional Services									
Personal Services	1,602,983	1,498,833	104,150	93.5%	1,640,011	1,473,669	89.9%	(25,164)	(1.7%)
Equipment	30,000	19,929	10,071	66.4%	74,265	40,183	54.1%	20,255	50.4%
Contractual Expenses	2,371,445	2,062,218	309,227	87.0%	2,597,800	1,806,640	69.5%	(255,578)	(14.1%)
Employee Benefits	688,444	725,420	(36,976)	105.4%	808,437	656,352	81.2%	(69,069)	(10.5%)
Total General Institutional Services	4,692,872	4,306,399	386,473	91.8%	5,120,513	3,976,844	77.7%	(329,556)	(8.3%)
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	3,698,660	100.0%	22,092	0.6%
Total Scholarships & Awards	3,200,000	3,965,251	(765,251)	123.9%	3,967,751	3,966,566	100.0%	1,315	0.0%
Total Appropriations before adjustments	35,025,422	34,203,639	821,783	97.7%	38,916,631	34,292,952	88.1%	89,313	0.3%
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	34,203,639	(68,697)	100.2%	38,916,631	34,292,952	88.1%	89,313	0.3%

	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	16,528,749	(396,717)	102.5%	17,657,648	16,296,801	92.3%	(231,948)	(1.4%)
Equipment	95,000	68,468	26,532	72.1%	143,318	89,904	62.7%	21,436	23.8%
Contractual	6,046,389	5,639,427	406,962	93.3%	5,780,648	5,681,014	98.3%	41,587	0.7%
Scholarship & Awards Offset	3,200,000	3,965,251	(765,251)	123.9%	3,967,751	3,966,566	100.0%	1,315	0.0%
Fringe Benefit	8,661,521	8,001,743	659,778	92.4%	11,367,266	8,258,667	72.7%	256,924	3.1%
	34,134,942	34,203,639	(68,697)	100.2%	38,916,631	34,292,952	88.1%	89,313	0.3%

SCHEDULE OF EMPLOYEE BENEFITS
Year-To-Date Through Friday, July 31, 2026

	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)
Retirement Incentive Costs	185,167	123,318	61,849	66.6%	213,760	213,760	100.0%	90,442	42.3%
HRA Retiree Benefits	85,169	86,586	(1,417)	101.7%	105,539	95,225	90.2%	8,639	9.1%
State Employee's Retirement	1,127,884	1,494,834	(366,950)	132.5%	2,257,910	1,284,920	56.9%	(209,914)	(16.3%)
State Teacher's Retirement	182,296	182,585	(289)	100.2%	184,133	164,457	89.3%	(18,128)	(11.0%)
Optional Retirement Fund	817,894	839,272	(21,378)	102.6%	959,053	893,552	93.2%	54,280	6.1%
Social Security	1,299,274	1,225,259	74,015	94.3%	1,286,604	1,177,409	91.5%	(47,850)	(4.1%)
Worker's Compensation	95,339	76,525	18,814	80.3%	55,291	56,581	102.3%	(19,945)	(35.3%)
Disability Insurance	8,553	8,937	(384)	104.5%	9,007	9,007	100.0%	71	0.8%
Hospital and Medical Insurance	3,042,386	2,562,400	479,986	84.2%	3,168,399	2,547,114	80.4%	(15,286)	(0.6%)
Post Retirement Health Insurance	1,565,580	1,320,000	245,580	84.3%	(45,153)	1,320,000	(2923.4%)	0	0.0%
Employee Tuition Benefits	129,602	117,670	11,932	90.8%	96,606	95,774	99.1%	(21,896)	(22.9%)
Life Insurance	7,717	9,027	(1,310)	117.0%	9,403	9,403	100.0%	376	4.0%
Vacation Benefits	94,871		94,871	0.0%	419,914	67,500	16.1%	67,500	100.0%
Miscellaneous	3,323	1,864	1,459	56.1%	3,794	3,444	90.8%	1,580	45.9%
Unemployment Insurance	16,466	6,727	9,739	40.9%	25,671	27,857	108.5%	21,130	75.9%
Total Employee Benefits	8,661,521	8,055,004	606,517	93.0%	8,749,931	7,966,003	91.0%	(89,001)	(1.1%)

	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%

The following update reflects progress toward the 2026-27 Presidential Goals as reviewed by the Board of Trustees in August 2026. The goals are organized according to the four focus areas: Middle States Accreditation, Structurally Sound Institution, Fiscally Resilient College and Culturally Dynamic Workplace. Following approval by the full Board of Trustees in September, the President's goals will be shared with the campus community.

MIDDLE STATES ACCREDITATION

- TC3's Self-study and the College's evidence repository was submitted to the Middle States Commission on 8/31.
- The draft schedule for the November 8-11, 2026 Accreditation Team visit was submitted to the Team Chair on 9/14. Feedback will be provided following consultation with the Evaluation Team, at which time adjustments may be made and tentative calendar holds will be issued. The schedule is subject to change up to and during the Team Visit, depending upon the needs of the Evaluation Team.

STRUCTURALLY SOUND INSTITUTION

- Implementation of year 2 goals contained within the College's 2025-28 Strategic Plan: *Sustaining a Vibrant Future* is underway. The 2025-26 Progress Report has been issued Year 1 Strategic Plan progress. The President's required annual report to the SUNY Chancellor is due 10/31/26.
- The Board of Trustees annual retreat is complete. The final report completed by facilitator Dr. Larry Nespoli has been issued with requisite action items and Board priorities for the upcoming year.
- The College's Banner Implementation Team (BIT) has been appointed, consisting of 13 functional department leads and five staff from Campus Technology. The project is sponsored by Executive Council, with new Executive Director of Campus Technology Steve Wiley taking lead and a dedicated project manager secured from SUNY ITEC (Information Technology Exchange Center). The TC3 kickoff is September 23. This will be an 18-24 month project.
- Two policies are presented 9/24 for Board approval: Student Billing, Collection and Payment Enforcement (new) and Attendance (revision). Two additional new policies are currently being considered by governance bodies: Conflict of Interest and Signature Authority. Feedback is due to me by 9/30; presentation to the Board in October.
- A member of Executive Council has been assigned to each existing institutional policy, and a review is underway for currency, relevance and comprehensiveness. Proposed revisions are due to me by October 9. This is the start of the comprehensive annual process contained within the Policy on Development, Approval and Retirement of Policies.

FISCALLY RESILIENT COLLEGE

- The College's Finance Department, under the leadership of the Interim CFO, is making significant progress in policy review, standardizing procedures and protocols and implementing best practices in day-to-day operations.
- The 2026-27 Operating Budget has been centralized with management pending achievement of budgeted enrollment targets. Fall 2026 allocations will be released first, followed by spring as enrollment is realized.
- The College's $251K Capital Budget request will be presented to the Tompkins County Legislature Extended Budget Committee on 9/22. Tompkins County's support is required to secure the already approved match from Cortland County as well as the 50% state match.
- Feedback has been provided to the TC3 Foundation Board of Directors on the recent draft Memorandum of Understanding. An updated draft is due from the Foundation, after which the shared committee will reconvene. The goal is to complete for vote at the October meetings of both Boards.

CULTURALLY DYNAMIC WORKPLACE

- The President's annual charges were submitted to College Senate (9/10) and to the Diversity Equity Action Council (9/3) as required by the bylaws of both organizations.
- Monthly meetings with the President and Faculty Senate Chair Eric Jenes and Faculty Council on Community Colleges Delegate Amy Faben-Wade started in September.

TOMPKINS CORTLAND
COMMUNITY COLLEGE

Vice President Reports

Human Resources
Human Resources continued to support the College and FSA through a period of increased activity in preparation for the fall semester. Forty-three positions across all employment classifications and units moved through the recruitment process, supporting the College's staffing needs for the new academic year. The annual performance evaluation cycle concluded in August, with HR providing ongoing support to employees and supervisors throughout the process. The department also continued to build capacity with HR Generalist Tom Avery assuming responsibility for compensation and benefits administration, further strengthening HR's ability to support employees and College operations.

Facilities Department
Facilities operations during the summer focused on preparing the campus and residence halls for the return of students, maintaining facilities and grounds, supporting campus events, and advancing safety initiatives. Building Maintenance completed residence hall renovations and repairs, painted the Student Center and select offices, addressed HVAC issues at the Ithaca Extension Center, and continued preventative and infrastructure work. Grounds crews maintained campus and athletic areas, prepared fields, supported sidewalk repairs, and completed outdoor improvement projects. Custodial staff supported New Student Orientation and other campus events, completed residence hall turnovers and deep cleaning, and continued work to modernize and inventory the College's key system. Environmental Health & Safety advanced fire safety compliance, inspections, and development of a key distribution policy.

Campus Technology
Campus Technology welcomed Steven Wiley as the new Executive Director of Campus Technology. Initial kickoff meetings have begun for the Banner SaaS project, with more detailed implementation planning underway. The PowerCampus upgrade has been tentatively postponed to the weekend of October 2 due to the Banner SaaS meetings; Email and Web Courses will remain available through direct links during the eventual upgrade.

Campus Technology continues to strengthen the College's cybersecurity posture in response to phishing, compromised accounts, and recent incidents involving unauthorized changes to student financial information within a third-party system. The College's review found no evidence that TC3 systems were breached. In response, Campus Technology has implemented enhanced monitoring to identify suspicious activity and potentially compromised accounts earlier, automatically secure high-risk accounts, terminate unauthorized access, and require identity verification and multi-factor authentication before access is restored. The department is working closely with the vCISO, SUNY, and appropriate campus departments to monitor and respond to these incidents and has expanded student cybersecurity education and online guidance. These measures are shifting the College's approach from responding to reported incidents toward earlier detection, rapid containment, and prevention of further harm.

Additional support is being provided in Community Living, including assessment of wireless connectivity, development of wired connections in student rooms, and on-site student support.

Campus Police

Campus Police welcomed students back to campus and supported New Student Orientation, the Get Connected Fair, EOP programming, and Student Leader and RA training. With the return of students, calls for service have increased, and the department continues to provide safety information, resources, and training to the campus community. Upcoming initiatives include a Basic Threat Evaluation and Reporting Course (B-TERC) in October, the annual Coffee with a Cop program, and participation with Cortland County law enforcement agencies in a Special Olympics fundraiser.

Fall 2: A New Enrollment Opportunity

TC3 is launching its new Fall 2 semester on September 29th as a strategic opportunity to grow enrollment while providing students who were unable to begin in August with another pathway to start college this fall. The 10-week term offers dozens of courses, many fully online, as well as 14 degree programs available to full-time students. Fall 2 students remain eligible for financial assistance, including SUNY Reconnect for qualifying adult learners. Admissions and Student Success teams are actively engaging prospective students and providing individualized support from inquiry through registration. This new semester increases flexibility in when and how students begin their TC3 journey while creating an additional enrollment opportunity within the academic year.

Adult Learner Leadership & SUNY Reconnect

TC3 continues to lead in serving the growing population of adult learners, with just under 900 adult learners enrolled this fall. Students age 25 and older now represent 51% of core enrollment, underscoring the increasingly important role adult learners play in TC3's enrollment profile. 424 SUNY Reconnect eligible students are enrolled for Fall 2026, representing an increase of more than 108% over Fall 2025. On August 27th, SUNY Chancellor John B. King Jr. visited TC3 to celebrate the launch of the new Adult Learner and Reconnect Center, recognizing TC3's leadership in developing the first center of its kind within SUNY. The Center provides a dedicated hub for proactive coaching, navigation, and case-managed support for adult learners, including Reconnect participants, online and evening students, veterans, and students balancing college with work and family responsibilities.

Fall 2026 Student Onboarding & Engagement

TC3 strengthened the student onboarding experience for Fall 2026 through expanded orientation offerings and early engagement opportunities. 414 students completed the new interactive online orientation, providing a more engaging and accessible introduction to TC3 prior to arriving on campus, while 303 students participated in required in-person New Student Orientation, connecting students with academic resources, support services, and the campus community. During the first two weeks of the semester, 648 student engagements representing 308 unduplicated students were recorded across campus. This included 156 students participating in the Get Connected Club & Resource Fair, where students connected with campus resources, clubs, activities, and support services. 187 residential students also participated in additional orientation and community-building activities through Community Living & Student Support.

Student Success & Early Intervention

During the first three weeks of the semester, faculty and staff submitted 1,243 Enrollment Notes and raised 844 student flags, including 153 kudos recognizing positive student engagement and accomplishments. In addition, 798 students checked in across campus at locations including the Panther Welcome Center, Health & Wellness, Tutoring, Opportunity Programs, and other student support areas. The early adoption of the Student Success Hub is strengthening TC3's ability to identify student needs, coordinate campus-wide support, recognize positive momentum, and connect students with timely interventions.

Institutional Effectiveness Division Update

The Institutional Effectiveness Division has had a productive summer, advancing several key initiatives that support accreditation, strategic planning, compliance, organizational development, and resource diversification. Highlights include the following:

Middle States Self-Study Successfully Submitted

After a multi-year collaborative effort involving faculty, staff, administrators, students, and trustees, the College completed its Middle States Commission on Higher Education (MSCHE) Self-Study. The Self-Study and all supporting evidence documents were successfully uploaded to the MSCHE portal in preparation for the evaluation team visit scheduled for November 8-11. Completion of this milestone represents a significant accomplishment for the institution and reflects the collective commitment of the College community to continuous improvement and institutional excellence.

Completion of the First Cycle of Integrated Planning

All College divisions successfully completed their departmental planning processes, marking the conclusion of the first full cycle of the College's refined integrated planning ecosystem. This process strengthens alignment between departmental priorities and the College's Strategic Plan, creating a more coordinated and evidence-based approach to planning, assessment, budgeting, and decision-making across the institution.

Expanded Grants and Compliance Capacity

The College welcomed Merryn Clay in a new role as the Director of Grants and Compliance in July. In this role, she will focus on strengthening institutional grant-seeking capacity, supporting resource diversification efforts, and enhancing compliance processes. This position represents an important investment in the College's ability to secure external funding and advance strategic priorities.

Revitalized New Employee Orientation

The Dean of Organizational Development and Institutional Effectiveness launched a redesigned New Employee Orientation program this summer. The updated program provides a more comprehensive introduction to the College's mission, culture, resources, and expectations, supporting employee engagement and success from the beginning of their employment.

State and Federal Reporting Compliance

The Institutional Research Office completed several required compliance reports for the New York State Education Department (NYSED), including mandated reporting related to students with disabilities. The office also completed all federal reporting requirements associated with the Department of Education's Financial Value Transparency and Gainful Employment (FVT/GE) regulations.

This reporting cycle represents the final year under the current FVT/GE framework, which relied on complex debt-to-earnings calculations to assess program value. Beginning with the next reporting cycle, the Department of Education will transition to the Single Earnings Test (STATS) framework. This simplified approach eliminates the debt-to-earnings metric and instead uses a standardized Earnings Premium measure, requiring undergraduate programs to demonstrate that graduates earn more than the median high school graduate in their state.

1) Academic Portfolio

Faculty continue to modify the academic portfolio to provide the best possible complimentary array of academic programs to TC3 students. This year, the focus is centered on program redesign and program creation. The following projects are underway.

1. Cybersecurity A.S. will soon go from SUNY to NYSED for approval.

2. The college eagerly awaits name changes for Liberal Arts and Sciences: Psychology and Liberal Arts and Humanities - English from SUNY.

3. The Applied Science and Technology A.A.S. program held a large advisory board panel on Thursday September 3rd with eight major local employers as we use our DACUM (Developing a Curriculum) model to revise the program for SUNY Reconnect eligibility.

4. Construction Management A.S. – Professor Jnaid is working to move this program online and to refocus it on management to help the program scale. The goal for this is to be completed before the holiday break to then send to SUNY.

5. Professor Levi is working to build the college a Nano Tech associates degree program that meets local employer needs and ties our work into this burgeoning sector. The lab she has includes ~$750,000 of equipment purchased through SUNY grant dollars in the 25-2026 academic year. The target date for BOT approval is December.

6. Director Carrie Whitmore and Dean Tim McCabe continue to work with Professor Decker on the AOS in Commercial Electrician. The target date for BOT approval is December.

7. Dean Steck is working with Professors Shanks and Millman to revise Graphic Design, Communication and Media, New Media, Photography, and Digital Cinema into 2-3 core programs, at least one that will be SUNY Reconnect eligible.

8. The Culinary Arts degree program will come to the full faculty for a discontinuance vote shortly, following the vote of the Curriculum Committee last spring.

9. Business and Hospitality faculty are working to review modifications to both the Sustainable Farming and Hospitality and Restaurant Management programs that used to require Culinary Arts classes.

2) Culture

Faculty have stepped up the exciting opportunity to onboard our 2026 fall class, volunteering and dedicating additional time to serve in advising roles, attend new student orientation, welcome students to class, and engage our class in dynamic learning opportunities. As a group, they went above and beyond in the first week to make TC3 uniquely well presented to our students.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Policies

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2026-2027-3

Attendance Policy

WHEREAS, the Board of Trustees of Tompkins Cortland Community College is committed to supporting student success, academic achievement, and the effective delivery of the College's educational programs; and

WHEREAS, regular and meaningful student participation in instructional activities is an important component of academic success and supports the integrity and quality of the College's academic programs; and

WHEREAS, the College has reviewed its existing practices concerning student attendance and determined that a comprehensive attendance policy will provide students, faculty, and administrators with clear and consistent expectations regarding attendance, participation, absences, and related academic responsibilities; and

WHEREAS, the proposed Student Attendance Policy establishes expectations for regular and timely attendance and participation while recognizing circumstances in which students may be appropriately absent or excused, including circumstances required by applicable law or College policy; and

WHEREAS, the proposed policy has been reviewed through the College's appropriate shared governance and administrative processes and is recommended for adoption by the President;

NOW, THEREFORE, BE IT RESOLVED, that the Tompkins Cortland Community College Board of Trustees hereby adopts the revised Attendance Policy**,** attached hereto as Policy Reference Number A7 effective September 24, 2026; and

STATE OF NEW YORK:	**I, NANCY MURPHY, CLERK** of the Board of Trustee of
SS:	Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 24th day of September 2026 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 24th day of September 2026.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE POLICY

Policy: Attendance

Policy Reference No: A7

Date of Last Update: July 10, 2026

Responsible Division: Academic Affairs, Finance

Purpose:

To establish a consistent process for course participation reporting for students who are reported by faculty as having never attended a course or who cease participation during the semester. This policy ensures accurate enrollment reporting, compliance with federal and state regulations, appropriate assessment of fees, and proper adjustment of financial aid and tuition charges when applicable.

References:

TC3 Policy on Billing, Collection and Payment (link TBD)

TC3 Cost of Attendance

Tuition Billing and Payment

Tuition and Fee Refunds

Contacts:

Aaron Tolbert, PhD, Provost & Vice President of Academic Affairs, at109@tompkinscortland.edu, ext. 4373

Penelope Howard, Interim Vice President of Finance, ph030@tompkinscortland.edu, ext. 4264

Policy Statement:

Students are expected to attend and actively participate in all courses for which they are registered. To maintain satisfactory academic progress, regular attendance is necessary. Absence from class is considered a serious matter and does not excuse a student from completing course requirements, assignments, examinations, or other academic work.

Faculty members are responsible for providing written attendance and participation requirements during the first week of class. Students must comply with the attendance and participation expectations established for each course. Unless otherwise specified by the instructor, students are expected to attend all scheduled class sessions promptly and regularly. If an absence is anticipated, students are responsible for notifying the instructor as far in advance as possible. When a student is absent on the day of an examination, assignment, or other required activity, the instructor will determine whether make-up work or late submission will be permitted. In all cases, students are responsible for material covered during their absence.

To ensure accurate enrollment records and compliance with federal and state reporting requirements, faculty members are responsible for reporting students who have never attended a course and students who began attending but subsequently ceased participating.

Students reported as Never Attended in at least seventy-five percent (75%) of their courses that begin prior to the census date of a term may be administratively withdrawn from all registered courses for that term. Students withdrawn under this provision will be assessed the Board-approved Administrative Withdrawal Fee.

Students who begin attending a course but subsequently cease participating and fail to complete the course requirements may be assigned a UF (Unverified Failure) grade in accordance with College procedures. Students assigned a UF grade may be subject to a Return of Title IV Funds calculation, and financial aid may be adjusted in accordance with applicable federal and state regulations and College policies.

Students will be notified of administrative withdrawals, UF grades, and related actions through their official College email account. Students are responsible for regularly reviewing College communications and monitoring their student account information.

Students who believe they were withdrawn in error may seek reinstatement by obtaining written approval from the course instructor. The instructor is responsible for updating the student's participation status in the student record system, as appropriate.

Students who believe they received a UF grade in error may appeal using the College's grade appeal process. Appeals must be submitted to the Provost's Office within thirty (30) business days of notification unless an exception is approved by the Provost. Supporting documentation may be required.

Students shall not be penalized for inability to attend classes or participate in examinations on particular days because of religious beliefs, in accordance with Section 224-a of the New York State Education Law. Students who anticipate absences for religious observance are expected to discuss such absences with their instructors in advance.

The College reserves the right to schedule additional class time to compensate for instructional time lost because of weather, road conditions, emergencies, or other circumstances beyond its control.

Any student who wishes to challenge the application of this policy, including attendance-related grading decisions, administrative withdrawal actions, or participation determinations, may utilize the applicable student grievance or academic appeal procedures outlined in College policy and the Student Handbook.

Policy History

- 7/16/1992 – Resolution #1992-93-6 Attendance Policy
- 5/19/1994 – Resolution #1993-94-82 Attendance Policy
- 5/10/2007 – Revised
- 11/10/2016 – Revised
- 7/10/2026 – Revised

Resolution Number:

2026-2027-3

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2026-2027-4

Student Billing, Collection, and Payment Enforcement Policy

WHEREAS, the Board of Trustees of Tompkins Cortland Community College has a fiduciary responsibility to safeguard the financial resources of the College and to establish appropriate policies governing the collection of tuition, fees, charges, and other financial obligations owed to the College; and

WHEREAS, timely and accurate student billing and the effective collection of outstanding student accounts are essential to the College's financial stability, cash flow, internal controls, and responsible stewardship of public and institutional resources; and

WHEREAS, the College recognizes that students may satisfy their financial obligations through a variety of payment methods and, when authorized by College procedures, through payment plans, financial aid, third-party sponsorships, or other approved arrangements; and

WHEREAS, the College seeks to establish clear, consistent, transparent, and equitable requirements governing student billing, payment due dates, delinquent accounts, payment enforcement, collection activities, and the resolution or write-off of uncollectible accounts; and

WHEREAS, the proposed policy is intended to comply with applicable federal and state laws and regulations, governmental requirements, contractual obligations, and College policies and procedures; and

WHEREAS, the proposed policy has been reviewed through the College's appropriate administrative and shared-governance processes and is recommended for adoption by the President;

NOW, THEREFORE, BE IT RESOLVED, that the Tompkins Cortland Community College Board of Trustees hereby adopts the Student Billing, Collection, and Payment Enforcement Policy, attached, effective September 24, 2026; and

STATE OF NEW YORK:	**I, NANCY MURPHY, CLERK** of the Board of Trustee of
SS:	Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 24th day of September 2026 and the same is a complete copy of the whole of such resolution.

Student Billing, Collection, And Payment Enforcement Policy
(continued)

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 24th day of September 2026.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE POLICY

Policy:
Student Billing, Collection, and Payment

Policy Reference No:
[To Be Assigned]

Date of Last Update:
May 7, 2026

Responsible Division:
Finance

Purpose:

The purpose of this policy is to establish clear expectations regarding student financial responsibility, tuition payment requirements, collection procedures, and enforcement actions related to unpaid student account balances. This policy ensures compliance with State University of New York directives prohibiting transcript withholding while supporting proactive and equitable collection practices.

References:

- SUNY Community College Regulations
- TC3 Attendance Policy (A7)
- TC3 Reduction in Liability
- TC3 Cost of Attendance
- TC3 Tuition and Fee Refunds

Contacts:

Penelope Howard, Interim Vice President of Finance, ph030@tompkinscortland.edu, ext. 4264

Policy Statement:

Student Financial Responsibility

By registering for classes at the College, students acknowledge and accept responsibility for all tuition, fees, housing (if applicable), and related charges associated with their enrollment. This responsibility includes tuition liability for the required NYS tuition proration and administrative withdrawal fees.

A student who officially withdraws shall be liable for payment of tuition and refundable fees in accordance with the following schedule:

Schedule of Student Tuition Liability

Prior to start of classes	0%
During the first week of classes	25%
During the second week of classes	50%
During the third week of classes	75%
After the third week of classes	100%

Student reported as never attending courses at census will be dropped and charged a Board approved Administrative Withdrawal fee.

Financial Liability Exemptions

Students who withdraw from classes to enter military service prior to the end of an academic term can request a Reduction in Liability for any courses the student did not already receive academic credit. The student will need to provide proper certification of such military service.

Students who are deemed qualified active-duty military personnel, veterans, or qualifying dependents and spouses, as certified by the Veterans Benefits Certifying Officer, may receive tuition at the in-state rate.

Students who had to withdrawal due to a family or medical emergency or any situation out of their control may file an Appeal for a Reduction in Liability to be reviewed by the Bursar's office.

Eligibility Restrictions for Participation in Campus Activities

Students participating in designated co-curricular activities, leadership positions, athletics, housing, or other institution-sponsored programs may be required to maintain an account balance below established thresholds or maintain an approved payment arrangement.

1. **Housing**
   Students requesting campus housing will not receive a room assignment until their account balance is below $1,000 or a Student account-based payment plan is established.

2. **Athletics or other co-curricular activities**
   Students will not be permitted to participate in non-academic activities until their balance is below $1,000 or a Student account-based payment plan is established.

3. **Students not qualifying for Financial Aid**
   Students who do not qualify for Financial Aid, including international students, must have a balance below $1,000 or a Student account-based payment plan in place prior to the start of classes.

Enrollment and Attendance Enforcement

4. **Students not residing in campus housing**
   Students who fail to demonstrate financial activity by the tuition due date may have their registration canceled prior to the start of the semester.

- Students who register after the due date must initiate financial activity within 48 hours. Acceptable activity includes:
    - Submission of a Certificate of Residence (COR)
    - Making a payment
    - Initiating financial aid

5. **Students not enrolled in a degree program**
   Students not enrolled in a degree program are not eligible for Title IV federal aid or NYS aid. Students not enrolled in a degree program must pay their balance in full or enroll in a Student account-based payment plan by the due date or risk being administratively dropped at the start of the term. Student registering after the due date have 48 hours to satisfy this requirement.

6. **Students Without Payment Arrangements**
   Students who fail to establish payment arrangements by applicable deadlines may be subject to registration cancellation or other enrollment restrictions consistent with institutional and financial aid regulations.

7. **Delinquent Payment Plans**
   Students who become delinquent on their Student account-based payment plan will be subject to enforcement actions such as:
   - Be placed on hold if an outstanding balance remains, and
   - Be administratively dropped from any future semester registrations

Collections

- The collection of delinquent accounts shall be the responsibility of the Bursar's office up to 90 days after the student stops attending or the completion of the Return to Title IV calculation by Financial Aid.
- After 90 days a student may be referred to a third-party collection agency. The third-party collection agency is authorized to act on behalf of the college.
- The collection agency has the authority and right to receive, endorse and deposit any commercial paper or other consideration received on any account referred.
- The collection agency may, with the College's consent, contact or refer any account to an attorney for collection.

Definitions

1. **Active payment arrangement**: An agreement made directly with the Student Accounts office which must be current and in good standing.
2. **Census**: The official point in an academic term, approximately 3 weeks into the semester, when the college takes a permanent snapshot of student enrollment to finalize state funding, reporting, and financial aid.
3. **Student account-based payment plan**: A monthly payment plan offered through the payment servicer authorized by the College's Student Accounts office.
4. **Financial activity**: Includes payment, enrollment in a payment plan, documented financial aid activity, Certificate of Residence submission, third-party sponsorship authorization, or other approved payment arrangements.
5. **Student**: Any individual enrolled in credit, non-credit, workforce development, continuing education, and other programs administered by the College unless otherwise governed by separate program requirements.
   a. Commuter Student: Not residing in campus housing
   b. Non-matriculated Student: Not enrolled in a degree program

Conditions

- Students may be reinstated upon payment in full or establishment of a valid payment agreement, subject to academic deadlines and approvals.

Students experiencing documented extenuating circumstances may request review of enforcement actions through the Vice President of Finance.

Reinstatement following cancellation or restriction is subject to applicable academic deadlines, institutional procedures, and administrative approval.

Resolution Number:

2026-2027-4

Foundation Update

The Foundation's current work is focused on strengthening the systems, policies, and structures that support effective fundraising and donor stewardship.

Scholarship and Fund Review

A comprehensive review of the Foundation's current scholarship and restricted fund structure is underway. The goal is to better understand how the existing model is functioning, identify opportunities to simplify administration, and ensure that future practices are aligned with donor intent, College priorities, and Foundation operations.

This review includes current scholarship practices, fund structures, related procedures, and donor-facing materials. Recommendations will be discussed with the senior leadership team and the TC3 Foundation Board for appropriate review and discussion before any changes are made.

Policies and Procedures

The Foundation's governing and operational documents are being reviewed to ensure that current practices are clearly documented, consistent, and appropriately controlled. This work includes the Foundation Policy Manual, By-Laws, Financial Procedure Manual, and Scholarship Procedures.

Retiree Breakfast

Planning is underway for the annual TC3 Retiree Breakfast on Friday, October 2, from 9:00-11:00 a.m. in the Forum. Invitations and the fall retiree newsletter are being prepared, with an RSVP deadline of September 18. The event is an important opportunity to maintain connection with retirees and strengthen their ongoing relationship with the College.

Fundraising Planning

I am aware of the Board's interest in supporting a broader fundraising plan and connections to prospective donors, and that work is on the radar as the Foundation's foundational systems and priorities are assessed. I am beginning to give thought to what a thoughtful, realistic fundraising strategy should include and how it can align with College priorities, alumni engagement, donor interests, and the Foundation's capacity to execute it well.

Faculty Senate Elections

Faculty elected members for the inaugural Faculty Senate during the first two weeks of the semester. Nursing Professor Glenna McMinn served as Elections Chair, soliciting volunteers to serve as primary Senators or alternates and conducting elections for each position. Those members are:

- Chair: Eric Jenes
- STEM: Sophia Georgiakaki
- Business: Patick Mercer
- Education and Social Sciences: Anna Regula
- Humanities and Arts: John Troyer
- Nursing and Health: Melissa Vorhis

Adjunct Faculty are conducting elections for their seat, and the Academic Professional Faculty seat is currently vacant, though there is an alternate member who will be unable to attend until the completion of the Nursing accreditation cycle. The Chair is also a member of that community.

Meetings

The first meeting will be held on September 18. Faculty Senate will also join College Senate once a month for scheduled presentations on plans from VPs.

Feedback on Policy

Faculty Senate provided feedback to administration regarding the Attendance Policy and Student Billing, Collection, and Payment Policy. They suggested a few points of clarification, particularly regarding what constitutes attendance in an online class.

Note: feedback for these policies occurred on the Faculty Senate Teams channel as response was required prior to the initial meeting.

We held our first meeting of the semester on 9/11/2026. Our main goal for the meeting was to vote in new members and discussion goals for the upcoming year. The body believes we need to review the membership structure to better align with the divisions of the Campus in order to have the best representation of the campus community. We will continue these discussions and intend to seek a bylaw revision by the end of the academic year.

In addition to reviewing our membership, I will be working closely with Eric Jenes to better define the roles of both the College Senate and the Faculty Senate. We will be planning joint meetings to allow the College to share information that is relevant to both groups, such as the Strategic Enrollment Plan.

TOMPKINS CORTLAND
COMMUNITY COLLEGE

Informational Items

New York Community College Trustees

Board Chair Monthly Update

September 2026

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EDUCATION

72nd NYCCT Annual Conference — September 16-18, Saratoga Casino Hotel

"The Future is Now: Community Colleges at the Center of Change"

Registration closes **September 4** — if you haven't signed up yet, now's the time. Thank you to everyone who has already registered; we're looking forward to seeing you in Saratoga! Register Here

Hotel note: The Saratoga Casino Hotel is now fully booked for Friday, September 18. We've secured an overflow block at the **Homewood Suites by Hilton Saratoga Springs** (518-584-1500) — book your room here.

Student Trustees: Join **Peter Bambino**, Former Student Trustee at SUNY Orange (two terms), on **Friday, September 18 from 2:30-3:45 pm** for an overview of the role, his experiences, and best practices, with time for Q&A. This session is concurrent with other programming — no need to register, just join if you're interested.

Registered attendees: keep an eye out for the detailed conference schedule-at-a-glance, coming soon.

Perfect Timing: Middle States & the NYCCT Trustee Institute

The Middle States Commission on Higher Education (MSCHE) is encouraging institutions to review and weigh in on the U.S. Department of Education's newly proposed federal accreditation regulations, developed through the Department's Accreditation, Innovation, and Modernization (AIM) negotiated rulemaking process.

On August 19, USDE announced a public comment period on a Notice of Proposed Rulemaking revising federal accreditation regulations. MSCHE President Heather F. Perfetti served as an alternate negotiator on the AIM committee, representing institutional accreditors recognized by the Department. Public comments can be submitted through the Federal eRulemaking Portal by September 21, 2026.

Which makes the timing of our own **NYCCT Trustee Institute — Wednesday, September 16**, kicking off the Annual Conference — especially relevant. This year's session covers:

- Roles & Responsibilities of the Community College Trustee & Education Law
- Board Governance
- Community College Funding: Revenue Sources, Chargeback Funds, and Financing of Capital Projects
- **Middle States and the Role of the Trustee**
- Open Meetings Law

If you're a new trustee — or would just like a great refresher — join us on 9/16 in Saratoga. **There is no cost to attend, and lunch is included.** Register Here

Educational Module — Save the Date

Upcoming Educational Module: Federal Earmarks Participation - Don't Leave Money on the Table *(virtual)*

Building on discussions from the Advocacy Panel at this year's conference (Friday, September 18), join us **Wednesday, October 8, 4:00-5:00 pm** for a deeper dive into federal earmark money, with **Will Schwartz, Vice Chancellor for Government Relations, SUNY**. More details to follow.

ADVOCACY

Government Relations Committee

Grant Valentine, Chair (RCC); George Cushman (FLCC), Allen Williams (MCC), Mary Alice Panek (GCC), Diana Kastenbaum (GCC), Devi Momot (CCC), James Testani (BCC), George Raneri (HVCC), Wendy Waters (MVCC), Thomas Weddell (OCCC), Gail Tylec (SUNY Niagara), David McNally (NCCC)

$4M

secured this year

$25M

the ask now underway

It's been a big year for trustee advocacy!

This Committee helped drive a first-of-its-kind $4 million in unrestricted state operating support — and now has its sights set on a $25 million ask heading into the next legislative session. Progress like this takes a team, and we're grateful to the trustees who were part of that effort:

Grant Valentine, Chair (RCC) · **George Cushman** (FLCC) · **Allen Williams** (MCC) · **Mary Alice Panek** (GCC) · **Diana Kastenbaum** (GCC) · **Devi Momot** (CCC) · **James Testani** (BCC) · **George Raneri** (HVCC) **Wendy Waters** (MVCC) · **Thomas Weddell** (OCCC) · **Gail Tylec** (SUNY Niagara) · **David McNally** (NCCC)

Thank you for helping to turn advocacy into real results for our colleges!

Want a seat at the table for next year's budget push? Reach out to Laura LaFontaine at nycct@suny.edu.

COMMUNICATION

Communications Committee: David Males, Chair (JCC), Ann Fleming Brown (SCCC), George Cushman (FLCC), Linda Van Buskirk (CCC), Wendy Waters (MVCC)

Communications Committee

The Communications Committee's job goes beyond spreading the word — it's about keeping New Yorkers informed on the issues that matter to our colleges, from funding to workforce development to the everyday impact community colleges have across the state. This year, that work paid off: our stories have recently been picked up by WBNG-12 News (Binghamton) and NCPR, including this piece on SUNY's efforts to prepare adult learners for in-demand jobs. The Committee also grew our social media presence and expanded the monthly NYCCT report to reach every trustee — and our newsletter now reaches Public Television and Radio contacts across the state.

None of this happens without dedicated trustees behind the scenes:

David Males, Chair (JCC) · **Ann Fleming Brown** (SCCC) · **George Cushman** (FLCC)
Linda Van Buskirk (CCC) · **Wendy Waters** (MVCC)

Thank you for helping our stories reach further than ever!

Want in? If you enjoy storytelling, strategy, or just want to help shape how the public sees our colleges, this committee is a great fit — and a great way to connect with fellow trustees from across the state. Reach out to Laura LaFontaine at nycct@suny.edu.