



## Agenda

### Board of Trustees Meeting @ 5:30 p.m.

<https://us02web.zoom.us/j/87829894552?pwd=V3BYQkNJaytkNmtONEVCbFFSd20vUT09>

1. Call to Order
2. Roll Call
3. Oath of Office – Judy Davison, Cortland County Appointee
4. Welcome Guests
5. Approval of Agenda
6. Public Comment\*\*
7. Approval of July 20, 2023 Board of Trustees Meeting Minutes
8. Chair's Report
9. CFO/Treasurer's Report
10. Student Trustee's Report
11. County Liaison Reports
  - a. Cortland County
  - b. Tompkins County
12. College Senate Report
13. Committee and Affiliate Reports
  - a. TC3 Foundation
  - b. Auxiliary Operations
  - c. New York Community College Trustees (NYCCT)
  - d. New York Community College Association of Presidents (NYCCAP/SUNY)
14. President's Report – verbal report will be given
  - a. Provost Update – Guided Pathways
15. Consent Agenda
  - a. Appointment of Personnel
  - b. Approval of Position Description – User Interface/User Experience (UI/UX) Front-End Developer and Web Captain
  - c. Approval of Position Description – Academic Affairs Operations Manager



- d. Approval of Position Description – Adult Student Admission Advisor
- e. Approval of Position Description – Assistant to the Office of Human Resources

#### 16. Discussion Items

- a. Dr. Malvika Talwar, Associate Provost – Presentation on Post-Graduation Outcomes

#### 17. Informational Items

- a. Achieving the Dream Data Summit – September 18 – 22, 2023
- b. PEAKS Conference – September 20-23, 2023
- c. 17<sup>th</sup> Annual Panther Club Open – September 29, 2023 @ Elm Tree Golf Course
- d. Fall Day – October 11, 2023
- e. Next Board of Trustees Meeting, Wednesday, October 18, 2023
- f. NYCCT Conference – November 3-4, 2023
- g. Middle States Annual Conference Dec. 4- 6, 2023

#### 18. 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 Meeting**  
**July 20, 2023**  
**In person and Zoom**  
**Open Session @ 5:30 p.m.**

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Schelley  
Michell-Nunn, Lisa Perfetti, Romneya Quennell, Raymond Schlather

Excused: Arthur Kuckes, Matt McSherry

County Liaisons: Mike Lane, Cathy Bischoff

Staff: Scot Beekman, Jan Brhel, Katrina Campbell, John Geer, Julie Gerg, Amy  
Kremenek, Mick McDaniel, Don Perkins, Paul Reifenheiser, Bill Talbot,  
Malvika Talwar, Seth Thompson, Susanna Van Sant, Peter Voorhees,  
James Williamson

Guests: None

1. **Call to Order:** The meeting was called to order at 5:33 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Oath of Office:** Trustee and Immediate Past Chair Schlather administered the Oath of Office to Trustee Judy Davison. Tracey Brunner notarized the document for Ms. Brhel to send to the Cortland County Clerk. Chair Davison administered the Oath of Office to Student Trustee, Romneya Quennell. Tracey Brunner notarized the document for Ms. Brhel to send to the Cortland County Clerk and Tompkins County Clerk.
4. **Executive Session (to discuss a personnel issue with no action to be taken in open session)** – It was determined that there was quorum. Ms. Perfetti moved that the meeting convene in executive session at 5:40 p.m. for discussion of a personnel issue, with action to be taken in open session; seconded by Ms. Michell-Nunn. President Amy Kremenek and VP for Human Resources John Geer was invited to join Executive session.

Motion to go back into open session moved by Ms. Dale-Hall, seconded by Mr. Schlather; approved unanimously. The meeting reconvened in regular session at 6:05 p.m.

5. **Open Session Annual Meeting:** Chair Davison called the Open Session to order at 6:07 p.m.

6. **Welcome Guests:** Chair Davison welcomed everyone that had joined the meeting via zoom.

7. **Roll Call:** Ms. Brhel called the roll.

8. **Approval of Annual Meeting Agenda:** Mr. Schlather moved the Board of Trustees July 20, 2023 Annual Meeting agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.

9. **Election of Officers:** Mr. Schlather on behalf of the Nominating Committee moved the following slate of officers for the Board of Trustees for the 2023-2024 year:

- Judy Davison – Chairperson;
- Sue Dale-Hall – Vice Chairperson;
- Matt McSherry – Treasurer.

Motion seconded by Mr. Corbin; carried unanimously.

Mr. Schlather on behalf of the nominating committee moved Jan Brhel be appointed Clerk of the Board of Trustees and Renae Moore be appointed Deputy Clerk of the Board of Trustees; seconded by Ms. Perfetti; carried unanimously.

Meeting Dates set for the 2023-2024 year:

Wednesday, September 20, 2023

Wednesday, October 18, 2023

Wednesday, November 15, 2023

Wednesday, December 20, 2023

Wednesday, January 17, 2024

Wednesday, February 21, 2024

Wednesday, March 20, 2024

Wednesday, April 17, 2024

Wednesday, May 15, 2024

Thursday, June 20, 2024

Wednesday, July 17, 2024

All meetings will be held in the Ronald W. Space Board Room at the College.

All meetings will be scheduled for 5:30 p.m.

10. **Adjournment of Annual Meeting:** Ms. Michell-Nunn moved that the annual meeting be adjourned; seconded by Ms. Quennell; motion carried unanimously. The meeting adjourned at 6:12 p.m.

11. **Open Session Regular Meeting:** called to order at 6:13 p.m. by Chairperson Davison.

- 12. Approval of Meeting Agenda:** Mr. Schlather moved the Board of Trustees July 20, 2023 Regular Meeting agenda be approved as submitted with the addition to the Consent Agenda for the ratification of the recommendations by the President for adjunct faculty promotions, full-time faculty promotions, administrative promotions (quality steps), administrative appointments and faculty awards of excellence; seconded by Ms. Buck; motion carried unanimously.
- 13. Public Comment:** There were no requests for public comment.
- 14. Approval of Minutes:** Ms. Buck moved that the minutes from the June 15, 2023 Board of Trustees meeting be approved as submitted; seconded by Mr. Schlather; motion approved unanimously.
- 15. Communications:** None
- 16. Presentation:** Director of Athletics Mick McDaniel was introduced by Mr. Thompson, Interim VP for Student Services/Senior Diversity Officer. A verbal presentation was given by Mr. McDaniel. Mr. McDaniel introduced James Williamson, Assistant Director of Athletics who was also in attendance at this meeting. Mr. McDaniel highlighted that in addition to our own athletic events, TC3 is the home for high school championships (local, regional and state). TC3 literature promoting the college is made available to athletes and families at all athletic events. He noted the overall GPA for athletes is 2.8 with most students being over that GPA. TC3 had 15 academic award recipients this year. Approximately 50% of our student athletes are local, 50% are out of our area/international and 100 athletes lived on campus. In addition to athletic events the Tompkins County Quilters Guild holds an event every other year and an Alzheimer's Walk is held every year. The most critical challenge is the turf field is in need of replacement. He is working with the TC3 Foundation to raise the funding necessary. When asked how many "walk-ons" there are, Mr. McDaniel said ~10% (or 12 out of 120). In response to a question of how many student/athletes go on to a 4-year college to play he responded a majority have gone on to 4-year colleges (mostly division 3 schools).
- 17. Information Items:**
  - a. Human Resources Updates: VP for Human Resources John Geer reviewed the current progress and gave updates with filling of vacancies since the Board received the July Board packet. He noted that Sophia Darling has accepted the position of CFO/VP for Finance and Administration will begin on August 1<sup>st</sup>.
- 18. CFO Report:** Written report provided. Mr. Talbot thanked the Board of Trustees and both counties for their support during his time at TC3, which concludes on August 3<sup>rd</sup> with his retirement. He highlighted that his report

in recent years includes new resources and funding support which have increased over the past 4 year. He offered a tour of the labs for anyone wishing to stay following the meeting.

**19. Consent Agenda:** Ms. Dale-Hall moved the Consent Agenda be approved with the ratifications of the recommendations of the President noted; seconded by Mr. Corbin; approved unanimously.

- a. Appointment of Personnel
- b. Approval of Academic Calendar 2024-2025
- c. Approval of Academic Calendar 2025-2026

**20. Standing Reports:**

- a. **Provost & VP of Academic Affairs** – Written report provided. Provost Reifenheiser highlighted that much of the summer is spent reviewing evaluations from faculty and staff. Academic Council is working on the Academic Plan for 2023-2024.
- b. **Interim VP of Student Services/Senior Diversity Officer** – Written report provided. Mr. Thompson noted that as a follow up to last month's question with regard to the Campus Police force, that department is now fully staffed. Residence Hall occupancy has increased by ~11% and should be close to the 320 room forecast. In response to a question with EOP (Educational Opportunity Program) Mr. Thompson explained the college could accommodate 30-40 students but it has been challenging with the SUNY Financial Aid process. Applications were up this year.
- c. **Campus Tech** – Written report provided. Interim CIO Scot Beekman highlighted that the issue with the "network backbone" is being rectified. New fiber is going into the labs. ComSource has replaced the switches and all the wireless access points repaired. Technology for residence halls is underway. Printer replacement is moving from 135 printers to 35 printers. Move-in day for the fall semester will have support from ComSource and additional student employees will assist staffing that day.
- d. **College Senate** – No Report provided. College Senate will resume meeting in September.
- e. **TC3 Foundation Inc.** – Written report provided. Ms. Gerg highlighted the ILUME project – a family feasibility study which has a September anticipated completion of the study to determine how we move forward. She reiterated Athletic Director Mick McDaniel's report that the turf field will be the main opportunity for support during the upcoming year.
- f. **Chairperson's Report** – Chair Davison recognized CFO/VP for Finance and Administration Bill Talbot for all his efforts and work with the College, the Board of Trustees, and both counties over the past four years. She reminded Board members of the Board Retreat scheduled for Thursday, August 17, from 4-7 p.m. at the Cortland Extension Center.
- g. **Liaison Report Tompkins County** – Mr. Lane thanked President Kremenek and CFO Bill Talbot for coming to the Tompkins County Legislature meeting. The search for a CDL testing site continues. TC3

had been considered but there were issues of the location of poles for lighting and the steep grade of the parking lot. Menlo, a new microchip factory, is coming to Lansing in Tompkins County and expects to employ ~100 people.

- h. **Liaison Report Cortland County** – Ms. Bischoff thanked President Kremenek and CFO Bill Talbot for attending the Cortland County Legislature meeting. She noted there will be no meetings in July. She added that CFO Talbot’ efforts were transformative for Cortland County. iSpice will be coming in to Cortland County as a new employer. A Cortland County group has been formed to look at housing issues.
- i. **Student Trustee Report** – Verbal report given. Ms. Quennell gave a brief introduction of herself. While students are not yet on campus there are basketball and soccer camps and student athletes have been assisting staff with these camps. EOP students will be moving in to the dorms on July 30<sup>th</sup>. Soccer preseason begins August 11<sup>th</sup>. She suggested that it would be helpful for students to have step-by-step instructions for registering and dorm room application. Vice President Thompson will follow-up regarding these suggestions.
- j. **President’s Report** – Written report provided. President Kremenek noted she spent the previous day in Syracuse at an all-day meeting with other colleges/organizations regarding Micron workforce needs. She highlighted that earlier today she participated in a joint agreement signing between Guthrie Medical and TC3. This agreement extends the evening nursing program for an additional four years.

**21. Adjournment:** Ms. Quennell moved that meeting be adjourned at 7:40 p.m.; seconded by Ms. Michell-Nunn; motion carried unanimously.

Respectfully submitted,

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

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

### **July 2022-23 Close (and Pre End-of-Year Adjustments):**

The finance team is currently working to finalize end of year adjustments while preparing for our external audit with The Bonadio Group.

As we close the year, we expect to be approximately \$1.2M favorable as compared to budget.

Total revenue is projected to exceed budget by approximately \$500K. Contributing to this is core student tuition revenue which is expected to be ahead of budget by \$500K due to enrollment growth. Concurrent tuition revenue is expected to trail budget by approximately \$150K. County Chargeback revenue is expected to finish favorably, approximately \$200K ahead of budget.

Total expenses are anticipated to finish favorably, by approximately \$700K. Of this, \$300K is due to the incremental funding received from SUNY, which was targeted for marketing initiatives.

Notably, as presented on the Balance Sheet, the College's Student accounts receivables have shown steady improvement, by \$1.3M as compared to the previous year.



TOMPKINSCORTLAND COMMUNITY COLLEGE

2022-2023 APPROPRIATIONS

Year-To-Date Through July 31, 2023

	Modified Budget 2022-23	Expended to Date 2022-23	Unexpended 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	14,404,497	1,446,466	90.9%	15,308,198	14,064,809	91.9%	(339,688)	-2.2%
Equipment	58,509	14,585	43,924	24.9%	102,105	83,983	82.3%	69,398	68.0%
Contractual Expenses	5,712,880	4,478,085	1,234,795	78.4%	3,157,755	4,181,071	132.4%	(297,014)	-9.4%
Employee Benefits	8,544,482	8,151,235	393,247	95.4%	5,958,104	7,997,450	134.2%	(153,785)	-2.6%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>30,166,834</b>	<b>27,048,402</b>	<b>3,118,432</b>	<b>89.7%</b>	<b>24,526,161</b>	<b>26,327,313</b>	<b>107.3%</b>	<b>(721,089)</b>	<b>-2.7%</b>
<b>Scholarships &amp; Awards</b>									
Student Services		176,086	(176,086)	0.0%	90,679	69,457	76.6%	(106,629)	(153.5%)
Academic Support	3,439,832	3,213,556	226,276	93.4%	3,387,441	3,353,155	99.0%	139,599	4.2%
<b>Total Scholarships &amp; Awards</b>	<b>3,439,832</b>	<b>3,389,642</b>	<b>50,190</b>	<b>98.5%</b>	<b>3,478,120</b>	<b>3,422,612</b>	<b>98.4%</b>	<b>32,970</b>	<b>0</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>33,606,666</b>	<b>30,438,043</b>	<b>3,168,623</b>	<b>90.6%</b>	<b>28,004,281</b>	<b>29,749,925</b>	<b>106.2%</b>	<b>(688,119)</b>	<b>-2.3%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	178,810		178,810	0.0%			0.0%	-	0.0%
Equipment									
Contractual Expenses	(119,497)		(119,497)	0.0%			0.0%	-	0.0%
Employee Benefits									
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>59,313</b>	<b>-</b>	<b>59,313</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>Personnel</b>	<b>16,029,773</b>	<b>14,404,497</b>	<b>1,625,276</b>	<b>89.9%</b>	<b>15,308,198</b>	<b>14,064,809</b>	<b>91.9%</b>	<b>(339,688)</b>	<b>-2.2%</b>
Equipment	58,509	14,585	43,924	24.9%	102,105	83,983	82.3%	69,398	68.0%
Contractual	5,593,383	4,478,085	1,115,298	80.1%	3,157,755	4,181,071	132.4%	(297,014)	-9.4%
Scholarship & Awards Offset	3,439,832	3,389,642	50,190	98.5%	3,478,120	3,422,612	98.4%	32,970	0.9%
Fringe Benefit	8,544,482	8,151,235	393,247	95.4%	5,958,104	7,997,450	134.2%	(153,785)	-2.6%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>33,665,979</b>	<b>30,438,043</b>	<b>3,227,936</b>	<b>90.4%</b>	<b>28,004,281</b>	<b>29,749,925</b>	<b>106.2%</b>	<b>(688,119)</b>	<b>-2.3%</b>

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

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.  
Equipment: Remaining unexpended balance due to use of other funds (i.e. grants) to cover equipment costs
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.  
Student Services: Represents the Global Programs and Be One of Us Scholarship offsets
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2022-23 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 July 31, 2023

	Modified Budget 2022-23	Expended 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	6,524,398	88,203	98.7%	6,988,522	6,501,865	93.0%	(22,533)	(0.3%)
Equipment	6,509	3,306	3,203	50.8%	228	228	100.0%	(3,078)	(1349.5%)
Contractual Expenses	1,699,426	1,337,329	362,097	78.7%	79,365	1,113,744	1403.3%	(223,585)	(20.1%)
Employee Benefits*	3,493,400	3,717,555	(224,155)	106.4%	2,830,876	3,643,399	128.7%	(74,156)	(2.0%)
<b>Total Instruction</b>	<b>11,811,936</b>	<b>11,582,587</b>	<b>229,349</b>	<b>98.1%</b>	<b>9,898,991</b>	<b>11,259,235</b>	<b>113.7%</b>	<b>(323,352)</b>	<b>(2.9%)</b>
<b>Public Service</b>									
Personal Services	170,439	87,621	82,818	51.4%	186,129	171,180	92.0%	83,559	48.8%
Equipment									
Contractual Expenses	20,000	1,096	18,904	5.5%	3,772	3,772	100.0%	2,676	70.9%
Employee Benefits	88,501	49,068	39,433	55.4%	78,668	97,691	124.2%	48,623	49.8%
<b>Total Public Service</b>	<b>278,940</b>	<b>137,785</b>	<b>141,155</b>	<b>49.4%</b>	<b>268,569</b>	<b>272,643</b>	<b>101.5%</b>	<b>134,858</b>	<b>49.5%</b>
<b>Academic Support</b>									
Personal Services	1,607,827	1,380,839	226,988	85.9%	1,470,589	1,333,554	90.7%	(47,284)	(3.5%)
Equipment			0	0.0%	16,835	16,835	100.0%	16,835	100.0%
Contractual Expenses	260,248	173,112	87,136	66.5%	250,093	232,470	93.0%	59,358	25.5%
Employee Benefits*	724,696	783,467	(58,771)	108.1%	466,597	788,852	169.1%	5,386	0.7%
<b>Total Academic Support</b>	<b>2,592,771</b>	<b>2,337,417</b>	<b>255,353</b>	<b>90.2%</b>	<b>2,204,115</b>	<b>2,371,713</b>	<b>107.6%</b>	<b>34,295</b>	<b>1.4%</b>
<b>Libraries</b>									
Personal Services	565,571	512,283	53,288	90.6%	505,857	463,110	91.5%	(49,172)	(10.6%)
Equipment	2,000	1,612	388	80.6%			0.0%	(1,612)	0.0%
Contractual Expenses*	196,200	260,709	(64,509)	132.9%	162,239	152,022	93.7%	(108,687)	(71.5%)
Employee Benefits	294,488	286,379	8,109	97.2%	315,857	262,214	83.0%	(24,166)	(9.2%)
<b>Total Libraries</b>	<b>1,058,259</b>	<b>1,060,983</b>	<b>(2,724)</b>	<b>100.3%</b>	<b>983,954</b>	<b>877,346</b>	<b>89.2%</b>	<b>(183,637)</b>	<b>(20.9%)</b>
<b>Student Services</b>									
Personal Services	1,969,180	1,761,816	207,363	89.5%	1,941,659	1,737,700	89.5%	(24,116)	(1.4%)
Equipment	1,000	550	450	55.0%	30,249	29,976	99.1%	29,426	98.2%
Contractual Expenses	729,328	527,764	201,564	72.4%	537,630	485,440	90.3%	(42,324)	(8.7%)
Employee Benefits	1,086,594	1,011,641	74,953	93.1%	745,697	993,691	133.3%	(17,950)	(1.8%)
<b>Total Student Services</b>	<b>3,786,102</b>	<b>3,301,771</b>	<b>484,331</b>	<b>87.2%</b>	<b>3,255,235</b>	<b>3,246,807</b>	<b>99.7%</b>	<b>(54,963)</b>	<b>(1.7%)</b>
<b>Maintenance and Operations</b>									
Personal Services	1,845,397	1,612,266	233,132	87.4%	1,618,792	1,495,756	92.4%	(116,510)	(7.8%)
Equipment		1,186	(1,186)	0.0%	23,122	8,503	36.8%	7,317	86.1%
Contractual Expenses	962,830	835,043	127,787	86.7%	706,502	713,886	101.0%	(121,158)	(17.0%)
Employee Benefits	966,911	913,368	53,543	94.5%	607,595	895,277	147.3%	(18,091)	(2.0%)
<b>Total Maintenance and Operations</b>	<b>3,775,138</b>	<b>3,361,863</b>	<b>413,276</b>	<b>89.1%</b>	<b>2,956,011</b>	<b>3,113,422</b>	<b>105.3%</b>	<b>(248,441)</b>	<b>(8.0%)</b>
<b>Institutional Support</b>									
Personal Services	1,537,021	1,396,615	140,406	90.9%	1,222,988	1,105,479	90.4%	(291,136)	(26.3%)
Equipment									
Contractual Expenses	453,538	385,703	67,835	85.0%	343,703	308,681	89.8%	(77,022)	(25.0%)
Employee Benefits	887,055	779,344	107,711	87.9%	473,910	631,203	133.2%	(148,142)	(23.5%)
<b>Total Institutional Support</b>	<b>2,877,614</b>	<b>2,561,663</b>	<b>315,952</b>	<b>89.0%</b>	<b>2,040,601</b>	<b>2,045,363</b>	<b>100.2%</b>	<b>(516,300)</b>	<b>(25.2%)</b>
<b>General Institutional Services</b>									
Personal Services	1,542,928	1,128,660	414,267	73.2%	1,373,663	1,256,165	91.4%	127,505	10.2%
Equipment	49,000	7,931	41,069	16.2%	31,670	28,440	89.8%	20,509	72.1%
Contractual Expenses	1,391,310	957,329	433,981	68.8%	1,074,449	1,171,056	109.0%	213,727	18.3%
Employee Benefits	1,002,837	610,414	392,423	60.9%	438,904	685,124	156.1%	74,710	10.9%
<b>Total General Institutional Services</b>	<b>3,986,075</b>	<b>2,704,333</b>	<b>1,281,741</b>	<b>67.8%</b>	<b>2,918,686</b>	<b>3,140,784</b>	<b>107.6%</b>	<b>436,451</b>	<b>13.9%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>30,166,834</b>	<b>27,048,402</b>	<b>3,118,432</b>	<b>89.7%</b>	<b>27,502,873</b>	<b>26,327,313</b>	<b>95.7%</b>	<b>(721,089)</b>	<b>-2.6%</b>

\* Employee Benefits, Contractual Expenses: Year-end adjustments to be made

2022-2023 APPROPRIATIONS

SCHEDULE OF EMPLOYEE BENEFITS

Year-To-Date Through July 31, 2023

	2022-23	2022-23	2022-23	2022-23	2021-22	2021-22	2021-22	Variance	% Variance
	Mod Bud	Actual	Uexpended	%	Total Exp	PY to Date	PY %	CY to PY	CY to PY
			Balance	Unexpended	PY		Expended	Fav(Unfav)	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	76,788	(1,788)	102.4%	70,859	66,640	94.0%	(10,148)	(15.2%)
State Employee's Retirement	933,091	994,571	(61,480)	106.6%	932,509	935,267	100.3%	(59,304)	(6.3%)
State Teacher's Retirement	135,000	156,272	(21,272)	115.8%	247,449	131,304	53.1%	(24,968)	(19.0%)
Optional Retirement Fund	880,000	705,345	174,655	80.2%	844,936	777,137	92.0%	71,791	9.2%
Social Security	1,210,331	1,121,825	88,506	92.7%	1,163,070	1,061,954	91.3%	(59,871)	(5.6%)
Worker's Compensation	68,453	121,233	(52,780)	177.1%	91,438	70,779	77.4%	(50,454)	(71.3%)
Executive Benefits	37,000	4,131	32,869	11.2%			0.0%	(4,131)	0.0%
Disability Insurance	9,000	8,128	872	90.3%	7,778	7,778	100.0%	(350)	(4.5%)
Hospital and Medical Insurance	3,032,711	2,513,623	519,088	82.9%	2,734,495	2,736,827	100.1%	223,205	8.2%
Post Retirement Health Insurance	1,711,160	1,320,000	391,160	77.1%	(2,217,226)	1,395,000	(62.9%)	75,000	5.4%
Employee Tuition Benefits	103,000	87,830	15,170	85.3%	88,194	88,194	100.0%	364	0.4%
Life Insurance	10,000	7,262	2,738	72.6%	7,641	7,641	100.0%	378	4.9%
Vacation Benefits	200,000	82,500	117,500	41.3%	180,693	0	0.0%	(82,500)	0.0%
Miscellaneous	5,000	3,075	1,925	61.5%	3,075	2,575	83.7%	(500)	(19.4%)
Unemployment Insurance	10,910	(729)	11,639	(6.7%)	15,953	15,953	100.0%	16,682	104.6%
<b>Total Employee Benefits</b>	<b>8,580,656</b>	<b>7,336,478</b>	<b>1,244,178</b>	<b>85.5%</b>	<b>4,413,079</b>	<b>7,539,263</b>	<b>170.8%</b>	<b>202,785</b>	<b>2.7%</b>

## TOMPKINS CORTLAND COMMUNITY COLLEGE

## YTD REVENUE 2022-2023

July 31, 2023

	Modified Budget 2022-23	Revenues to Date 2022-23	Variance 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	3,513,583	(180,268)	105.4%	2,445,535	3,340,567	136.6%	173,015	5.2%
Spring	2,621,196	3,111,518	(490,322)	118.7%	2,361,842	2,853,901	120.8%	257,617	9.0%
Winter	59,669	138,120	(78,451)	231.5%	89,533	100,000	111.7%	38,120	38.1%
Summer	510,792	518,543	(7,751)	101.5%	440,247	525,958	119.5%	(7,415)	-1.4%
Nonresident Tuition	615,254	754,551	(139,297)	122.6%	694,862	695,282	100.1%	59,269	8.5%
Student Fee Revenue	947,269	931,632	15,637	98.3%	904,092	904,208	100.0%	27,425	3.0%
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>8,591,947</b>	<b>(504,452)</b>	<b>106.2%</b>	<b>6,936,110</b>	<b>8,419,916</b>	<b>121.4%</b>	<b>172,031</b>	<b>2.0%</b>
Concurrent Enrollment Tuition	3,409,068	3,247,690	161,378	95.3%	3,406,954	3,406,480	100.0%	(158,790)	-4.7%
<b>Total Student Revenue</b>	<b>11,496,563</b>	<b>11,839,637</b>	<b>(343,074)</b>	<b>103.0%</b>	<b>10,343,064</b>	<b>11,826,396</b>	<b>114.3%</b>	<b>13,241</b>	<b>0.1%</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	3,983,994	898,889	81.6%	4,882,882	4,419,008	90.5%	(435,015)	-9.8%
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	5,649,776	(231,169)	104.3%	5,399,713	5,206,196	96.4%	443,580	8.5%
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>21,021,974</b>	<b>565,052</b>	<b>97.4%</b>	<b>22,156,074</b>	<b>21,498,682</b>	<b>97.0%</b>	<b>(476,708)</b>	<b>-2.2%</b>
<b>Other Revenues</b>									
Service Fees	121,340	92,460	28,880	76.2%	68,895	63,904	92.8%	28,556	44.7%
Interest Earnings		6,720	(6,720)	0.0%	7,133	6,448	90.4%	272	4.2%
Rental of Real Property	10,000	8,785	1,215	87.9%	4,955	3,555	71.7%	5,230	147.1%
Contract Courses	100,000	81,289	18,711	81.3%	5,555	44,321	797.9%	36,968	83.4%
Noncredit Tuition	100,000	170,747	(70,747)	170.7%	175,704	168,165	95.7%	2,582	1.5%
Grant Offsets	205,000	216,587	(11,587)	105.7%	262,731	199,626	76.0%	16,961	8.5%
Unclassified Revenues	46,050	444,810	(398,760)	965.9%	49,266	45,916	93.2%	398,894	868.8%
<b>Total Other Revenues</b>	<b>582,390</b>	<b>1,021,398</b>	<b>(439,008)</b>	<b>175.4%</b>	<b>574,238</b>	<b>531,934</b>	<b>92.6%</b>	<b>489,464</b>	<b>92.0%</b>
<b>TOTAL REVENUES</b>	<b>33,665,979</b>	<b>33,883,009</b>	<b>(217,030)</b>	<b>100.6%</b>	<b>33,073,376</b>	<b>33,857,012</b>	<b>102.4%</b>	<b>25,997</b>	<b>0.1%</b>
<b>Student Revenue</b>									
Student Revenue	11,817,903	12,184,134	(366,231)	103.1%	10,593,217	12,102,786	114.3%	81,348	0.7%
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	9,633,770	667,720	93.5%	10,282,595	9,625,204	93.6%	8,566	0.1%
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	676,901	(415,851)	259.3%	324,085	255,544	78.9%	421,357	164.9%
<b>Total</b>	<b>33,665,979</b>	<b>33,883,009</b>	<b>(217,030)</b>	<b>100.6%</b>	<b>33,073,376</b>	<b>33,857,012</b>	<b>102.4%</b>	<b>25,997</b>	<b>0.1%</b>

## TOMPKINS CORTLAND COMMUNITY COLLEGE

## BALANCE SHEET

FINANCIAL PERIOD FOR THE PERIOD ENDING JULY 31, 2023

	Current Month 7/31/2023	Previous Month 6/30/2023	Previous Year 7/31/2022
<b>ASSETS</b>			
Cash in Demand Deposit	1,400,698	1,104,404	674,027
Cash in Time Deposits	6,696,439	7,098,466	5,423,349
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	1,419,305	1,779,856	2,705,784
Accounts Receivable-Misc.	(206,749)	(206,933)	(107,207)
Due from TC3 Foundation	787,726	1,673,208	1,047,516
Pre-Paid Expenses	201,311	209,914	128,629
Due From FSA	(54,097)	(57,685)	29,943
Due From Other Funds	2,314,375	1,719,990	2,071,313
Due From Other Governments	147,656	122,384	(29,713)
GASB Accounts	13,560,044	13,560,044	20,007,843
<b>TOTAL ASSETS</b>	<b>26,267,936</b>	<b>27,004,879</b>	<b>31,952,715</b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	(287,237)	(152,405)	865,258
Payroll Liabilities	1,274,403	1,743,060	1,522,937
Student Financial Aid Liabilities	2,066,821	1,678,019	533,692
Accrued Liabilities	181,123	183,118	107,043
Due to TC3 Foundation	464,007	511,130	765,287
Due to FSA	6,615	6,771	91,862
Student Tuition Collected in Advance	959,146	854,573	204,018
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	4,287,502	4,865,057	4,430,630
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>26,222,936</b>	<b>26,959,879</b>	<b>31,952,715</b>

To: Dr. Amy Kremenek, President  
TC3 Board of Trustees

From: College Senate/ Sayre Paradiso Co-Chair

College Senate report September 5, 2023

- All meetings scheduled for the Fall semester
- Seats and positions remain unfilled (main focus)
  - Need one Classified Staff and one FSA member to fill seats
  - We are still looking for a new Secretary and Co-Chair
- Sayre Paradiso will be attending the Campus Governors Leaders conference from 9/22-9/23
- Starting the Chancellor's award process for the academic year
- Senate Co-Chair Sayre Paradiso continues to meet with President Kremenek around the missions of the Senate and the college at large



To: Board of Trustees  
From: Julie Gerg, Executive Director  
Date: September 8, 2023

### Foundation Board and Committees

A Board meeting took place on July 11. Steven Frederick, PivotSixtyFive consultant made a strategic fundraising, communication & stewardship plan presentation. Updates were provided regarding financials, 2023-2024 budget, and the college. Board members were reminded of the 2022-2023 annual campaign, which is completed August 31, 2023. The board went into executive session to discuss the campus-housing bond, Regional Economic Development Council Grant, and Coltivare.

A special executive committee meeting took place on August 14<sup>th</sup> to discuss Coltivare.

The board development committee met on August 22<sup>nd</sup>. Discussion took place regarding board member recruitment needs for the upcoming year.

A special Board meeting was held on September 6<sup>th</sup>. Professor Susan Stafford and Assistant Professor Amanda Bisson presented an update on Coltivare. The Board went into executive session to discuss Coltivare.

New board member orientation took place on July 24 for Mary Stoe and Kansas Underwood. Mary and Kansas are on their first three-year Board term.

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

Board Development, September 21  
Executive Committee, September 26  
Board, October 10

### Philanthropy

2022-2023 revenue raised: \$1,561,470

Donor Activity	Face-to-Face	Calls	Emails	Other
July	7	10	55	5
August	9	10	49	3
Fiscal Year Total	73	129	346	48

## Philanthropy cont.

Previous 30 days goal update: portfolio developed to 125 individuals and organizations.  
Goal for next 30 days: develop segmented appeal for the nursing program. Develop year-end campaign solicitation and in-house campaign solicitation.

Secured a two year pledge - \$50k (total) commitment for an art initiative project. This project will integrate arts into academic courses, focusing on art exposure and cultural experiences for students.

Philanthropic related work: Illume Projects has been secured to complete the privately funded family housing feasibility study. Awaiting final strategic briefing and a public presentation is being scheduled.

Final fundraising plan due to be presented at the October's Foundation Board meeting.

Board giving: The Board of Trustees had 100% giving by August 31, 2023 for the 2022-2023 Annual Campaign year. The Foundation Board had 87.5% giving and the two remaining gifts arrived by September 7, 2023.

## Events

### Fall 2023

- Pathways luncheon
- Fall scholarships luncheon
- In-house campaign

### Spring 2024

- Thank you event
- Retiree event
- Pathways luncheon
- Spring scholarships luncheon

## Software

Work is underway to implement Awards Management.

## Communications

Month	Email	Recipients	Open Rate	Click Rate
July	Tompkins Cortland Career Opportunities	121	27.3%	3.3%
August	TC3 Accomplished 2023 Graduates	19.4k	22.6%	0.1%

\*Industry standard: open rate is 25.1% and click rate is 2.7%.



## **Tompkins Harvest**

Megan Munson from Dryden Central Schools and Kelly Neville from Groton Central Schools took the lead to put together the agenda and lead the meeting for the Tompkins County Food Service Director meeting on Wednesday, July 26<sup>th</sup> at the Ithaca High School. Discussion was held around salad bars, Boot Camp/Summer Intensive Program, software, training needs and chef coats. The remaining measuring cups and peelers were distributed to the Food Service Directors at this meeting and chef coat samples were tried on and tested. Customized chef coats for the Food Service Directors are in the process of being ordered as well as salad bars for each of the schools that need them.

The Boot Camp/Summer Intensive Program was held the week of August 21<sup>st</sup> at the South Hill Business Campus Conference Center. Feedback that we received was that the program went well and that all involved were pleased.

## **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  
Clint Books (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)  
Mary Stoe (Tompkins County)  
Jennifer Turck (Cortland County)  
Kansas Underwood (Tompkins County)  
Paula Younger (Tompkins County)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of September 6, 2023

**UNCLASSIFIED STAFF**

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Admissions & Financial Aid Advisor	ASAP	May 5, 2023	May 19, 2023	Hired: Earl de los Santos (09/05/23) Katarina Carroll (09/18/23)
Director of Admissions (Permanent)	ASAP	May 24, 2023	June 26, 2023	On-Campus Interviews Scheduled
Director of Strategic Marketing	ASAP	May 23, 2023	June 23, 2023	On-Campus Interviews Scheduled
Human Resources Assistant	ASAP	September 5, 2023	September 19, 2023	Accepting Applications
Instructor of English (Full-time/Temporary)	Fall 2023	March 3, 2023	April 3, 2023	Hired: Christopher Farrell (08/21/23)
Vice President of Finance and Administration	July 1, 2023	March 29, 2023	May 1, 2023	Hired: Sophia Darling (08/01/23)
Vice President of Student Affairs & Senior Diversity Officer	ASAP	May 24, 2023	June 7, 2023	Hired: Seth Thompson (08/07/23)

**CLASSIFIED STAFF**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaning Supervisor	Buildings & Grounds	ASAP	Hired: Joshua Relyea (09/07/23)
Clerk (part-time) (.32 FTE)	Library	ASAP	Hired: Joshua Bowker (08/28/23)
Library Clerk (1.0 FTE)	Library	ASAP	Hired: Andrew Finkle (07/31/23)

**FACULTY STUDENT ASSOCIATION**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Teacher (2 Positions)	Childcare	ASAP	Accepting Applications Hired: Rachael Cruz (08/01/23)
Graduate Assistant	Residence Life/Student Center	July 2023	Accepting Applications; Continuous Recruitment
Head Teacher	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics & Recreation	July 2023	Accepting Applications; Continuous Recruitment
Recreation & Fitness Center Assistant	Athletics & Recreation	July 2023	Scheduling Zoom Interviews

Substitute Teacher	Childcare	July 2023	Accepting Applications; Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications
Van Driver	Athletics & Recreation	July 2023	Hired: Teresa Biviano (08/28/23)
Residence Director- Head Coach	Residence Life/Athletics & Recreation	July 2023	Concluded Not to Fill
Residence Director	Residence Life	July 2023	Hired: Sydney Paluch (08/28/23) Aerotine Kierstan (09/11/23)
Director of Residence Life	Residence Life	August 2023	Hired: Natalie Brewster (08/25/23)

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
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
Director of Operations	TC3 Bistro	July 2023	Zoom Interviews Concluded
Executive Chef	TC3 Bistro	July 2023	Scheduling On-Site Interviews
Dishwasher	TC3 Bistro	July 2023	Accepting Applications
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Hired: Deja Ciaschi (08/28/23) Accepting Applications
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	July 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of September 6, 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.

## **Provost Report September 2023**

**Welcome Week:** During the week prior to the start of the classes, we held the following meetings: [Assessment Meeting](#) for all faculty; training for Department Chairs and Coordinators; new adjunct orientation and adjunct orientation (organized by Anndrea Mathers and Malvika Talwar); advisor trainings (organized by Michelle Nightingale); and academic and department meetings.

**Academic Plan 23-24:** The draft of the Academic Plan for 23-34 has been updated by Academic Council. The next steps are to have it reviewed at the Executive Level, the College Senate, and then the campus.

**Assessment Work 23-24** At the assessment meeting, we discussed the following: an overview of our academic assessment processes; a review of the work we did last semester, including examples of how departments performed their assessment work last year; a discussion around how to “close the loop” on last year’s work; a look ahead to the work we need to accomplish for the coming academic year. Each year the core of our academic assessment work is the following: review of four SUNY Gen Ed Areas; review of one Institutional Learning Outcome (ILO) and the Program Learning Outcomes (PLOS) that map to it; a selection of Comprehensive Program Reviews; and Snapshot Program Analysis as needed.

*The ILO for 23-24 is the following:* “Graduates will describe the ways in which social, economic, or environmental sustainability depends on their own and the collective contributions of a diversity of ideas and people.” We will organize trainings and sessions around this ILO to help facilitate discussions around how best to implement this work across all curriculums.

*The SUNY Gen Ed Areas for 23-24 are:* Social Sciences; Communication; World History and Global Awareness; Diversity: Equity, Inclusion, Social Justice.

*The Comprehensive Program Reviews for 23-24 are as follows:* Sports Management, Sustainable Farming, Human Services; New Media; Computer Science; Liberal Arts and Science: Social Science; Early Childhood. Work on the aforementioned reviews will begin this year and the 3 program reviews from 22-23 (Hotel and Restaurant Management; Graphic Design; Entrepreneurship) will be finalized.

**Guided Pathways Work 23-24:** Our top Guided Pathways Projects for the year are the following: Creation of a new First Year Experience Course/Outcomes; best practices and support for online training; implementation of our new student evaluation software; a review of articulation agreements (creating, updating, advertising to students); and a review of Prior Learning Assessment (PLA), including review of procedures, adoption of a clear policy, and advertisement to students.

**Curriculum Work 23-24:** We have already met with all of the Academic Departments to review curriculum needs and to establish priorities. Top work for the year includes the following: updating all AAS programs to meet the new SUNY General Education Policy (last year we updated all AA and AS programs); prioritization of Master Course Syllabi to ensure that they are using our new template, that the pre and co requisites are appropriate, that all Student Learning Outcomes (SLOs) are measurable and aligned with PLOs and SUNY General Education Outcomes; new course creation; course deactivation; new program and microcredential creation. This year we plan to -- among many items -- continue to expand offerings in health care; to review/revise programs in our farm-to-bistro curriculums (Hotel and Restaurant Management, Sustainable Farming, Culinary, and Wine Marketing); to review and

revise our Digital Cinema and Communication programs; and to pursue expansion of our Micro-Nano Technology credentials.

# BOARD OF TRUSTEES REPORT

Vice President of Student Affairs and Senior Diversity Officer  
September 2023

## Athletics and Recreation

A bright spot for the Athletics has been reintroducing summer sports camps to the community. This summer, over 100 local kids participated. That said, upcoming events include the 2023 [Panthers Hall of Fame Induction](#) in the Forum on Saturday, September 16. Second, the 17th Annual Panther Club [Golf Tournament](#) on Friday, September 29. Also, Both the College Pool and Fitness Center bolstered increases in use over the academic year. Finally, our men's Soccer team has opened the season with a 3-0 record.

## Campus Police

Campus Police staff tabled and interacted with new students and their families at the New Student Resource Fair on Saturday, August 26th. Later that afternoon, Campus Police provided an important presentation on safety and security, and emergency readiness and response to new students and parents during the Setting the Standard and Family Session of New Student Orientation. Campus Police staff continued to be present in and around residence life throughout the weekend in order to help facilitate the move-in process for new students and families, take part in the residence life bonfire and other Welcome Week Events, and help build rapport with our new campus community members. With students now back in the residence halls, a renewed emphasis is being placed on staffing the Campus Police Satellite Office in the Tompkins and Cortland Hall connection as much as possible during evening and overnight hours in order to make officers more visible, approachable and accessible to the residence life students. The College's Annual Security and Fire Safety Report was published on September 1st and can be found at: [Clery SU23 copy.pdf \(tompkinscortland.edu\)](#)

## Child Care

The Childcare Center has 42 children in our centers; 8 of the children are staff members' children, 10 of the children are students, and 26 of the children are community members. The Center currently does not have any other students or staff on the waiting list, but we do have 42 community members waiting for spots. We were awarded the NYS Retention grant to help with the retention of current employees as well as the recruitment of new staff. Between both centers, we were awarded \$101,520. We also received SUNY child care expansion funding for \$50,000 to help cover the costs we paid to convert a Prek classroom into an infant classroom to open up more infant spots on campus. With this change, we increased infant care in our area by 8 spots (max for 1 infant room). We also currently have 5 staff members participating in the DOL apprenticeship program, 3 of which are new this semester. As a result of our participation in the program, we have \$144,000 to use to help pay staff members wage who participate in the program.

## Health and Wellness (HWS)

The Health Center continues to receive and record enrolled students' required immunization records, collaborating with Enrollment Services to ensure compliance before the end of September. The Health Center is in compliance with the updated SUNY COVID-19 Policy; Masks and tests are available, vaccines and boosters are encouraged, and immunizations are recorded. HWS is following the CDC guidelines for COVID-19. HWS is finalizing our MOU with CMA (formerly with Dryden Family Medicine) and planning for an on-campus flu clinic before mid-October. We are exploring opportunities with partners to offer local COVID-19 vaccine booster clinics. Also, students are being supported and referred through our new Stepped Care approach via the Case Manager. The Panther Pantry and Office Manager Sayre Paradiso was featured in the fall edition of The Harvester, the Food Bank of the Southern Tier's newsletter. The Special Populations Cross County LGBTQIA+ Advocacy Alliance (CCLAA) received OASAS approval for campus and community data collection.

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

EOP and LSAMP completed their four-week Summer Institute that featured experiential learning and an English and math gear-up curriculum. The program began with 14 students this summer. SUNY System EOP Office extended the enrollment period for campuses. As a result, 24 students will begin the semester in the EOP program. An additional five students are in the verification process. Our EOP office has developed a research proposal that is being forwarded to SUNY EOP concerning the extension of the enrollment period.

## **Residence Life**

The new Director of Residence Life, Natalie Brewster, started on 8/25 and participated in the opening weekend. We also added two new RDs beginning on 8/28 (Sydney Paluch) and 9/11 (Aerotine Kiersten.) All residents were rehoused in Cascadilla Hall and assisted in the move. We were able to keep all roommate groups together. Our brand new director, Natalie Brewster, and our mailroom coordinator, Sidney Hill, provided outstanding leadership. All will participate in role-specific training. We currently have 282 residents as of September 9 living in Tompkins, Cortland and Cascadilla Halls. Room availability is limited due to the plumbing issue and offline buildings this year.

## **Student Life**

Fall 2023 In-person New Student Orientation (NSO) was well attended, with over 360 students checking in, almost 100 more than last year. The online orientation modules were completed by 368 students. Over 100 new and returning students attended the Panther Pride Kickoff event on Sunday, August 27th. Student feedback was positive, and they shared that it was a good way to start the Fall semester.

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

Week one early concerns generated 335 Early concern flags for 234 unique students involved (73 flags for housing students, 8 flags for EOP/LSAMP students, and 7 flags for student-athletes). Week two concerns will be submitted through September 9 (only new concerns; faculty will not raise multiple flags each week for students they have already flagged). We are still enrolling students in later starting courses as space permits.

## **Dean of Student Affairs Office**

Student Conduct, Community Standards, and Title IX information was delivered in a presentation as part of the new student orientation program. Additionally, mandatory online training has been sent to all students, and many are starting to complete it. Training was conducted with men's and women's soccer teams and in student leadership training; additional training was provided to RAs. During opening weekend, I helped organize supporting students living on campus in Tioga Hall who experienced a plumbing concern, requiring the building to be vacated for the semester. All students have been relocated successfully to Cascadilla Hall. During this challenging event, staff members Natalie Brewster, James Williamson, and Sidney Hill exhibited exceptional leadership.

## **My Desk**

I participated in two Cortland Community of Color (C4), which included tabling at the Cortland Community Matters Festival and hosting faculty and staff of color from SUNY Cortland and TC3 for our annual beginning-of-the-year BBQ at Yaman Park. On September 4, a first-year student passed away at Cayuga Medical Center, Ithaca, NY. Counseling services were made accessible to roommates, friends, and the campus community.

Respectfully,

Seth A. Thompson



## **Enrollment Management Board Report September 2023**

In August, a reorganized Enrollment Management division was established, with the functional areas of Admissions, Strategic Marketing, Concurrent Enrollment, and Workforce Development now reporting to the new Vice President for Enrollment Management position. Initial efforts are focused upon hiring staff in admissions and marketing, both of which areas have vacant positions. Finalist interviews for the director of admissions and the director of strategic marketing positions will be completed this month, with offers for both positions expected to be extended before the end of the month. Two new entry-level admissions advisors were recently hired and began work at the start of this month; and, following approval by the Board, the search for a new, entry-level adult student admissions advisor will be launched. Additionally, following approval by the Board, the search for a new UI/UX web developer will be launched this month as well. Securing staff for these key roles will serve the College well in continuing to build upon the successful double-digit percent enrollment growth achieved this fall and last.

Staff departures over the summer also left the enrollment team without a systems administrator for our Technolutions Slate enrollment management system. With plans to launch a search for that position in October, we are temporarily working with staff from SUNY Administrative Services to bring our Spring and Fall 2024 admissions application online. We are also making changes to the admissions application process that will allow us to admit qualified students much earlier in the process, allowing more time for those students to visit campus and to complete other steps in the enrollment process before their classes start in the spring and fall. Once the new Slate systems administrator is hired, then we will begin a more comprehensive redesign of that system, concurrent with a redesign of the College's website. This work across internal and external systems such as Slate and the College's main website will focus on making the enrollment process more student-centered, intuitive, and streamlined. The work with Slate will also connect directly with the development of an updated Strategic Enrollment Management (SEM) plan, which will speak more directly to the biannual and accompanying enrollment projections that we provide the SUNY offices.

In late August, CollegeNow hosted a conference for concurrent enrollment instructors. Per our National Alliance of Concurrent Enrollment Partnerships (NACEP) program accreditation, we are required to provide professional development annually. Since the pandemic, the conference has grown from a single day, on-campus event to a week of both remote and in-person meetings. We saw 235 CollegeNow instructors attended at least one of our 32 sessions; this is twice what our attendance was when we used to hold an in-person conference. An additional 30 instructors viewed recordings of the sessions the week following the conference. Based on last year's attendance, by the end of September, we expect that another 100 instructors will have viewed our conference recordings. 35 faculty and staff, plus several guests from other institutions and industry, participated as session facilitators.

We were awarded a \$150,000 Appalachian Regional Commission grant through Southern Tier 8. The grant's focus is to develop career pathways for the tourism industry. The advisory board has been established and our first meeting is today to solidify the work. The project will kick-off with an assessment of skills from both the employer and employee perspective. We are holding a series of employee roundtables on site at partner businesses to gather data to help inform programming in concert with skills assessments.

The College also was awarded a SUNY Internship Program allocation, funded through the New York State Office of Strategic Workforce Development. This grant provides \$116,000 over a three-year period and will allow the College to offer vital financial support to students engaging in unpaid and low-paid internship opportunities through academic program requirements, and simultaneously encourage students in all majors to apply for internships they may not have previously considered due to financial constraints. Through our recommended model, students would apply for internship funding upon securing an opportunity and applications would be accepted on a rolling basis, with funds allotted for specific periods to ensure fair distribution of funds for fall, spring, and summer sessions. A committee of faculty and staff would review applications and make final decisions on distribution of funds utilizing a structured rubric to reduce potential bias. In addition to involving faculty in the application review process, all faculty will be engaged heavily to promote the funding opportunity to students of all majors and career interests, to encourage them to seek out opportunities and to apply for funding as appropriate.

Finally, the College hosted the Oven Fresh Job Fair in August. There were over 30 participating employers and we brought over 200 job seekers to campus. The employers were very pleased with the quality of candidates in attendance. We are working with the Cayuga Radio Group on possible dates for campus-hosted job fairs in the fall and spring.

# Report to the Board of Trustees

## Campus Technology

### August/September 2023

#### Personnel

##### Completed

- Held Computer Technology staff retreat
- Recruited and hired student workers for Fall 2023
- Completed employee performance evaluations
- Determined budget availability for future CT staffing

##### Upcoming

- Post and hire Programmer position
- Secure budget for Networking position
- Secure budget for Event/Sound/Classroom Technology position

#### Hardware/Software

##### Completed

- Completed replacement of three failing fiber optic cables
- Collaborated with Provost's Office to purchase and replace priority equipment
- Installed classroom and lab equipment in new STEM Labs
- Replaced and upgraded all network switches at all locations
- Implemented Toshiba/Pharos SUNY Managed print Initiative

##### Upcoming

- Campus Safety equipment replacement
- Move residence hall wireless from G to F
- Engineer plan for replacing remaining fiber optic cable
- Backup replacement solution
- Server replacement solution

#### Support

##### Work Completed

- Supported residence life move in day with technical support from CT & ComSource
- Supported Campus Life by tabling at New Student Orientation
- Distributed help documents to students
- Provided onboarding training for Toshiba Managed Print

##### Work To Be Done

- Ongoing semester support

## **Administrative**

### **Completed**

- 23-24 budget planning
- SUNY Cyber Security Survey

### **Upcoming**

- Update department strategic plan
- Complete compliance report
- 23-24 budget planning, cont.
- Investigate alternative cyber insurance policies
- Develop Incident Response Plan
- Develop Business Continuity Plan
- Develop Disaster Recovery Plan
- Document current procedures
- Attend Amazon Cloud Training
- Attend Security Training
- Attend ITIL Training
- Attend ITSM Training

## **Security**

### **Work Completed**

- Completed required actions for NSC MoveIT Incident
  - 2 affected constituents

Respectfully Submitted,

Scot Beekman  
Interim CIO

TO: Dr. Amy Kremenek, President  
FROM: John Geer and Sunday Earle  
RE: Position Descriptions for September 2023 Board Approval  
DATE: September 12, 2023

For September 2023, four position descriptions are being presented to the Board of Trustees for approval:

Adult Student Admissions Advisor (Grant Funded)

This is a new position for the College. In the review of the need Admissions department, the College needs a position that will focus on renewed efforts in recruiting adult students/learners. This position will have focused effort on recruitment of the College expanding offerings of Micro-credentials. This will be a grade 1 position with an expected hiring salary of \$55,341.

Academic Affairs Operations Manager (in the 2023-2024 Budget)

This position is a new job description for the College. The position will provide technical and analytical support for process streamlining, process documentation, and data/report collection/writing requirements in the Provost's Office. Areas supported will include, but are not limited to, contract generation, the College Schedule, teaching observations, program review, chair reports, Middle States accreditation, grant writing, and collective bargaining negotiations. This is a management confidential position. The expected salary is \$64,000 to \$80,000.

Assistant to the Office of Human Resources (in the 2023-2024 Budget)

This position is a replacement job description for the College due to retirement. This job description better aligns with the needs of the department. This is a management confidential position. The expected hiring salary is \$54,000 to \$57,000.

User Interface/User Experience (UI/UX) Front-End Developer & Web Captain (contained within the budget)

This position is a new job description for the College. There was a need to review the organization's needs in the Enrollment Management department. This position will focus on the College's web services and strategies to support the College's mission through web-based applications and interfaces. This position is a grade 4 with an expected hiring salary is \$64,531 to \$80,664.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-3**

**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 September 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 September 2023.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Tuesday, September 5, 2023**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>July</b>				
Finkle, Andrew	Library - Library Clerk	Grade B	\$41,753.48 *	7/31/2023
<b>August</b>				
Darling, Sophia	Vice President of Finance and Administration	Executive	\$130,000.00	8/1/2023
Thompson, Seth	Vice President of Student Affairs and Senior Diversity Officer	Executive	\$130,000.00	8/7/2023
Farrell, Christopher	Academic Affairs - English	Instructor	\$61,760.00	8/21/2023
Archer, Pamela	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Aslanis, Ruth	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Buchanan, Patty	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Coleman, Cynthia	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Cornish, Erin	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Evans, Christine	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Ha, Lien	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Haller, Keewon	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Marvin, Tracy	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
McLane, Todd	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Moore, Becka	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Osborne, James	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Phillips, Jamie	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Potter, Kristi	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Ritz Deutch, Ute	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Scrivens, Michael	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Sewell, Pat	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Sherman, Jill	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Wolff, Sarah	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Woloszyn, Alexander	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Zaia, Heather	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Biata, Alanna	Professional Tutor	Adjunct	\$9,965.40	8/23/2023 To 12/15/2023
Brown, Jacquelyn	Para-Professional Tutor	Adjunct	\$5,548.80	8/23/2023 To 12/15/2023
Gallegos, Anna	Para-Professional Tutor	Adjunct	\$9,617.92	8/23/2023 To 12/15/2023
Goehner, Heather	Para-Professional Tutor	Adjunct	\$9,617.92	8/23/2023 To 12/15/2023
Gomezde la Torre Clavel, Macarena	Professional Tutor	Adjunct	\$12,955.02	8/23/2023 To 12/15/2023
Gray, Amanda	Professional Tutor	Adjunct	\$12,955.02	8/23/2023 To 12/15/2023
Haedicke, Ahjreanna	Para-Professional Tutor	Adjunct	\$9,617.92	8/23/2023 To 12/15/2023
Hammond, Marli	Professional Tutor	Adjunct	\$7,972.32	8/23/2023 To 12/15/2023
Haverlock, Braden	Para-Professional Tutor	Adjunct	\$9,617.92	8/23/2023 To 12/15/2023
Kidder, Jennifer	Professional Tutor	Adjunct	\$626.62	8/23/2023 To 12/15/2023
Kilanowski, Deanna	Para-Professional Tutor	Adjunct	\$7,398.40	8/23/2023 To 12/15/2023
Knout, Alizabeth	Para-Professional Tutor	Adjunct	\$4,439.04	8/23/2023 To 12/15/2023
LaMorte, Michelle	Para-Professional Tutor	Adjunct	\$5,548.80	8/23/2023 To 12/15/2023
Lyon, Crystal	Professional Tutor	Adjunct	\$919.57	8/23/2023 To 12/15/2023
Mack, Alyssa	Professional Tutor	Adjunct	\$12,955.02	8/23/2023 To 12/15/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Mack, Johua	Professional Tutor	Adjunct	\$12,955.02	8/23/2023 To 12/15/2023
Miranda, Tracy	Professional Tutor	Adjunct	\$8,968.86	8/23/2023 To 12/15/2023
Pakkala, Amber	Para-Professional Tutor	Adjunct	\$7,398.40	8/23/2023 To 12/15/2023
Snyder, Emily	Para-Professional Tutor	Adjunct	\$9,617.92	8/23/2023 To 12/15/2023
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$9,965.40	8/23/2023 To 12/15/2023
Tau, Jediah	Professional Tutor	Adjunct	\$5,979.24	8/23/2023 To 12/15/2023
Walkuski, Eva	Para-Professional Tutor	Adjunct	\$9,617.92	8/23/2023 To 12/15/2023
Weaver, Bobbie	Professional Tutor	Adjunct	\$6,305.64	8/23/2023 To 12/15/2023
Wong, Haven	Para-Professional Tutor	Adjunct	\$3,699.20	8/23/2023 To 12/15/2023
Yang, Min Hsun (Eric)	Para-Professional Tutor	Adjunct	\$5,548.80	8/23/2023 To 12/15/2023
Ahmed, Ahmed	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Altmann, Herman	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Farah, Fred	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Josef, Keith	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Schat, Marjolein	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Snyder, Stephen	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Williams, Diane	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Wojciechowicz, Donald	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Wojciechowicz, Lori	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Zhao, Jiang	Biology & Chemistry Depts. Professional Development Meeting	Adjunct	\$100.00	8/24/2023
Webb, Marilyn	Returning Adjunct Library Assistant	Adjunct	\$5,910.90	8/27/2023 To 12/31/2023
Ahmed, Ahmed	CHEM108 M01 CHEM205 ME50	Adjunct	\$12,577.50	8/28/2023 To 12/15/2023
Almann, Nancy	BIOL114 BL1	Adjunct	\$3,870.00	8/28/2023 To 12/15/2023
Altmann, Herman	BIOL101 M03 BIOL102 M01	Adjunct	\$9,030.00	8/28/2023 To 12/15/2023
Anderson, Craig	CONT104 M01	Adjunct	\$3,078.00	8/28/2023 To 12/15/2023
Archer, Pamela	CAPS111 BL1 CAPS131 BL2 CAPS131 BL1 CAPS121 BL2 CAPS121 BL1 CAPS111 M02 CAPS111 M01	Adjunct	\$9,941.67	8/28/2023 To 11/7/2023
Arnold, Melanie	COMM110 ME50 COMM245 M01	Adjunct	\$5,375.43	8/28/2023 To 12/15/2023
Arotzky, Christopher	ENGL200 BL1	Adjunct	\$3,078.00	8/28/2023 To 12/15/2023
Aslanis, Ruth	GEOG130 M01	Adjunct	\$3,246.00	8/28/2023 To 12/15/2023
Aspinwall, Breck	BIOL100 BL1	Adjunct	\$4,014.50	8/28/2023 To 12/15/2023
Bechtold, Charles	MATH020 EL01 MATH117 M06	Adjunct	\$6,450.00	8/28/2023 To 12/15/2023
Bennett, Chauncey	COMM135 ME50	Adjunct	\$3,787.00	8/28/2023 To 12/15/2023
Bowker, Joshua	Library - Clerk (part-time)	Grade B	\$13,361.11 *	8/28/2023
Broderick, Margaret	HUMS105 M01	Adjunct	\$3,078.00	8/28/2023 To 12/15/2023
Bullock, Gwen	Lab Technician	Adjunct	\$8,441.28	8/28/2023 To 12/15/2023
Burr, Matthew	BUAD219 BL1	Adjunct	\$3,078.00	8/28/2023 To 12/15/2023
Christopher, Renee	BIOL201 M01	Adjunct	\$5,680.50	8/28/2023 To 12/15/2023
Cicciarelli, Richard	BIOL101 ME51 BIOL104 M02	Adjunct	\$10,036.25	8/28/2023 To 12/15/2023
Coleman, Cynthia	SOCI101 BL1 SOCI101 BL2	Adjunct	\$7,740.00	8/28/2023 To 12/15/2023



Employee	Department	Title/Rank	Salary	Employment Dates
Cornish, Erin	MATH017 EL03 MATH117 ME50 MATH117 M03	Adjunct	\$9,030.00	8/28/2023 To 12/15/2023
DeFranco, Anthony	COMM100 M01 COMM170 BL1	Adjunct	\$7,740.00	8/28/2023 To 12/15/2023
DiBartolo, Debra	NURS110 M35	Adjunct	\$8,519.00	8/28/2023 To 12/18/2023
Earley, Bernard	ENGL100 BL4 ENGL101 BL3 ENGL101 BL2	Adjunct	\$11,610.00	8/28/2023 To 12/15/2023
Eckert, Regina	HSTY201 BL1 HSTY201 ME50	Adjunct	\$6,882.00	8/28/2023 To 12/15/2023
Eisenberg, Seth	PARA101 BL1 PARC101 BL1	Adjunct	\$3,870.00	8/28/2023 To 12/15/2023
Epstein, Judith	ENGL201 M02	Adjunct	\$3,870.00	8/28/2023 To 12/15/2023
Esworthy, Barrett	HSTY201 M03 HSTY202 M02 HSTY201 M04	Adjunct	\$11,610.00	8/28/2023 To 12/15/2023
Evans, Christine	ESL 112 M01	Adjunct	\$4,868.00	8/28/2023 To 12/15/2023
Falk, Laura	WINE200 V01	Adjunct	\$3,441.00	8/28/2023 To 12/15/2023
Farah, Fred	BIOL100 M01	Adjunct	\$4,515.00	8/28/2023 To 12/15/2023
Feavearyear, Jody	MATH029 EL50	Adjunct	\$3,870.00	8/28/2023 To 12/15/2023
Fetridge, Wendy	ACCT203 BL1	Adjunct	\$4,328.00	8/28/2023 To 12/15/2023
Floyd, Laurie	ENGL204 BL1	Adjunct	\$3,078.00	8/28/2023 To 12/15/2023
Frisbie, Megan	ENGL098 EL14 ENGL102 M05 ENGL100 M14 ENGL100 EL14	Adjunct	\$9,738.00	8/28/2023 To 12/15/2023
Fussner-Kelly, Shirley	MATH029 EL05	Adjunct	\$3,441.00	8/28/2023 To 12/15/2023
Galezo, David	PHIL101 BL1	Adjunct	\$3,870.00	8/28/2023 To 12/15/2023
Gammage-Sikora, Gina	SPAN101 BL1 SPAN102 BL1 SPAN101 BL2	Adjunct	\$11,610.00	8/28/2023 To 12/15/2023
Gillis, Andrew	ART 111 M01 ART 255 M01 ART 111 M02	Adjunct	\$13,545.00	8/28/2023 To 12/15/2023
Goldfeld, Alla	PHSC104 M01	Adjunct	\$4,617.00	8/28/2023 To 12/15/2023
Gonzalez Suarez, Jose	CONT202 M01	Adjunct	\$4,598.50	8/28/2023 To 12/15/2023
Grimm, Mark	ART 214 M01	Adjunct	\$4,259.50	8/28/2023 To 12/15/2023
Ha, Lien	DRAF117 ME50	Adjunct	\$5,172.25	8/28/2023 To 12/15/2023
Haller, Keewon	HRMG108 M01 WINE110 V01	Adjunct	\$6,925.50	8/28/2023 To 12/15/2023
Hamburger, Lara	NURS110 M37	Adjunct	\$7,182.00	8/28/2023 To 12/18/2023
Hamilton, William	MATH029 EL06 MATH200 M06	Adjunct	\$6,492.00	8/28/2023 To 12/15/2023
Hamilton, William	MATH020 EL05	Adjunct	\$2,164.00	8/28/2023 To 12/18/2023
Hartnett, Gerri-Ann	PSYC103 M04 PSYC103 ME50	Adjunct	\$6,492.00	8/28/2023 To 12/15/2023
Hemingway Jones, Kathy	ENGL098 EL12 ENGL100 M12 ENGL100 EL12	Adjunct	\$7,302.00	8/28/2023 To 12/15/2023
Hendrix, Brittany	NURS225 M31	Adjunct	\$11,286.00	8/28/2023 To 12/18/2023
Hollenbeck, Charles	ENGL100 BL1 ENGL101 BL1 ENGL100 BL2	Adjunct	\$10,953.00	8/28/2023 To 12/15/2023
Iacobucci, Christine	ANTH202 ME50	Adjunct	\$3,651.00	8/28/2023 To 12/15/2023
Johnston-Anumonwo, Ibipo	GEOG120 M01	Adjunct	\$3,651.00	8/28/2023 To 12/15/2023
Josef, Keith	CHEM101 BL1	Adjunct	\$5,161.50	8/28/2023 To 12/15/2023
Kidder, Jennifer	GEOL101 M01	Adjunct	\$4,515.00	8/28/2023 To 12/15/2023
Kobre, Michael	BIOL131 ME50	Adjunct	\$6,772.50	8/28/2023 To 12/15/2023
Kuck, Carol	Provide supervision while administering medications- NURS225 M33	Adjunct	\$2,198.25	8/28/2023 To 12/18/2023
Kyle, John	CAPS111 BL2 CAPS133 BL1 CAPS131 M03 CAPS131 M02 CAPS131 M01 CAPS123 M01 CAPS121 M02	Adjunct	\$10,538.01	8/28/2023 To 12/15/2023
LaFavor, Erik	SOCI101 M09	Adjunct	\$3,246.00	8/28/2023 To 12/15/2023
LaMorte, Michelle	Lab Technician	Adjunct	\$2,937.60	8/28/2023 To 12/15/2023
LeFevre, Lenore	PARA215 BL1 PARC215 BL1	Adjunct	\$3,246.00	8/28/2023 To 12/15/2023
Lillard, Marketa	CHEM101 BL2 CHEM101 M01	Adjunct	\$9,127.50	8/28/2023 To 12/15/2023
Littell, Harry	ALEX249 M01	Adjunct	\$4,259.50	8/28/2023 To 12/15/2023
Lyon, Crystal	ART 117 M01 ART 120 M02 ART 117 M02	Adjunct	\$11,361.00	8/28/2023 To 12/15/2023
Marie, Jill	ENGL102 ME52 ENGL204 M02 ENGL103 M01	Adjunct	\$11,610.00	8/28/2023 To 12/15/2023
Marvin, Tracy	ESL 110 M01	Adjunct	\$4,328.00	8/28/2023 To 12/15/2023
McComb, Jared	MATH029 EL03 MATH200 ME50 MATH200 M03	Adjunct	\$9,234.00	8/28/2023 To 12/15/2023
McIntyre, David	HRMG105 HY1	Adjunct	\$1,147.00	8/28/2023 To 10/2/2023
McLane, Todd	CULI120 V01 ENVS285 M01 ENVS112 M03	Adjunct	\$8,975.38	8/28/2023 To 12/15/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Mello, Kaili	ENGL098 EL01 ENGL100 M01 ENGL100 EL01	Adjunct	\$6,156.00	8/28/2023 To 12/15/2023
Millman-Brown, Randi	ART 101 M01	Adjunct	\$3,870.00	8/28/2023 To 12/15/2023
Moore, Becka	Provide supervision while administering medications-NURS225 M31	Adjunct	\$2,198.25	8/28/2023 To 12/18/2023
Myers, Deb	Provide supervision while administering medications-NURS208 M30	Adjunct	\$2,318.25	8/28/2023 To 12/18/2023
Need, Barbara	ENGL102 BL1 SPAN101 M01	Adjunct	\$7,302.00	8/28/2023 To 12/15/2023
Nottelman, Andrew	NURS110 M33	Adjunct	\$11,286.00	8/28/2023 To 12/18/2023
Olson, Richard	Lab Technician	Adjunct	\$6,081.90	8/28/2023 To 12/15/2023
Opperman, William	ASL 101 M01 ASL 101 M02	Adjunct	\$6,492.00	8/28/2023 To 12/15/2023
Orinda, Lisa	NURS208 M31	Adjunct	\$11,286.00	8/28/2023 To 12/18/2023
Osborne, James	ENGL101 M07	Adjunct	\$3,246.00	8/28/2023 To 12/15/2023
Parks, Paul	ART 101 M02 HUMN232 M01	Adjunct	\$7,740.00	8/28/2023 To 12/15/2023
Payton, L. Christine	NURS110 M31	Adjunct	\$8,029.00	8/28/2023 To 12/18/2023
Peterson, Komekia	CDSC201 M01	Adjunct	\$3,078.00	8/28/2023 To 12/15/2023
Phillips, John	ART 233 M01 COMM115 M01	Adjunct	\$7,574.00	8/28/2023 To 12/15/2023
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,651.00	8/28/2023 To 12/15/2023
Potter, Kristi	ENGL098 EL50 ENGL100 ME50 ENGL100 EL50	Adjunct	\$6,156.00	8/28/2023 To 12/15/2023
Raethka, Timothy	HLTH205 M01	Adjunct	\$3,651.00	8/28/2023 To 12/15/2023
Reining, Shaun	Provide supervision while administering medications-NURS225 M32	Adjunct	\$2,198.25	8/28/2023 To 12/18/2023
Richards, David	BUAD201 BL2 POSC103 M01 BUAD201 M01	Adjunct	\$11,610.00	8/28/2023 To 12/15/2023
Ritz Deutch, Ute	ANTH202 M01	Adjunct	\$3,870.00	8/28/2023 To 12/15/2023
Rivers, Courtney	NURS110 M36	Adjunct	\$7,182.00	8/28/2023 To 12/18/2023
Salzone, Joseph	FSS 160 M02, COMM120 M01	Adjunct	\$2,821.50	8/28/2023 To 12/18/2023
Schaffer, Patricia	NURS110 M34	Adjunct	\$8,519.00	8/28/2023 To 12/18/2023
Schat, Marjolein	ENVS101 M02 ENVS116 M01	Adjunct	\$8,519.00	8/28/2023 To 12/15/2023
Schmid, Joseph	ACCT101 BL1 ACCT207 BL1	Adjunct	\$10,320.00	8/28/2023 To 12/15/2023
Scrivens, Michael	BUAD215 M01	Adjunct	\$3,246.00	8/28/2023 To 12/15/2023
Sewell, Patrick	ENVS105 M01 PHIL101 M01	Adjunct	\$7,740.00	8/28/2023 To 12/15/2023
Seyfried, Matthew	ENGL201 BL1 SPMT260 M01 ENGL201 M01	Adjunct	\$11,610.00	8/28/2023 To 12/15/2023
Sherman, Jill	ART 112 M01	Adjunct	\$3,787.00	8/28/2023 To 12/15/2023
Shortell, Westbrook	COMM120 M01 COMM140 M01	Adjunct	\$5,386.50	8/28/2023 To 12/15/2023
Snyder, Stephen	BIOL101 BL1 BIOL101 BL2	Adjunct	\$9,030.00	8/28/2023 To 12/15/2023
Suben, Mark	CRJU205 M01	Adjunct	\$3,246.00	8/28/2023 To 12/15/2023
Thompson, Jacki	NURS110 M30	Adjunct	\$11,902.00	8/28/2023 To 12/18/2023
Tilton, Laurel	Lab Technician	Adjunct	\$8,486.40	8/28/2023 To 12/15/2023
Timonin, Michael	HSTY201 M02	Adjunct	\$3,246.00	8/28/2023 To 12/15/2023
VanDonsel, Miranda	ECHD206 M01	Adjunct	\$5,386.50	8/28/2023 To 12/15/2023
Vazenios, George	MATH120 M05	Adjunct	\$4,868.00	8/28/2023 To 12/15/2023
Vorhis, Melissa	NURS225 M33	Adjunct	\$11,286.00	8/28/2023 To 12/18/2023
Weaver, Bobbie	ENGL101 M01	Adjunct	\$3,246.00	8/28/2023 To 12/15/2023
Weed, Steve	ENGL098 EL06 ENGL210 M01 ENGL100 M06 ENGL100 EL06	Adjunct	\$10,953.00	8/28/2023 To 12/15/2023
Whalen, Reganne	NURS225 M32	Adjunct	\$11,286.00	8/28/2023 To 12/18/2023
Wheaton, Justin	ENGL101 BL4 ENGL102 BL2	Adjunct	\$6,156.00	8/28/2023 To 12/15/2023
Williams, Diane	BIOL101 M01 BIOL114 M01	Adjunct	\$8,385.00	8/28/2023 To 12/15/2023
Wojciechowicz, Donald	BIOL112 ME50	Adjunct	\$3,787.00	8/28/2023 To 12/15/2023
Wojciechowicz, Lori	CHEM107 M01	Adjunct	\$4,869.00	8/28/2023 To 12/15/2023
Wolff, Sarah	ENGL100 M05 ENGL101 M06	Adjunct	\$7,302.00	8/28/2023 To 12/15/2023
Woloszyn, Alexander	ACCT101 M01 ACCT101 M02	Adjunct	\$8,656.00	8/28/2023 To 12/15/2023
Young, Tammi	FITN215 M01 RECR230 M01	Adjunct	\$5,161.50	8/28/2023 To 12/15/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Zaia, Heather	ENGL101 M04 ENGL101 M09	Adjunct	\$6,492.00	8/28/2023 To 12/15/2023
Zhao, Jiang	CHEM107 ME50	Adjunct	\$4,869.00	8/28/2023 To 12/15/2023
Zoodsma, Anna	ENVS110 M02	Adjunct	\$3,078.00	8/28/2023 To 12/15/2023
<b>September</b>				
de los Santos, Earl	Enrollment Services - Admissions and Financial Aid Advisor	Grade 1	\$55,341.00 *	9/5/2023
Relyea, Joshua	Facilities - Cleaning Supervisor	Grade I	\$55,823.99 *	9/7/2023
Carroll, Katarina	Enrollment Services - Admissions and Financial Aid Advisor	Grade 1	\$55,341.00 *	9/18/2023
<b>October</b>				
Carr, Kyle	COMM111 ME50 COMM112 ME50	Adjunct	\$3,010.86	10/3/2023 To 12/15/2023
DeWan, Christopher	ENGL216 BL2	Adjunct	\$3,246.00	10/3/2023 To 12/15/2023
Ford, Lisa	ENGL229 BL1	Adjunct	\$3,870.00	10/3/2023 To 12/15/2023
Gilbert, Mary	ENGL102 BL3	Adjunct	\$3,870.00	10/3/2023 To 12/15/2023
Gold, Darlene	ENGL204 BL2, SOCE258 BL1	Adjunct	\$7,302.00	10/3/2023 To 12/18/2023
Jones, Paula	BIOL114 BL2	Adjunct	\$3,651.00	10/3/2023 To 12/15/2023
Kaminski, Adrian	ASTR101 BL2	Adjunct	\$3,246.00	10/3/2023 To 12/15/2023
Panzer, Nina	SOCI101 BL3	Adjunct	\$3,870.00	10/3/2023 To 12/15/2023
Pittsley, Jaclyn	ENGL100 BL3	Adjunct	\$3,651.00	10/3/2023 To 12/15/2023
Searing, Robert	HSTY202 BL2	Adjunct	\$3,078.00	10/3/2023 To 12/15/2023
Weingarten, Jennifer	CAPS121 BL3 CAPS121 M03	Adjunct	\$2,394.68	10/3/2023 To 11/7/2023
Moore, Becka	CDSC110 BL1	Adjunct	\$1,026.00	10/23/2023 To 12/15/2023

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

September 20, 2023

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Deborah Jarrell	Enrollment Service Specialist	Enrollment Services	09/28/23	Retirement
Kala Rounds	Assistant Director	Student Success: Advising, Career and Transfer Services	09/29/23	Resigned

FACULTY STUDENT ASSOCIATION

Rachel Carpenter	Teacher Aid	Childcare	07/28/23	Resigned
Selena Cochran	Assistant Teacher	Childcare	07/28/23	Resigned
Cheyenne Dinkins	Assistant Teacher	Childcare	07/28/23	Resigned
Taryn Hodgson	Head Teacher	Childcare	07/28/23	Resigned
Katlyn Whyte	Teacher Aid	Childcare	07/31/23	Resigned
Charles Hendrickson, Jr.	Assistant Teacher	Child Care	08/11/23	Separation
Peyton Harris	Assistant Teacher	Childcare	08/11/23	Separation

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-1**

**APPROVAL OF POSITION DESCRIPTION  
USER INTERFACE/USER EXPERIENCE (UI/UX)  
FRONT-END DEVELOPER & WEB CAPTAIN**

**WHEREAS**, the College has determined, based on a review and analysis of the Enrollment Management Department, that there is a need to create a User Interface/User Experience (UI/UX) Front-End Developer & Web Captain position description, and

**WHEREAS**, the attached User Interface/User Experience (UI/UX) Front-End Developer & Web Captain position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the User Interface/User Experience (UI/UX) Front-End Developer & Web Captain position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

**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 September 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 September 2023

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

User Interface/User Experience (UI/UX)  
Front-End Developer & Web Captain

**GRADE**

4

**PAGE**

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**ORGANIZATIONAL UNIT**

Enrollment Management

**REPORT TO**

Director of Strategic Marketing

**APPROVED BY**

**SUMMARY**

As a seasoned UI/UX front-end developer and a key member of the strategic marketing department, this position leads the College's web services work and strategies. Requiring familiarity with progressive user interface design and development, this position establishes and maintains overall College web-based applications and supports a comprehensive enrollment management plan for all areas (core enrollment, concurrent enrollment, and workforce development) of the College's recruitment and retention efforts. As a member of the strategic marketing department, the resulting work will showcase creativity and expertise while employing user-centered design that ultimately stimulates enrollment, drives positive user interactions, and establishes best practices across all web properties utilized by the enrollment management team. The ideal candidate will be comfortable working on and developing new web-based applications and interfaces to enhance and support the College's mission through the end-to-end experience for prospective and current students, community members, alums, and other site visitors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Leads and manages all web services projects, supervising the projects and assigning project team members as necessary, ensuring a quality end product.
2. Serves as the lead web designer and front-end developer; creates, builds, publishes, and maintains new services, designs, solutions, and improvements as opportunities, problems, and projects arise.
3. Creates a cohesive look and feel across the entire family of College web properties, keeping them aligned with the mission of the College and the established branding standards and style guidelines.
4. Performs all necessary web services testing and debugging, including code validation, browser and platform compatibilities, mobile-ready solutions, and accessibility compliance.
5. Provides leadership in developing the College's strategic web architecture. Guides and informs coding strategy to ensure stability, longevity, efficiency, ease of maintenance, and flexibility.
6. Working with the Vice President for Enrollment Management and Director of Strategic Marketing, serves as the critical point of contact for all assigned UI/UX and web-related projects, issues, and initiatives.

**POSITION TITLE**

User Interface/User Experience (UI/UX)  
Front-End Developer & Web Captain

**GRADE**

**PAGE**

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**ORGANIZATIONAL UNIT**

College Relations

**REPORT TO**

Director of Strategic Marketing

**APPROVED BY**

7. Focusing on the user experience, proactively recommends solutions, alternatives, and improvements to meet the College's evolving web, departmental, and business process requirements.
8. Tracks and analyzes website and related statistics for usage trends; performs usability studies; recommends and implements improvements based upon all available data.
9. Provides an agile development and deployment strategy, ensuring an iterative website change approach.
10. Establishes a proper staging environment and ensures quality assurance processes are in place.
11. Monitors and maintains web accessibility compliance across the College's web properties and educates the campus on web accessibility issues.
12. Trains and supports the campus community in web-based content management and web accessibility compliance.
13. Trains others in navigating and maintaining the web environment and their respective roles on the team.
14. Maintains an up-to-date skill set by consistently monitoring industry trends, technologies, and standards; stays ahead of the next big thing while implementing design and site interactions that adhere to best practices.
15. Oversees third-party vendor relationships related to the College's external-facing web services.
16. Develop and maintain product documentation for all web services and related projects.
17. Performs other appropriate duties as assigned.

**POSITION TITLE**

User Interface/User Experience (UI/UX)  
Front-End Developer & Web Captain

**GRADE**

**PAGE**

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**ORGANIZATIONAL UNIT**

College Relations

**REPORT TO**

Director of Strategic Marketing

**APPROVED BY**

**SUPERVISION**

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct Faculty
- Students

Indicate the number in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adjunct Faculty
- # of Students

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree from a regionally accredited college or university with a minimum of 5 years of relevant professional experience, including developing, maintaining, and troubleshooting websites with responsive design and state-of-the-art tools (HTML5/CSS, Javascript, and Adobe Creative Suite or equivalent)
- Experience with CMS solutions, including Drupal.
- Experience working on accessibility and Section 508
- Demonstrated familiarity with Google Analytics
- Demonstrated commitment to ongoing professional development in the UI/UX field
- Demonstrated ability to work on simultaneous projects in a fast-paced environment
- Efficient oral and written communication skills
- Exceptional organization skills and attention to detail

**DESIRED QUALIFICATIONS**

- Experience integrating transactional systems, reporting solutions, and websites.
- Demonstrated ability to build strong relationships and collaborate with individuals, departments, and organizations.
- Knowledge of development best practices for SEO.
- Higher education experience.
- Experience working with Technolutions Slate or other CRM tools.
- Preference is given to candidates who also possess knowledge of Java, Ruby, Python, AngularJS, Bootstrap, and SQL.



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-2**

**APPROVAL OF POSITION DESCRIPTION  
ACADEMIC AFFAIRS OPERATIONS MANAGER**

**WHEREAS**, the College has determined, based on a review and analysis of the Provost office, that there is a need to create an Academic Affairs Operations Manager position description, and

**WHEREAS**, the attached Academic Affairs Operations Manager position description is classified as a Management Confidential position, and is recommended by the President, be it therefore

**RESOLVED**, that the Academic Affairs Operations Manager position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

**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 September 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

September 2023

Clerk of the Board of Trustees

Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Academic Affairs Operations Manager

**GRADE**

Management Confidential

**PAGE**

1 of 3

**ORGANIZATIONAL UNIT**

Provost

**REPORT TO**

Associate Provost

**APPROVED BY**

**SUMMARY**

This position manages process operations in the Provost's Office and provides analytics and report-writing support for strategic initiatives and institutional research projects. This position supports the Provost's Office and is responsible for the following: managing and streamlining the processes, data needs, and systems related to contract generation for the Office; providing data, logistics, and systems support for the creation of the College schedule; maintaining intake and dissemination systems for teaching observations and student evaluations as well as related software, and system streamlining for these processes; assisting with Middle States accreditation, assessment, program review, grants, and strategically important surveys of the Provost's office through report writing, data consolidation, data report preparation and other efforts as needed. Their work includes having a thorough understanding of all the contractual provisions of appropriate labor contracts and incorporating them in various processes on an annual cycle, providing related analytics, and additionally providing confidential data for purposes of management matters such as collective negotiations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Production and implementation of processes for accurately issuing all adjunct faculty contracts, full-time faculty-related overload contracts, and other miscellaneous contracts from the Provost's office. This will include maintenance of information pipelines for the processes currently in place for contracts, monitoring the efficacy of the systems through regular data checks, and creating new systems in collaboration with related offices such as Human Resources (HR), Institutional Research (IR) and Information Technology (IT) as needed. This work will require having a thorough understanding of all the contractual provisions of appropriate labor contracts. Close coordination with the administrative assistant in the Provost's office will also be required to help with related data entry tasks. Report creation and data analytics for relevant labor contracts will also be provided from this work.
2. Maintain an updated procedures manual and data dictionary for all the key processes and data definitions related to contract generation. This includes an annual process timeline that consists of an analysis of the process and updates regarding efficacy and system changes needed.
3. Update and maintain promotion and other personnel information for adjunct faculty in close coordination with the Associate and Assistant Provosts, the administrative assistant of the Provost's office, and the Human Resources Office.

**POSITION TITLE**

Academic Affairs Operations Manager

**GRADE**

Management Confidential

**PAGE**

2 of 3

**ORGANIZATIONAL UNIT**

Provost

**REPORT TO**

Malvika Talwar

**APPROVED BY**

4. Create a bi-annual report on teaching observations and evaluations that are needed based on all contractual obligations for the Provost's office. Coordinate, review, maintain, and streamline systems for the intake and dissemination of all of the teaching observations received and conducted by the Provost's office, and oversee contract generation related to this task as needed. Update and maintain related personnel records once the observations are complete. This task will require working with department chairs and the Provosts (i.e., Provost, Associate Provost, and Assistant Provost).
5. Support the creation of the College schedule by creating data summaries, surveys, and reports related to scheduling and other tasks related to assisting the Associate and Assistant Provosts in the scheduling process. Help maintain an annual calendar for the entire life cycle of this process and ensure task timeliness with all the stakeholders involved. Coordinate with the administrative assistant of the Provost's office to ensure accurate data entry of the schedule into the student information system in a timely fashion. Manage related email communication and update workflows accordingly.
6. Create data reports, charts, and written reports regularly to support academic program analysis and review process in conjunction with the IR office and in consultation with the Provosts.
7. Support the assessment process at the College by creating data reports or summaries as needed in close collaboration with the Provosts.
8. Help maintain document repositories in support of the Middle States Review process and help provide support to all accreditation-related tasks as needed by providing written and data summaries and supporting any Middle States Review committees in helping catalog materials.
9. Maintain an active repository of all position descriptions and credentials needed for adjunct and full-time faculty postings from the Provost's office to ensure compliance with accreditation standards and best practices and assist in writing these as needed.
10. Provide grant support by providing written or data summaries as the Provosts need.
11. Provide chart creation, data summary, and report summary supporting surveys implemented by institutional research or other offices.
12. Maintain systems and ensure efficient and timely deployment and dissemination of student-generated teaching evaluations using appropriate teaching software. Create data summaries for review by department chairs and provosts.
13. Prepares documents directly related to labor and management matters.
14. Support other tasks from the Provost's Office as needed.
15. This position may supervise student workers.
16. Support the Provost's office in time card approval for employees.

**POSITION TITLE**

Academic Affairs Operations Manager

**GRADE**

Management Confidential

**PAGE**

3 of 3

**ORGANIZATIONAL UNIT**

Provost

**REPORT TO**

Malvika Talwar

**APPROVED BY**

**SUPERVISION**

Types Supervised (check each category):

- \_\_\_\_\_ Classified Staff
- \_\_\_\_\_ Administrative
- \_\_\_\_\_ Faculty
- \_\_\_\_\_ Adjunct Faculty
- \_\_\_\_\_ Students

Indicate the number in each category:

- \_\_\_\_\_ # of Classified Staff
- \_\_\_\_\_ # of Administrative
- \_\_\_\_\_ # of Faculty
- \_\_\_\_\_ # of Adjunct Faculty
- \_\_\_\_\_ # of Students

**MINIMUM QUALIFICATIONS**

Bachelor’s Degree and five years of relevant work experience. Proficiency in written communication, data collation, and data summary/analysis creation using Word, Excel, PowerBI/Tableau, or other applicable systems. Ability to stay current with all related software. Experience or training in SQL.

**DESIRED QUALIFICATIONS**

Master’s Degree and five years of experience in Higher Education administration. Experience with report writing, grant writing, and presentations related to higher education.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-4**

**APPROVAL OF POSITION DESCRIPTION  
ADULT STUDENT ADMISSIONS ADVISOR**

**WHEREAS**, the College has determined, based on a review and analysis of the Admissions department, that there is a need to create an Adult Student Admissions Advisor position description, and

**WHEREAS**, the attached Adult Student Admissions Advisor position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the Adult Student Admissions Advisor position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

**STATE OF NEW YORK:** I, **JAN BRHEL, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **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 September 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  
September 2023

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Adult Student Admissions Advisor

**GRADE**

1

**PAGE**

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**ORGANIZATIONAL UNIT**

Admissions

**REPORT TO**

Director of Admissions

**APPROVED BY**

**SUMMARY**

Plays a key role in micro-credential and pathways recruitment and outreach under the supervision of the Director of Admissions. Supports the community engagement strategy that advances the College's mission and goals by partnering with local and regional community organizations. Forges and maintains relationships with regional organizations whose client bases include prospective students in a variety of populations, with a specific focus on adult learners, displaced youth, recently incarcerated individuals, people in recovery, career transitioners, and other unique populations. Leverages relationships at organizations to offer information and recruitment sessions. Conducts strategic outreach at organizations related to career development opportunities through continuing education and engages prospective students through meaningful guidance and support. This position supports the College's mission through outreach and recruitment activities to prospective students and educates partners, community members, and prospective students about micro-credential and pathway opportunities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. In conjunction with the Director of Admissions and other on-campus partners, identify, cultivate, and steward partnerships with community-based organizations to promote a college-going culture that focuses on charting a path forward, moving towards equity as stated in the Strategic Plan.
2. Recommend best practices in policies, procedures, programs, services, and operations to support students whose needs differ from the traditional college-age student model.
3. Develop and implement community outreach and recruitment programs designed explicitly for unique populations.
4. Meets with community members to explore academic and career interests and discuss and identify clear pathways to meaningful careers utilizing college education, including micro-credentials.
5. Provides outreach and educate community members outside the traditional-age college population through targeted presentations and events at community organizations. Initiatives include night and/or weekend commitments and travel.
6. Provide comprehensive in-person and virtual customer service to prospective students, community members, and partner organizations via email, phone, and texting.

**POSITION TITLE**

Adult Student Admissions Advisor

**GRADE**

**PAGE**

2 of 2

**ORGANIZATIONAL UNIT**

**REPORT TO**

**APPROVED BY**

- 7. Work collaboratively with staff in partner organizations to promote college micro-credentials and pathways.
- 8. Works with the Director of Admissions, the Director of Continuing Education and Workforce Development, and the Strategic Marketing Department to advise on outreach, recruitment, and marketing materials.
- 9. Participate with various campus and community committees to support reaching institutional goals.
- 10. Assist with coordination, outreach, recruitment, and entry-level advisement to connect adult and non-traditional learners with TC3.
- 11. Maintains an understanding of best practices in the field through self-directed and college-supported professional development.
- 12. Assists the admissions team as needed and performs other duties as assigned.
- 13. Travel required.

**SUPERVISION**

Types Supervised (check each category):

- \_\_\_\_\_ Classified Staff
- \_\_\_\_\_ Administrative
- \_\_\_\_\_ Faculty
- \_\_\_\_\_ Adjunct Faculty
- \_\_\_\_\_ Students

Indicate the number in each category:

- \_\_\_\_\_ # of Classified Staff
- \_\_\_\_\_ # of Administrative
- \_\_\_\_\_ # of Faculty
- \_\_\_\_\_ # of Adjunct Faculty
- \_\_\_\_\_ # of Students

**MINIMUM QUALIFICATIONS**

Associate's degree or higher AND one year of professional experience in educational, government, or non-profit organizations. Efficient oral and written communication skills. Exceptional attention to detail and organization skills. Demonstrated computer skills, including Microsoft Suite, word processing, data entry, and email. Demonstrated awareness and ability to work and communicate with others of various ages ethnic, cultural, and socioeconomic backgrounds. Must have a valid driver's license and reliable transportation on a flexible schedule for local and regional travel.

**DESIRED QUALIFICATIONS**

Three or more years of experience related to postsecondary education admissions, financial aid, or outreach. Demonstrated ability to build strong relationships and collaborate with individuals, departments, and organizations. Experience working with Technolutions Slate CRM or other CRM tools preferred.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-5**

**APPROVAL OF POSITION DESCRIPTION  
ASSISTANT TO THE OFFICE OF HUMAN RESOURCES**

**WHEREAS**, the College has determined, based on a review and analysis of the Human Resources office, that there is a need to create an Assistant to the Office of Human Resources position description, and

**WHEREAS**, the attached Assistant to the Office of Human Resources position description is classified as a Management Confidential position, and is recommended by the President, be it therefore

**RESOLVED**, that the Assistant to the Office of Human Resources position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

**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 September 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 September 2023

Clerk of the Board of Trustees  
Tompkins Cortland Community College



# TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Assistant to the Office of  
Human Resources

**GRADE**

MC

**PAGE**

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**ORGANIZATIONAL UNIT**

Human Resources

**REPORTS TO**

Vice President for  
Human Resources

**APPROVED BY**

**SUMMARY**

Provides administrative and office support for the Office of Human Resources. Works independently on various office administration functions, including those of a timely, sensitive, and confidential nature. Assists with human resource functions including, but not limited to, personnel actions, including labor matters and negotiations, recruitment, onboarding, payroll, and benefits. May coordinate human resources projects. Supports an inclusive environment and works with a diverse population. Models excellence in service to the College community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serves as the primary administrative support staff for the Office of Human Resources by scheduling appointments, managing calendars, room reservations, and preparing correspondence, etc.;
2. Assists, prepares, and edits human resources communications and documents that include and are not limited to Board of Trustee resolutions, appointment letters, and personnel action correspondence for the Faculty Student Association, TC3 Bistro, and Farm;
3. Receives, reviews, and distributes internal and external correspondence; directs telephone calls, takes messages, and redirects inquiries as appropriate;
4. Maintains an accurate human resource filing system, which includes but is not limited to new hire forms, personnel action letters, evaluations, transcripts, etc.;
5. Receives, processes, records, and files change of address and employment verification requests;
6. Assist the College community and the public with human resource questions and/or concerns, such as employment applications and general human resources information and forms;
7. Processes employee transactions and effectively and accurately communicates to payroll and other offices as necessary;
8. Assists with the processing of student employees, student employee recruitment, requisitions, applicant tracking, onboarding, and payroll processing;
9. Prepares, analyzes, and distributes correspondence and reports using appropriate College technology;

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Assistant to the Office of  
Human Resources

**GRADE**

MC

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**ORGANIZATIONAL UNIT**

Human Resources

**REPORTS TO**

Vice President for  
Human Resources

**APPROVED BY**

10. Prepares, processes, and records expenditures for the human resource office, including reviewing payroll deductions for accuracy and communicating with employees when necessary changes occur;

11. Prepares and processes documents directly related to labor and management matters including, but not limited to, negotiations, grievances, and arbitrations;

12. Assists human resources staff with all aspects of office initiatives, including but not limited to benefit fairs, job fairs, personnel actions, orientations, professional development initiatives, and training programs;

16. Inventories and orders office supplies;

**SUPERVISION**

Types Supervised (check each category):

\_\_\_ Classified Staff  
\_\_\_ Administrative  
  
\_\_\_ Faculty  
\_\_\_ Adjunct faculty/students, etc.

Indicate the number of direct reports in each category:

\_\_\_ # of Classified Staff  
\_\_\_ # of Administrative  
\_\_\_ # of FSA  
\_\_\_ of Faculty  
\_\_\_ # of Adj. faculty/students, etc.

**MINIMUM QUALIFICATIONS:**

Associate's degree and three (3) years of human resources or related office experience, or Bachelor's degree and one (1) year of human resources or related office experience required.

Qualified candidates will be dependable, confidential, have an attention to detail, be concerned for others, and model excellence in service leadership. Experience working with Microsoft Office products is required. Executive-level office experience, ability to manage conflicting priorities, and experience working in a higher education setting.

## **DATA DISCUSSIONS SUMMARY**

### **6-year completions: National and Local Perspectives on credential completion in six years (PowerPoint Presentation)**

**Presenter: Malvika Talwar**

The goal of this presentation is to continue the discussion regarding student outcomes started in the 2022-23 academic year. One of the questions raised in the prior discussion will be the central focus of the presentation, i.e., what are the six-year outcomes for students. In this presentation we will review national trends for six-year completion at Community Colleges for first time in College students through a study of the 2015 college cohort by the National Clearinghouse and discuss some encouraging national trends that we could benchmark ourselves against at TC3. We will examine how we compare with these national trends and state trends for completion. We will also examine some ASPEN data provided through the ASPEN presidential initiative regarding how we compare with benchmarking ASPEN institutions in successful transfer outcomes.