



**Board Members:**

Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti, Romneya Quennell, and Raymond Schlather

**July 20, 2023**

**Executive Session @ 5:30 p.m. followed by:**

**Board of Trustees Annual Meeting @ ~6:00 p.m.**

<https://us02web.zoom.us/j/82581737086?pwd=SWZpTUxHYXJGbjiZTFZ6QTYzaEo2dz09>

**Agenda**

1. Call to Order
2. Executive Session
3. Oath of Office – Judy Davison and Romneya Quennell
4. Election of Officers
5. Appointments
  - a. Clerk of the Board of Trustees
  - b. Deputy Clerk of the Board of Trustees
6. 2023-2024 Meeting Dates
7. Other Business
8. Adjournment

**July Board of Trustees Meeting**

**Via Zoom Meeting**

**6:00 p.m.**

**Agenda**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*\*
6. Approval of June 15, 2023 Regular Board of Trustee Meeting Minutes
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)  
Mick McDaniel – Athletics Director will give a verbal report
9. Information Items:
  - a. Human Resources Updates
10. CFO/Treasurer's Report - Written Report attached.
11. Consent Agenda (Action Items):
  - a. Appointment of Personnel
  - b. Approval of Academic Calendar 2024-2025
  - c. Approval of Academic Calendar 2025-2026
12. Standing Reports:
  - a. Provost & Vice President of Academic Affairs – Written Report provided
  - b. Interim VP of Student Affairs/Senior Diversity Officer – Written Report provided
  - c. Campus Tech – Written Report provided
  - d. College Senate – No Report this month
  - e. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
  - f. Chairperson's Report
  - g. Liaison Report – Tompkins County



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- h. Liaison Report – Cortland County
- i. Student Trustee Report – No Report
- j. President’s Report – Written Report attached.

**13. Upcoming Events:**

- a. Board Retreat – August 17<sup>th</sup>, 4:00 – 8:00 p.m. at Cortland Extension Center
- b. September Board Meeting – September 20, 2023
- c. 2023 Fall Semester First Day of Classes – August 28, 2023
- d. 17<sup>th</sup> Annual Panther Club Open – TBD @ Elm Tree Golf Course
- e. NYCCT Conference – November 3-4, 2023 in Saratoga Springs

**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.***

TO: Members of the Board of Trustees  
FROM: Judy Davison, Chair  
Board of Trustees  
DATE: July 20, 2023  
SUBJECT: Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2022-2023. All meetings will be held with Executive Session at 5:30 p.m. (if necessary) and Open Session at ~6:00 p.m. in the Ronald W. Space Board Room at the College and/or via Zoom within state guidelines.

**BOARD OF TRUSTEES MEETINGS:**  
**(Third Wednesday of each month unless otherwise noted.)**

September 20, 2023  
October 18, 2023  
November 15, 2023  
December 20, 2023  
January 17, 2024  
February 21, 2024  
March 20, 2024  
April 17, 2024  
May 15, 2024  
Thursday, June 20, 2024  
July 17, 2024

**OTHER IMPORTANT DATES FOR THE 2022-2023 ACADEMIC YEAR**

December Graduate Ceremony	December 8, 2023
Nursing Pinning Ceremony	May 21, 2024
Commencement	May 21, 2024

**COLLEGE CLOSED (holidays/campus professional development days)**

Labor Day Holiday	September 4, 2023
Fall Day College Professional Development	October 10, 2023
Thanksgiving Holiday	November 23-24, 2023
Winter Break	Dec. 25, 2023 – Jan. 1, 2024
Martin Luther King Holiday	January 15, 2024
Mid-winter Day College Professional Development	February 21, 2024
Spring Day	March 29, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
July 4 <sup>th</sup> Holiday	July 4 & 5, 2024

cc: Media Personnel  
Liaisons  
County Board Clerks  
County Attorneys  
County Budget Officers  
College Faculty and Staff

**Tompkins Cortland Community College  
Board of Trustees  
Regular Meeting  
June 15, 2023  
In person and Zoom  
Open Session @ 5:30 p.m.**

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Arthur Kuckes, Matt McSherry, Lisa Perfetti, Raymond Schlather, Louis Scholl

Excused: Schelley Michell-Nunn

County Liaisons: Mike Lane, Cathy Bischoff

Staff: Scot Beekman, Jan Brhel, Katrina Campbell, Dave Fish, Julie Gerg, Amy Kremenek, Sayre Paradiso, Paul Reifenheiser, Ruth Spencer, Bill Talbot, Malvika Talwar, Seth Thompson, Susanna Van Sant

Guests: John Geer, Romneya Quennell

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Davison welcomed those who attended via Zoom and introduced incoming VP for HR, John Geer. Mr. Geer comes to TC3 most recently from Onondaga Community College and has 20+ years of professional Human Resources and labor relations experience.
4. **Approval of Meeting Agenda:** Mr. McSherry moved the June 15, 2023 meeting agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.
5. **Public Comment:** There were no requests for public comment.
6. **Approval of Minutes:** Ms. Buck moved that the minutes from the May 18, 2023 Board of Trustees meeting be approved as submitted; seconded by Ms. Dale-Hall; motion approved unanimously.
7. **Presentation:** Dr. Malvika Talwar presented on "Timeline of Outcomes for 2019 Cohort" that included data regarding retention of students with 1-year, 2-year, and 3-year outcomes. At the request of the Board, she will look into a 5-year post graduation outcome and bring more information back to the Board. PowerPoint presentation will be sent to Board members and is attached to these minutes.
8. **Communications:** President Kremenek received a thank you card from outgoing Board member Bruce Tytler. She read the message and shared the card with Board members.
9. **CFO Report:** Written report provided. Mr. Talbot noted there was no change from last month, no change in budgeting and lab renovations are on schedule. A tour of the labs will be planned for Board members at a future date
10. **Information Items:**

- a. Human Resources Updates: Interim VP for Human Resources Ruth Spencer reviewed the progress and gave updates with filling of vacancies since the Board received the June Board packet. She thanked the Board for their support of the work she completed during her interim time and stated that the incoming VP for HR will continue the work that she started and brings a good working knowledge and work history in Human Resources.
11. **Consent Agenda:** Mr. Schlather moved the Consent Agenda be approved as submitted; seconded by Mr. McSherry; approved unanimously.
    - a. Appointment of Personnel
    - b. Approval of Remote Work Policy
    - c. In Appreciation of Dave Stevenson
    - d. In Appreciation of Louis Scholl
  12. **Standing Reports:**
    - a. **Provost & VP of Academic Affairs** – Written report provided. Provost Reifenheiser noted Assessment measures have been updated using data from all courses, connection to the program level, and program level to institutional level. Comprehensive Program reviews are in implementation. In response to a question about Guided Pathways, Provost Reifenheiser clarified the work has included advisor responsibilities and how they speak with students. Conversations are taking place institution wide, we have more and fuller data to work with.
    - b. **Interim VP of Student Services/Senior Diversity Officer** – Written report provided. Mr. Thompson noted we have 14 student athletes that are NJCAA Scholar Athletes. The athletes have an overall academic average of 2.8. Mr. Thompson thanked Director of Residence Life Michael Oyelola for his efforts during the pandemic and his tireless work with students. He wished him well as he moves on to his next life move. Interim Dean of Students Darese Doskal will temporarily step in as she has past experience in the area of residence life.
    - c. **Campus Tech** – Written report provided. Interim CIO Scot Beekman gave his report via Zoom from a professional conference in Saratoga Springs. He is completing an analysis of current staffing needs and will put a plan forward. ComSource is working with fiber network switches and wireless routers. The SUNY ITEC assessment report will be provided to President Kremenek tomorrow. He is looking at aligning the College IT Master Plan more closely with the College Strategic Plan. In response to a question about the IT Assessment Mr. Beekman replied that safety and data security will be bolstered; the department will come in compliance with updated policies. Also being reviewed/updates are the network backbone, creating and executing a server refresh, and building a better network infra structure. A full report will be given at the July meeting.
    - d. **College Senate** – Written report provided. Ms. Paradiso noted the College Senate Bylaw updates are complete and were passed unanimously.

- e. **TC3 Foundation Inc.** – Written report provided. Ms. Gerg noted 30 retirees came back to TC3 for an event on June 13<sup>th</sup>. Most were local retirees but some were snowbirds.
  - f. **Chairperson's Report** – Chair Davison reminded everyone that the annual Board Retreat is Thursday, August 17<sup>th</sup>, from 4-8 p.m. at the Cortland Extension Center. Dinner will be provided. She noted there is road construction in the area and travel may be slower than normal.
  - g. **Liaison Report Tompkins County** – Mr. Lane stated there has been no news on asylum seekers coming to the area and no requests to house them have been received Tompkins County is interested in helping. Two budget meetings have been held. The Drug and Alcohol Council on Triphammer Road can't open until they hire more nurses. A testing facility for CDL drivers is being looked into. TC3 may be able to help with this. A site visit at TC3 is scheduled for next week and would use parking lot #4.
  - h. **Liaison Report Cortland County** – Ms. Bischoff noted Cortland County has had two challenging conversations on asylum seekers. A small group is looking into what Cortland County can plan to do on different levels. The county is trying to be proactive and see if asylum seekers might be able to fill some the work vacancies in the area. Cortland County's budget process will begin in September. The county is currently trying to understand the impact of the state budget on the county budget.
  - i. **Student Trustee Report** – Verbal report given. Mr. Scholl said it has been a priceless opportunity and an honor to serve as the Student Trustee. He will return for the fall semester and serve as a Resident Assistant, Student Leadership Assistant and will help plan Welcome Week and student orientation. He noted that incoming Student Trustee Romneya Quennell, who was in attendance at this meeting, will join the Board in July.
  - j. **President's Report** – Written report provided. President Kremenek thanked Romneya Quennell for attending the meeting as a guest and noted she will take her oath of office at the July meeting. She noted as of today applications for the fall are up by 55% and acceptances are up 69%. Brent Doane has been appointed as Interim Director of Admissions. He has previous experience in Admissions. VP for Enrollment Management Richard Floyd is moving from Illinois and will begin here on August 1. SUNY Chancellor John King has set up monthly calls with the Presidents. Senior Vice Chancellor for Community Colleges Johanna Duncan-Poitier has set up monthly calls with the community college presidents. Two areas of discussion are updating of certificates of residency policy/process and Service Area agreements (TC3 has the largest number of concurrent enrollment students in NY.). Mr. Lane thanked President Kremenek for TC3's participation in Dryden Dairy Days in the parade and booth.
13. **Executive Session:** Mr. Schlather moved that the meeting convene in executive session at 7:00 p.m. to discuss a personnel matter; seconded by Mr. McSherry. Motion to go back in to Open Session was moved by Mr. Scholl at

7:35 p.m.; seconded by Mr. Schlather; approved unanimously. The meeting reconvened in open session.

14. **Adjournment:** Mr. Scholl moved that meeting be adjourned at 7:35 p.m.; seconded by Mr. Schlather; motion carried unanimously.

Respectfully submitted,

Jan Brhel  
Clerk of the Board of Trustees  
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of July 10, 2023

**UNCLASSIFIED STAFF**

<b>POSITION</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>ADVERTISED</b>	<b>APPLICATION REVIEW BEGINS</b>	<b>CURRENT STATUS</b>
Admissions & Financial Aid Advisor	ASAP	May 5, 2023	May 19, 2023	Accepting Applications
Assistant Director of Student Activities and the Student Center	ASAP	April 24, 2023	May 8, 2023	Hired: Leah Tompkins (06/01/23)
Case Manager	ASAP	March 29, 2023	May 1, 2023	Hired: Lynette Montgomery (07/10/23)
Clinical Mental Health Counselor	ASAP	March 22, 2023	April 21, 2023	Hired: Jenai Rossow (07/31/23)
Director of Admissions (Interim)	ASAP	May 18, 2023	June 1, 2023	Hired: Brent Doane (06/19/23)
Director of Admissions (Permanent)	ASAP	May 24, 2023	June 26, 2023	Accepting Applications
Director of Strategic Marketing	ASAP	May 23, 2023	June 23, 2023	Accepting Applications
Instructor of Civil Engineering/ Construction Technology	August 21, 2023	November 5, 2022	January 5, 2023	Hired: Fares Jnaid (08/21/23)
Instructor of English	Fall 2023	March 3, 2023	April 3, 2023	Hired: Theresa Tambascio (08/21/23) (2 of 2 positions)
Student Success Advisor	May 2023	March 7, 2023	April 7, 2023	Hired: Glenda Gross (07/10/23)
Vice President of Finance and Administration	July 1, 2023	March 29, 2023	May 1, 2023	Reviewing References
Vice President of Student Affairs & Senior Diversity Officer	ASAP	May 24, 2023	June 7, 2023	Conducting Final Interviews

**CLASSIFIED STAFF**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>CURRENT STATUS</b>
Cleaning Supervisor (1.0 FTE)	Buildings & Grounds	ASAP	Reviewing Tompkins County Department of Human Resources certified list of eligible Candidates
Library Clerk (1.0 FTE)	Library	ASAP	Conducting Interviews



## FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Graduate Assistant	Residence Life/Student Center	July 2023	Accepting Applications; Continuous Recruitment
Lifeguard	Athletics & Recreation	July 2023	Accepting Applications; Continuous Recruitment
Recreation & Fitness Center Assistant	Athletics & Recreation	July 2023	Accepting Applications
Substitute Teacher	Childcare	July 2023	Accepting Applications; Continuous Recruitment
Van Driver	Athletics & Recreation	July 2023	Accepting Applications
Residence Director-Head Coach	Residence Life/Athletics & Recreation	July 2023	Accepting Applications
Residence Director	Residence Life	July 2023	Accepting Applications
Assistant Coach, Women's Basketball	Athletics & Recreation	September 2023	Hiring: Keisha McBean
Director of Residence Life	Residence Life	August 2023	Accepting Applications

### BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications
Banquet Server	TC3 Bistro	July 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Dishwasher	TC3 Bistro	July 2023	Accepting Applications
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Accepting Applications
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	July 2023	Accepting Applications
Director of Operations	TC3 Bistro	July 2023	Accepting Applications
Executive Chef (Temporary)	TC3 Bistro	July 2023	Hired: Wayne Cox (07/10/23)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of July 5, 2023

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
<b>CSEA</b>		
CSEA-Campus Police Officer	Termination due to violation of Code of Conduct.	Date has been set.

**FACULTY ASSOC.**

None.

**PAA**

None.

**TC3 ADJUNCT ASSOC.**

None.

## VP of Finance & Administration Report: July 20, 2023

### July 2022-23 Close

The College expects to end the year \$1.2M +-\$0.2M favorable to budget. Since we drew down \$1.5M in Fund Balance to balance the 2022-23 budget, our net use of Fund balance for the year will be just \$0.4M.

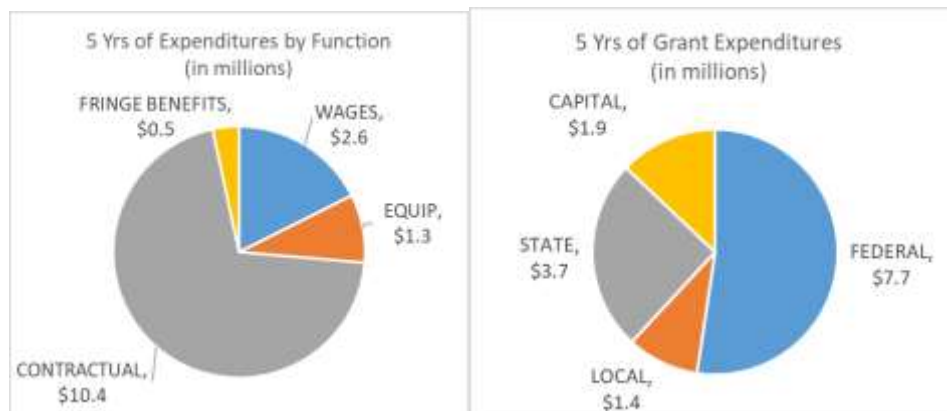
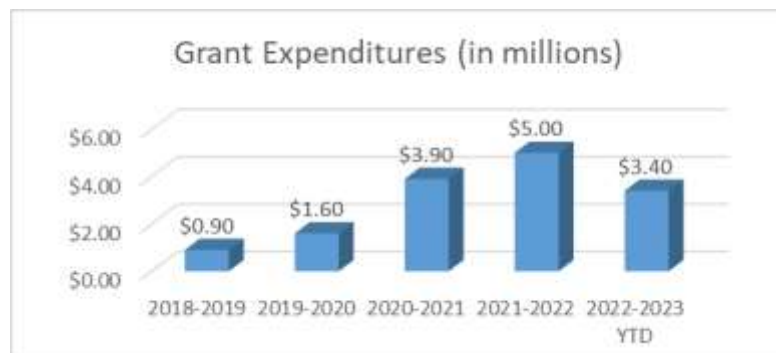
Total Revenue is projected to exceed budget by \$0.5M. Core Student Tuition Revenue is expected to be \$0.5M favorable to budget while Concurrent Revenue is \$0.1M unfavorable to budget. County Chargebacks are \$0.1M favorable to budget. The use of HEERF funds expired at the end of this month so the \$0.1M in funds remaining has been pulled down as "Lost Revenue," and will be treated as Federal Aid Revenue. Other revenues are running \$0.1M unfavorable to budget.

Total Expense savings are now forecasted at \$0.7M favorable to budget. Fringe savings of \$0.4M is predominately associated with a timing error in our 2022-23 budgeting for healthcare. Contractuals are expected to be \$0.3M favorable as \$0.3M in marketing will be covered by a SUNY grant. The run rate for contractuals is far behind prior year indicating that there may be an opportunity for further savings unless it is just a timing issue. More analysis will be done over the next few weeks to assess.

The Balance sheet is growing stronger as Students Accounts Receivable is \$1.2M less than prior year, meaning that we should be able reduce our write-off of bad debt. Cash flow is also sufficient, eliminating the need for a second year of having to ask our Counties for prepayments.

### Grants

The College has made an active effort over the past four years to secure access to new funds through grants. Grants generally do not help with core costs but are helpful to establish new programs, cover one-time costs and/or help with capital improvements. Our efforts have allowed us to spend four-times as much with grant funds these last few years over 2018-19. The use of these funds is predominately in the contractual area. Sources of these funds are predominately Federal funds (HEERF). However, recently Capital funding sourced from our Sponsor Counties and State have become the next greatest contributor. Of most importance is the College has created a grant pipeline of \$4.5M. Additional details are included in the CFO's close report.



TOMPKINSCORTLAND COMMUNITY COLLEGE  
 2022-2023 APPROPRIATIONS  
 Year-To-Date Through June 30, 2023

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 <sup>5</sup>	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Forecasted Dept. Appropriations</b>									
Personal Services	15,850,963	13,408,025	2,442,938	84.6%	15,308,198	12,380,961	80.9%	(1,027,064)	-6.7%
Equipment	52,000	11,267	40,733	21.7%	102,105	81,473	79.8%	70,207	68.8%
Contractual Expenses	5,719,389	4,017,459	1,701,930	70.2%	4,400,247	3,708,786	84.3%	(308,673)	-7.0%
Employee Benefits	8,544,482	7,533,557	1,010,925	88.2%	7,692,324	7,062,514	91.8%	(471,043)	-6.1%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>30,166,834</b>	<b>24,970,308</b>	<b>5,196,526</b>	<b>82.8%</b>	<b>27,502,873</b>	<b>23,233,734</b>	<b>84.5%</b>	<b>(1,736,574)</b>	<b>-7.5%</b>
<b>Scholarships &amp; Awards</b>									
Student Services	0	176,086	(176,086)	0.0%	90,679	90,679	100.0%	(85,407)	(94.2%)
Academic Support	3,439,832	3,248,553	191,279	94.4%	3,387,441	3,374,880	99.6%	126,327	3.7%
<b>Total Scholarships &amp; Awards</b>	<b>3,439,832</b>	<b>3,424,639</b>	<b>15,193</b>	<b>99.6%</b>	<b>3,478,120</b>	<b>3,465,559</b>	<b>99.6%</b>	<b>40,920</b>	<b>0</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>33,606,666</b>	<b>28,394,946</b>	<b>5,211,720</b>	<b>84.5%</b>	<b>30,980,993</b>	<b>26,699,293</b>	<b>86.2%</b>	<b>(1,695,653)</b>	<b>-6.4%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	178,810	0	178,810	0.0%	0	0	0.0%	0	0.0%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	-119,497	0	(119,497)	0.0%	0	0	0.0%	0	0.0%
Employee Benefits	0	0	0	0.0%	0	0	0.0%	0	0.0%
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>59,313</b>	<b>0</b>	<b>59,313</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Personnel</b>	<b>16,029,773</b>	<b>13,408,025</b>	<b>2,621,748</b>	<b>83.6%</b>	<b>15,308,198</b>	<b>12,380,961</b>	<b>80.9%</b>	<b>(1,027,064)</b>	<b>-6.7%</b>
<b>Equipment</b>	<b>52,000</b>	<b>11,267</b>	<b>40,733</b>	<b>21.7%</b>	<b>102,105</b>	<b>81,473</b>	<b>79.8%</b>	<b>70,207</b>	<b>68.8%</b>
<b>Contractual</b>	<b>5,599,892</b>	<b>4,017,459</b>	<b>1,582,433</b>	<b>71.7%</b>	<b>4,400,247</b>	<b>3,708,786</b>	<b>84.3%</b>	<b>(308,673)</b>	<b>-7.0%</b>
<b>Scholarship &amp; Awards Offset</b>	<b>3,439,832</b>	<b>3,424,639</b>	<b>15,193</b>	<b>99.6%</b>	<b>3,478,120</b>	<b>3,465,559</b>	<b>99.6%</b>	<b>40,920</b>	<b>1.2%</b>
<b>Fringe Benefit</b>	<b>8,544,482</b>	<b>7,533,557</b>	<b>1,010,925</b>	<b>88.2%</b>	<b>7,692,324</b>	<b>7,062,514</b>	<b>91.8%</b>	<b>(471,043)</b>	<b>-6.1%</b>
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>33,665,979</b>	<b>28,394,946</b>	<b>5,271,033</b>	<b>84.3%</b>	<b>30,980,993</b>	<b>26,699,293</b>	<b>86.2%</b>	<b>(1,695,653)</b>	<b>-6.4%</b>

**Explanation of Sub-Totals and Totals:**

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- 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.
- Total Approved Budget Appropriations:* This represents the Approved Budget.
- Excludes impacts of GASB 68 (OPEB), GASB 75 (ERS/TRS) & GASB 87 (Lease Liability)

TOMPKINSCORTLAND COMMUNITY COLLEGE  
 2022-2023 APPROPRIATIONS  
 Year-To-Date Through June 30, 2023

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 <sup>5</sup>	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	6,612,601	6,171,905	440,696	93.3%	6,988,522	5,788,767	82.8%	(383,139)	(6.6%)
Equipment	0	787	(787)	0.0%	228	228	100.0%	(559)	(245.1%)
Contractual Expenses	1,705,935	1,213,155	492,780	71.1%	1,283,579	983,698	76.6%	(229,457)	(23.3%)
Employee Benefits	3,493,400	3,466,675	26,725	99.2%	3,521,168	3,256,760	92.5%	(209,916)	(6.4%)
<b>Total Instruction</b>	<b>11,811,936</b>	<b>10,852,523</b>	<b>959,413</b>	<b>91.9%</b>	<b>11,793,497</b>	<b>10,029,453</b>	<b>85.0%</b>	<b>(823,070)</b>	<b>(8.2%)</b>
<b>Public Service</b>									
Personal Services	170,439	83,114	87,325	48.8%	186,129	151,862	81.6%	68,747	45.3%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	20,000	1,075	18,925	5.4%	3,772	3,772	100.0%	2,697	71.5%
Employee Benefits	88,501	46,544	41,957	52.6%	93,181	86,872	93.2%	40,328	46.4%
<b>Total Public Service</b>	<b>278,940</b>	<b>130,733</b>	<b>148,207</b>	<b>46.9%</b>	<b>283,082</b>	<b>242,506</b>	<b>85.7%</b>	<b>111,773</b>	<b>46.1%</b>
<b>Academic Support</b>									
Personal Services	1,607,827	1,253,453	354,373	78.0%	1,470,589	1,170,002	79.6%	(83,451)	(7.1%)
Equipment	0	0	0	0.0%	16,835	16,835	100.0%	16,835	100.0%
Contractual Expenses	260,248	113,993	146,255	43.8%	250,093	229,908	91.9%	115,915	50.4%
Employee Benefits	724,696	705,492	19,204	97.4%	732,700	698,324	95.3%	(7,168)	(1.0%)
<b>Total Academic Support</b>	<b>2,592,771</b>	<b>2,072,938</b>	<b>519,833</b>	<b>80.0%</b>	<b>2,470,218</b>	<b>2,115,070</b>	<b>85.6%</b>	<b>42,132</b>	<b>2.0%</b>
<b>Libraries</b>									
Personal Services	565,571	472,576	92,995	83.6%	505,857	407,587	80.6%	(64,989)	(15.9%)
Equipment	2,000	812.94	1,187	40.6%	0	0	0.0%	(813)	0.0%
Contractual Expenses	196,200	257,570	(61,370)	131.3%	163,827	143,415	87.5%	(114,155)	(79.6%)
Employee Benefits	294,488	264,144	30,344	89.7%	254,649	231,121	90.8%	(33,023)	(14.3%)
<b>Total Libraries</b>	<b>1,058,259</b>	<b>995,103</b>	<b>63,156</b>	<b>94.0%</b>	<b>924,334</b>	<b>782,123</b>	<b>84.6%</b>	<b>(212,980)</b>	<b>(27.2%)</b>
<b>Student Services</b>									
Personal Services	1,969,180	1,629,538	339,642	82.8%	1,941,659	1,514,676	78.0%	(114,861)	(7.6%)
Equipment	1,000	549.99	450	55.0%	30,249	29,976	99.1%	29,426	98.2%
Contractual Expenses	729,328	486,856	242,472	66.8%	537,630	454,242	84.5%	(32,614)	(7.2%)
Employee Benefits	1,086,594	937,564	149,030	86.3%	966,382	867,161	89.7%	(70,403)	(8.1%)
<b>Total Student Services</b>	<b>3,786,102</b>	<b>3,054,508</b>	<b>731,593</b>	<b>80.7%</b>	<b>3,475,920</b>	<b>2,866,056</b>	<b>82.5%</b>	<b>(188,453)</b>	<b>(6.6%)</b>
<b>Maintenance and Operations</b>									
Personal Services	1,845,397	1,475,732	369,665	80.0%	1,618,792	1,303,263	80.5%	(172,469)	(13.2%)
Equipment	0	1,186	(1,186)	0.0%	23,122	7,546	32.6%	6,360	84.3%
Contractual Expenses	962,830	700,598	262,233	72.8%	730,511	592,154	81.1%	(108,443)	(18.3%)
Employee Benefits	966,911	835,953	130,958	86.5%	825,862	779,956	94.4%	(55,998)	(7.2%)
<b>Total Maintenance and Operations</b>	<b>3,775,138</b>	<b>3,013,469</b>	<b>761,669</b>	<b>79.8%</b>	<b>3,198,287</b>	<b>2,682,919</b>	<b>83.9%</b>	<b>(330,550)</b>	<b>(12.3%)</b>
<b>Institutional Support</b>									
Personal Services	1,537,021	1,282,535	254,486	83.4%	1,222,988	950,515	77.7%	(332,020)	(34.9%)
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	453,538	363,518	90,020	80.2%	343,703	294,850	85.8%	(68,668)	(23.3%)
Employee Benefits	887,055	715,057	171,998	80.6%	610,896	544,718	89.2%	(170,339)	(31.3%)
<b>Total Institutional Support</b>	<b>2,877,614</b>	<b>2,361,110</b>	<b>516,504</b>	<b>82.1%</b>	<b>2,177,587</b>	<b>1,790,083</b>	<b>82.2%</b>	<b>(571,027)</b>	<b>(31.9%)</b>
<b>General Institutional Services</b>									
Personal Services	1,542,928	1,039,171	503,757	67.4%	1,373,663	1,094,289	79.7%	55,118	5.0%
Equipment	49,000	7,931	41,069	16.2%	31,670	26,887	84.9%	18,956	70.5%
Contractual Expenses	1,391,310	880,694	510,616	63.3%	1,087,130	1,006,746	92.6%	126,052	12.5%
Employee Benefits	1,002,837	562,127	440,710	56.1%	687,486	597,603	86.9%	35,476	5.9%
<b>Total General Institutional Services</b>	<b>3,986,075</b>	<b>2,489,923</b>	<b>1,496,151</b>	<b>62.5%</b>	<b>3,179,949</b>	<b>2,725,526</b>	<b>85.7%</b>	<b>235,602</b>	<b>8.6%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>30,166,834</b>	<b>24,970,308</b>	<b>5,196,526</b>	<b>82.8%</b>	<b>27,502,873</b>	<b>23,233,734</b>	<b>84.5%</b>	<b>(1,736,574)</b>	<b>-6.3%</b>

2022-2023 APPROPRIATIONS  
SCHEDULE OF EMPLOYEE BENEFITS  
Year-To-Date Through Friday, June 30, 2023

	2022-23 Mod Bud	2022-23 Actual	2022-23 Uexpended Balance	2022-23 % Unexpended	2021-22 Total Exp PY	2021-22 PY to Date	2021-22 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	160,000	134,625	25,375	84.1%	242,216	242,216	100.0%	107,591	44.4%
HRA Retiree Benefits	75,000	73,685	1,316	98.2%	70,859	62,466	88.2%	(11,219)	(18.0%)
State Employee's Retirement	933,091	910,823	22,268	97.6%	932,509	820,274	88.0%	(90,550)	(11.0%)
State Teacher's Retirement	135,000	148,096	(13,096)	109.7%	139,554	117,899	84.5%	(30,197)	(25.6%)
Optional Retirement Fund	880,000	651,747	228,253	74.1%	844,936	710,681	84.1%	58,933	8.3%
Social Security	1,210,331	1,042,435	167,896	86.1%	1,163,070	970,474	83.4%	(71,961)	(7.4%)
Worker's Compensation	68,453	104,381	(35,928)	152.5%	91,438	70,922	77.6%	(33,459)	(47.2%)
Executive Benefits	37,000	4,131	32,869	11.2%				(4,131)	0.0%
Disability Insurance	9,000	6,869	2,131	76.3%	7,778	6,400	82.3%	(469)	(7.3%)
Hospital and Medical Insurance	3,032,711	2,303,969	728,742	76.0%	2,734,495	2,510,625	91.8%	206,655	8.2%
Post Retirement Health Insurance	1,711,160	1,200,000	511,160	70.1%	1,366,381	1,275,000	93.3%	75,000	5.9%
Employee Tuition Benefits	103,000	87,014	15,986	84.5%	88,194	86,194	97.7%	(820)	(1.0%)
Life Insurance	10,000	6,051	3,949	60.5%	7,641	6,973	91.3%	922	13.2%
Vacation Benefits	200,000	75,000	125,000	37.5%	180,693	0	0.0%	(75,000)	0.0%
Miscellaneous	5,000	3,075	1,925	61.5%	3,075	2,475	80.5%	(600)	(24.2%)
Unemployment Insurance	10,910		10,910	0.0%	15,953	12,114	75.9%	12,114	100.0%
<b>Total Employee Benefits</b>	<b>8,580,656</b>	<b>6,751,901</b>	<b>1,828,755</b>	<b>78.7%</b>	<b>7,888,791</b>	<b>6,894,711</b>	<b>87.4%</b>	<b>142,810</b>	<b>2.1%</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
YTD REVENUE 2022-2023  
Friday, June 30, 2023

	Modified Budget 2022-23	Revenues to Date 2022-23	Unrealized Balance 2022-23	% Realized 2022-23	Total Rev PY 2021-22	YTD Rev PY 2021-22	PY % Realized 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Student Revenue</b>									
<b>Core Tuition</b>									
Fall	3,333,315	3,508,316	(175,001)	105.3%	2,445,535	3,340,325	136.6%	167,990	5.0%
Spring	2,621,196	3,112,130	(490,934)	118.7%	2,361,842	2,852,384	120.8%	259,746	9.1%
Winter	59,669	138,120	(78,451)	231.5%	89,533	100,000	111.7%	38,120	38.1%
Summer	510,792	519,206	(8,414)	101.6%	440,247	529,288	120.2%	(10,082)	-1.9%
Nonresident Tuition	615,254	779,803	(164,549)	126.7%	694,862	713,440	102.7%	66,364	9.3%
Student Fee Revenue	947,269	931,297	15,972	98.3%	904,092	904,950	100.1%	26,347	2.9%
Bad Debt Reserve		(376,000)	376,000	0.0%			0.0%	(376,000)	0.0%
<b>Total Core Student Revenue</b>	<b>8,087,495</b>	<b>8,612,872</b>	<b>(525,377)</b>	<b>106.5%</b>	<b>6,936,110</b>	<b>8,440,387</b>	<b>121.7%</b>	<b>172,485</b>	<b>2.0%</b>
Concurrent Enrollment Tuition	3,409,068	3,247,848	161,220	95.3%	3,406,954	3,394,314	99.6%	(146,466)	-4.3%
<b>Total Student Revenue</b>	<b>11,496,563</b>	<b>11,860,720</b>	<b>(364,157)</b>	<b>103.2%</b>	<b>10,343,064</b>	<b>11,834,701</b>	<b>114.4%</b>	<b>26,019</b>	<b>0.2%</b>
<b>Government Appropriations</b>									
New York State	9,753,019	9,766,934	(13,915)	100.1%	9,753,019	9,753,019	100.0%	13,915	0.1%
Local Sponsors	4,882,882	3,120,402	1,762,480	63.9%	4,882,882	4,419,008	90.5%	(1,298,607)	-29.4%
Appropriated Cash Surplus	600,000	600,000	0	100.0%	0	0	0.0%	600,000	0.0%
Charges to Other Counties	5,418,607	5,490,630	(72,023)	101.3%	5,399,713	5,206,196	96.4%	284,434	5.5%
Federal Aid		88,753	(88,753)	0.0%	2,120,459	2,120,459	100.0%	(2,031,707)	-95.8%
Board Designated Reserves	932,518	932,518	0	100.0%	0	0	0.0%	932,518	0.0%
<b>Total Govt Appropriations</b>	<b>21,587,026</b>	<b>19,999,237</b>	<b>1,587,789</b>	<b>92.6%</b>	<b>22,156,074</b>	<b>21,498,682</b>	<b>97.0%</b>	<b>(1,499,446)</b>	<b>-7.0%</b>
<b>Other Revenues</b>									
Service Fees	121,340	89,423	31,917	73.7%	68,895	62,511	90.7%	26,912	43.1%
Interest Earnings		5,285	(5,285)	0.0%	7,133	5,433	76.2%	(149)	-2.7%
Rental of Real Property	10,000	8,250	1,750	82.5%	4,955	3,555	71.7%	4,695	132.1%
Contract Courses	100,000	81,289	18,711	81.3%	5,555	44,321	797.9%	36,968	83.4%
Noncredit Tuition	100,000	167,902	(67,902)	167.9%	175,704	160,675	91.4%	7,227	4.5%
Grant Offsets	205,000	124,939	80,061	60.9%	262,731	196,492	74.8%	(71,553)	-36.4%
Unclassified Revenues	46,050	36,553	9,497	79.4%	49,266	43,086	87.5%	(6,533)	-15.2%
<b>Total Other Revenues</b>	<b>582,390</b>	<b>513,642</b>	<b>68,748</b>	<b>88.2%</b>	<b>574,238</b>	<b>516,074</b>	<b>89.9%</b>	<b>(2,432)</b>	<b>-0.5%</b>
<b>TOTAL REVENUES</b>	<b>33,665,979</b>	<b>32,373,598</b>	<b>1,292,381</b>	<b>96.2%</b>	<b>33,073,376</b>	<b>33,849,457</b>	<b>102.3%</b>	<b>(1,475,859)</b>	<b>-4.4%</b>
<b>Student Revenue</b>									
Student Revenue	11,817,903	12,199,334	(381,431)	103.2%	10,593,217	12,102,208	114.2%	97,126	0.8%
State Revenue	9,753,019	9,766,934	(13,915)	100.1%	9,753,019	9,753,019	100.0%	13,915	0.1%
Local Revenue	10,301,489	8,611,032	1,690,457	83.6%	10,282,595	9,625,204	93.6%	(1,014,172)	-10.5%
Federal Revenue	0	88,753	(88,753)	0.0%	2,120,459	2,120,459	100.0%	(2,031,707)	-95.8%
Use of Fund Balance	1,532,518	1,532,518	0	100.0%	0	0	0.0%	1,532,518	0.0%
Other	261,050	175,027	86,023	67.0%	324,085	248,567	76.7%	(73,539)	-29.6%
<b>Total</b>	<b>33,665,979</b>	<b>32,373,598</b>	<b>1,292,381</b>	<b>96.2%</b>	<b>33,073,376</b>	<b>33,849,457</b>	<b>102.3%</b>	<b>(1,475,859)</b>	<b>-4.4%</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL PERIOD FOR THE PERIOD ENDING FRIDAY, JUNE 30, 2023

	Current Month 6/30/2023 11:59:59 PM	Previous Month 5/31/2023 11:59:59 PM	Previous Year 6/30/2022 11:59:59 PM
<b>ASSETS</b>			
Cash in Demand Deposit	1,105,582	1,365,694	1,560,217
Cash in Time Deposits	7,098,466	5,404,465	7,069,502
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	1,784,605	2,229,756	2,968,905
Accounts Receivable-Misc.	(251,933)	(283,923)	8,491
Due from TC3 Foundation	1,673,208	1,617,993	1,005,985
Pre-Paid Expenses	209,914	133,067	118,102
Due From FSA	(39,610)	(56,094)	3,815
Due From Other Funds	1,481,715	1,195,027	1,822,019
Due From Other Governments	122,384	536,546	83,349
GASB Accounts	13,560,044	13,560,044	20,007,843
<b>TOTAL ASSETS</b>	<b>26,745,606</b>	<b>25,703,804</b>	<b>34,649,457</b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	(152,405)	208,935	560,972
Payroll Liabilities	1,729,093	624,809	878,831
Student Financial Aid Liabilities	1,678,019	1,612,502	232,119
Accrued Liabilities	183,118	183,208	107,314
Due to TC3 Foundation	511,130	505,983	2,024,630
Due to FSA	6,771	5,593	92,007
Student Tuition Collected in Advance	854,573	807,491	39,987
GASB Accounts	12,564,436	12,564,436	19,312,235
Designated Fund Balance	2,545,596	2,545,596	2,581,195
Restatement of Net Position	0	0	(593,732)
Fund Balance	2,160,526	2,160,526	2,132,291
Revenue Over (Under) Expenditures	4,619,751	4,439,726	7,281,609
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>26,700,606</b>	<b>25,658,804</b>	<b>34,649,457</b>



<b>GRANT EXPENSES - EXCLUSIVE OF STUDENT FINANCIAL AID</b>							Functional Expense as a % of Total	YTD as of 6/30/2023 Available to spend
2018-2019	2019-2020	2020-2021	2021-2022	YTD as of 6/30/2023		Total		
				2022-2023				
<b>WAGES</b>	<b>\$244,627.52</b>	<b>\$379,391.28</b>	<b>\$335,016.16</b>	<b>\$900,823.78</b>	<b>\$729,748.14</b>	<b>\$2,589,606.88</b>	17.62%	
FEDERAL	\$0.00	\$84,403.68	\$18,321.58	\$432,718.61	\$287,781.90	\$823,225.77		\$180,953.32
LOCAL	\$48,042.91	\$93,609.75	\$77,086.43	\$165,198.70	\$168,840.20	\$552,777.99		\$394,713.13
STATE	\$196,584.61	\$201,377.85	\$239,608.15	\$282,333.67	\$255,588.47	\$1,175,492.75		\$402,917.13
CAPITAL	\$0.00	\$0.00	\$0.00	\$20,572.80	\$17,537.57	\$38,110.37		
<b>EQUIPMENT</b>	<b>\$53,229.11</b>	<b>\$222,063.83</b>	<b>\$213,725.80</b>	<b>\$189,070.59</b>	<b>\$577,828.49</b>	<b>\$1,255,917.82</b>	8.55%	
FEDERAL	\$0.00	\$142,527.30	\$126,504.98	\$5,019.57	\$67,055.81	\$341,107.66		
LOCAL	\$0.00	\$14,236.40	\$19,457.56	\$37,703.80	\$13,583.44	\$84,981.20		\$72,964.10
STATE	\$53,229.11	\$65,300.13	\$67,763.26	\$46,816.50	\$118,506.28	\$351,615.28		\$17,715.00
CAPITAL	\$0.00	\$0.00	\$0.00	\$99,530.72	\$378,682.96	\$478,213.68		\$1,439,692.67
<b>CONTRACTUAL</b>	<b>\$519,948.92</b>	<b>\$898,372.03</b>	<b>\$3,285,149.39</b>	<b>\$3,648,521.61</b>	<b>\$2,010,186.62</b>	<b>\$10,362,178.57</b>	70.52%	
FEDERAL	\$0.00	\$418,950.85	\$2,689,549.87	\$2,877,509.65	\$423,287.02	\$6,409,297.39		\$158,354.19
LOCAL	\$89,509.44	\$221,574.80	\$144,235.11	\$147,727.53	\$64,140.37	\$667,187.25		\$104,208.35
STATE	\$430,439.48	\$257,846.38	\$451,364.41	\$500,807.04	\$319,179.52	\$1,959,636.83		\$726,751.29
CAPITAL	\$0.00	\$0.00	\$0.00	\$122,477.39	\$1,203,579.71	\$1,326,057.10		\$743,418.61
<b>FRINGE BENEFITS</b>	<b>\$45,811.11</b>	<b>\$51,472.89</b>	<b>\$59,333.03</b>	<b>\$257,423.18</b>	<b>\$72,459.96</b>	<b>\$486,500.17</b>	3.31%	
FEDERAL	\$0.00	\$0.00	\$0.00	\$164,246.34	\$1,068.14	\$165,314.48		\$23,642.86
LOCAL	\$7,626.10	\$17,152.32	\$17,616.10	\$48,173.13	\$40,961.62	\$131,529.27		\$126,255.80
STATE	\$38,185.01	\$34,320.57	\$41,716.93	\$42,810.35	\$21,764.19	\$178,797.05		\$100,141.53
CAPITAL	\$0.00	\$0.00	\$0.00	\$2,193.36	\$8,666.01	\$10,859.37		
<b>TOTALS</b>	<b>\$863,616.66</b>	<b>\$1,551,300.03</b>	<b>\$3,893,224.38</b>	<b>\$4,995,839.16</b>	<b>\$3,390,223.21</b>	<b>\$14,694,203.44</b>		<b>\$4,491,727.98</b>
<b>TOTAL EXPENSE BY Source</b>								
FEDERAL	\$0.00	\$645,881.83	\$2,834,376.43	\$3,479,494.17	\$779,192.87	\$7,738,945.30	52.67%	
LOCAL	\$145,178.45	\$346,573.27	\$258,395.20	\$398,803.16	\$287,525.63	\$1,436,475.71	9.78%	
STATE	\$718,438.21	\$558,844.93	\$800,452.75	\$872,767.56	\$715,038.46	\$3,665,541.91	24.95%	
CAPITAL	\$0.00	\$0.00	\$0.00	\$244,774.27	\$1,608,466.25	\$1,853,240.52	12.61%	
	<b>\$863,616.66</b>	<b>\$1,551,300.03</b>	<b>\$3,893,224.38</b>	<b>\$4,995,839.16</b>	<b>\$3,390,223.21</b>	<b>\$14,694,203.44</b>	100.00%	

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-73**

**APPOINTMENT OF PERSONNEL**

**WHEREAS**, The Department of Human Resources has confirmed that each of the individuals identified on the attached list possesses credentials necessary for the appointments indicated, and

**WHEREAS**, it also has been confirmed that each of the listed individuals has accepted all requisite conditions for appointment, and

**WHEREAS**, each of the listed individuals also has been recommended for his or her appointment by the President, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the individuals listed on the attachment.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20<sup>th</sup> day of July 2023, and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 20<sup>th</sup> day of July 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Wednesday, June 28, 2023**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>May</b>				
Christopher, Renee	BIOL131 M16	Adjunct	\$5,418.00	5/31/2023 To 7/7/2023
Cicciarelli, Richard	INDP - BIOL104 M15	Adjunct	\$5,355.00	5/31/2023 To 7/7/2023
Earley, Bernard	ENGL100 BL1	Adjunct	\$3,747.00	5/31/2023 To 8/11/2023
Ford, Gary	ACCT101 BL1	Adjunct	\$4,692.00	5/31/2023 To 7/7/2023
Ford, Lisa	ENGL101 BL3	Adjunct	\$3,747.00	5/31/2023 To 8/11/2023
Ford, Lisa	ENGL101 BL1	Adjunct	\$3,747.00	5/31/2023 To 7/7/2023
Galezo, David	INDP - PHIL201 BL1	Adjunct	\$3,060.00	5/31/2023 To 7/7/2023
Hallisey, Mary	INTRN - NURS232 BL1, NURS233 BL1	Adjunct	\$1,204.00	5/31/2023 To 8/11/2023
McLane, Todd	INDP - ENVS203 F15	Adjunct	\$1,224.00	5/31/2023 To 8/11/2023
Whitecraft, Michele	INDP - CHEM101 M15	Adjunct	\$4,590.00	5/31/2023 To 7/7/2023
<b>June</b>				
Tompkins, Leah	Student Activities - Assistant Director of Student Activities and the Student Center	Grade 2	\$56,500.00 *	6/1/2023
Doane, Brent	Admissions - Interim Director of Admissions	Grade 6	\$21,288.42	6/19/2023 To 08/31/2023
<b>July</b>				
Ford, Gary	ACCT102 BL1	Adjunct	\$4,692.00	7/10/2023 To 8/11/2023
Gross, Glenda	Student Success: Advising, Career and Transfer Services - Student Success Advisor	Instructor	\$69,272.00 *	7/10/2023
Montgomery, Lynette	Health & Wellness Services - Case Manager	Grade 4	\$76,500.00 *	7/10/2023
Rossow, Jenai	Health & Wellness Services - Clinical Mental Health Counselor	Instructor	\$69,000.000 *	7/31/2023
<b>August</b>				
Raethka, Tim	CPR for Nursing Students - biz	Adjunct	\$1,000.00	8/16/2023 To 8/26/2023
Jnaid, Fares	Academic Affairs - Teaching - Civil Engineering/ Construction Technology	Associate Professor	\$87,904.00	8/21/2023
Tambascio, Theresa	Academic Affairs - Teaching - English	Instructor	\$62,337.00	8/21/2023

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

July 20, 2023

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Tina Shaw	Secretary	Human Resources	07/05/23	Retirement

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-70**

**Academic Calendar 2024-2025**

**WHEREAS**, the College requires an Academic Calendar to guide each academic year, and

**WHEREAS**, the College has tasked the Provost's Office with the creation of the Academic Calendar, and

**WHEREAS**, this policy has been reviewed by Academic Council, the Faculty, the College Senate, the Executive Council, and is recommended by the President, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the attached Academic Calendar for 2024-2025.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, JAN BRHEL, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20<sup>th</sup> day of July, 2023, and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 20<sup>th</sup> day of July, 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

# 2024-2025



August 24						
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November 24						
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# Class Day

H College Holiday

F Fall Day: Oct 8

C Commencement

# Faculty Non-Class  
Contract Day

Fall Day is a Contract Day  
Commencement is a Contract Day

New Student Orientation: 8-24/8-25 & 1-25/1-26

# 2024-2025

August 24						
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**College Holiday**  
**Winter Session**  
**Summer First Five Week**  
**Summer Second Five Week**  
**Summer 8 Week**  
**Summer 10 Week**  
 Delayed 8 Week ADD

Dec 18- Jan 17  
 May 29 - July 2  
 July 7 - August 08  
 May 29- July 25  
 May 29- August 08

September 24						
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**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2022-2023-71**

**Academic Calendar 2025-2026**

**WHEREAS**, the College requires an Academic Calendar to guide each academic year, and

**WHEREAS**, the College has tasked the Provost's Office with the creation of the Academic Calendar, and

**WHEREAS**, this policy has been reviewed by Academic Council, the Faculty, the College Senate, the Executive Council, and is recommended by the President, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the attached Academic Calendar for 2025-2026.

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Clerk of the Board of Trustees  
Tompkins Cortland Community College



# 2025-2026



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October 25						
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# Class Day

College Holiday

Fall Day: Oct 7

C Commencement

# Faculty Non-Class Contract Day

Fall Day is a Contract Day  
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New Student Orientation: 8-23/8-24 & 1-24/1-25

# 2025-2026

August 25						
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<b>College Holiday</b>
<b>Winter Session</b>
<b>Summer First Five Week</b>
<b>Summer Second Five Week</b>
<b>Summer 8 Week</b>
<b>Summer 10 Week</b>
<b>Delayed 8 Week ADD</b>

Dec 17- Jan 16  
 May 27 - July 1\*  
 July 6 - August 07  
 May 27- July 24  
 May 27- August 07

September 25						
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## **PROVOST REPORT JULY 2023**

**Academic Plan, Department Planning, and Evaluations:** Academic Council is working on the Academic Plan for 23-24. We start by cataloging the work we accomplished on the Academic Plan for 22-23 and assessing our progress using a basic heat-map system. Next, we list the work we need to accomplish in 23-24. We finish the planning by establishing a list of priorities for the coming year. Then we solicit feedback from the campus to see if there are points we missed and/or concerns with any of our assessments. This planning process typically forms the backbone of our work on campus for the coming year, and it helps us ensure that our work is in-line with the Strategic Plan and with our Guided Pathways work. There are three sections of the Academic Plan based on increasing enrollment, implementing Guided Pathways, and maintaining effecting assessment measures.

The following departments are working with the Provost's Office to finalize their department plans for 23-24: CollegeNow, Library, Academic Records, IR, Access and Equity/Tutoring, and Global. Those plans are designed to flow into the Academic Plan and into the Strategic Plan of the College. This work helps us ensure that departments are establishing appropriate goals, assessing progress on current-year goals, noting connections to our Equity, Diversity, Justice, and Inclusion planning, and detailing if/how they contributed to our review of the Institutional Learning Outcome that we are reviewing this year, which revolves around critical and creative thinking.

Much of the summer is spent reviewing annual evaluations from faculty and staff considering promotion and excellence award requests.

**Chair Reports and Program Review Updates:** The Chairs are currently working on their annual (and semi-annual) reports that include the following:

*Chair Reports:* These annual reports include review and reflection on key data points (enrollment, retention, transfer, course success rates, and labor data), curriculum changes/needs, assessment data not covered in other reports, advisory board information, teaching observations, course outline review, and scheduling.

*Program Assessment Report:* This annual report includes review of work to improve teaching and learning in one Program Learning Outcome (PLO) for each academic area. Each year chairs choose a PLO aligned with a common Institutional Learning Outcome (ILO) to allow us to have broad cross-disciplinary assessment conversations. This includes review of Student Learning Outcome (SLO) data, and it may include Master Course Syllabi changes, rubric evaluation, departmental trainings/conversations, and more.

*Comprehensive Program Review:* While the previous two reports happen annually, a comprehensive program review happens every five years. The previous two reports are designed to create the building blocks of the information needed for the comprehensive program review. Areas included in the comprehensive program review but not in the chair report are as follows: review of expenses and revenues per program; internal demand; credentials; marketing; impact, justification, and overall essentiality; and recommendations for changes before the next comprehensive program review. Currently the following programs are scheduled to engage in a Comprehensive Program Review, with

preliminary reports due by August 1: Entrepreneurship (AAS); Digital Cinema (AS); Graphic Design (AS); Hotel and Restaurant Management (AAS).

The Provost's Office is working with the chairs on all of this, as it is a new process with many facets that were not covered prior. This includes providing all of the data required to do the work for the Chairs. It has been painstaking but exciting as well to watch it develop. A shout-out to all the chairs, to IR, and to Malvika and Anndrea is in order.

**SUNY/Office for People with Developmental Disabilities (OPWDD) Grant:** The College has finalized all paperwork for this grant, which I referenced in my May report. This allows us to offer our new Direct Service Provider (DSP) I and Direct Service Provider (DSP) II credentials and pay for tuition, some expenses, and offer a stipend for completion to students enrolled. This is a wonderful grant.

# THE BOARD OF TRUSTEES REPORT

Interim VP of Student Affairs and Senior Diversity Officer  
July 2023

## Athletics and Recreation

Student athlete GPA's made an impressive jump from the year ending 2022 to this year. Overall, the Athletics GPA for 2022-23 was 2.80 compared to 2.0, as reported last spring. Individually, The Panthers have FIFTEEN NJCAA Academic All-Americans, having earned GPAs of 3.6 or higher for the school year. Community use of Athletic facilities in June has included NYSPHSAA State Boys Lacrosse Championships – OVER 1,500 attendees, TST BOCES Graduation – A beautiful night for this significant event of local graduates, and numerous PBR (Pro Baseball Report) Tournaments in cooperation with Cortland Regional Sports Council.

## Campus Police

Campus Police staff provided traffic control assistance to the Dryden Police Department for the annual Dairy Day Parade in the Village of Dryden, and plans are in place to assist Tompkins County with the annual Vietnam Veterans Tribute Ride on July 15th. Supervising Campus Peace Officer, Mike Thornton successfully completed a four-day NYS Department of Criminal Justice Services (DCJS) approved Field Training Officer Course in June. With the addition of Officer Thornton, the Campus Police Department now has four sworn staff who are certified through NYS DCJS to provide field training to new peace officer recruits who have completed an NYS Municipal Police Training Council approved police academy. Campus Police's provisional peace officer, Hayden Potter, will graduate from the Syracuse City Police Academy on July 6th, 2023. Officer Potter will then begin the Campus Police Department's twelve-week Field Training and Evaluation Program (FTEP) on July 10th and will be under the direct supervision of Campus Police's DCJS certified field training officers throughout the duration of the twelve-week program.

## Child Care

The construction project for the Faculty Student Association Child Care Center in the main building started today. We were able to relocate all the children down to the Arthur Kuckes Center so that we did not have to dismiss any families during this time. Building and Grounds will be installing new ceiling tiles, floors, and an HVAC system. The project should be completed by the end of July. The lights have been replaced with all LED's. We have received our final approval letter for the NYS DOL grant, and it has been signed for round 3. We have four (4) current staff members signed up to participate in the Department Labor Apprenticeship Program for Assistant Teachers, which started 5/22/23. The award letter indicated we were awarded up to \$144,000 to help cover the wages of employees participating in the program. They will begin classes in August. We hope that we will be able to hire more staff for this program in the next year.

## Health and Wellness (HWS)

It is pleasing to report that the Clinical Counselor and Case Manager positions have been accepted, and those individuals will begin in July. In addition, The Collegiate Recovery Program met with our partner agency Youth Voices Matter and Friends of Recovery- NY, regarding funding for next year. In addition, \$50K is anticipated to support youth and young adults in recovery in our community. The Special Populations Grant partnered with Cortland Area Communities that Care for data collection and analysis. A Community Readiness Survey, supported by the New York State Office of Addiction Services and Support (OASAS) grant, will begin distribution soon. Also, the Collegiate Recovery Program (CRP) anticipates hiring a Recovery Program Specialist before the fall semester begins. Finally, Health and Wellness Services Office Manger Sayre Paradiso will represent the Tompkins County Food Distribution Network and TC3 in Washington DC at the Feeding America: Elevating Voices Summit.

### **Office of Diversity Education and Support Services (ODESS)**

Currently, EOP has seventy-nine applicants entered into TC3's admission system. EOP counselors will contact students via email and phone in an attempt to find out student intentions. Since students are out of school and four-year institution deadlines for enrollment have passed, we have increased our efforts to contact students. We will have seven interviews based on recent efforts. There were nine EOP students for 2022/2023. Three students will return for 2023/2024. Six EOP students are academically ineligible to return. The six students did not participate in study halls, tutoring services, and counseling services offered by the program.

The LSAMP program currently has three newly enrolled students for 2023/2024. The LSAMP student for 2022/2023 will return for their second year at TC3.

Office of Diversity, Education and Support Services staff is currently planning for the Identity (ID) Summit in November. Further details will be forthcoming. ODESS is also planning activities for the current academic year.

### **Residence Life**

Residence Life is recruiting for two Residence Hall Directors and the Director of Residence Life. The buildings are currently undergoing routine summer cleaning and minor rehabilitation of rooms. We are running nearly 11% ahead of last year in the number of student housing contracts received. (As of this report there were 205 housing contracts for the fall of 2022 compared to 221 housing contracts for the fall of 2023)

### **Student Life**

Student Activities is planning New Student Orientation and Welcome Week(s) events for Fall 2023. New Student Orientation (NSO) is scheduled for Saturday, August 26th, and Sunday, August 27<sup>th</sup>, per the Academic Calendar. Leah Tompkins has been hired as the Assistant Director of Student Activities. She was previously in the Interim role.

### **Student Success: Advising, Career, and Transfer Services**

As of July 10, Student Success offers group advisement sessions and individualized appointments. This approach will increase our capacity to register students accepted to the college for Fall 2023.

### **My Desk**

On June 17, TC3 and Cortland State hosted the third Annual Juneteenth ceremony at Cortland Courthouse Park in collaboration with the Cortland County Community of Color (C4) organization. At that time, Senator Leah Webb honored each college with a NYS proclamation for service to the community.

# Report to the Board of Trustees

## Campus Technology

July 2023

**Personnel** – Programmer, Miguel Moldonado left us on July 11th to pursue an additional computer science degree. While we will miss Miguel, we wish him all the best in his education and career. We thank Miguel for his service to our department, students, faculty and staff.

I continue my analysis of current staffing needs in Campus Technology due to the concerns I have outlined previously. I have discussed this with President Kremenek and met with Human Resources to make sure I am following the proper process and procedure to propose a solution to be considered by the college. I am currently reviewing the existing titles and job descriptions and will put together a plan for review and consideration by Executive Council. I hope to have this completed and be discussing it with EC by the end of July.

**IT Network Replacement Project** – We continue to work with ComSource to improve network services across campus and in Residence Life. All wireless access points have been installed. Network switch replacement will be fully completed by the end of July. On July 17<sup>th</sup>, ComSource replaced 3 critical failing fiber optic lines that have been causing instability and failure for quite some time. We were able to reduce the cost to the campus for this project by nearly \$20,000. During Fall 2023 we will work with ComSource to engineer a comprehensive plan to replace the remaining end of life fiber optic cable while adding redundancy, failover, and load balancing to ensure the long-term health and reliability of our campus network.

Our network servers are also coming to the end of their supported life. These will need to be replaced to ensure that we keep our data secure and our network functional, responsive, and reliable. I have been working with our partners to engineer a right sized solution for TC3's future and expect to have that ready to discuss with EC and move forward with the bidding and purchase process at the end of July, continuing until the purchase is complete, the solution is installed and configured, and the end-of-life equipment has been decommissioned.

The network backup solution that the campus was using when I arrived no longer meets the compliance specifications of New York State, SUNY, or the Gramm-Leach-Bliley-Act (GLBA). We have implemented a temporary solution that does meet these compliance expectations, but we still need to make a decision on a long-term solution. We are working on exploring what options meet the campuses long term needs. The proper solution is dependent on the server replacement choice, and a decision will be made as soon as possible after the server replacement decision has been made.

**SUNY Managed Print Initiative** – We have begun the implementation phase of the SUNY Managed Print Initiative with Toshiba and Pharos which should save the campus time currently spent supporting our current aging print infrastructure, as well as funds on printer consumables such as toner, paper, power, etc. and will allow the campus population to send their print job from any device and retrieve it securely from any campus printer. Our team will continue their current rollout plan as hardware arrives this summer, and will continue to communicate with and offer training and support to the campus community throughout the summer and fall.

**Campus Security** – We are working with our Campus Police staff and CFO to examine solutions that ensure proper security camera coverage across campus in order to help ensure the safety of our community.

**Fall Semester Preparation** – We continue to work to ensure systems are ready for the return of faculty and students for the Fall semester. We are currently working on several initiatives to achieve this, as well as planning for proper support coverage for faculty's non-class contract week, move-in day at the residence halls, and the return of our students culminating in the first week of classes for the Fall 2023 semester.

Respectfully,

Scot Beekman  
Interim CIO





To: Board of Trustees  
From: Julie Gerg, Executive Director of the Foundation  
Date: July 12, 2023 Meeting

### **Foundation Board and Committees**

An executive committee meeting took place on June 20. The committee entered into executive session to discuss the campus housing bond, REDC grant, and Coltivare. The 2022-2023 Board giving campaign will begin soon. PivotSixtyFive Consultant, Steve Frederick has been contracted and will be assisting with the development of the fundraising plan.

The Board met on July 11. The Foundation's investment advisor representative attended and provided an investment report as of June 30, 2023. The Foundation's Board has begun its annual 2022-2023 Board giving campaign. PivotSixtyFive Consultant, Steve Frederick presented information regarding a strategic fundraising, communication, and stewardship plan for the Foundation. Finance updates took place. The Board entered into executive session to discuss the Campus Housing Bond, REDC Grant, Cortland Extension Center and Coltivare.

The campus housing bond work continues with our legal team at Bond, Schoeneck & King.

An internal audit of restricted funds is being completed.

### **Upcoming Meetings**

New Board Members Orientation – July 24  
Property Management Committee – August 1

### **Foundation Board Members**

Tom Van Derzee, Chair (Tompkins County)  
Regina Grantham, Vice Chair (Cortland County)  
Amy Lanzilotta, Secretary/Treasurer (Tompkins County)  
Doug Bentley, alum (Cortland County)  
Amanda Bisson, Faculty Liaison  
Clinton Brooks (Cortland County)  
Rich Cunningham, (Cortland County)  
Dale Davis, alum (Cortland County)  
Bob Haight (Cortland County)  
Amy Kremenek, College President  
Matt McSherry, Board of Trustees Liaison  
Gary Stewart (Tompkins County)

## Foundation Board Members (cont.)

Mary Stoe (Tompkins County)

Jennifer Turck (Cortland County)

Kansas Underwood, alum, (Tompkins County)

Paula Younger (Tompkins County)

## Philanthropy

2022-2023 revenue raised: \$1,322,713

Donor Activity	Face-to-Face	Calls	Emails	Other
June	4	12	28	7
Fiscal Year Total	54	112	239	40

Steve Frederick of Pivotsixtyfive met with five Foundation Board members and a trustee to discuss philanthropy and review the fundraising plan. Noted observations; planned giving program, integration of college president, and database management and metrics are needed.

Goal for next 30 days: create data driven portfolio of donors. Increase current portfolio size from 50 individuals and organizations to 125 individuals and organizations.

Philanthropic related work: Illume Projects has been secured to complete the privately funded family housing feasibility study. The interviews of selected individuals will begin this month.

## Software

The department has upgraded its donor software to Raiser's Edge NXT. We are also working with enrollment services to implement Awards Management.

## Communications

Month	Email	Recipients	Open Rate	Clicks
June	Director of Athletics McDaniel Honored by NJCAA	19.7k	287	8

## Events

Retirees were welcomed to campus on June 13. President Kremenek provided campus updates to the 26 attendees. In addition, a photo of an Arthur Kuckes Childcare Center bench in front of the center was shared. This bench is dedicated to the first childcare center director Barbara Clark.

## Tompkins Harvest

The Food Service Directors from Dryden, Groton, Ithaca, Lansing, Newfield and TST BOCES all met on June 7<sup>th</sup> at TST BOCES. The Food Service Directors from Groton (Kelley Neville) and Dryden (Megan Munson) took the lead in creating the agenda and leading the discussion of the meeting. The remaining aprons from last year's Re-Boot program were distributed at this meeting. Additional supplies that were purchased for past Boot Camps will be distributed to schools that can make use of them, such as Dryden and Groton using measuring cups and peelers for kid's programming. Discussion was had on what this year's Boot Camp, specifically on the dates and questions that

anyone has for Chef Ann. Each of the Food Service Directors were tasked with identifying an unhealthy food item that they would like to eliminate from their menus. They were also asked to identify a chef coat that they would like to see their employees wearing, to help unify their kitchen staff. Sample chef coats have been ordered for their upcoming meeting on July 26<sup>th</sup>. Kelley and Megan will be working on the agenda for this next meeting. The Tompkins County Food Service Directors have started or will be starting their summer feeding programs.



TO: Tompkins Cortland Community College Board of Trustees  
FROM: Amy Kremenek, DM, President  
DATE: July 13, 2023  
SUBJECT: President's Update

The following update reflects progress toward goals associated with three key areas: Student Enrollment and Retention, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration. I look forward to engaging with the Board of Trustees at the August retreat to finalize my goals and plan for the 2023-24 year.

1. **STUDENTS: ENROLLMENT AND RETENTION:** Stabilize and begin to build TC3's core (non-high school) enrollment back to pre-pandemic levels.
  - The 2023-24 academic year begins in seven weeks on August 28. Enrollment for the fall semester continues to be strong, with 1,161 core students currently enrolled. This is a 12.1% increase in FTE and an 11.8% increase in headcount. Applications for fall 2023 currently number 2,200, a nearly 50% increase over this same time in 2022. Of the applications, 31% are from Cortland and Tompkins Counties, 25% from our contiguous counties, 19% from NYC and Long Island, and the remainder from other areas of New York State, the Northeast, and international. Enrollment by new students has begun to reverse and we are currently slightly up at nearly 2%. Continued refinement in our enrollment processes will be necessary to reverse this trend over the longer term.
  - The College's Strategic Enrollment Management Plan, finalized in September 2023, continues to guide our efforts. The plan is updated on a quarterly basis by the cross-functional campus team and leadership responsibility will be under the new Vice President of Enrollment Management who begins on August 1. SUNY has also requested an update on our progress by mid-August, as well as multi-year enrollment targets. The College has made considerable progress with enrollment forecasting, which, combined with the SEM Plan, provides the roadmap to achieve the goals.
  - Focus groups to study the needs of adult students and employers in our community are underway. This work was funded by a grant from SUNY. Preliminary results are forthcoming from the employer data, with the full report to include the student perspective due in early fall.
  
2. **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION:** Actively engage with the campus community to foster a healthy and inclusive climate and effective participatory and shared governance.
  - A scaffolded structure for institutional planning and effectiveness has been developed for college, division, and departmental plans. The structure includes an annual timeline and reporting process linked to shared governance. Preliminary steps include the timeline for division master plans, which are due in draft by the end of July, and a status report to be completed this summer on the College's current Strategic Plan.
  - The SUNY Office of Diversity, Equity and Inclusion is sponsoring an opportunity for SUNY campuses to participate in a Campus Climate survey at no cost to the campuses. The College

Office of the President | P.O. Box 139, 170 North Street | Dryden, NY 13053-0139  
Phone 607.844.8211 | Toll-Free: 888.567.8211 | Fax: 607.844.6545 | [tompkinscortland.edu](http://tompkinscortland.edu)



will have a three-year window to participate in this one-time opportunity. We will be engaging this fall the College's governance entities, including the Diversity Equity Action Council (DEAC), to discuss the opportunity, possible timeline, and connection to the work of the Council and the College's Strategic Equity, Diversity, Justice and Inclusion Plan.

**3. EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION:** Develop and advance College partnerships and increase engagement with businesses, organizations, community leaders, and residents.

- The restaurant at Coltivare has been temporarily closed since May 26 to allow the Foundation and College to address urgent concerns and reimagine the future. This has required a considerable investment of resources at all levels, with the issues related to staffing continuing unabated. Currently, searches are underway for a permanent Executive Chef and permanent Director of Operations, both of which will be necessary in order to reopen successfully. We are also exploring potential partnerships that maintain fidelity to the mission while at the same time are mindful of the significant resource challenges. We continue to appreciate the great effort of the Coltivare staff who have been attending to necessary duties in the interim as well as members of the College's faculty and staff who have stepped in to take on responsibilities well beyond their day-to-day roles.