



Board Members:

Adebodun Ademoyo, Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

January 21, 2021

**Board of Trustees Meeting
Executive Session @ 5:00 p.m.
Open Session @ ~6:00 p.m.**

<https://us02web.zoom.us/j/89172119050?pwd=VHpSQkxrMGJRSWhxV1JtNE9KS1lXdz09>

Agenda

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of December 3, 2020 Regular Meeting Minutes
7. Communications
8. Presentations: Review of Chapters 1&2 Redesigning America's Community Colleges
9. Information Items:
 - a. Human Resources Updates
10. CFO/Treasurer's Report
11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
12. Standing Reports:
 - a. Provost & Vice President of Academic Affairs
 - b. Vice President of Student Affairs/Faculty Student Association
 - c. Associate Vice President of Student Services/Senior Diversity Officer
 - d. Associate Vice President of College Relations
 - e. College Senate
 - f. Tompkins Cortland CC Foundation, Inc.
 - g. Chairperson's Report
 - h. Liaison Report – Cortland County
 - i. Liaison Report – Tompkins County
 - j. Student Trustee Report
 - k. President's Report – Will be added
13. Upcoming Events
14. 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
Regular Board Meeting
December 3, 2020
Executive Session 5:00 p.m.
Open Session ~6:00 p.m.
Via Zoom Due to COVID 19**

PRESENT: Elizabeth Burns, Roxann Buck, Judy Davison, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

EXCUSED: Adebodun Ademoyo, Arthur Kuckes

**COUNTY,
LIAISONS:** Kevin Fitch, Michael Lane

STAFF: Chris Armitage, Danielle Bethoney, Scott Bennett, Karla Block, Jan Brhel, Amber Bouley, Leah Calzolaio, Jeanne Cameron, Bryan Chambala, Sharon Clark, Kerry Curran, Aaron Decker, Alexis Dengel, Tim Densmore, Darese Doskal, Dave, Mary Ellen Ensign, Rich Echevarria, Dave Flaten, Julie Gerg, Amber Gilewski, LaSonya Griggs, Keith Hall, Matty Hall, Kevin Haverlock, Kim Ligas, Harry Littell, Greg Lyons, Andrea Mathers, Christine Matos, Greg McCalley, Tim McCabe, Kathleen McConnell, Glenna McMinn, Patrick Mercer, Rochelle Mike, K Miller, Jada Mister, Deb Mohlenhoff, Orinthia Montague, Janita Moricette, Sandy Moser, Barbara Need, Scott Ochs, Angela Palumbo, Jennica Petrella-Baum, Zack Pudney, Nancy Putnam, Cornelia Rea, Anna Regula, Paul Reifenheiser, Bob Rice, Eric Sambolec, Bob Sarachan, Christine Shanks, Lisa Seyfried, Kim Sharpe, Mary Sheldon, Cindy Sloan, Joe Smith, Beck Spencer, Sue Stafford, Tina Stavenhagen-Helgren, Student Activities, Janet Swinnich, Bill Talbot, Malvika Talwar, Jason Thayer, Lisa-TC3, TC3 College Now, TC3 Librarians, Seth Thompson, Kar-Leam Toxey, John Troyer, Patty Tvaroha, Virtual Paper Part..., Susanna Van Sant, Travis Vande Berg, Peter Voorhees, Jonathan Walz-Koeppel, Steve Weed, Kelly Wessell, Carrie Whitmore, John Witkiewicz, Lucy Yang

GUESTS: None

- 1. Call to Order:** The meeting was called to order at 5:10 p.m. by Chair Schlather.
- 2. Roll Call:** Ms. Brhel called the roll.
- 3. Executive Session (to discuss a personnel issue – no action to be taken) –** It was determined that there was quorum. Mr. McSherry moved that the meeting convene in executive session at 5:11 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Ms. Buck. Orinthia Montague, Sharon Clark and Bill Talbot were invited.

Motion to go back into open session moved by Mr. Tytler seconded by Ms. Buck;

approved unanimously at 5:43 p.m.

The meeting reconvened in open session at 6:00 p.m.

4. **Welcome Guests:** Chair Schlather welcomed the large contingent of faculty and staff who were in attendance for this meeting.
5. **Approval of Agenda:** Ms. Burns moved that the agenda be approved; seconded by Ms. Davison; motion carried unanimously.
6. **Public Comment:** Scott Ochs, Criminal Justice Chair/Professor and Faculty Association President had requested time to speak. He noted that students are faculty and adjuncts' passion. He was speaking for everyone who is in the "trenches" whether it is faculty, CSEA, adjuncts, FSA, College Now, etc. Mr. Ochs spoke to the fact that faculty have a history of "give backs" to the College and there are concessions in the current contract. When Mr. Ochs asked what the plan is moving forward, Chair Schlather responded that the Board of Trustees recognize that it will be a community effort and the Board appreciates all the good will from all the areas. The College needs a joint plan moving forward to keep the College strong.
7. **Approval of Minutes – Regular Meeting October 15, 2020:** Ms. Buck moved that the minutes of the October 15, 2020, Regular meeting be approved as presented; seconded by Ms. Davison; motion approved unanimously. **Special Meeting November 4, 2020:** Mr. McSherry moved that the minutes of the November 4, 2020, Special meeting be approved as presented; seconded by Ms. Buck; motion approved unanimously. **Board Retreat Meeting November 19, 2020:** Ms. Davison moved that the minutes of the November 19, 2020, Board Retreat meeting be approved as presented; seconded by Mr. Tytler; motion approved unanimously.
8. **Communications: None**
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None**
10. **Information Items:**
 - a. **Human Resources Updates –** No discussion.
11. **Interim CFO Report –** Written report provided. Mr. Talbot stated that the report stands alone and he appreciates all the information shared at the College town halls, meetings/discussions with both counties, and with the Board of Trustees.
12. **Consent Agenda (Action Items):** Ms. Buck moved that the Consent Agenda be approved as submitted; seconded by Ms. Davison; the motion was called and carried unanimously.
 - a. **Capital Payments –** No discussion
 - b. **Appointment of Personnel –** No discussion.
 - c. **Approval of Human Subject Research Guidelines Policy**
 - d. **Approval of Disposal of Surplus Property**

13. Standing Reports:

- a. Provost & Vice President of Academic Affairs** – Written Report provided. Mr. Reifenheiser gave an update on Coursera which has been promoted by the governor and would possibly cut into our micro credential students. He was on a call with SUNY Chief Academic Officers regarding this and it was recorded if anyone is interested in it. Chair Schlather inquired about the Student Survey that was conducted and it will be sent to the Board. He explained all the different types of course modalities. Post-Thanksgiving most faculty/classes were remote with a few exceptions (labs/nursing) to reduce density on campus. Ms. Buck moved that the 2021-2022 academic calendars be approved as presented; seconded by Ms. Davison; motion approved unanimously.
- b. Vice President of Student Affairs & Faculty Student Association** – Written report provided. Mr. McCalley was representing the college at a Tompkins County United Way meeting so Seth Thompson, Assoc. VP of Student Services/Senior Diversity Officer highlighted the written report and expanded on activities conducted by residence life staff and student activities office to support students and keep them engaged. In response to a question regarding the status of the food pantry on campus it was noted that because there are fewer students on campus the pantry is currently still fully stocked. Deb Mohlenhoff added that the Food Bank of the Southern Tier halted operations due to COVID-19 but TC3 will be used again when they are able to restart their operation. Our food pantry on campus is only open to faculty, staff, and students. Mr. Talbot, Interim CFO, and Ms. Griggs, Associate Dean for Enrollment Management, gave updates on enrollment numbers current and projected for the spring 2021 and how this could affect the proposed budget both in a positive and negative way.
- c. Chief Diversity Officer** – Written Report provided. Mr. Thompson explained that ODESS is an acronym for Office of Diversity Education and Support Services. Mr. Tytler asked about the ProdiG program. The answer is that we have applied to the grant, SUNY liked our proposal and will use it to help the next rendition for other community colleges and it is an effort to increase faculty of color and women in the STEM programs.
- d. Asst. VP for College Relations** – Written report provided. Ms. Mohlenhoff gave an update on COVID testing/results on campus. Our Health and Wellness staff are conducting saliva testing on campus with the help of residence life staff and campus police. The Virtual December Graduate Recognition video will be released for viewing on Friday, December 4th, at 4 p.m. It will stay up on the website after that.
- e. College Senate** – Written Report provided. Co-chair Jonathan Walz-Koeppel stated that the next College Senate meeting will be tomorrow, December 4th.
- f. Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Executive Director Julie Gerg said that the year-end solicitation will be forthcoming and will support technology needs.
- g. Chairperson's Report** – Chairman Schlather brought topics that the Board will begin discussing through the remainder of the 2020-2021 year. A book, Redesigning America's Community Colleges, will be sent to all Board members to read and be ready to discuss. The Board will also be looking at Local Workforce Development and how the College can feed into that.
- h. Liaison Report (Cortland County)** – Mr. Fitch stated that Cortland County did more

cutting in the budget to stay under the tax cap. 2021 will see more of the impact to this. He noted that industry has a need for skilled labor and asked if the College could look at this as an option for future courses offered. It was noted that the College has previously worked with Borg Warner and we will start to brainstorm to see what can be done to move something similar forward.

- i. **Liaison Report (Tompkins County)** – Mr. Lane stated that similar to Cortland County, Tompkins County lacks quality skilled labor. He noted the budget passed but with a 2.3% increase in tax. The COVID curve is similar to the flu of 1918. The hot spot is Oak Hill Manor. There is an increased need to nurses and there are currently vacancies in the health department. Tompkins County has added a 2nd sampling site for COVID testing – Ithaca Mall was the initial site and now there is a walk-up site on Tioga Street but you need an appointment.
- j. **Student Trustee’s Report** – No report given.
- k. **An additional Public Comment was permitted by Chair Schlather.** Janita Moricette, Instructor in Business, spoke to the Emerging Scholar program and her positive experience going through the program. She is a two-time graduate of TC3, then a graduate of SUNY Empire, followed by the University of Massachusetts. She noted how grateful she is for all TC3 has done for her as a student and now for being able to teach with faculty who taught her. President Montague also note that Rich Echevarria, Instructor in Sport Management, went through the Emerging Scholar program at the same time as Janita. He accompanied President Montague, Provost Reifenheiser and Todd McLane, Director of TC3 Farm, to the Dominican Republic.
- l. **President’s Report** – Verbal report given. President Montague stated she struggles with SUNY mandates/directions with very little input requested from the community colleges. She continues to push SUNY on behalf of not only TC3 but all community colleges. A decision will be made by SUNY regarding spring athletics tomorrow but it is not looking very good at this point. An NSF grant has been submitted and we continue to work with faculty and staff to find more grant possibilities. She noted that she did a presentation on rural community colleges and a presentation for NODA Orientation Professionals Institute.

14. Upcoming Events – Virtual December Graduate Recognition – December 11; Board of Trustees Regular Meeting – January 21, 2021

15. Adjournment: Mr. Tytler moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 7:27 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees



Guided Pathways Initiative

What is Guided Pathways?

Guided Pathways is a comprehensive approach designed to help students earn a degree that leads to a career or to junior standing in a degree program at a transfer institution.

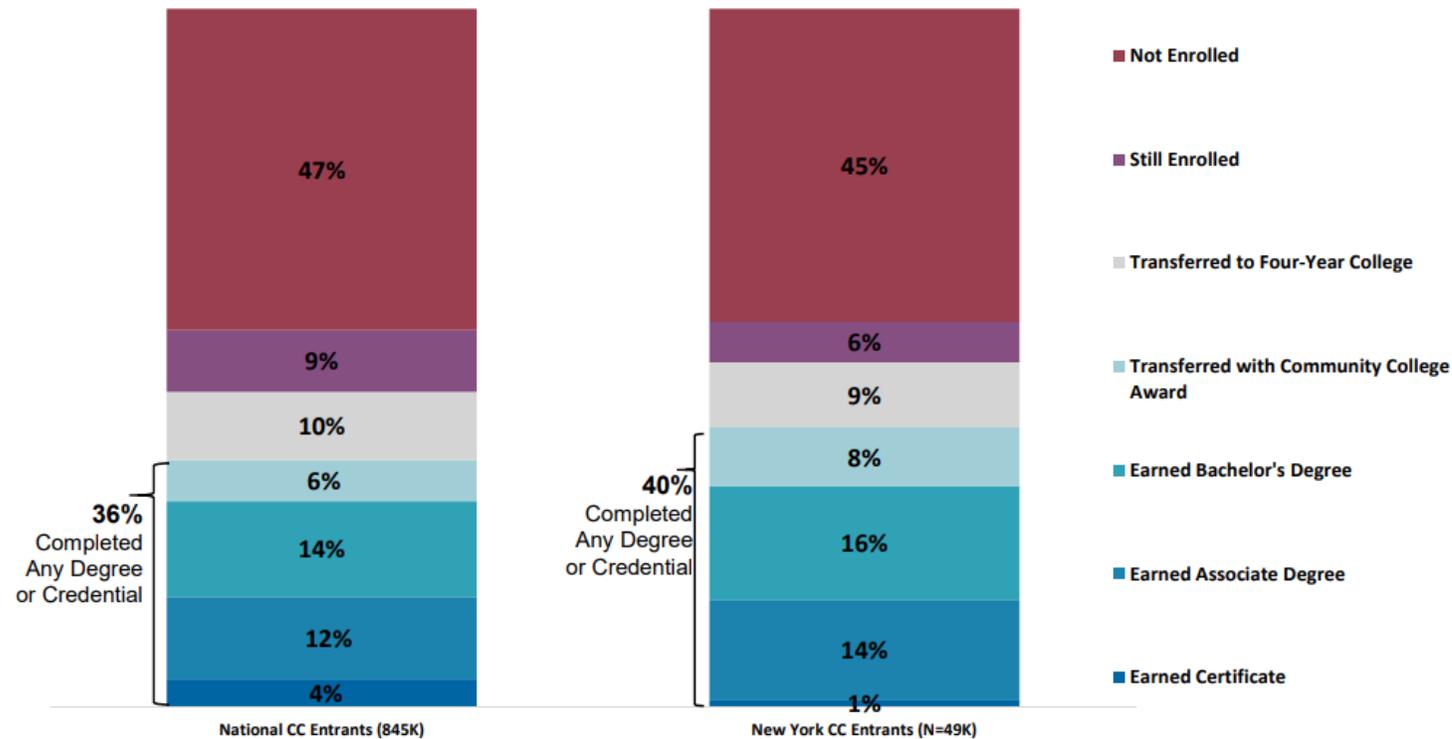


Wandering is not working



Not enough students are earning a credential

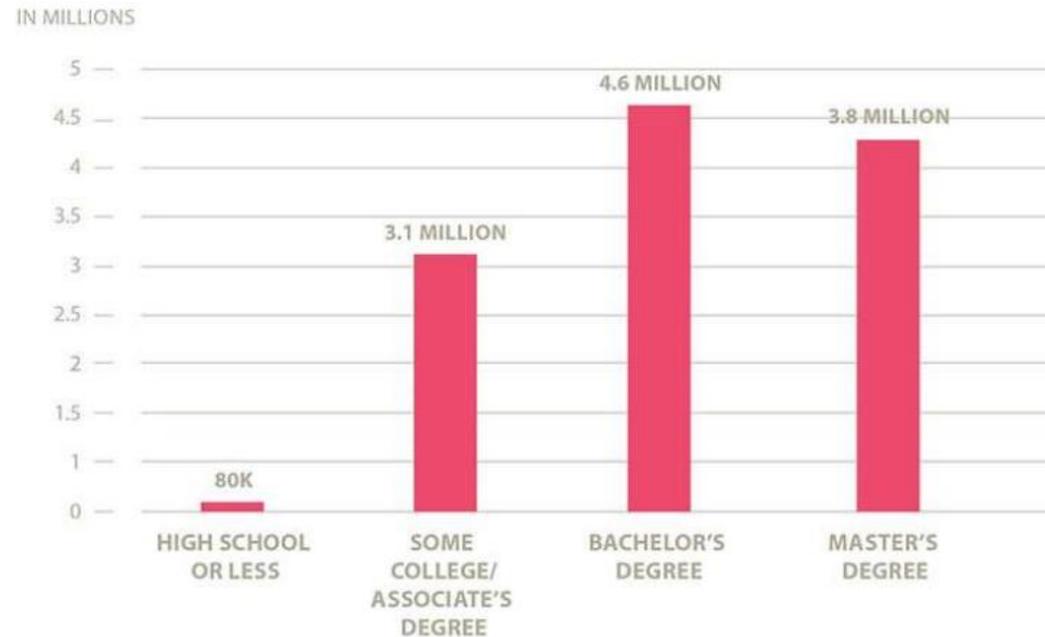
Highest Outcomes in Six Years Among FTEIC Degree-Seeking Community College Students (Excluding Dual Enrollment Students)



Source: CCRC analysis of NSC data on the fall 2010 FTEIC, degree-seeking community college cohort.

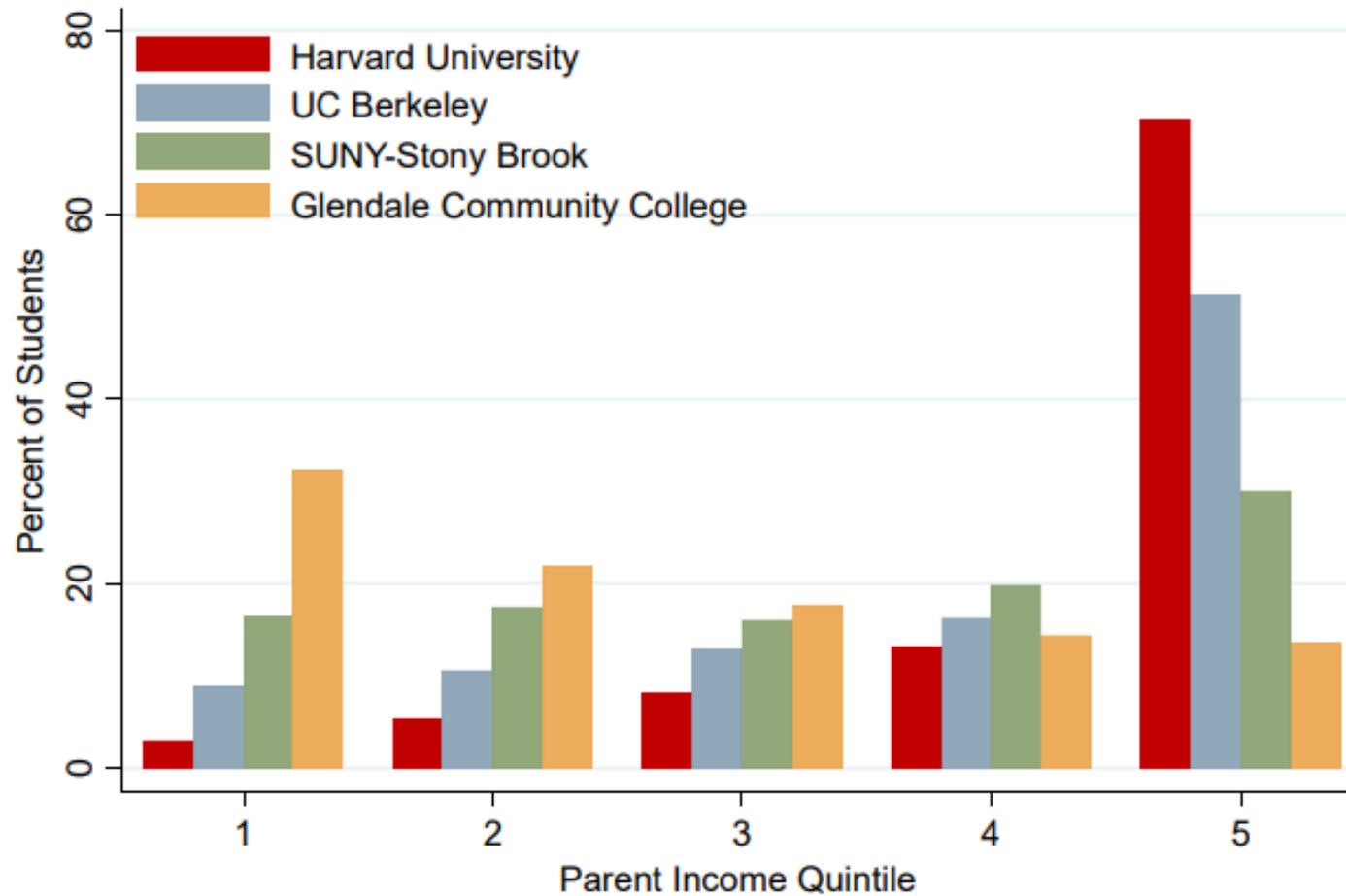
We need to prepare our students for today's economy

New Jobs Created by Education Level: January 2010 – January 2016



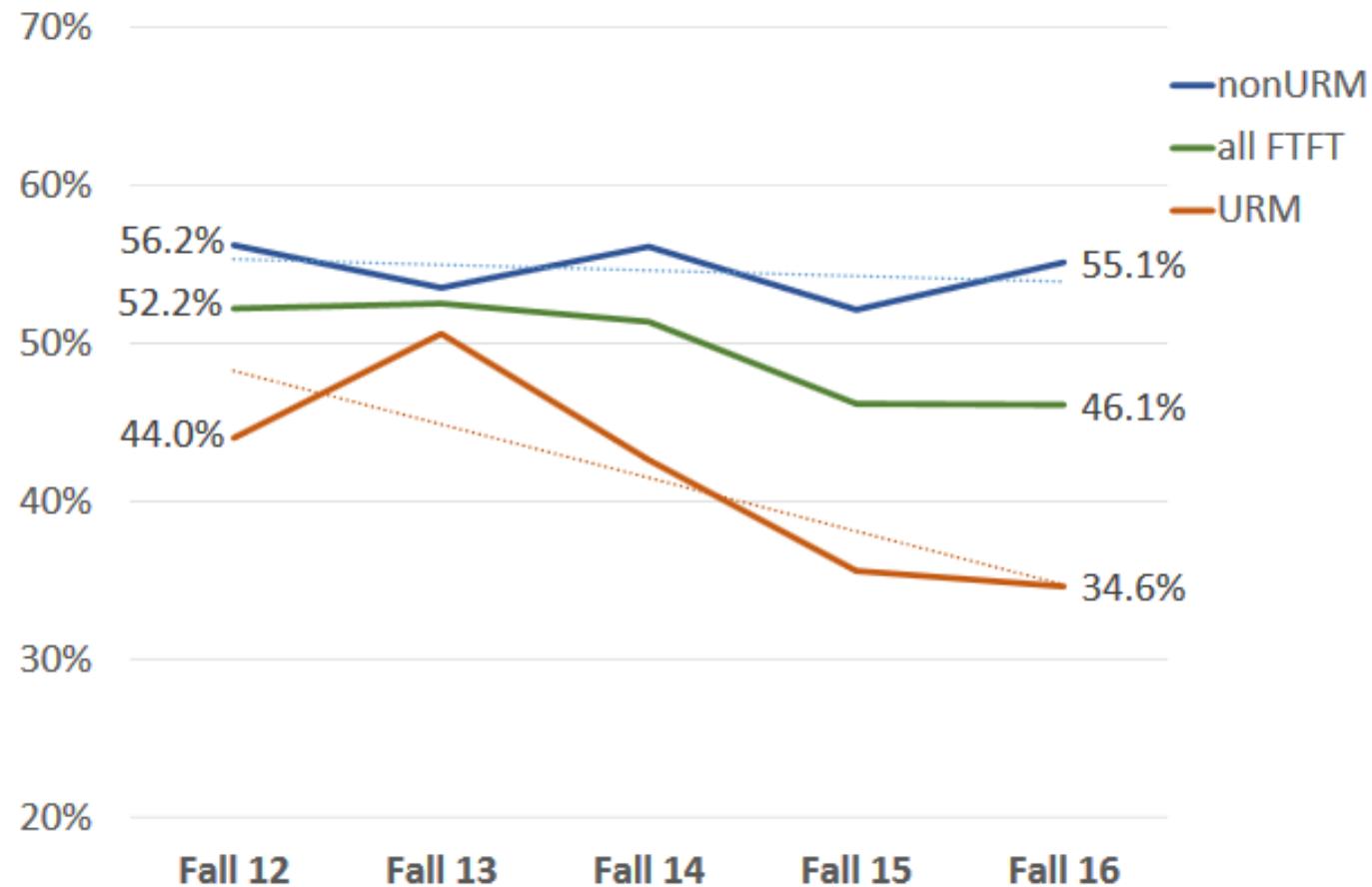
We serve lower-income students

Parent Income Distributions by Quintile for 1980-82 Birth Cohorts
At Selected Colleges



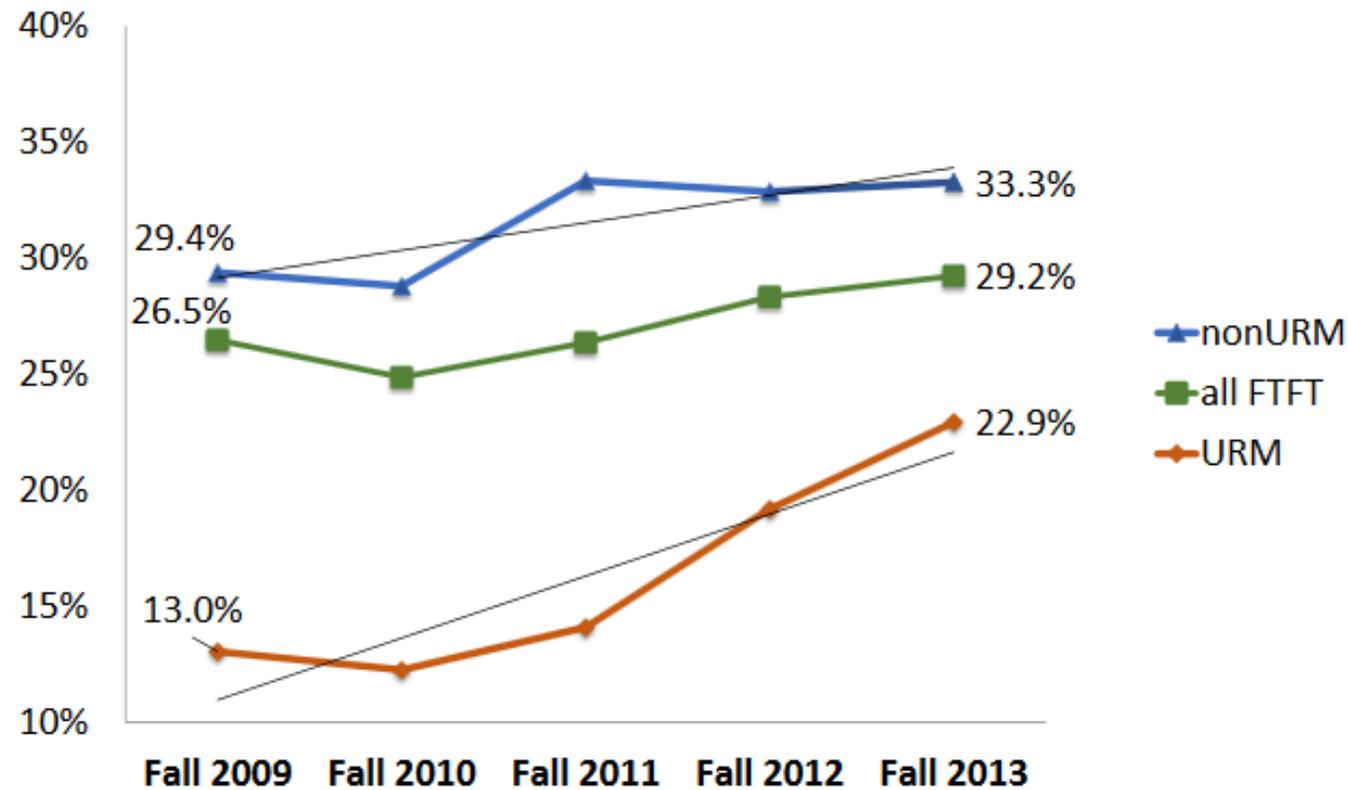
TC3 retention data

FTFT Fall-to-Fall Retention by Race

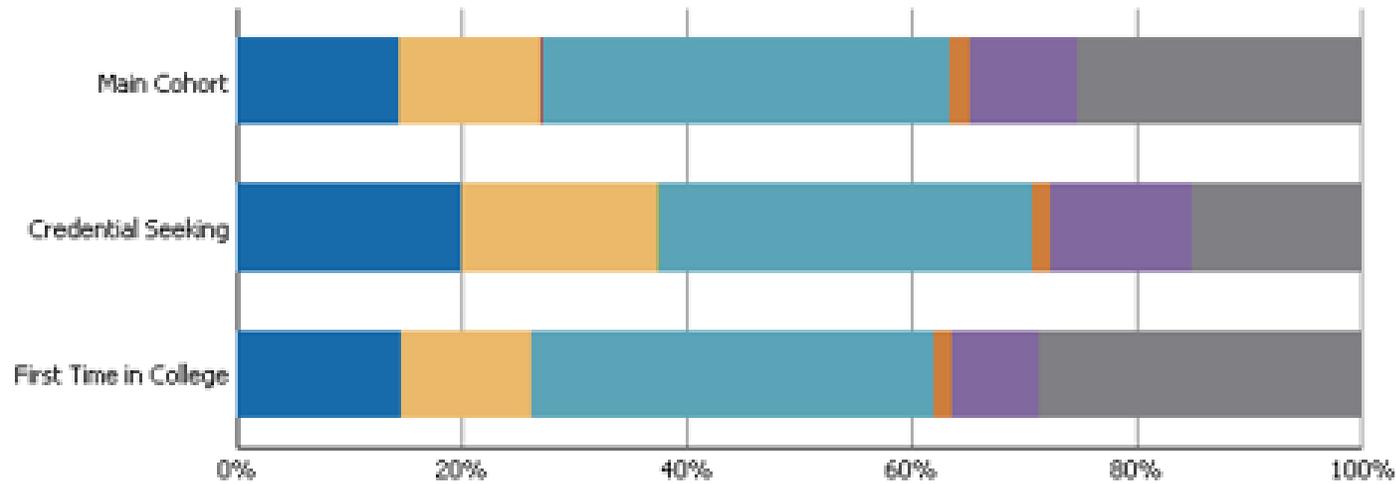


TC3 Three-year Completion Rates

FTFT Completion Rates by Race



Remember this? How many don't finish, but incur a large amount of debt?



Outcomes	Main Cohort	Credential Seeking	First Time in College
Bachelor's	N/A	N/A	N/A
Associate (Transfer)	14.3%	20.0%	14.5%
Associate (No Transfer)	12.7%	17.2%	11.7%
Certificate (Transfer)	0.1%	0.1%	0.0%
Certificate (No Transfer)	0.1%	0.2%	0.0%
No Award (Transfer)	36.2%	33.2%	35.6%
Still Enrolled	1.8%	1.7%	1.7%
Left with > or = 30 credits	9.7%	12.6%	7.7%
Left with < 30 credits	25.2%	15.0%	28.7%

TC3 needs to connect and scale the promising practices we already have in place

“The idea behind guided pathways is straightforward. College students are more likely to complete a degree in a timely fashion if they choose a program and develop an academic plan early on, have a clear road map of the courses they need to take to complete a credential, and receive guidance and support to help them stay on plan.”

Bailey, Thomas, Shanna Smith Jaggars, Davis Jenkins. 2015. “What We Know About Guided Pathways.” New York, NY: Community College Research Center. <http://ccrc.tc.columbia.edu/publications/what-we-know-about-guided-pathwayspacket.html>

What is the purpose of Guided Pathways?

- Improved retention
- Increased rates of completion
- Less money spent by students on their education
- Successful transfer
- Upward economic mobility of graduates
- Better serve the needs of our underrepresented students
- Enhanced efficiency across the institution

Four Main Areas of Focus

- Rethinking **Student On-boarding**
For example: Exploring job and transfer opportunities up front, not near degree completion
- Rethinking **Mapping Programs**
For example: Stating clearly the connections to careers & transfer opportunities/ requirements and staying current with articulation agreements and job prospects
- Rethinking **Student Advising**
For example: Not dumping everything on them at the beginning; figuring out what students need and when; tailor advising to what a student needs next
- Rethinking **Teaching & Learning**
For example: Curricular + co-curricular learning that merges experiences such as student activities and internships (Middle States)

Chapter 1: Redesigning College Programs

Student Experience

Cafeteria Model	Guided Pathways
Complexity and Confusion	Guidance without restriction
Excess credits and no credential	Aligning program learning outcomes (PLOs) with student goals
No clear transfer path	Mapping clear paths
Less coherent curricula across the degree program	Cumulative and Systematic Learning

Accounting, A.A.S. Fall 2020

Student's Name: _____ Advisor's Name: _____

Student may need to take the following courses:

ENGL049 – Accelerated Reading and Writing Skills for ENGL100 **OR**
 ENGL098 – Accelerated Writing Skills for ENGL100
 MATH 090 – Pre-Algebra RDNG 116 - College Reading and Study Skills

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ACCT 101	Principles of Accounting I	4	C		
BUAD 106	Foundations of Business	3			
CAPS Elective		1			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
ENGL 100	Academic Writing I*	3	C		
Total Credits		13			

SPRING

ACCT 102	Principles of Accounting II	4	C		
ACCT 120	Accounting on Microcomputers	3	C		
ENGL 101	Academic Writing II	3			
Humanities Elective		3			
MATH Elective		3			
Total Credits		16			

SECOND YEAR

FALL

ACCT 203	Intermediate Accounting I	4	C		
ACCT 207	Income Taxation	4	C		
BUAD 201	Business Law I	3			
ECON Elective		3			
Science Elective		3			
Total Credits		17			

SPRING

ACCT 204	Intermediate Accounting II	4	C		
ACCT 205	Cost Accounting	4	C		
BUAD 203	Business Communications	3			
ENGL 201 OR ENGL 204	Public Speaking OR Interpersonal Communication	3			
Total Credits		14			

Minimum Credits Required for Graduation: 60

A "C" or better grade is required in ENGL 100 and each of the major courses: ACCT 101, 102, 120, 203, 204, 205, and 207.

* A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

Notes: _____

Chapter 2: Guiding Students

- New student intake process
 - Cafeteria model vs. Guided Pathways
- Student Services
 - Modes of advisement
 - Student Success courses
 - Clearly mapped out majors
 - Tracking student progress

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of January 6, 2021

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
None.				

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Campus Peace Officer (Part-time Permanent)	Campus Police	ASAP	Reviewing Applications
Supervising Campus Peace Officer	Campus Police	ASAP	Hired: Michael Thornton (01/04/21)

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Coach, Men's Soccer	Athletics & Recreation	January 2021	Accepting Applications
Lifeguard	Athletics & Recreation	January 2021	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	January 2021	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	January 2021	Accepting Applications; Continuous Recruitment
Kitchen Assistant	Childcare	January 2021	Accepting Applications
Teacher Aide	Childcare	January 2021	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	January 2021	Accepting Applications
Banquet Bartender	TC3 Bistro	January 2021	Accepting Applications
Banquet Supervisor	TC3 Bistro	January 2021	Accepting Applications
Bartender	TC3 Bistro	January 2021	Accepting Applications
Busser/Food Runner	TC3 Bistro	January 2021	Accepting Applications
Dishwasher	TC3 Bistro	January 2021	Accepting Applications
Line Cook	TC3 Bistro	January 2021	Accepting Applications
Server	TC3 Bistro	January 2021	Accepting Applications
Host/Hostess	TC3 Bistro	January 2021	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of January 6, 2021

COMPLAINANT	SUBJECT	DISPOSITION
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None.

FACULTY ASSOC.

Faculty Association and Robert Sarachan	Article XIX, Paragraph 19.4 Failure to issue Fall 2020 Chair contracts in a timely manner.	
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Faculty Association On behalf of Priscilla Burke	Article 15 Reductions in Staff- Dismissal	
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PAA

None.

TC3 ADJUNCT ASSOC.

None.

VP of Finance & Administrations Report: January 21, 2021 (prior to NYS Budget Release)

Executive Summary:

2019-20 should close with \$1.0M being returned to Fund Balance. This \$1.0M in Fund Balance was drawn down in 2020-21 to balance the budget for the known enrollment shortfall in the fall semester. 2020-21 expenses are materially favorable to budget but not enough to overcome the new spring enrollment shortfall forecast of 25% (+-5%). Our 2020-21 budget is built assuming the State will withhold 20% of their aid. Both county charge back revenue and student revenue (A/R) are below budget. The latest federal relief package is much more attractive to the community colleges and may help to offset the losses in 2020-21 revenues but NYS DOB (Department of Budgets) has required that they approve our plan. Cash flow remains the greatest challenge and once there is clarity provided by NYS regarding State Aid and use of CRRSA, we hope to be able to forecast our summer cash flow, our naturally lowest cash position.

2019-20 End-of-Year (EOY) Close:

While the audit is not complete and we are awaiting a third party analyses of our ERS/TRS (Employee and Teachers' Retirement System) accruals. If there is no further accrual required, the College is expected to be able to return \$1.024M to Fund Balance, as has been forecasted and presented in prior reports and presentations. This surplus was immediately drawn back down to balance the 2020-21 Budget in which we planned for a 24% decline in full-time fall students (\$1.2M).

The EOY results included a 100% reserve for the \$521K (20% holdback) owed by New York State from its June quarterly payment. We also applied \$645K of the \$922K CARES Act Institutional Funds awarded and used these funds to reimburse the College for incremental COVID related costs (e.g., creation of new on-line classes, build out of video classrooms, new software to support remote services to students, COVID testing, cleaning supplies& equipment, etc.).

November Preliminary Close:

Fall tuition revenue is \$.1M below budget while student collections is running \$.2M below expectation due to the State restricting collection activities. The State made 80% of its September payment (\$2.0M) in November, while charge-back are running (\$.4M) behind budget due to the State restricting charging of non-sponsor counties at the calculated rate. Tompkins made all four 2021 payments (two more than last year) in November (\$3.1M).

Departmental Appropriations as a percent of this year's spending is at 21.6% of budget, 3.0% or \$.9M better than the prior year as of the same month. Salaries have been reduced by \$.5M over prior year through the future suspension of backfilling open positions and a minimization in overtime. Contractual spending is \$.2M better than prior year as we continued suspensions, reduced purchases since classes were widely remote and delayed payments (e.g., property insurance is being paid for monthly rather than in annually and/or larger invoices are held for 90 days as we did last year with healthcare). Fringe rates \$.2M better than the prior year as early retirement benefits expire.

2020-21 Forecast:

While expenses are being controlled, the additional loss in revenues for the spring is likely to lead to a \$1.6M incremental loss in revenues if the College's enrollments falls to 30%. The summer global and Disney programs are also in jeopardy and may lead to a net loss of about \$200K. Last while concurrent increased over 12% for the fall, enrollment is likely to decline in the spring over last year as teachers are having challenges managing traditional classes and do not wish to continue teaching college level classes remotely.

The Feds have also released a second Corona Relief package referred to as CRRSA in late December and unlike the first, recent guidance makes us cautiously optimistic that we will be able to use it to offset "lost" revenues (the formula has not been discussed). TC3 has been allocated \$4.3M of which \$.9M must be distributed directly to students. The remaining \$3.4M along with any unspent CARES Act Institutional funds may be used as the CRRSA allows. Note: SUNY has provided guidance that any relief funds that are paid directly to the Colleges will be offset with a further reduction in State Aid. SUNY has also sent out a memo this week that restricts our drawdown and use of CRRSA until after NYS DOB (Department of Budgets) approves so.

Lastly, NYS budget will be released on Tuesday the 19th and may be modified for up to 30 more days. We hope that with the Democrats control of the White House, Senate and House that a relief package will be offered to the State that will enable 100% payment of State Aid and that the State will not seek to reduce its aid to the College to offset the CRSSA aid.

2020-21 Cash Flow:

Cash flow remains the greatest financial concern for the College. The losses in revenues, county charge backs, restrictions in CARES Act uses, building of our student A/R and most importantly, the 20% State deferrals and late payments of the 80% has placed a great strain on the College, especially in its natural cash troughs (February and August/September). This year Tompkins increased its support by advancing all four 2021 payments into November and Cortland 2 of its 4 2021 payments into December, totaling \$3.1M. NYS has still not made their December 80% payment as of this update. The CRRSA funds, if not pulled back by the State in the form of State Aid cuts to the College may enable the College to make it through the summer without borrowing cash beyond its 2019-20 accounts payable practices of delaying payments.

2020-2023 Market/Business Plans

The 2021-22 budget cycle will begin shortly. To begin this process the College must make assumptions on how quickly Core Enrollments will rebound and if there are any market growth opportunities (e.g., Workforce Development). Once we have forecasted enrollments we can develop a pricing strategy with each, which may include College funded scholarships. Then resources to procure and support these markets will be sized (e.g., adverting, marketing, staffing, systems, etc.). Lastly we assess the amount of aid from sponsoring counties and the State. Under the existing State Aid methodology Aid is calculated using a 3-year weighting formula based on actual FTEs (50% of actual FTEs from 2020, 30% of actual FTEs from 2019 and 20% of actual FTEs from 2018). The importance of this is that even if NYS returned to 100% funding the College may see a 12-17% reduction due to year-over-year loss in enrollments.

TOMPKINS CORTLAND COMMUNITY COLLEGE
 PRELIMINARY APPROPRIATIONS 2020-2021
 FINANCIAL REPORT FOR PERIOD ENDING MONDAY, NOVEMBER 30, 2020

	Modified Budget 2020-21	Expend to Date 2020-21	Unexpend Balance 2020-21	% Expended 2020-21	Total Exp PY 2019-20	YTD Exp PY to Date 2019-20	PY % Expended 2019-20	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,545,110	3,705,574	(12,839,536)	22.4%	16,711,882	4,219,839	25.3%	514,265	3.1%
Equipment	48,480	0	(48,480)	0.0%	110,487	11,509	10.4%	11,509	10.4%
Contractual Expenses	4,719,482	1,004,005	(3,715,477)	21.3%	4,591,148	1,188,881	25.9%	184,876	4.0%
Employee Benefits	8,696,941	1,774,649	(6,922,292)	20.4%	8,647,339	1,981,287	22.9%	206,638	2.4%
Total Forecasted Departmental Appropriations¹	30,010,013	6,484,228	(23,525,785)	21.6%	30,060,857	7,401,515	24.6%	917,288	12.4%
Scholarships & Awards									
Student Services		532	532	0.0%	120,938	91,170	75.4%	90,638	99.4%
Academic Support	3,694,156	774,511	(2,919,645)	21.0%	3,133,500	1,069,275	34.1%	294,764	27.6%
Total Scholarships & Awards	3,694,156	775,043	(2,919,113)	21.0%	3,254,438	1,160,445	35.7%	385,402	33.2%
Total Forecasted Appropriations²	33,704,169	7,259,271	(26,444,898)	21.5%	33,315,294	8,561,960	25.7%	1,302,690	15.2%
Adjustments to Approved Budget									
Personal Services	279,290		(279,290)	0.0%			0.0%	0	0.0%
Equipment	0		0	0.0%			0.0%	0	0.0%
Contractual Expenses	590,262		(590,262)	0.0%			0.0%	0	0.0%
Employee Benefits	(50,000)		50,000	0.0%			0.0%	0	0.0%
Total Adjustments to Approved Budget³ Favorable (Unfav)	819,552	0	(819,552)	0.0%	0	0	0.0%	0	0.0%
Personnel	16,824,400	3,705,574	(13,118,826)	22.0%	16,711,882	4,219,839	25.3%	514,265	3.1%
Equipment	48,480	0	(48,480)	0.0%	110,487	11,509	10.4%	11,509	10.4%
Contractual	5,309,744	1,004,005	(4,305,739)	18.9%	4,591,148	1,188,881	25.9%	184,876	4.0%
Scholarship & Awards Offset	3,694,156	775,043	(2,919,113)	21.0%	3,254,438	1,160,445	35.7%	385,402	11.8%
Fringe Benefit	8,646,941	1,774,649	(6,872,292)	20.5%	8,647,339	1,981,287	22.9%	206,638	2.4%
Total Approved Budget Appropriations⁴	34,523,721	7,259,271	(27,264,450)	21.0%	33,315,294	8,561,960	25.7%	1,302,690	15.2%

Explanation of Sub-Totals and Totals:

1. *Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
3. *Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2020-21 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
4. *Total Approved Budget Appropriations:* This represents the Approved Budget.

TOMPKINS CORTLAND COMMUNITY COLLEGE
 PRELIMINARY APPROPRIATIONS 2020-2021
 FINANCIAL REPORT FOR PERIOD ENDING MONDAY, NOVEMBER 30, 2020

	Modified Budget 2020-21	Expend to Date 2020-21	Unexpend Balance 2020-21	% Expended 2020-21	Total Exp PY 2019-20	YTD Exp PY to Date 2019-20	PY % Expended 2019-20	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	7,910,517	1,852,080	(6,058,437)	23.4%	7,758,729	2,120,586	27.3%	268,507	12.7%
Equipment	724.75		(725)	0.0%	3958.97	0	0.0%	0	0.0%
Contractual Expenses	1,597,035	305,377	(1,291,658)	19.1%	1,224,589	261,254	21.3%	(44,123)	-16.9%
Employee Benefits	4,106,566	877,339	(3,229,227)	21.4%	3,978,978	984,297	24.7%	106,957	10.9%
Total Instruction	13,614,843	3,034,796	(10,580,047)	22.3%	12,966,256	3,366,137	26.0%	331,341	9.8%
Public Service									
Personal Services	168,000	38,374	(129,626)	22.8%	133,177	22,447	16.9%	(15,926)	-70.9%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	6550	725	(5,825)	11.1%	1,944	38	2.0%	(687)	-1809.9%
Employee Benefits	51,175	18,419	(32,756)	36.0%	68,484	10,564	15.4%	(7,856)	-74.4%
Total Public Service	225,725	57,518	(168,207)	25.5%	203,604	33,049	16.2%	(24,469)	-74.0%
Academic Support									
Personal Services	1,588,271	363,102	(1,225,169)	22.9%	1,641,684	373,187	22.7%	10,085	2.7%
Equipment			0	0.0%	16,158		0.0%	0	0.0%
Contractual Expenses	246,340	42,765	(203,575)	17.4%	237,350	29,936	12.6%	(12,830)	-42.9%
Employee Benefits	838,197	174,282	(663,915)	20.8%	826,366	178,664	21.6%	4,382	2.5%
Total Academic Support	2,672,808	580,150	(2,092,658)	21.7%	2,721,558	581,787	21.4%	1,638	0.3%
Libraries									
Personal Services	414,637	100,518	(314,119)	24.2%	435,646	104,909	24.1%	4,390	4.2%
Equipment			0	0.0%	1179.13		0.0%	0	0.0%
Contractual Expenses	194,462	58,241	(136,221)	29.9%	190,260	82,151	43.2%	23,910	29.1%
Employee Benefits	212,191	48,182	(164,009)	22.7%	211,081	49,413	23.4%	1,232	2.5%
Total Libraries	821,290	206,941	(614,349)	25.2%	838,166	236,473	28.2%	29,532	12.5%
Student Services									
Personal Services	1,871,687	420,556	(1,451,131)	22.5%	2,313,030	566,214	24.5%	145,658	25.7%
Equipment			0	0.0%	1,152		0.0%	0	0.0%
Contractual Expenses	357,934	28,742	(329,192)	8.0%	600,754	201,590	33.6%	172,848	85.7%
Employee Benefits	1,105,783	201,362	(904,421)	18.2%	1,125,349	267,122	23.7%	65,760	24.6%
Total Student Services	3,335,404	650,660	(2,684,744)	19.5%	4,040,285	1,034,926	25.6%	384,267	37.1%
Maintenance and Operations									
Personal Services	1,441,525	291,883	(1,149,642)	20.2%	1,633,822	397,874	24.4%	105,991	26.6%
Equipment	24,480		(24,480)	0.0%	23,028	4,494	19.5%	4,494	100.0%
Contractual Expenses	903,038	119,646	(783,392)	13.2%	1,004,106	147,034	14.6%	27,388	18.6%
Employee Benefits	781,458	118,555	(662,903)	15.2%	987,157	190,492	19.3%	71,936	37.8%
Total Maintenance and Operations	3,150,501	530,085	(2,620,416)	16.8%	3,648,114	739,894	20.3%	209,809	28.4%
Institutional Support									
Personal Services	1,652,591	316,388	(1,336,203)	19.1%	1,212,798	285,181	23.5%	(31,207)	-10.9%
Contractual Expenses	439,963	51,907	(388,056)	11.8%	418,422	102,984	24.6%	51,077	49.6%
Employee Benefits	805,637	183,588	(622,049)	22.8%	623,656	134,100	21.5%	(49,488)	-36.9%
Total Institutional Support	2,898,191	551,883	(2,346,308)	19.0%	2,254,876	522,265	23.2%	(29,618)	-5.7%
General Institutional Services									
Personal Services	1,497,882	322,673	(1,175,209)	21.5%	1,582,996	349,440	22.1%	26,767	7.7%
Equipment	23,275		(23,275)	0.0%	65,011	7,015	10.8%	7,015	100.0%
Contractual Expenses	974,160	396,602	(577,558)	40.7%	913,723	363,895	39.8%	(32,707)	-9.0%
Employee Benefits	795,934	152,920	(643,014)	19.2%	826,267	166,635	20.2%	13,714	8.2%
Total General Institutional Services	3,291,251	872,196	(2,419,055)	26.5%	3,387,997	886,985	26.2%	14,789	1.7%
Total Forecasted Departmental Appropriations¹	30,010,013	6,484,228	(23,525,785)	21.6%	30,060,857	7,401,515	24.6%	917,288	3.1%

2020-21 APPROPRIATIONS
 PRELIMINARY SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Monday, November 30, 2020

	2020-21 Mod Budget	2020-21 Actual	2020-21 Unexpended Balance	2020-21 % Unexpended	2019-20 Total Exp PY	2019-20 PY to Date	2019-20 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	183,095	82,463	(100,632)	45.0%	401,467	229,048	57.1%	146,586	64.0%
HRA Retiree Benefits		26,071	26,071	0.0%	101,940	35,270	34.6%	9,199	26.1%
State Employee's Retirement	980,000	232,855	(747,145)	23.8%	983,773	253,999	25.8%	21,144	8.3%
State Teacher's Retirement	280,000	41,077	(238,923)	14.7%	126,976	46,459	36.6%	5,383	11.6%
Optional Retirement Fund	920,000	198,703	(721,298)	21.6%	882,011	214,974	24.4%	16,272	7.6%
Social Security	1,318,524	282,143	(1,036,381)	21.4%	1,301,322	326,801	25.1%	44,658	13.7%
Worker's Compensation	136,000	31,422	(104,578)	23.1%	103,137	53,211	51.6%	21,789	40.9%
Executive Benefits	25,000	9,409	(15,591)	37.6%	37,674	21,438	56.9%	12,029	56.1%
Disability Insurance	11,500	2,296	(9,204)	20.0%	9,680	2,204	22.8%	(92)	(4.2%)
Hospital and Medical Insurance	2,987,697	714,927	(2,272,770)	23.9%	2,838,714	731,855	25.8%	16,928	2.3%
Post Retirement Health Insurance	1,576,625	360,000	(1,216,625)	22.8%	1,396,437	370,000	26.5%	10,000	2.7%
Employee Tuition Benefits	108,500	40,948	(67,553)	37.7%	122,098	65,420	53.6%	24,473	37.4%
Life Insurance	10,000	1,382	(8,618)	13.8%	8,367	2,095	25.0%	712	34.0%
Vacation Benefits	120,000	20,000	(100,000)	16.7%	292,436	15,000	5.1%	(5,000)	(33.3%)
Miscellaneous		125	125	0.0%	4,150	1,875	45.2%	1,750	93.3%
Unemployment Insurance	40,000	10,000	(30,000)	25.0%	18,866	8,093	42.9%	(1,907)	(23.6%)
Total Employee Benefits	8,696,941	2,053,819	(6,643,122)	23.6%	8,629,049	2,377,744	27.6%	323,925	13.6%

TOMPKINS CORTLAND COMMUNITY COLLEGE
PRELIMINARY YTD REVENUE 2020-2021
Monday, November 30, 2020

	Modified Budget 2020-21	Revenues to Date 2020-21	Unrealized Balance 2020-21	% Realized 2020-21	Total Rev PY 2019-20	YTD Rev PY 2019-20	PY % Realized 2019-20	Fav Var (Unfav Var) to PY	% Variance to PY
Tuition									
Fall & Spring	11,408,279	6,844,554	4,563,725	60.0%	11,225,604	8,154,360	72.6%	(1,309,807)	-16.1%
Winter	264,680	167,600	97,080	63.3%	130,570	65,360	50.1%	102,240	156.4%
Summer	924,819	(1,645)	926,464	-0.2%	582,038		0.0%	(1,645)	0.0%
Nonresident Tuition	893,947	1,031,614	(137,667)	115.4%	605,886	1,184,030	195.4%	(152,416)	-12.9%
Student Fee Revenue	1,177,727	761,539	416,188	64.7%	1,078,264	858,258	79.6%	(96,719)	-11.3%
Total Tuition	14,669,452	8,803,661	5,865,791	60.0%	13,622,362	10,262,008	75.3%	(1,458,348)	-14.2%
Government Appropriations									
New York State	8,045,648	2,016,939	6,028,709	25.1%	9,906,511	2,605,104	26.3%	(588,165)	-22.6%
Local Sponsors	4,882,882	3,076,216	1,806,666	63.0%	4,882,882	1,562,523	32.0%	1,513,694	96.9%
Appropriated Cash Surplus	1,011,667	1,011,667	1,011,667	0.0%	500,000	500,000	100.0%	(500,000)	-100.0%
Charges to Other Counties	5,325,272	1,410,170	3,915,102	26.5%	4,686,054	1,806,352	38.5%	(396,181)	-21.9%
Board Designated Reserves			0	0.0%	61,872	61,872	100.0%	(61,872)	-100.0%
Total Govt Appropriations	19,265,469	7,514,992	12,762,144	33.8%	20,037,319	6,535,850	32.6%	(32,525)	-0.5%
Other Revenues									
Service Fees	98,800	33,204	65,596	33.6%	133,317	44,907	33.7%	(11,703)	-26.1%
Interest Earnings	4,000	1,046	2,954	26.1%	4,766	961	20.2%	84	8.8%
Rental of Real Property	27,000	450	26,550	1.7%	19,214	12,750	66.4%	(12,300)	-96.5%
Contract Courses	97,000	56,223	40,777	58.0%	31,852	27,075	85.0%	29,148	107.7%
Noncredit Tuition	143,000	15,800	127,200	11.0%	113,103	52,223	46.2%	(36,423)	-69.7%
Grant Offsets	165,000	17,426	147,574	10.6%	185,218	25,559	13.8%	(8,133)	-31.8%
Unclassified Revenues	54,000	7,933	46,067	14.7%	192,485	27,635	14.4%	(19,702)	-71.3%
Total Other Revenues	588,800	132,082	456,718	22.4%	679,955	191,111	28.1%	(59,029)	-30.9%
TOTAL REVENUES	34,523,721	15,439,068	19,084,653	44.7%	34,339,636	16,988,969	49.5%	(1,549,901)	-9.1%
Student Revenue	13,775,505	7,772,047	6,003,458	56.4%	13,016,476	9,077,978	69.7%	(1,305,932)	-14.4%
State Revenue	8,045,648	2,016,939	6,028,709	25.1%	9,906,511	2,605,104	26.3%	(588,165)	-22.6%
Local Revenue	11,690,901	5,650,082	6,040,819	48.3%	10,854,776	4,744,015	43.7%	906,067	19.1%
Use of Fund Balance	1,011,667	1,011,667	1,011,667	0.0%	561,872	561,872	100.0%	(561,872)	-100.0%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - JANUARY 2021**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/> Childcare Facility Project			
Design/Architectural Services			
Claudia Brenner Design (PO #31685) Architectural Design & Related Administration Invoice #3306 (Final)	\$2,220.00		
Total Design/Architectural Services		\$2,220.00	
Administrative			
NYS Dept of Environmental Conservation Storm Water Permit	\$110.00		
Total Administrative		\$110.00	
TOTAL CHILDCARE FACILITY PROJECT			\$2,330.00
TOTAL CAPITAL PAYMENTS			\$2,330.00

Appointment of Personnel
Wednesday, January 6, 2021
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Anderson, Craig	Participation in CTC New Teacher Mentorship Program w/ L. Ha	Adjunct	\$394.35	8/24/2020 To 12/18/2020
Ha, Lien	Participation in CTC New Teacher Mentorship Program w/ C. Anderson	Adjunct	\$394.35	8/24/2020 To 12/18/2020
Lyon, Crystal	Participation in CTC New Teacher Mentorship Program w/ C. Shanks	Adjunct	\$420.00	8/24/2020 To 12/18/2020
Archer, Pamela	Update MCS - CAPS100	Adjunct	\$37.55	8/31/2020 To 12/18/2020
Archer, Pamela	Update MCS - CAPS111	Adjunct	\$37.55	8/31/2020 To 12/18/2020
Evans, Christine	Developed SPAN102 for OER - F20	Adjunct	\$3,000.00	8/31/2020 To 12/18/2020
Need, Barbara	Developed SPAN101 for OER - F20	Adjunct	\$3,000.00	8/31/2020 To 12/18/2020
Sewell, Patrick	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$563.25	8/31/2020 To 12/18/2020
October				
Hamilton, Kathryn	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/14/2020
November				
Snyder, Stephen	AMENDEMENT to contracts 08/29/20 and 10/05/20 - Moved to Level 5	Adjunct	\$560.00	11/23/2020
December				
DeFranco, Anthony	Teach per-student class compensated at independent study rate (BUAD208-1 student)	Adjunct	\$600.00	12/22/2020 To 1/22/2021
Galezo, David	Teach per-student class compensated at independent study rate (PHIL101-3 students)	Adjunct	\$1,800.00	12/22/2020 To 1/22/2021
Gammage-Sikora, Gina	SPAN101 BL1	Adjunct	\$3,600.00	12/22/2020 To 1/22/2021
Gilbert, Mary	Teach per-student class compensated at independent study rate (ENGL102-4 students)	Adjunct	\$2,400.00	12/22/2020 To 1/22/2021
Johnsen, Laura	ANTH202 BL1	Adjunct	\$2,760.00	12/22/2020 To 1/22/2021
Kobre, Michael	BIOL114 BL1	Adjunct	\$3,600.00	12/22/2020 To 1/22/2021
Kyle, John	Teach per-student class compensated at independent study rate (CAPS131-4 students)	Adjunct	\$800.00	12/22/2020 To 1/22/2021
Montgomery, Ashley	Professional Tutor	Adjunct	\$525.80	12/22/2020 To 1/22/2021
Mucaria, Maria	Access & Equity Adjunct/Professional Tutor	Adjunct	\$1,577.40	12/22/2020 To 1/22/2021
Seyfried, Matthew	ENGL204 BL1	Adjunct	\$3,600.00	12/22/2020 To 1/22/2021
Sloan, Cindy	Teach per-student class compensated at independent study rate (SOC101-5 students)	Adjunct	\$3,000.00	12/22/2020 To 1/22/2021
Williamson, Mark	ART 101 BL1	Adjunct	\$3,600.00	12/22/2020 To 1/22/2021
January				
Thornton, Michael	Campus Police	Supervising Campus Peace Officer - Grade K	\$69,334.13 *	1/4/2021
Raethka, Tim	CPR for Nursing Students - biz	Adjunct	\$400.00	1/16/2021 To 1/20/2021
Garcia, Juliana	Adjunct Counselor	Adjunct	\$7,887.00	1/20/2021 To 5/14/2021
December				
Ansbro, Marianne	International/Disney Liaison	Adjunct	\$754.38	12/20/2020 To 5/31/2021

* Annual Salary to be Prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

January 21, 2021

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
None.		

FACULTY STUDENT ASSOCIATION

Patrick Arancio, Head Coach, Men's Soccer	12/24/20	Resigned - other employment.
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BISTRO

None.

Retrenchment

<u>NAME</u>	<u>UNION</u>	<u>NOTICE GIVEN</u>	<u>EFFECTIVE DATE</u>
Marie Busby	CSEA	11/12/20	01/12/21
Jada Mister	PAA	11/10/20	04/30/21
Paul Brenner	PAA	11/10/20	09/10/21
Bryan Chambala	PAA	11/10/20	09/10/21
Marlo Colletto	PAA	11/10/20	09/10/21
Jennica Petrella-Baum	PAA	11/10/20	09/10/21
Peter Voorhees	PAA	11/10/20	09/10/21
Eric Jenes	Faculty Association	11/09/20	08/31/22

NOTE: Retrenchment notifications may be rescinded.

Provost Report January 2021

Spring 2021 Guidance: In the Fall, we sent out guidance to the Faculty on a variety of topics related to changes as a result of COVID-19. We gave the bulk of the guidance before the semester, but we added some as we went along when the need arose. This semester, we have taken those documents, made minor revisions, and will send them out together. The main documents are the following: Advising Guidance about Course Modalities; Instructor Guidance about Course Modalities; Spring Instruction Guidance; Course Outline Checklist; Final Exam Week Guidance; Classroom Civility and Netiquette.

Academic Plan: The Academic Plan is ready for review by the campus. Last year we created the Academic Plan with input from the campus. This year, we updated it (minor revisions and additions), and added in results from 19-20 and work to accomplish for 20-21. This all should have happened over the summer, but our efforts were focused on prepping for Fall and all of our changes. Next, we will take feedback, make changes as appropriate, and publish the plan on Sharepoint, and I'll share it with the BOT. In the meantime, please note that the purpose of the plan is the following: 1) To build on the academic strengths of the College, especially our ability to work with a broad variety of students through excellent teaching and student engagement; 2) To ensure transparency in academic planning; 3) To allow for individual staff/faculty to see how the work they do fits within the plan, and to allow them to focus on key points relevant to their work (without losing sight of the entire plan); 4); To help make and contextualize data informed decisions; 5) to align the Academic Plan with the larger Strategic Plan and with other parallel plans on campus (Diversity Plan, Enrollment Management Plan, Technology Plan, Campus Master Plan, etc).

Spring 2021 Academic Calendar:

Spring Break: SUNY has asked that all campuses forgo Spring Break. Originally, we wanted to maintain our Spring Break in the Spring 2021 calendar and ask for an exception; however, we have decided to cancel Spring Break instead. Most faculty surveyed noted that they wanted to cancel (though it was close), and we no longer think it is likely that SUNY would grant an exception allowing us to have a break anyway. We have opted to end the semester 1 week early to compensate for the lack of a break.

Remote Start: SUNY has also required that campuses hold classes remotely until Feb 1, though they granted us an exception for our nursing classes. This means that the first three days of our semester will be conducted remotely.

Assessment Committee: The proposed changes to the Master Course Syllabus template were approved, so our template is better aligned with our new assessment approaches. The Assessment Committee has also reviewed the Program Learning Outcomes (PLOs) submitted by chairs and made suggested revisions as needed. In the Spring, the Committee will hold a workshop on writing meaningful Student Learning Outcomes (SLOs) that can map to the PLOs, we will work on Curriculum Mapping, and we will pilot an approach for doing assessment work in select areas. This is taking time (it is a lot of work with many moving parts), but we are on pace to craft assessment that can improve teaching and learning and make us in compliance with Middle States accreditation needs.

Faculty Meeting: We held a faculty meeting on 11/24. We discussed the Spring 21 Academic Calendar; Registration Day and 2021-22; scheduling for 2021-22; and we asked Michelle Nightingale, Katrina Campbell, LaSonya Griggs, and VP Greg to talk to us about Spring 2021 enrollments and ways we can

work to help students register. [You can view it by going here.](#) We did not hold a December Faculty Meeting.

Maxient: We have been using Maxient to eradicate paper forms. We have moved the following to an online process: Appeals for Special Consideration; incompletes; waivers; OER requests. We will be moving online the following in the coming weeks: student feedback; grade appeals; and academic dishonesty. This is one of the silver linings of this year, as we have streamlined many processes that were cumbersome, difficult to track, and inefficient.

Share a Message: In my final Provost Post of 2020, I sent out the following message. I wanted to share it, and I wanted to extend my thanks to the Board for your work during this pandemic.

2020 was a pretty craptastic year. COVID raged in the Spring; the lingering impact of institutional racism and violence exposed severe faults as a nation in the Summer; political polarization enveloped the Fall; and COVID is back for the Winter. Our enrollments fell significantly. The State cut our support and required expensive protocols without adequate funding. We had to tighten budgets and unfortunately issue lay-off notifications. A group of students we serve chose not to attend College, and some may never come back or will delay their best chance at economic and social mobility. It was a very hard year.

Yet there was some good. We established COVID protocols that proved effective in thwarting the spread of the disease on campus. Black Lives Matters came to the forefront to show that exposing a fault fully and openly is a step towards alleviating it; our politics remain divided, but it will be pretty damn nice to have a first-lady who is a doctor and wrote her dissertation on retention at two-year colleges; and the next months will be rough, but the vaccine is here. As a College we learned to use Teams (no small feat); we changed from 3 course modalities to 7; we went electronic for forms, registrations, advising, and more; we found ways to keep connected despite our distance; we established 11 classrooms with lecture/capture equipment, 3 are in progress, and 4 more are planned for Spring; our polling showed that students still felt like community was created in virtual spaces; I saw faculty utilize aspects of Teams in ways that were actually improvements over what can happen in a traditional classroom; we figured out how to do furloughs without negatively impacting staff/faculty; and we tested, we helped trace, we quarantined, we went remote, we worked damn hard to stay safe.

We should be proud of what we did to help our students.

We stuck together and you adapted well during what may be among the darkest years this College has ever seen. I wish you a well-deserved break. Thank you for all of your incredible work.

Vice President for Student Services & FSA BOT report
January 2021

Below is a department-by-department guide on how the Division of Student Services is supporting students.

Health Services

During the weeks between semesters, HWS staff recharged and regrouped after a busy and successful fall during which COVID testing, tracing, and campus safety had been of utmost priority. During the fall semester, HWS areas and services were able to support students' varied needs with flexibility and commitment. Medical needs were treated, food insecurity concerns addressed, and students' mental health supported. Alcohol and drug prevention and recovery support programming was delivered virtually.

Since December 10th:

Health

- HWS continues to provide surveillance COVID testing and tracing support.
- Nurse Angie continues to answer students' medical questions and provide nursing care with on campus and remote services.
- Migration to PyraMED is complete. Students are able to upload immunization and other medical documents securely through the PyraMED portal accessible on MyTC3.

Counseling

- Juliana Garcia will be joining Health and Wellness Services at a part-time adjunct counselor beginning January 20, 2021. Juliana has a MSW from Binghamton University and a BS from Cornell University. She has experience working with young adults and diverse populations and will play an important role in expanding HWS counseling services and student supports.

Panther Pantry

- The Panther Pantry continues to provide food and other items to students, faculty, and staff during break.

Recovery Program

- Recovery Coordinator Ashley Dickson delivered a Certified Recovery Peer Advocate Training for Tc3.biz
- HWS signed contracts and began meeting for Youth Voices Matter Partnership, grant funding of \$29,500 to support youth in recovery.

- Ashley is developing a podcast in collaboration with TC3 students to engage the TC3 community in recovery and other wellness topics.

Alcohol and other Drug (AOD) Prevention, the Options Program, and Health Promotion

- HWS is launching Best Life 2.0, a social media delivered social norming campaign on alcohol and drug use, mental health, and COVID safety.
- HWS will be conducting alcohol and drug screening and feedback sessions for student residents beginning January 24th in conjunction with COVID testing events.

Enrollment Services Center (Room 101)

Applications as of January 13, 2021

- Spring 2021
 - 605 Applications, down 29% from spring 2020
 - 279 Accepted, up 3% from spring 2020
- Fall 2021
 - 425 Applications, down 55% from fall 2020
 - 171 Accepted, up 87% from fall 2020

January Recruitment & Enrollment Activity

- 3 Instant Registration Days
 - January 9
 - 51 people registered for the event
 - 41 became registered students for spring 2021
 - January 16
 - January 23
- Virtual Evening Hours
 - Virtual office is open Monday through Thursday 9-6 PM
 - Campus office is open until 4:00 PM Monday -Friday
 - Enrollment services is open to visitors with appointments
 - Appointments can be made online
- Continuing students
 - Text campaign to determine interest in returning spring 2021
- Curriculums with low enrollment
 - Identified 7 programs with low new student enrollment
 - Conducting active outreach to applicants in these programs to register students in these programs

Athletics and Campus Rec

Helicopter View of Operations

A&R continues to focus on safely operating services that benefit our students and staff physically, emotionally and spiritually. Our professional and student staff is excited to see steady use of the indoor and outdoor facilities on a daily basis.

We are exploring the ability to offer FC and Swim memberships to our community as we continue to follow all NYS and TCEH protocols. The plan would be to open up to a limited number of community members in early January as our students are away until later that month.

In Athletics, we have been working with colleagues at the other 30 or so community colleges in NY to educate and learn from each other in regards to having competitive sports back on campuses in Spring '21. Athletic Director Mick McDaniel will be meeting with SUNY's Executive Committee of Community College Presidents (NYCCAP).

The CampusGroups app is working very well and we're thankful to have this platform to promote programs and have touchless sign-ups for activities each week at TC3.

Campus Recreation & Aquatics

While we still offer outdoor opportunities, the main operations of Recreation have moved to the Fieldhouse as temperatures get colder and we have turned back the clock. The flow of traffic has steadily increased as our students become more familiar with our protocols. It is wonderful to see our folks enjoying physical activity and safe social interaction.

Primary users of lap swimming in the pool are staff members. We continue to promote swim opportunities to our students and hope to increase their participation during winter months.

Athletics Advisory Board & Captains' Council

Through careful planning between ICSD and TC3 A&R with special attention to safety protocols and policies, Ithaca High School is using the College pool for boys' varsity swim practice. Practices began on January 4 and will continue through February. Ithaca High's pool is under construction and we are excited for this opportunity to serve our community partners and potential students.

We reopened the pool and fitness center on January 4 for faculty and staff members. Full operations for our students and employees will resume during the first week of spring classes after COVID-19 testing wraps up.

The FC is looking at replacing a few (very) old pieces of equipment in the near future so our entire facility is up to date and more beneficial to our members.

Athletics Advisory Board & Captains' Council

The AAB will resume meeting virtually at the beginning of the spring semester.

Intercollegiate Athletics

Since April, our department has worked closely with national, regional, and local agencies and experts on our return to play and return to competition plans during this pandemic. Plans include education for all participants, regular testing for all involved, reduced travel and duration of contact for our students and staff.

These plans and execution thereof have resulted in retaining more than one hundred full-time students that, when surveyed, said they would not return for a spring semester without sports.

The Panthers will return to outdoor sports competition this spring! TC3 submitted its "Intent to Compete" along with about thirteen other colleges (out of 21) in our NJCAA Region of participants.

TC3 will field teams in baseball, golf, lacrosse, soccer and softball this spring. Our student athletes, along with their families, are extremely grateful for the opportunity to compete for the Panthers.

We wish good luck to Patrick Arancio, men's soccer coach from fall 2019 through December 2020, as he pursues a new opportunity as the full-time head coach for the Wells College women's team this spring. Mick McDaniel is the new head coach and has met with the team to maintain momentum and confidence heading into spring season.

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Student Life

Student Government Association

The SGA President for 2021 will be Julia Gutierrez. Julia is a Chemical Dependency Counseling student graduating in December 2021. The College Communications team released a student spotlight on the Tompkins Cortland Community College Facebook page. She is excited to be a voice for fellow students and is eager to get students connected to one another, even in a virtual format.

Congratulations go to the SGA E-board members that graduated in December. Those include Kyle Patterson, Grisvella Faustino, and Sherron Brown. Their student leadership is very appreciated and they will be missed.

The Student Government Association is accepting applications for the remaining E-board positions.

Virtual Event Spotlight

Make Your Own Comic Book – Thank you to Kimari Johnson, Professor of English, who approached Student Activities to collaborate on a virtual event that would serve as a creative outlet for students. Kimari proposed a comic book workshop hosted by Michael Watson of ITHAQA Comics. Watson discussed how comics are made, how he got interested in creating them, and provided instruction for students to make their own comic page.

NSLS

The National Society of Leadership and Success Chapter is thriving in the virtual format. The fall 2020 semester received the most positive feedback than ever before. Members appreciate the flexibility of being able to complete at their own pace, as most are commuter students. As a reminder, NSLS members need to complete the Steps to Induction before they can become Inducted Members. Those steps include a one hour Orientation, three hour Leadership Training Day, three Speaker Broadcasts, followed by three self-reflections. The steps are rigorous and require commitment and dedication. The deadline to complete the steps is at the end of the Spring semester, however, 17 students already completed their steps in the fall semester.

Orientation

The Orientation Planning Committee is in the process of finalizing Spring Orientation. The Orientation modules will be through the online platform Comevo, which we launched in fall 2020. We are working closely with Deb Mohlenhoff and Residence Life to incorporate up to date COVID-19 policy information.

SUNY Chancellor Award for Student Excellence

A call for nominations for the 2021 SUNY CASE awards went out to all staff and faculty. Those nominations will be reviewed so we can send the recommendation to SUNY by their deadline in late January.

Child Care Center

Updates:

- The FSA board agreed to a \$5-\$6 a week tuition increase for full time children. This increase went into effect January 1, 2021. This will help to offset some operation costs.

- We currently still have 6 staff members participating in the apprenticeship program and they are all taking classes at TC3. Most of them will finish their micro credential in May 2021. We are hopeful that we will be able to apply for the apprenticeship grant soon.

Grants:

- A CARES 2 check for August and September will arrive soon in the amount of \$10,350. We received a total of \$25,350 for salaries and \$1,600 for PPE.
- We have also been awarded the CARES 3 grant. We received \$18,000 to cover the cost of staff salaries in September, since we brought back new staff to reopen the other classrooms. We will also receive monies to help with salaries for the months of October and November. In addition, we received an additional \$1600 to cover costs of PPE and cleaning supplies.
- We were able to apply for the CARES 3 Essential Employee Grant which helped one of our staff members pay for her son's tuition at the center while she worked.

Additional items:

- Due to the increase change in students (mostly nursing hours) we have decided that the best way to move forward for the Spring 2021 semester is to temporarily shut down the old center and move all teachers back to the new center. With the shutdown of this center, staff would go back to their previous positions (they knew they were temporary). We will not lose any money from tuition as we will be keeping all the children, just increase room sizes. By doing this we will have enough staff to cover all shifts in the center and have teachers working in full classrooms. This also means we will have a bit more flexibility if a staff member who need to be out.
- We are currently interviewing applicants for a kitchen assistant. We plan of revisiting the old center to determine how it can be best used. We will also take some time to post positions and interview for staff in hopes to fill it with the many families that are on our waiting list.

Residence Life

During the winter break, residence life has focused on a variety of tasks to prepare for the spring semester including:

- Inspecting all residential spaces on campus
- Onboarding new Room Condition Reporting and developing a baseline for condition of spaces and furniture
- Onboarding new Maintenance Request system
- Completing billing for Fall damages, cleaning charges, and missing keys
- Consolidating placements for the Spring 2021 semester in order to best use resources
- Outreach to housing students who have not yet registered
- Outreach to students who have been suspended and need to collect their belongings

- Prepare to relocate mail room to more centralized location
- Prepare for Spring 2021 move in

Student Conduct and Community Standards

Conduct

For the month of December, there were 50 conduct incidents involving 58 students. Of those students, 3 were removed from campus housing; 1 was suspended.

Of the current incidents, 7 have been individuals who were recharged for not completing sanctions.

28 students were involved COVID policy violations (though not all of these were exclusively COVID issues)

As there were a small number of students on campus over break, there continue to be some new conduct cases into January.

For the entire fall semester, 208 incidents involving 329 students were processed by the Student Conduct office. Of these, 161 students were charged with covid-related violations.

Title IX

The Title IX Coordinators have worked with 7 filed reports of various natures – through fall semester.

Currently, we are preparing for spring semester education. We will be providing Orientation sessions for incoming students. Additionally, the New York State sexual harassment training will be provided to all new adjuncts for the spring and any new employees. We will be planning upcoming activities virtually such as Yards for Yeadley, March Sexual Assault Awareness month events, a Take Back the Night event, as well as monthly educational emails to students and employees.

Faculty Student Association Report to the Board

A short Faculty Student Association meeting was held on December 20th, 2020 via TEAMS online platform.

Typically, the December meeting is a presentation from our Auditors on our financials. They are still completing the audit, so their report has been delayed until 2021. However, we did hold a brief meeting for some committee reports and to approve two resolutions.

Finance Committee: Kori brought forward the following resolution for action today. Every couple of years the state updates the market rate for child care fees and any funding we get from the federal government is based on the current market rate so our fees need to reflect that rate so we can be reimbursed appropriately. Each age group is increasing either \$5 or \$6 for each age group. If this doesn't cover the increase we are expecting in May then we will do another resolution later if needed. The new rates go in effect 1/1/2021. The following resolution was approved.

Resolution #2020-2021-09, Child Care Center Sliding Scale/Fee Schedule. The Child Care Center Fees were last revised in 2019. The Child Care Director has reviewed current rates and policies at other area child care centers, as well as market rates for Tompkins and Cortland Counties. The Finance Committee met to review the current proposed fees and is now bringing that new fee schedule for board approval.

Human Resources Committee: On behalf of the Human Resource Committee Sharon brought forward the following resolution for action, which was approved.

Resolution #2020-2021-08, Employee Excellence Awards Review Committee Member (2021 Awards). This committee is made up of the previous year's award recipient(s), two students, three FSA Employees, one FSA board member/college representative, and the chair of the Human Resource Committee (serving as ex-officio). Anthony Isaacs, Robert Rice, & Tamara McMullen will be the committee co-chairs. Kyle Patterson and Grisvelle Faustino will be the two student representatives. Angeline McComb, Sayre Paradiso, & Casey Goodwin will be the remaining openings as the three FSA employees and Anna Regula agreed to serve as the board member/college representative.

Executive Committee: Has not met since our last meeting.

Bookstore Advisory Committee: Has not met since our last meeting.

Athletic Advisory Board & Captains' Council: Met on December 3, 2020 and discussed registration for spring 2021. They had a calling campaign of about 60 current athletes that still had yet to register and as of today they have successfully registered 12 or 13 of them. Amy Voorhees also discussed return protocols for spring with it being much of the same with more testing and results that must be submitted to Amy before participation is allowed.

SENIOR DIVERSITY OFFICER REPORT TO THE BOARD OF TRUSTEES | JANUARY 2021

7 Valleys New Tech Academy

- ❑ 7 Valleys New Tech Academy is one of more than 180 New Tech Schools across the country, located in Cortland, NY. They employ a teaching approach called Project-Based Learning. This means students routinely connect with outside businesses and organizations to engage in relevant and genuine work. We are in the early stages of collaborating to foster peer mentoring opportunities between college students and rising junior and senior high school students. This pilot program will potentially establish a recruitment and retention pipeline with prospective students.

Campus Strategic Diversity, Equity, and Inclusion Plan

- ❑ The steering committee is now meeting biweekly and is planning to do so throughout the plan development. A Plan Timeline has been established, which includes milestones. The milestones include progress reports to the Student Government Association, the College Senate, and the Board of Trustees (See attached). The Steering Committee is currently working on milestone 4 of 8 in the 2020 - 2021 timeline. Milestone 4 includes developing a Listening Tour Plan.

Tompkins County Race, Equity and Social Capital Project

- ❑ Tim Thompson and I will be taking part as members of the Cornell Institute for Public Affairs Tompkins County Race Equity and Social Capital Project steering committee. Tim Thompson will be actively engaged as a lead liaison for the campus community subcommittee.

Staff Development Committee

- ❑ This is a new committee charged with being an advisory and coordinating body to ensure all Tompkins Cortland employees are provided with opportunities for staff development that is pertinent or beneficial to their positions. The members of the committee are currently developing the upcoming Mid-Winter Day staff development sessions and activities. A call for proposals has gone out to the campus community.

Student Engagement/Retention Letter

- ❑ On January 6, the Office of Diversity Education and Support Services sent engagement/retention letters were, 1558 e-mails were sent to students in the fall 2020 semester. These letters offer encouragement, support, and a call to get involved with programming offered on campus. The letters acknowledge students academic performance and are tailored according to GPA's above or below a 2.0 GPA.

January 12, 2021

SENIOR DIVERSITY OFFICER REPORT TO THE BOARD OF TRUSTEES | JANUARY 2021

TC Virtual Open House

- On December 4, Tracey Brunner and Tim Thompson had the excellent opportunity to represent ODESS in virtual Open House presentations for the College.

Vector Network Fall 2020 Cohort

- This past year has been more than challenging for our students, which faculty and staff were not exempt from the juggling 2020 has required. Nonetheless, 89% (16:18) of the Fall 2020 cohort earned a 2.0 or above GPA, 3 of which earned a 4.0 GPA.

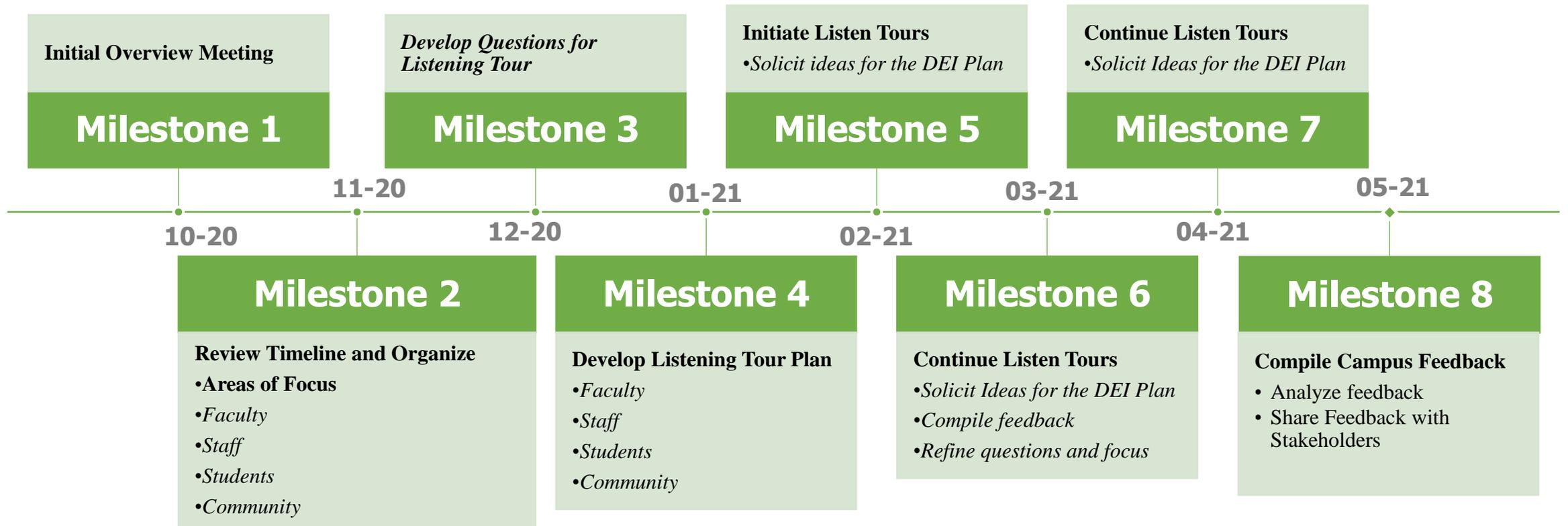
All the best,

Seth A. Thompson

January 12, 2021

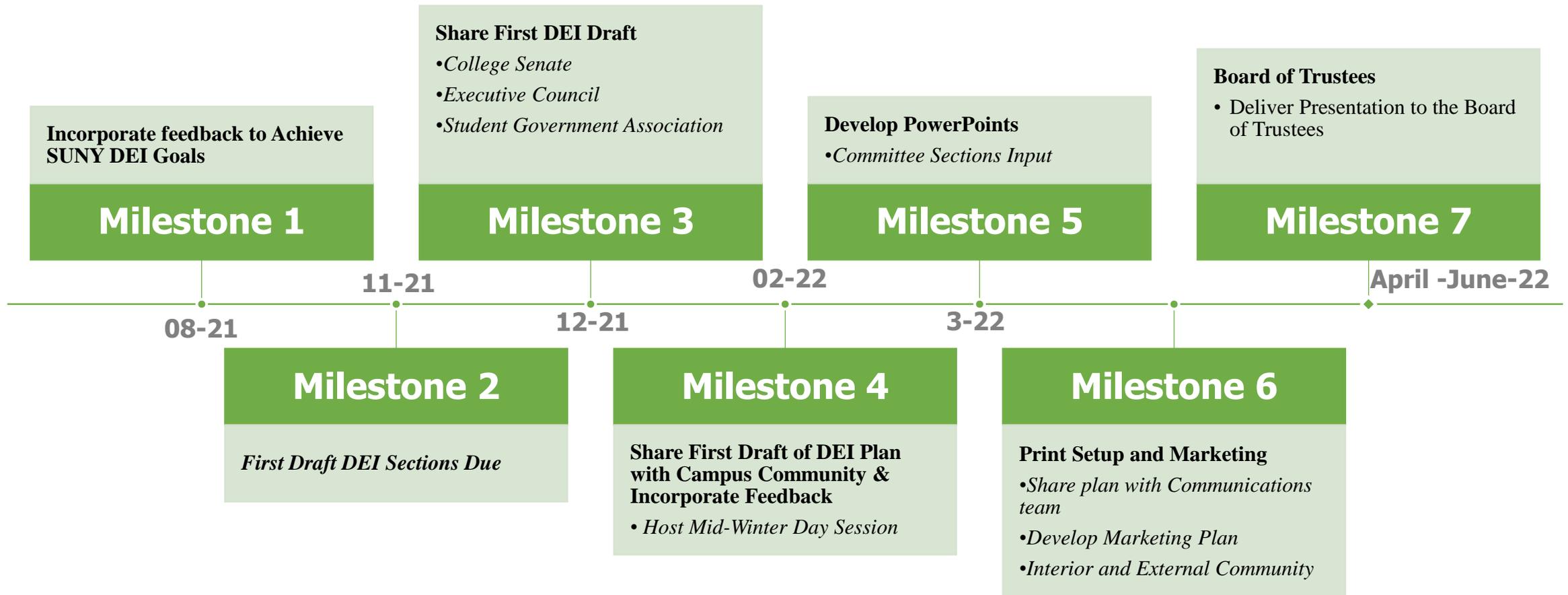
Campus Strategic DEI Plan Timeline – 2020-2021

Tompkins Cortland Community College



Campus Strategic DEI Plan Timeline 2021-2022

Tompkins Cortland Community College



report

Date: January 11, 2021

To: President Montague

From: Deborah Mohlenhoff
Associate Vice President for College Relations

RE: Monthly Report to the President and Board of Trustees

EXTENSION CENTER:

The Ithaca Extension Center Staff worked with the CFO and the VP for Student Services on a special project to call students who still owed money to the College. This was a good pilot to see if we could put the day and evening staff of the IEC on a targeted project to contact students directly. This appears to have been successful so we will use this model again for future outreach to specific populations of students.

After an incident, Campus Police assisted with a security review of the Cortland Extension Center and we will be working on some small security improvements to that facility over the semester.

COMMUNITY ENGAGEMENT:

Much of our normal work in this area has been suspended to focus on COVID19 related issues.

Ithaca City School District Pool Partnership – Athletics Director Mick McDaniel has partnered with the Ithaca City School District Athletics program to allow for their Swim Team to use the TC3 pool while the ICSD pool is under construction. Ensuring all COVID-19 protocols are followed, this is an excellent way we can demonstrate commitment to our community by sharing resources and facilities.

GOVERNMENT RELATIONS:

I continue to represent TC3 at various COVID19 related committees and calls including:

- Economic Recovery Cabinet (led by City of Ithaca and TCAD)
- Tompkins County Reopening Task Force (led by Tompkins County)
- Higher Education Reopening Task Force (led by Tompkins County)
- Higher Education Communications subcommittee (led by Tompkins County)
- Monthly Meeting with SUNY Cortland and Cortland Health Dept & Cortland Legislators

LEADERSHIP TOMPKINS AND LEADERSHIP CORTLAND:

- Working on the rollout of the modified 2021 program
- The planning committee has agreed to use as many local businesses as possible to order promotional materials and to raffle off gift certificates to local businesses and restaurants in both counties to show support to them in these tough times

COMMUNICATIONS:

In conjunction with the VP of Enrollment and Student Services, the Communications team worked to design a local campaign to support a new scholarship.

The campaign can be seen here: <https://www.tompkinscortland.edu/connections>

Workforce Development:

We met with representatives from Ithaca Area Economic Development (IAED, formerly TCAD) and Tompkins County Workforce Development Committee to start to design an RFP for a consultant to work with us to develop a needs assessment, employment forecast, and curriculum proposals for the field of Advanced Manufacturing. This initiative is being supported financially by IAED.

Participated in a focus group with the Cornell ILR school that is conducting a study for Tompkins County Workforce Development on the changing world of work due to the pandemic.

Other Meetings

- Weekly Cortland Downtown Partnership Board meetings
- Monthly Strategic Tourism Planning Board (STPB) meetings (12/16)
- Monthly STPB Planning and Evaluation Committee meetings (12/16)
- Monthly IAED Board Meetings and HR Committee meetings (12/15, 12/17)
- Monthly Workforce Development Board meetings (12/15)
- Monthly SUNY Government Affairs meeting (12/31)

COVID-19 Updates

FALL SEMESTER SUMMARY

1,481 on-campus COVID tests administered
42 positive faculty/staff/students (21 detected via on-campus testing)
115 precautionary or mandatory quarantines managed
0 on-campus transmissions (that we know of)

Special thanks to the Athletics, Facilities, Health & Wellness and Residential Life Staff for ensuring a smooth and successful testing program.

SUNY SPRING OPENING PLAN

We have submitted our Spring plan to SUNY and have received some feedback on the language. We are editing it and will post it to the College's COVID-19 website when it is approved.

JANUARY ON-CAMPUS TESTING

We are providing testing on campus as follows. We are still working on our move-in testing plan and the ongoing surveillance testing plan for the Spring.

Thursday	1/7	10:00 – 3:00
Monday	1/11	10:00 – 2:00
Thursday	1/14	10:00 – 3:00
Tuesday	1/19	10:00 – 3:00
Thursday	1/21	10:00 – 3:00

Vaccines

We are providing information to faculty and staff, but the College is not directly involved in the distribution of vaccines. We will be meeting with other local higher education partners and Tompkins County to be prepared when doses of the vaccine are more widely available to the public.

Phase 1B allows for in-person faculty to be tested. Human Resources is working on an in-person employment validation letter for employees who will need that documentation to be vaccinated.

College Senate Report
Board of Trustees
January 12, 2021

The College Senate held the last virtual meeting of the semester on December 4th. The College Senate is on break until the Spring semester due to some members being off contract.

Paul Reifenheiser shared that SUNY said classes could start prior to February 1st if an exception is submitted and approved. We have requested to have classes begin on January 27th. Our semester will end a week earlier to accommodate the lack of spring break. A survey was sent to faculty to aid in deciding whether there will be a spring break. The results were close but, in the end, the results stated to not have a spring break for 2021.

Greg McCalley shared information about the CARE Team, who it consists of, and that they meet bi-weekly. He shared that there has been a decrease in students seen this past year, most likely due to less eyes on students and fewer personal interactions. To help with this, Greg has asked that everyone interacting with students have 1 on 1 interactions when possible. He also shared that students seem to be taking Covid restrictions seriously, there were 535 student code violations last year and this year there were 274, mostly Covid related.

Mary Ellen Ensign shared information about COAS (Committee on Academic Status). The committee works with students on academic probation and suspension and also proposes changes for academic standards. Spring 2020 was different than other semester, if a student attended a hearing, they were allowed to re-enroll in the College. There were 27 hearings. Students that need to do bi-weekly reports are able to through Starfish. Deb Fedenko and Chrissie Askew will be helping with support for COAS.

Matt Kiechle and Deb Mohlenoff shared updates about Covid. At the time of the meeting, 1,303 on-campus tests have been performed. 185 were performed before the requirement to move in day. There are on-going meetings with higher education and the health departments in the area. Cayuga Med has been a partner in this process. The process has a constant learning curve but we seem to be doing pretty well.



To: Board of Trustees
Re: Foundation/Alumni and Development Report for January 21, 2021 Meeting

Foundation Board and Committees

The annual Board meeting took place on January 12. The 2021-2022 Foundation Board will consist of 16 members.

Elected to serve as officers:

Tom VanDerzee, chairman
Rich Cunningham, vice chairman
Leslie Danks Burke, secretary/treasurer

Retiring board members:

Dave Bordwell
Jim McFadden
Machell Phelps
Steve Romaine
Lisa Whitaker

Approval of revised bylaws to combine the finance/audit and investment committees. Included a partnership committee and board development committee and deleted the stewardship committee.

Approval of committees for the upcoming year and approval of business/banking signature authority.

Alesco Advisors provided an investment report.

Attached you find the Chairman's report.

Immediately following the annual Board meeting, a regular Board meeting took place. Presented were the November financials, and approval of Policy #021/Arthur Kuckes Child Care Center Endowment Policy.

Julie Gerg reported that Tompkins Harvest Grant funding through the Park Foundation has been received.

Alumni and Development Office

Communications

November: Helping Hands ask piece mailed to 12,000 people.

December: Helping Hands ask piece emailed to over 19,000 recipients.

January: COVID-19 informational piece will be sent to 12,000 people.

Philanthropy

Continue to mail Tompkins Cortland Panther facemask to friends of the College as a stewardship/cultivation activity. Continual contact with our friends continues to be important to our work.

TRIAD Nursing Scholarship recipients provided thank you media clips to TRIAD Foundation.

Other Activities/Work

The audit is still in progress.

2020 Distinguished Alumni: Suzanne Burham, Chief Michael Catalano, and Julie Niederhofer, RN participated in an alumni panel discussion for the virtual December Recognition Ceremony.

Upcoming Meetings

Cultivate Task Force – January 20

Property Management Committee – January 21

Alumni – TBD

Finance – TBD



Chairman's Report
Annual Meeting
January 12, 2021

Awarded more than \$515,000 to more than 260 students in fiscal year 2019-2020.

Created three new scholarships.

Sixth year in a row for 100% Foundation and Board of Trustees giving.

An increase of \$183,170 was realized in total funds raised compared to 2018-2019, and an increase of 69 of gifts.

The finance committee lost a long time community member, Ron Denniston. Ron passed away in October.

Secured new campus housing bond attorneys and work continues with the campus housing bond issues.

Completed our first year of a marketing campaign, with the guidance of True Creative.

Began the process of completing a strategic plan.

COVID-19

Campus housing buildings "C" and "D" are back on line due to COVID-19. All of the four person suites now have two students for social distancing purposes. Occupancy has dropped to 235 students in the fall semester.

Coltivare has served take-out meals and currently is at 50% dining capacity with reduced hours. The management team along with two hourly employees continue to serve our customers.



TO: Board of Trustees
FROM: Orinthia Montague, President
DATE: January 21, 2021
SUBJECT: President's Report to the Board

December was a relatively quiet month due to the holiday break. And thank goodness. The multiple pivots students, staff, faculty and administrators had to endure during almost seemed insurmountable and yet we persevered.

The College received approximately \$3 million dollars in supplemental CARES funding however we have been advised to not draw down or use those funds until further guidance is received from SUNY.

As you will see from the VP of Student Services report enrollment is up in new students however we are currently down in returning students. While some of the decrease in returning is certainly attributed to the pandemic, this trend is not new. We must expand upon the great work we have done and replicate those efforts on a broader scale across the College. Otherwise it will be hard to justify the constant "ask" for increased state funding. Along with that, Chancellor Malatras provided encouraging news on the following:

Streamline new education program approval. Provides that public and private colleges and universities that meet certain standards may adopt a new curriculum or program of study without first seeking SED approval, as long as the adoption would not require a Master Plan Amendment or lead to professional licensure.

If this comes to pass the College would be able to secure new educational pathways in a timelier basis especially as it relates to workforce development.

A few other highlights as it relates to the State and SUNY's Community Colleges budgets are as follows:

2021/22 proposed funding for the following programs remains flat on a year-to-year basis:

- \$ 3.0M: NY Job Linkage
- 3.0M: Apprentice SUNY
- 1.9M: Contract Courses / Workforce Development
- 1.7M: High Needs Programs
- 0.9M: Low Enrollment Schools

\$10.5M: Total



The following programs have been reduced or eliminated in the 2021/22 Executive Budget:

- 1.1M: Child Care (Leaves \$1.0M in support) (Reduced)
- 0.6M: Rental Aid (Reduced)
- 0.1M: Orange County CC Bridges Program (Eliminated)

\$1.8M: Total

Miscellaneous

- | | |
|-------|---|
| 12/9 | Attended GIAC & Tompkins Connect Business After Hours |
| 12/15 | Attended IDA/BDC meeting |
| 1/5 | Participated in Park Foundation meeting |
| 1/10 | Participated in United Way event |
| 1/12 | Participated in AACC Pandemic Relief webinar |
| 1/12 | Participated in Foundation Board meeting |
| 1/12 | Participated in SUNY Chancellor meeting |
| 1/14 | Participated in AACC Community College Legislative Agenda meeting |
| 1/19 | Ithaca College Board of Trustees meeting |
| 1/19 | SUNY Chancellor meeting |