

VISION

*To see strengths and unique potential in every person.
To inspire people to make the courageous choice to learn, grow, and serve.*

MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*



BOARD OF TRUSTEES

THURSDAY, MARCH 16, 2017

RONALD W. SPACE BOARD ROOM – 5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – February 16, 2017
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – None
 - b. Organizational Capacity – Middle States SubCommittees Standards III and IV
10. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives)
11. Information Items:
 - a. Human Resources Updates

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel

13. Standing Reports:
 - a. College Forum – Sheila Abbey and Kori Post, Co-Chairs
 - b. Faculty Student Association – John Bradac
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson’s Report – Elizabeth Burns
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Manpreet Kaur
 - h. President’s Report

14. Executive Session (to discuss a personnel issue – no action to be taken)

15. Upcoming Events:
 - a. Special Meeting of the Board – April 3, 2017
 - b. Next Board Meeting – April 13, 2017

16. Adjournment

***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.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
FEBRUARY 16, 2017
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, Judy Davison, Manpreet Kaur, Arthur Kuckes, and Bruce Tytler

EXCUSED: Dammi Herath, Matt McSherry, Raymond Schlather

ABSENT: None

COUNTY

LIAISONS: Michael Lane and John Troy

STAFF: Sheila Abbey, Kris Altucher, John Bradac, John Connors, Carl Haynes, Martha Hubbard, Bruce Need, Cathy Northrop, Lisa O'Loughlin, Carl Penziul, Kori Post, Carol Sammis, Blixty Taetzsch, Peter Voorhees, Jonathan Walz-Koeppel, Khaki Wunderlich

GUESTS: Antoinette Derbyshire, Human Resources Director, BorgWarner Morse Systems; Lisa A. Patz, Vice President, Human Resources and Privacy Officer, and Desiree Ness, Recruiting Manager, CBORD; and Holly Sorrell, Director of Human Resources, Pyrotek Inc.

1. **Call to Order:** The meeting was called to order at 5:34 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – January 19, 2017:** Dr. Coates moved that the minutes of the January 19, 2017, meeting be approved as presented; seconded by Ms. Davison; carried unanimously.
7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.

9. College-wide Goals:

a. **Student Success:** None.

b. **Organizational Capacity:** Provost Conners introduced Dr. Kris Altucher, Associate Dean for Institutional Research and Organizational Learning and Co-Chair of the Middle States Self-Study. Bruce Need and Lisa O'Loughlin, Co-Chairs of the Standard VII – Leadership, Governance, and Administration Subcommittee – named the faculty and staff who were part of the Standard VII Subcommittee. They noted there has been some change in this since the change to six deans during this Middle States period. To get the information needed, members of the Subcommittee held a number of interviews with Trustees, the College Forum Chair, reviewed materials on hand, and looked at relevant available surveys (i.e., faculty staff survey, student opinion survey). There were no recommendations for changes, but there were concerns on the usefulness of the College Forum. Kori Post, Co-Chair of the College Forum reported that President Haynes had attended a College Forum meeting and discussed the background, history, and purpose of the College Forum. He said it is the longest version of shared governance at the College. Middle States feels it is extremely important to have a shared governance that is not associated with the unions. Dean Wunderlich said most of our sister colleges have a shared governance that are comprised of members of the faculty and administration, and our shared governance has a representative from all employee groups and students. There was a question as to whether or not the Sustainability Council and Wellness Council should be included in this section. President Haynes did not think that the role of governance related to the councils.

Compliance – Jonathan Walz-Koeppel and Carol Sammis, Co-Chairs of the Compliance Subcommittee said that there were no concerns with the College being in compliance with the rules and regulations set for us except for one issue brought up about needing a defined process and centralized place to address student complaints. Currently, every department deals with student complaints (discrimination, grades, student life, etc.) differently so we don't have a centralized location to store that information. This issue has been taken to Provost Council to be addressed.

10. **Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives):** Provost Conners spoke to his written report.

11. Information Items:

a. **Human Resources Updates** – No discussion.

- b. Professional Development Report** – President Haynes mentioned that this report is used to show the number of people and the different activities in which they participate.
- 12. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Buck moved that the Consent Agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
 - a. Capital Payments** – The north and south ends of the roof have been completed and the contractors have been working on the drainage system for the roof. The remainder of the work will continue after the weather improves.
 - b. Appointment of Personnel** – No discussion.
 - c. Treasurer’s Report** – No discussion.
 - d. Maintenance of Public Order Policy** – No change since last month’s discussion. Kori Post wanted the trustees to know that the College Forum members were polled as to whether or not they would approve the resolution and they were in agreement that the resolution should be approved. One question was raised as to the approval process, and that is being addressed in the procedure.

13. Standing Reports:

- a. College Forum** – Co-chair Sheila Abbey reported that Provost John Conners will be presenting to the Forum regarding the history of Middle States, where the College is in the process for the current self-study, and the next steps at the February 17 meeting. There will be time for questions and answers. Also the Forum will discuss the Maintenance of Public Order Policy. Beau Saul, Director of Public Safety will present on active shooter initiatives at the March 31 meeting. A nomination committee will be formed in March to assist in soliciting new members for the 2017-2018 academic year. Future meeting dates are as follows: March 31, April 7 & 21, May 5 & 19.
- b. Faculty Student Association** – Dean Bradac reported that the FSA had met this afternoon and had addressed a number of items including resolutions for One card expenditures, moving a small amount of funds into the Fitness Center Reserves, and Updates to the Personnel Policy Manual. There was a call for members for the Excellence Award Review Committee. There are some new students participating on the FSA Board. The next meeting will be held on March 16.
- c. Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that the following committees of the Foundation Board have met: January 24 – Finance, February 3 – Stewardship, February 6 – Child Care Campaign, February 8 – Alumni, and February 15 – Executive. The outstanding \$1.3 million Market New York (ESD MNY) grant that was designated for the Farm to Bistro initiative has been received. A Property Management Committee meeting is scheduled for Tuesday, February 21. A joint board retreat with the

Board of Trustees will take place on March 1 at Coltivare, and the next Board meeting is scheduled for March 7.

- d. Chairperson's Report** – Chairperson Burns reported on the work of the Presidential Search Committee. She said that 3 candidates have been proposed to come to campus and the Board will discussing more about this during Executive Session. Chairperson Burns said that everyone on the Committee worked well together and there was a very open and respectful discussion of different viewpoints.
- e. Liaison Report (Cortland County)** – Mr. Troy reported that the County is dealing with a problem of building security at the County Office Building. There was a joint meeting of the Buildings and Grounds and Budget and Finance Committees to discuss the situation. They are looking at moving a metal detector from the second floor to the first floor as a single point of access to the building. There is also a committee that has been formed and is working on a proposed new jail. The estimate for the proposed new jail came in extremely over an expected budget. The County is proposing a resolution to ask that the Affordable Care Act not be repealed.
- f. Liaison Report (Tompkins County)** – Mr. Lane reported that Tompkins County has started budget meetings with Tompkins Cortland and Cortland County, and they are hoping to move ahead in a spirit of cooperation. He mentioned that Tompkins County Legislators have sent letters asking that the Affordable Care Act not be repealed without something else in its place. He mentioned the level of concern about the issue of immigration at the national level. He said that Tompkins County, especially because of our various educational institutions, is open to people from around the world and we don't want to have a situation with people who are here having concerns about being deported. The Legislature is looking to develop a resolution to express the opinion of the County about that (similar to being a sanctuary county). It is important that the County lets everyone know that the values of our community are important.
- g. Student Trustee's Report** – Ms. Kaur reported that the African Caribbean Association (ACA) is hosting an event at Coltivare to teach students about different cultural dishes. On February 26 there will be a conference for students to help them become more involved on campus – “Unlock Your Potential,” and there will also be workshops throughout the spring such as “Getting Out of Your Comfort Zone,” Writing Emails,” and “Networking.” On March 4 the Residence Hall Association (RHA) and ACA will be giving free plates of food to residents. The ACA will also host a cultural fashion and talent show on April 15 with all of the clothes designed and modeled by Tompkins Cortland students, with a few students from FIT in New York City also participating.
- h. President's Report** – President Haynes spoke to his written report. He reported that there will be a meeting with the leadership of the two counties for an

informal preliminary discussion to begin the process for our 2017-2018 budget. He also mentioned that he will be attending the Tompkins County Legislature meeting in February and the Cortland County Legislature meeting in March to provide his "State of the College Report." He reported that the NYCCT Advocacy Day is scheduled for March 1 in Albany if anyone is interested in attending. That is also the when the joint Board of Trustees and Foundation Board Retreat is being held at Coltivare, so we may not be able to attend the Advocacy Day this year.

- 14. Board Dialogue – Career-Focused Programs** – President Haynes welcomed the guests. He stated that the purpose of this dialogue session is to hear from people from our business community about the emerging career, employment, and training needs. He mentioned that the Chancellor has been discussing microcredentials and we need to see how this might help our businesses. The Computer Information Systems and Computer Support Specialist Programs are two broad categories that are important to our local employers, providing students able to enter into support positions to do "Help Desk" positions, as well as the more complex computing aspects of database design and network design. CBORD has hired quite a few of our students and offers job shadowing and internship opportunities for our students. In addition to the requisite technical skill set, soft skills (i.e., written and oral communication, customer service, etc.) seem to be what a majority of employers continue to expect in their employees. Tompkins Cortland is viewed as a very good partner with our local employers. CBORD is a software company with more than 400 employees, 250 in the Ithaca area, and develops software, ID card systems, nutrition and food service software. They have more than 6,000 clients and have offices across the United States and internationally. The entry level positions filled include both technical support and software engineer roles. The shift to mobile app development is something from a coursework perspective that would be helpful for them. In addition, there is also need for increased exposure to different data base software and network familiarity to make students more marketable. Our employers see the need for a requirement of a formalized internship opportunity that provides students with real world experience. It was emphasized that strong communication and interpersonal skills and customer service training is extremely important and needed. BorgWarner is a manufacturing company that employs 1,500 people in Ithaca. In manufacturing it is becoming very difficult to remain competitive as an employer. The primary component in manufacturing today is both engineering and technician based with a strong need for diagnostic personnel. Important skills for employees include communication skills, emotional intelligence and leadership ability, mechanical aptitude, and a good sense of business. They are struggling finding employees to serve as a front line leader. BorgWarner would like to work with Tompkins Cortland to develop an apprenticeship program. Pyrotek has 60 locations in 20 different countries. The location in Cortland employs many entry level employees with a definite need for soft skills and mechanical aptitude skills (saw, sandblast booths, paint machines, skilled carpenters, electricians, fabricators). They do try to bring in employees and teach them; some just don't have the mechanical aptitude so a level 2 program has been developed to teach

those soft skills. Problem-solving skills and mechanical aptitude are the two strongest needs for Pyrotek employees with maintenance training also needed. Pyrotek is not receiving strong applicants for both the engineering and technical pieces, and they are trying to find the right balance and attract those individuals to the area. It would be good to have some demographics about those graduating and wanting to go into the workforce. It is important that someone in our career services area becomes more connected with Pyrotek. It is helpful when students have community service and/or job market experience. One of the difficulties in running open enrollment courses is that there is often not enough enrollment to open these courses. SUNY has suggested that Tompkins Cortland consider “tracks” for the applied science and technology program, but for the time being it is planned to start with a general track and advise students in the area of interest. Individuals were interested in electrical technology, but their math skills were deficient. The question was raised as to whether this should be addressed by credit-based courses or if non-credit training would be sufficient. It was suggested that a combination of both would most likely work best. A joint marketing effort between the College and several businesses for adult students to come to the College to take a workshop on communication skills and other soft skills, as well as a refresher on current skills, would be welcome.

- 15. Executive Session for Discussion of a Personnel Matter (no action to be taken)** – Ms. Davison moved that the meeting convene in executive session for discussion of a personnel matter, with no action to be taken; seconded by Ms. Buck; carried unanimously. The meeting convened into executive session at 7:44 p.m.

The meeting reconvened in regular session at 9:15 p.m.

- 16. Upcoming Events:** No discussion.

- 17. Adjournment:** Dr. Coates moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

Standard III Design & Delivery of the Student Learning Experience

Standard III Committee: Jeanne Cameron, Mary Ellen Ensign, Amber Gilewski, Kathy McDonough, Taylor Reid, Melinda Slawson, Susanna Van Sant

To meet Standard III expectations, colleges must demonstrate that their programs are coherent and are a result of approved procedures. Colleges must also show that their faculty is rigorous, effective, qualified, sufficient in number, pursues professional development, and is reviewed regularly and according to clear and fair expectations. Colleges must also clearly and accurately describe their academic programs and provide sufficient learning opportunities and resources to support student progress. Colleges must also provide a general education program and regularly assess its academic programs.

The College's Standard III Committee finds that the College has procedures, practices and policies in place so that we meet these expectations.

Highlights

Criteria 1.

All degree-granting programs must meet New York State Education Department Guidelines. NYSED mandates that the following percentage of coursework be in the liberal arts and sciences for the three types of degrees we offer: AA, Associate of Arts – 60 percent; AS, Associate of Science – 50 percent; AAS, Associate of Applied Sciences – 33 percent.

In addition to NYSED mandates, AA/AS programs must also satisfy SUNY General Education (GE) Requirements: 30 credit hours of coursework distributed across at least 7 of the 10 GE areas, including basic communication and mathematics.

Criteria 2.

Our community college's primary mission is to meet our students' educational needs and to create an environment for student success. To that end, the faculty focuses on teaching. At the same time, however, faculty are asked to report annually not just on their teaching and their students' learning (and how such have improved), but also about their advising, professional development activities, and their service to the College. The College expects adjunct faculty to focus on teaching. Classroom observations and student course evaluations are used to evaluate quality of teaching.

Search committees work with the Provost to ensure full-time teaching positions meet specific required qualifications and the Dean of Instruction makes hiring decisions regarding adjuncts in consultation with Department Chairs.

As of November 2015, the College employed 61 full-time faculty members. Of those, 54 are tenured and 7 are on the tenure track. As of that date, the College also employed 217 part-time instructional staff. The ratio of full-time to part-time faculty, as derived from the College's November 2015 IPEDS Human Resources report, was 1:3.6.

Full-time faculty report their professional development activities biannually and the Human

Resources Department shares this information with the Board of Trustees. Sources for monetary support of professional development include funds from the Dean of Instruction, the TC3 Foundation, the College's Perkins grant, and the College Teaching Center.

The contract requires full-time faculty to 1) submit written reports to the Provost, 2) be evaluated by their students, and 3) be observed in the classroom. Written reports are to address teaching, advisement, professional development and service; they are submitted annually. Students in each class taught by an adjunct faculty member are invited to participate in course evaluations every semester. The Dean of Instruction and/or Program Chairs observe adjuncts in the classroom.

Criteria 3.

The College provides clear and accurate information about its degree programs, aimed at helping students understand and follow degree requirements and timeframes, through numerous venues such as program worksheets, the online College Catalogue, and the degree requirements in Degreeworks.

Criteria 4.

The College has numerous resources to support student learning such as tutoring, Equity and Access Services, library resources, P.E.E.R.S. Program, Vector Scholars Program, Full Measure, Technology Learning and Support Services, infrastructure and facilities (i.e. science labs, media and broadcasting facilities, Coltivare), applied learning within the academic curriculum and in support of programs of study (i.e. internship opportunities, etc.), and study abroad.

Criteria 5.

The degree programs at the College are designed around the College's General Education requirements, SUNY General Education requirements, as well as the major-specific content. The SUNY General Education plan also requires competencies in critical thinking and information management, and the College's General Education requirements also include critical thinking and social/global awareness.

Criteria 6 & 7 (having to do with institutions that offer graduate and professional degrees and outsourced learning opportunities) are not applicable.

Criteria 8.

Assessment of program learning opportunities in academic programs is the responsibility of the Program Chair and conducted annually for one program learning outcome to be submitted to the Provost and as a comprehensive program review every five to seven years and submitted to SUNY.

Recommendations

1. Evaluation of Teaching Faculty

The College revisit its use of online student evaluations. Response rates are too low and the information gathered is too vague to generate useful information either for professional development or for decisions about retention (for adjuncts) or promotion (for full-time faculty). Both online student evaluations and supervisor's observation reports for instructional professionals need updating to reflect dynamic teaching and learning models faculty aspires to. Suggestions were made to restructure the course/teacher evaluations to encourage more written (qualitative) feedback. College Now evaluations and Tompkins Cortland evaluations of teaching are not in sync and should be revisited as well.

Academic departments and program chairs avail themselves of opportunities that exist for collaborating with the Dean of Instruction in evaluating adjuncts and for participating in decision-making regarding the hiring of adjuncts and the assignment of adjuncts to particular courses as well as to given sections. We need a more structured/systematized way to evaluate adjunct faculty and to recognize and act on red flags. When there are red flags, we need processes in place for corrective action and/or dismissal or non-renewal. College Now needs more full time faculty involved in the acculturation of high school faculty.

2. New Degrees

The College should explore offering micro-credentials and an Associate of Occupational Studies (AOS) degree option, particularly for the Culinary Arts program.

3. International Applied Learning Experiences

The College should explore potential programs and partnerships, including participation in exchange programs and in expanding opportunities for language-learning and cultural exploration.

The College should review its existing procedures for the development of new study abroad programs and confirm that 1) they reflect current practice as well as 2) current needs or 3) if they are due for revision.

The College should engage in assessment of its study abroad programs to ensure that they are meeting student needs, for example, and whether or not they are meeting a variety of criteria in key areas such as risk management, student cultural competence, affordability and value and their place our degree programs.

Summary and Recommendations

Standard IV Support of the Student Experience

Committee Members: Co-chairs LaSonya Griggs and Tina Stavenhagen-Helgren, Susan Cerretani, Marlo Colletto, Darese Doskal, Sandy Drumluk, Alicia Maroney, Michelle Nightingale, Marilyn Webb, Lauren Wright

Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professional, which enhances the quality of the learning environment, contributes to the educational experiences, and fosters student success.

Summary Highlights

The College has prioritized entry/first semester services and ongoing support to undergird the successful learning experience of a rapidly changing student population. Key areas include:

1. Financial Aid- The website has been updated to include a user friendly financial aid application process.
2. New entry/ first semester programs- These include Degree Works, Accuplacer, PEERS, the Vector Scholar's program, the Network Peer Mentor Program, Pathways Program, English 098/100 course combination, and improved tutoring services, all of which provide students with personal support customized to their needs. According to the Student Opinion Survey the student satisfaction rate for college tutoring services rose from 3.87/out of 5 in 2013 to 4.14 in 2016.
3. Counseling and Career and Transfer Services- These service areas are also strong according to the 2016 Student Opinion Survey and include providing over 1,000 individual sessions annually. New services include the Peer Career Coach Program and a career management system called Career Track.
4. Additional nonacademic student support programs such as Student Activities, Student Government Association (SGA), and Residence Life and Judicial Affairs are all part of The Faculty Student Association (FSA) and follow sound principles and procedures that govern all College programs. The Office of Diversity Education and Support Services (ODESS) and the Office of Global Initiatives conduct a department review every three years and have also sculpted their services to better support the nonacademic needs of our shifting student population.

Recommendations

1. Financial Aid- Continue to update the College website and write a Policies and Procedures manual to further clarify the financial aid process for students including a clear procedure for refunds and how aid is distributed to the student.
2. New entry/ first semester programs- Continue to assess these programs in order to shape them to our changing student population. For example, explore ways in which to replace the often held stigma that these services are for “weak” students and rather promote them as a tool for success.

To: Board of Trustees

From: John R. Connors

Date: March 9, 2017

Re: March report

Senior Global Officer search – By the time of the Board meeting, we will have hosted the third and final candidate for this position and will be nearing a decision.

Program Chairs and External Relations – Along with Bruce Ryan and his colleagues, I have been meeting with small groups of program chairs to explore ways to deepen the collaboration between the chairs and those responsible for promoting and publicizing programs, as well as to consider ways to connect academic programs with private funding sources.

Adjunct faculty union – Blix Taetzsch and Sharon Dovi have begun discussions with representatives of the recently-recognized bargaining unit to plan contract talks later in the semester.

Global Initiatives – We are planning to have approximately 180 students on campus this summer for the Global Connections program and are working with 12 students to prepare them for the summer study abroad experience in Colombia.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of March 6, 2017

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Admissions Advisor	April 2017	February 21, 2017	March 21, 2017	Accepting Applications
Associate Director of Campus Police	Spring 2017	January 24, 2017	February 24, 2017	Reviewing Applications
Dean of Instruction	May 2017	January 23, 2017	March 1, 2017	Concluded Not to Fill
Instructor of Biology	Fall 2018	November 18, 2016	January 19, 2017	Reviewing Applications
Instructor of Human Services	Fall 2018	November 18, 2016	January 19, 2017	Conducting Phone Interviews
Instructor of Sustainable Farming and Food Systems	Fall 2018	November 18, 2016	January 19, 2017	Scheduling Phone Interviews
Senior Officer of Global Initiatives	December 2016	September 14, 2016	October 20, 2016	On-Campus Interviews
Student Success Advisor	March 2017	December 20, 2016	January 30, 2017	Concluded Not to Fill
Vector Scholars Coordinator	April 2017	January 30, 2017	March 15, 2017	Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Project Assistant	Office of Diversity Education and Support Services	February 2017	Hired: Timothy Thompson (02/27/17)

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	March 2017	Accepting Applications
Teacher Aide	Childcare Center	March 2017	Hired: Emily Feavearyear

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	March 2017	Hired: Devon Goyer
Busser/Food Runner	TC3 Bistro	March 2017	Hired: Devon Goyer
Dishwasher	TC3 Bistro	March 2017	Accepting Applications
Host/Hostess	TC3 Bistro	March 2017	Hired: Devon Goyer
Line Cook	TC3 Bistro	March 2017	Accepting Applications
Sous Chef	TC3 Bistro	March 2017	Accepting Applications
Bar Manager	TC3 Bistro	March 2017	Hired: Paul Stelmack
Bartender	TC3 Bistro	March 2017	Hired: Jason Horvath
Banquet Bartender	TC3 Bistro	March 2017	Hired: Jason Horvath
Server	TC3 Bistro	March 2017	Hired: Jason Horvath

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of March 7, 2017

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.

FACULTY ASSOC.

PAA

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
MARCH 2017**

	AMOUNT	SUBTOTAL	GRAND TOTAL
Master Plan			
Mechanical-HVAC			
Tag Mechanical Systems (PO #29975) Invoice #14147-15	\$36,640.99		
Total Mechanical-HVAC		\$36,640.99	
Total Master Plan			\$36,640.99
 Roof Replacement Project			
Plumbing			
King & King Mechanical, Inc. (PO #31212) Plumbing, Application #4	\$58,919.76		
Total Plumbing		\$58,919.76	
Total Roof Replacement Project			<u>\$58,919.76</u>
TOTAL CAPITAL PAYMENTS			<u><u>\$95,560.75</u></u>

Appointment of Personnel
Tuesday, March 07, 2017
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Yavits, Robert	Provide instructional design and Blackboard support for online instructors by appointment as needed by Campus Tech.	Adjunct	\$713.46	01/01/2017 To 08/31/2017
Wolff, Sarah	Proctoring service for make-up exams	Adjunct	\$581.46	01/17/2017 To 05/12/2017
Hemingway-Jones, Kat	Monitor class/act as liaison for CHIN102-M01 w/ SUNY Cortland students (M. Glahn, J. Slack-Moehrie, V. Trinh)	Adjunct	\$1,032.00	01/23/2017 To 05/08/2017
Stremlin, Tatiana	AMENDMENT - Instructor opted to discontinue teaching of course.	Adjunct	\$469.89	01/24/2017
Ahmed, Ahmed	Independent Study-CHEM228-ME50 (M. Kinne, P. Lam, M. Oefelein, C. Simpson, S. Zang)	Adjunct	\$2,580.00	01/25/2017 To 05/19/2017
Carey, Christopher	ENGL100 M10 ENGL275 M01	Adjunct	\$3,700.00	01/25/2017 To 05/19/2017
Carr, Kyle	Independent Study - COMM145-ME50 (N. Jayne, K. Tagliaferri)	Adjunct	\$344.00	01/25/2017 To 02/28/2017
Carr, Kyle	COMM111 ME50 COMM120 M01 COMM140 M02 COMM112 ME50 COMM145 ME50	Adjunct	\$6,184.04	01/25/2017 To 05/19/2017
Cute, Jessica	Additional compensation for enrollment above 16 students in ENGL100-BL3	Adjunct	\$50.00	01/25/2017 To 05/19/2017
DeRado, Dennis	Independent Study-SPAN101-C43 (J. Davis, J. Dominguez, R. Francis, B. Ives, M. Ives, M. Sackett)	Adjunct	\$4,128.00	01/25/2017 To 05/19/2017
Echevarria, Richard	FITN230 M20 BUAD290 M01 BUAD106 M03 SPMT195 M01 SPMT190 M01 FITN130 M10	Adjunct	\$4,524.00	01/25/2017 To 05/19/2017
Gillis, Andrew	ART 290-M49	Adjunct	\$516.00	01/25/2017 To 05/19/2017
Granison, Henry	Additional compensation for enrollment above 20 students in BUAD202-BL1	Adjunct	\$150.00	01/25/2017 To 05/19/2017
Hillis, Patrick	PSYC207 M01 PSYC101 M02 PSYC101 M03 PSYC103 IE62	Adjunct	\$10,890.00	01/25/2017 To 05/19/2017
Kidder, Jennifer	Independent Study-MATH090-IE62 (B. Briggs, J. Durso, A. Jackson, C. Van Petten, S. Veney)	Adjunct	\$3,440.00	01/25/2017 To 05/19/2017
Lipa, Thomas	CDSC200 HY1 CDSC101 BL1 CDSC220 HY1	Adjunct	\$9,988.00	01/25/2017 To 05/19/2017
Meyer, Denise	ART 276-M49	Adjunct	\$1,548.00	01/25/2017 To 05/19/2017
Morris, Kathy	ART 290-M48	Adjunct	\$3,096.00	01/25/2017 To 05/19/2017
Okaru, Alfred	FITN102 M01	Adjunct	\$1,387.50	01/25/2017 To 02/28/2017
Price, S. Lee	EMT 731-ME73 Paramedic Refresher	Adjunct	\$2,970.00	01/25/2017 To 05/19/2017
Schmid, Joseph	Additional compensation for enrollment above 20 students in ACCT102-BL1	Adjunct	\$50.00	01/25/2017 To 05/19/2017
Schoneman, Ronald	Independent Study-HUMS105-ME50 (A. Burnham, M. Massillon, J. Santos, I. Sellars, N. Walker, C. Williams)	Adjunct	\$3,096.00	01/25/2017 To 05/19/2017
Sheehan, John	Additional compensation for enrollment above 16 students in HSTY201-BL1	Adjunct	\$100.00	01/25/2017 To 05/19/2017
Sloan, Cindy	Independent Study-SOCI101-CE66 (A. Stevens, E. Stevenson, Y. Waltz, T. Woodin)	Adjunct	\$2,064.00	01/25/2017 To 05/19/2017
Stevenson, David	FITN230 M23 SPMT195 M01 SPMT190 M01 FITN130 M12 FITN130 M13 FITN230 M22	Adjunct	\$3,922.00	01/25/2017 To 05/19/2017
Stremlin, Tatiana	MUSI127-M01 Additional Student	Adjunct	\$344.00	01/25/2017 To 05/19/2017
Stremlin, Tatiana	MUSI127-M01, MUSI130-M01	Adjunct	\$1,720.00	01/25/2017 To 05/19/2017
Vazenios, George	Additional compensation for enrollment above 20 students in BUAD103-BL1	Adjunct	\$150.00	01/25/2017 To 05/19/2017
Veshcherevich, Radmil	Independent Study-RUSN102-M01 (L. Nikulin)	Adjunct	\$516.00	01/25/2017 To 05/19/2017

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Kidder, Jennifer	MATH095-MLC3 Coverage for S. Georgiakaki	Adjunct	\$201.40	01/27/2017 To 02/10/2017
February				
Schaffer, Patricia	Cover clinical and grading for M. Cartagena-Cook	Adjunct	\$257.47	02/16/2017
Timothy Thompson	Office of Diversity Education and Support Services	Project Assistant	\$17.151/hr.	02/27/2017
March				
Panzer, Nina	SOCI101 BL4	Adjunct	\$3,405.00	03/01/2017 To 05/19/2017
Pask, Margery	CAPS131 M07 CAPS121 M02	Adjunct	\$2,649.09	03/01/2017 To 04/14/2017
Schat, Marjolein	BIOL115 MLC1	Adjunct	\$2,312.50	03/01/2017 To 05/19/2017
Torelli, Tracy	HLTH208 BL1	Adjunct	\$2,610.00	03/01/2017 To 05/19/2017
Burns, Frank	ServSafe Alcohol BIZ workshop	Adjunct	\$500.00	03/10/2017
Plumeau, Margaret	Borg Warner Math Review	Adjunct	\$500.00	03/14/2017 To 04/25/2017
Dickerson, Nancy	DATA Training - William George Agency	Adjunct	\$300.00	03/17/2017

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

March 16, 2017

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
William Kerry	02/07/17	Resigned
Teresa Behm	03/10/17	Resigned
Kit Tannenbaum	04/17/17	Retrenchment
Maureen Orzel	06/06/17	Retirement
John Cochran	07/07/17	Retirement
Debra Mack	08/30/17	Retirement
Donald Mack	08/30/17	Retirement
James Collins	08/31/17	Retrenchment
C. William Heffner	08/31/17	Retrenchment
Paul Testa	12/20/17	Retirement
Kathleen McDonough	05/31/18	Retirement
Brian Ackley	06/29/18	Retirement
James Turner	08/31/18	Retirement
Sharon Sanford	01/02/19	Retirement
Richard Grossman	05/19	Retirement
Marilyn Webb	05/31/19	Retirement
Susan Cerretani	07/19	Retirement
Teresa Conway	08/30/19	Retirement
Barbara Kobritz	08/31/19	Retirement
Cathy Northrop	08/31/19	Retirement
Kathleen Boyd	12/31/19	Retirement
Bonnie Moffett	12/31/19	Retirement

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

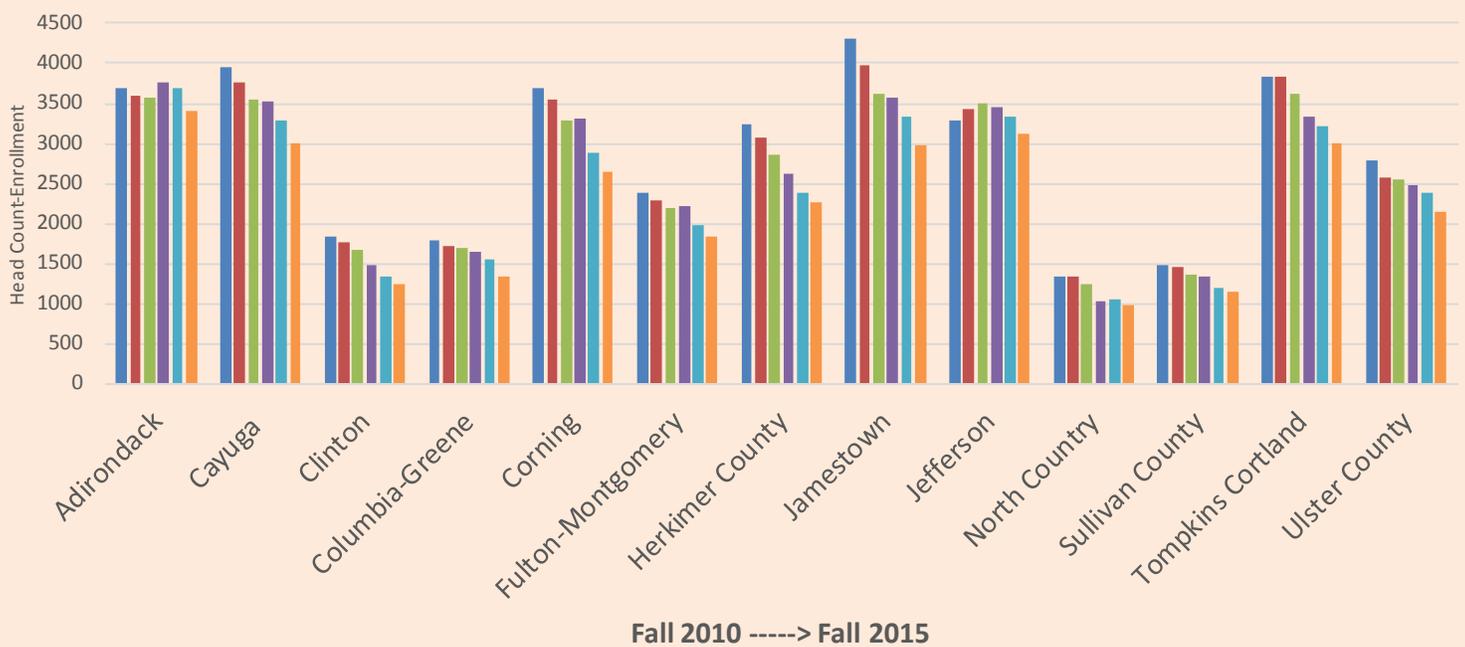
inside counts

SPRING 2017

We're Not Alone

Community college enrollment has been declining throughout the SUNY system.

Small SUNY Community College Core Enrollment

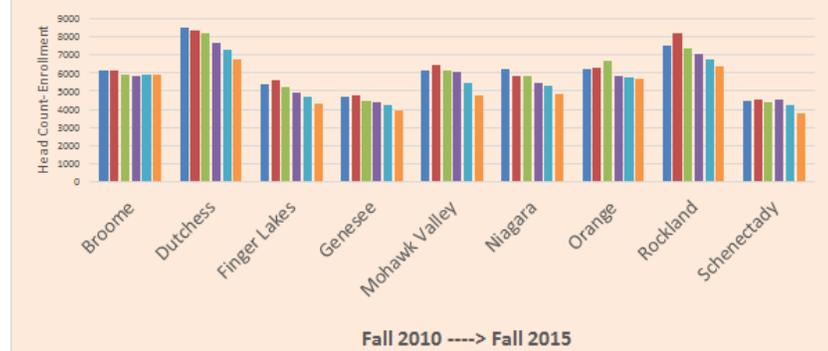


Tompkins Cortland is experiencing enrollment declines similar to colleges of the same size.

Using enrollment data from the SUNY Business Intelligence dashboards, SUNY community colleges were grouped by size and tracked from fall 2010 to fall 2015. Small community colleges are those with less than 5,000 students. Medium have 5,000 or more students, but fewer than 10,000. Large have 10,000 or more students.

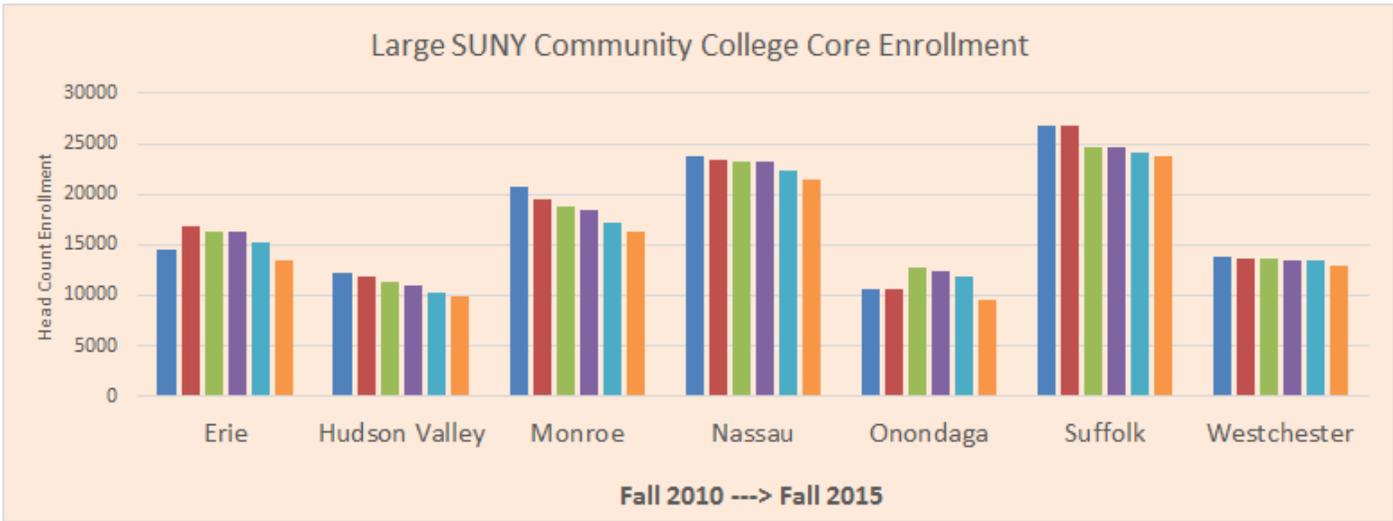
There are numerous factors which could impact enrollment at a particular college. Adirondack added new housing in fall 2013, Jefferson's enrollment is heavily influenced by the population shifts at Fort Drum, while Broome offers several currently high-demand and competitive health sciences programs.

Medium SUNY Community College Core Enrollment



inside counts is published by the Institutional Research Department of Tompkins Cortland Community College in support of College decision-making, planning, and assessment.

For inquiries or suggestions email IR@tompkinscortland.edu.

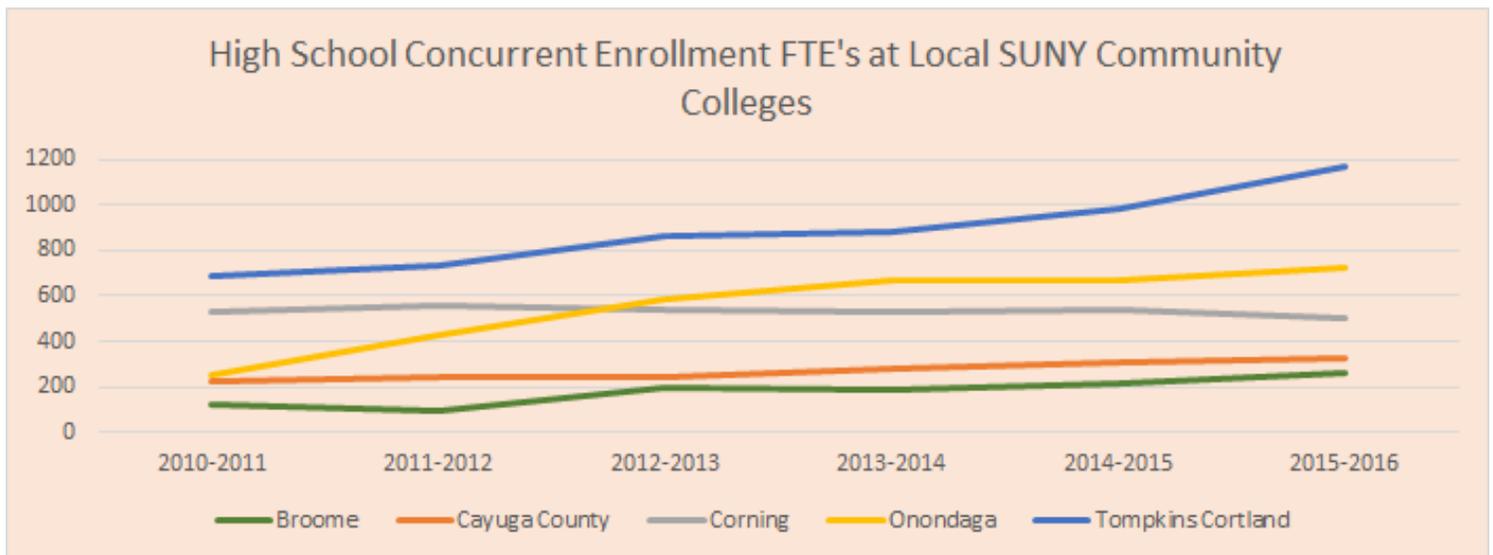


Large community colleges saw proportionally smaller declines than small or medium size colleges during this period. Compared with most other small community colleges, Tompkins Cortland has experienced a smaller decrease in core enrollment.

Small SUNY Community Colleges	Percent change between Fall 2010 and Fall 2015
Jefferson Community College	-5.0%
Adirondack Community College	-7.5%
Tompkins Cortland Community College	-21.7%
Fulton-Montgomery Community College	-22.3%
Ulster County Community College	-22.9%
Sullivan County Community College	-22.9%
Cayuga County Community College	-24.1%
Columbia-Greene Community College	-24.5%
North Country Community College	-27.0%
Corning Community College	-28.4%
Herkimer County Community College	-29.9%
Jamestown Community College	-30.7%
Clinton Community College	-31.7%



And now for some good news: High school concurrent enrollment continues to increase.





SUNY Community Colleges

SUNY's 30 Community Colleges educate more than 220,000 students each year. By 2020, 70 percent of jobs in New York State will require a degree beyond a high school diploma. But right now less than 50 percent of adults in New York hold a post-secondary degree.

SUPPORT

Provide \$14.8 million to hold each campus harmless and ensure that NO campus receives a cut.

With this framework of reliable support, SUNY's community colleges can continue to provide high-quality higher education and workforce development, while working to lessen the burden placed on both students and counties, who have borne the majority of the colleges' growing fixed costs over the past several years.

Restore \$2.5 million for the Child Care and Graduation Achievement & Placement Programs.

INVEST

Invest in community college students by providing \$14.2 million to increase student success and completion initiatives at all 30 colleges across the state.