



**Agenda**

**March 20, 2024**

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

<https://us02web.zoom.us/j/84136677316?pwd=UnpmVWtQWVZwUHc1UXpEeE9kR1kvdz09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*\*
6. Approval of February 21, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
  - a. Reappointment of Trustee Buck
  - b. Empire State Community College Workforce Guarantee
8. CFO/Treasurer's Report
9. Student Trustee's Report
10. County Liaison Reports
  - a. Cortland County
  - b. Tompkins County
11. College Senate Report
12. Committee and Affiliate Reports
  - a. TC3 Foundation
  - b. Auxiliary Operations
  - c. New York Community College Association of Presidents (NYCCAP/SUNY)
  - d. New York Community College Trustees (NYCCT)
13. President's Report
  - a. President's Update
  - b. Board Evaluation Next Steps



14. Consent Agenda

- a. Appointment of Personnel
- b. Empire State Community College Workforce Guarantee Resolution
- c. Approval of Position Description – Campus Environmental Health and Safety Officer
- d. Approval of Position Description – Director of Facilities

15. Discussion Items

- a. Data Center Modernization - Scot Beekman, Interim Chief Information Officer

16. Adjournment

17. Informational Items

- a. Next Board of Trustees Meeting, Wednesday, April 17, 2024
  - i. Auditor's Report
- b. Ready, Set . . . Careers - Events
- c. NYCCT Resolution Affirming the Necessity to Equitable Funding for SUNY Community Colleges in the State Budget for Fiscal Year 2025

***\*\*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.***



Board of Trustees Regular Meeting  
February 21, 2024  
Open Session @ 5:30 p.m.

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

Excused: Arthur Kuckes, Matt McSherry, Seth Peacock

County Liaisons: Cathy Bischoff, Mike Lane

Staff: Scot Beekman, Carolyn Boone, Katrina Campbell, Carrie Coates Whitmore, Kerry Curran, Sophia Darling, Amy Faben-Wade, Richard Floyd, John Geer, Amy Kremenek, Renae Moore, Amber Pakkala, Sayre Paradiso, Don Perkins, Dara Riegel, Paul Reifenheiser, Victoria Zeppelin

- **Call to Order:** The meeting was called to order at 5:35 p.m. by Chair Davison.
- **Roll Call:** Ms. Moore called the roll.
- **Welcome Guests:** Chair Davison welcomed everyone in the Board Room.
- **Approval of Agenda:** Mr. Corbin moved the Board of Trustees February 21, 2024 meeting agenda be approved as submitted; seconded by Ms. Michell-Nunn; motion carried unanimously.
- **Public Comment:** There were no requests for public comment.
- **Approval of Board of Trustees Meeting Minutes:** Ms. Buck moved that the minutes from the January 17, 2023 Board of Trustees meeting be approved as submitted; seconded by Ms. Dale-Hall; motion approved unanimously.
- **Chair's Report:**
  - a. **Foundation Connections:** Chair Davison and President Kremenek met with Regina Grantham, TC3 Foundation Board Chair on February 2<sup>nd</sup> to discuss opportunities for the two boards to work together including a joint retreat to discuss shared goals and moving forward with shared challenges. Following discussions with both boards, Chair Davison and President Kremenek will revisit the subject with Ms. Grantham.
  - b. **Advocacy Letter:** Chair Davison noted a letter of support for the Empire State Community College Workforce Development Guarantee was provided to Board members and encouraged all to e-mail elected officials.



- **CFO/Treasurer's Report:** Ms. Darling noted six audits (College Financial Statement, Single Audit, GLBA, Foundation Financial Statement, FSA Financial Statement and Foundation Forensic) are wrapping up and auditors are preparing a report to be shared with the Board of Trustees. The Director of Auxiliary Operations search is underway. It is anticipated that this addition, along with other staffing, will assist with logistics and updating policies and procedures for the Extension Centers, Farm, Bistro and residence halls. She is currently working with four firms for the Facility Master Plan project. Ms. Darling expressed appreciation to the Financial Aid office for visiting area high schools to provide assistance with FASFA.
- **Student Trustee's Report:** Ms. Quennell shared the first week after break went smoothly for students. The World Café conducted in February was a great success and she is looking forward to seeing the results. Ms. Quennell noted the advocacy letter for the Empire State Community College Workforce Development Guarantee has been sent on behalf of Student Government. Discussion took place regarding the process of replacing Ms. Quennell at the end of her term in June.
- **County Liaison Reports:**
  - a. Cortland County - Ms. Bischoff noted as a result of the emergency order regarding migrants and discussions with the DOL, employers have recently interviewed and hired an individual from Peru and anticipate two more. Housing continues to be of concern; a grant applied for and received by the YWCA, as well as Catholic Charities transitional housing project, will provide assistance in this area. Work continues on the Strategic Plan and grants.
  - b. Tompkins County – Mr. Lane also noted homelessness continues to be of concern; approximately one million dollars will be available to assist with emergency housing, substance abuse, mental health disorders, etc.
- **College Senate Report:** Co-chairs Sayre Paradiso and Amy Faben-Wade had an opportunity to provide the campus community with an overview of the College Senate at mid-winter day in anticipation of sparking more participation. President Kremenek noted she and the College Senate work in consultation on policy and operational matters.
- **Committee and Affiliate Reports**
  - a. TC3 Foundation: President Kremenek noted that the Executive Director of the Foundation is a College funded position. A candidate will be on campus tomorrow and all board members were invited. The College has received a \$10K donation from the Mary Porcari Brady Fund to establish the Mary Porcari Brady Emergency Nursing Fund to assist Nursing students with various needs to ensure success while obtaining their degree.
  - b. Auxiliary Operations: Ms. Darling referred back to the items she shared during her CFO/Treasurer's Report.
  - c. NYCCAP: During the Chancellor's recent meeting with all Presidents, Title VI was revisited. President Kremenek reiterated reminders to faculty. She will be attending next week's meeting hosted by SUNY Orange Community College.
  - d. New York Community College Trustees (NYCCT): Discussions took place regarding the ALL IN Democracy Challenge. President Kremenek noted continued interest from faculty to become involved with educating students on the voting process and getting them interested in voting.



- **President's Report:** President Kremenek asked if there were any questions for the Vice Presidents on their reports. No questions were asked.
  - a. Provost and Vice President of Academic Affairs Paul Reifenheiser provided a brief overview on the transfer partnership \$80K grant efforts with Cornell University and SUNY Cortland. Programming efforts developed in collaboration with Vice President of Student Affairs, Seth Thompson, include a "day-in-the-life-of," belonging retreats as well as colloquiums. He shared both Cornell University and SUNY Cortland noted in their grant application their interest in working with Tompkins Cortland Community College.
- **Consent Agenda:** Ms. Buck moved the Consent Agenda be approved as submitted; seconded by Mr. Corbin; motion carried unanimously.
  - a. Appointment of Personnel
  - b. Approved Fee Schedule Amendment
  - c. Approval of Position Description – Access Coordinator and Academic Coach
  - d. Approval of HRIS Professional Services
- **Discussion Items:** Carrie Coates Whitmore, Director of Continuing Education and Workforce Development, and Dara Riegel, Assistant Director for Employer Relations and Experiential Learning, provided a presentation on building and maintaining strong relationships with employers and community organizations to elevate the workforce and support students. The presentation is attached to these minutes.
- **Informational Items**
  - a. Next Board of Trustees Meeting, Wednesday, March 20, 2024.
    - i. Auditors Report
  - b. Business After Hours, Wednesday, March 13, 2024, 4:30 – 6:30 p.m. in the Forum.
  - c. Blood Drive, Friday, February 23, 2024, 11:30 a.m. – 4:30 p.m. in the Forum.
  - d. Employee of the Month Program.
  - e. 2023 Report to the Community.
- **Executive Session:** Ms. Dale-Hall moved that the meeting convene into Executive Session with no action to be taken and no further business expected at 6:55 p.m.; seconded by Mr. Corbin. President Kremenek and John Geer were invited to join Executive Session. There was a short break in between open session and executive session. Executive session began at 7:02 p.m.

Motion to go back into open session at 7:21 p.m. moved by Ms. Michell-Nunn; seconded by Ms. Dale-Hall; approved unanimously.



- **Adjournment:** Mr. Dean moved the meeting be adjourned at 7:21 p.m.; seconded by Ms. Buck approved unanimously.

Renae M. Moore  
Deputy Clerk to the Board of Trustees

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VP of Finance & Administrations Report:

## **February 2024 Close**

### **Budget and Finance**

The department is finalizing audit related questions, while also focusing on 2024-2025 budget preparation. We are working with all the departments to identify budgetary needs and strategies for operational efficiencies. This includes collaborating with enrollment services to identify revenue trends and forecasting.

We continue to monitor the changes in the Certificates of Residency (COR) policies. Our county chargebacks are closely connected to county COR policies. We are incorporating enhanced and more efficient processes internally to better assist our students.

As we have reached the midpoint of the year, revenues are trending close to prior year trends and we are able to see the positive impact of improved enrollment numbers. We are hopeful that this will continue for the remainder of the fiscal year. Expenses are also trending favorably as compared to prior year, with no unexpected deviations.

### **Financial Aid**

The Financial Aid department remains busy disbursing financial aid for the spring semester. We began disbursing financial aid for the spring '24 on February 22, 2024 and continue to disburse every Wednesday until the end of the semester. To date, we have disbursed \$4,265,072 in Federal Pell Grants, \$4,718,089 in Federal Direct Loans, and \$549,888 in NYS Tap and Scholarships.

We continue with outreach efforts to students who are registered for the spring '24 term and who have not completed a FAFSA to encourage them and to offer assistance.

We are currently in phase one of the set up for the 2024-2025 financial aid process and plan to begin receiving applications in mid-march for review.

We are finalizing our high school FAFSA filing events. We offer this service to local area high schools in the evenings to allow parents/guardians an opportunity to join their students regardless of whether or not the student is planning to attend Tompkins Cortland Community College.

We are also planning other FAFSA events for all our current students, and will focus on specific interest groups such as Athletics and EOP.

### **Registration and Billing**

Registration and Billing is working on spring '24 balances with our students, while we are gearing up for fall registration to begin in April. In the meantime, we have already started scheduling students for summer courses.

The department hired a new Enrollment Services Specialist, who began on February 26<sup>th</sup>. This completed our current staffing model.

The department is continuing to work on the creation of a "Prior Balance Payment Plan" to help our students who are returning with a past balance.

**Tompkins Cortland Community College**  
**2023-2024 Appropriations**  
**Year-to-Date through February 29, 2024**

	Modified Budget 2023-24	Expend to Date 2023-24	Unexpend Balance 2023-24	% Expended 2023-24	Total Exp PY 2022-23	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Forecasted Dept. Appropriations</b>									
Personal Services	16,565,316	8,329,703	8,235,613	50.3%	15,824,648	7,881,730	49.8%	(447,973)	-2.8%
Equipment	130,000	38,035	91,966	29.3%	59,031	8,718	14.8%	(29,317)	-49.7%
Contractual Expenses	5,921,866	2,425,831	3,496,035	41.0%	4,982,142	2,314,758	46.5%	(111,074)	-2.2%
Employee Benefits	8,489,828	4,681,041	3,808,787	55.1%	7,791,947	4,447,921	57.1%	(233,120)	-3.0%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,107,010</b>	<b>15,474,609</b>	<b>15,632,401</b>	<b>49.7%</b>	<b>28,657,768</b>	<b>14,653,126</b>	<b>51.1%</b>	<b>(821,483)</b>	<b>-5.6%</b>
<b>Scholarships &amp; Awards</b>									
Student Services		341,713	(341,713)	-	176,086	176,086	1	(165,627)	(94.1%)
Academic Support	3,439,832	2,895,955	543,877	84.2%	3,247,763	2,682,232	82.6%	(213,723)	(8.0%)
<b>Total Scholarships &amp; Awards</b>	<b>3,439,832</b>	<b>3,237,668</b>	<b>202,165</b>	<b>94.1%</b>	<b>3,423,849</b>	<b>2,858,318</b>	<b>83.5%</b>	<b>(379,350)</b>	<b>(13.3%)</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>34,546,842</b>	<b>18,712,277</b>	<b>15,834,565</b>	<b>54.2%</b>	<b>32,081,617</b>	<b>17,511,444</b>	<b>54.6%</b>	<b>(1,200,833)</b>	<b>-6.9%</b>
<b>Adjustments to Approved Budget</b>									
Personal Services	(233,850)			-				-	-
Equipment									
Contractual Expenses	550,000			-				-	-
Employee Benefits									
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>316,150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Personnel</b>	<b>16,331,466</b>	<b>8,329,703</b>	<b>8,235,613</b>	<b>51.0%</b>	<b>15,824,648</b>	<b>7,881,730</b>	<b>49.8%</b>	<b>(447,973)</b>	<b>-2.8%</b>
<b>Equipment</b>	<b>130,000</b>	<b>38,035</b>	<b>91,966</b>	<b>29.3%</b>	<b>59,031</b>	<b>8,718</b>	<b>14.8%</b>	<b>(29,317)</b>	<b>-49.7%</b>
<b>Contractual</b>	<b>6,471,866</b>	<b>2,425,831</b>	<b>3,496,035</b>	<b>37.5%</b>	<b>4,982,142</b>	<b>2,314,758</b>	<b>46.5%</b>	<b>(111,074)</b>	<b>-2.2%</b>
<b>Scholarship &amp; Awards Offset</b>	<b>3,439,832</b>	<b>3,237,668</b>	<b>202,165</b>	<b>94.1%</b>	<b>3,423,849</b>	<b>2,858,318</b>	<b>83.5%</b>	<b>(379,350)</b>	<b>-11.1%</b>
<b>Fringe Benefit</b>	<b>8,489,828</b>	<b>4,681,041</b>	<b>3,808,787</b>	<b>55.1%</b>	<b>7,791,947</b>	<b>4,447,921</b>	<b>57.1%</b>	<b>(233,120)</b>	<b>-3.0%</b>
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>34,862,992</b>	<b>18,712,277</b>	<b>15,834,565</b>	<b>53.7%</b>	<b>32,081,617</b>	<b>17,511,444</b>	<b>54.6%</b>	<b>(1,200,833)</b>	<b>-6.9%</b>

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

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2023-24 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)



	Modified Budget 2023-24	Expend to Date 2023-24	Unexpend Balance 2023-24	% Expended 2023-24	Total Exp PY 2021-22 <sup>5</sup>	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	6,767,853	3,832,160	2,935,693	56.6%	7,027,891	3,623,229	51.6%	(208,931)	(5.8%)
Equipment	-	-	-	-	7,296	787	10.8%	787	100.0%
Contractual Expenses	1,734,045	757,671	976,374	43.7%	1,524,152	695,258	45.6%	(62,413)	(9.0%)
Employee Benefits	3,437,293	2,150,186	1,287,107	62.6%	3,462,019	2,039,057	58.9%	(111,129)	(5.5%)
<b>Total Instruction</b>	<b>11,939,191</b>	<b>6,740,018</b>	<b>5,199,173</b>	<b>56.5%</b>	<b>12,021,358</b>	<b>6,358,331</b>	<b>52.9%</b>	<b>(381,686)</b>	<b>(6.0%)</b>
<b>Public Service</b>									
Personal Services	-	-	-	-	94,853	63,887	67.4%	63,887	100.0%
Equipment	-	-	-	-	-	-	-	-	-
Contractual Expenses	-	-	-	-	1,096	325	29.7%	325	100.0%
Employee Benefits	-	-	-	-	46,726	35,776	76.6%	35,776	100.0%
<b>Total Public Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>142,675</b>	<b>99,988</b>	<b>70.1%</b>	<b>99,988</b>	<b>100.0%</b>
<b>Academic Support</b>									
Personal Services	1,662,853	829,962	832,891	49.9%	1,551,654	716,096	46.2%	(113,866)	(15.9%)
Equipment	-	-	-	-	34,055.76	-	-	-	-
Contractual Expenses	246,611	42,447	204,164	17.2%	192,367	46,852	24.4%	4,405	9.4%
Employee Benefits	713,057	476,247	236,810	66.8%	764,362	404,834	53.0%	(71,413)	(17.6%)
<b>Total Academic Support</b>	<b>2,622,521</b>	<b>1,348,656</b>	<b>1,273,865</b>	<b>51.4%</b>	<b>2,542,439</b>	<b>1,167,782</b>	<b>45.9%</b>	<b>(180,874)</b>	<b>(15.5%)</b>
<b>Libraries</b>									
Personal Services	578,376	294,133	284,243	50.9%	557,625	277,180	49.7%	(16,953)	(6.1%)
Equipment	-	-	-	-	1,611.94	-	-	-	-
Contractual Expenses	289,876	99,229	190,647	34.2%	276,218	113,799	41.2%	14,569	12.8%
Employee Benefits	289,759	164,715	125,044	56.8%	274,692	155,221	56.5%	(9,494)	(6.1%)
<b>Total Libraries</b>	<b>1,158,011</b>	<b>558,077</b>	<b>599,934</b>	<b>48.2%</b>	<b>1,110,147</b>	<b>546,199</b>	<b>49.2%</b>	<b>(11,878)</b>	<b>(2.2%)</b>
<b>Student Services</b>									
Personal Services	2,345,163	1,130,569	1,214,594	48.2%	1,991,287	981,633	49.3%	(148,935)	(15.2%)
Equipment	-	389	(389)	0.0%	550	-	0.0%	(389)	0.0%
Contractual Expenses	696,125	294,505	401,620	42.3%	605,411	287,680	47.5%	(6,825)	(2.4%)
Employee Benefits	1,069,142	637,896	431,246	59.7%	980,931	576,458	58.8%	(61,438)	(10.7%)
<b>Total Student Services</b>	<b>4,110,430</b>	<b>2,063,359</b>	<b>2,047,071</b>	<b>50.2%</b>	<b>3,578,179</b>	<b>1,845,771</b>	<b>51.6%</b>	<b>(217,588)</b>	<b>(11.8%)</b>
<b>Maintenance and Operations</b>									
Personal Services	1,869,836	893,343	976,493	47.8%	1,834,543	845,733	46.1%	(47,610)	(5.6%)
Equipment	100,000	7,143	92,857	7.1%	7,586	-	0.0%	(7,143)	0.0%
Contractual Expenses	890,057	501,107	388,950	56.3%	1,000,137	420,285	42.0%	(80,822)	(19.2%)
Employee Benefits	951,381	508,141	443,240	53.4%	903,717	479,196	53.0%	(28,945)	(6.0%)
<b>Total Maintenance and Operations</b>	<b>3,811,274</b>	<b>1,909,734</b>	<b>1,901,540</b>	<b>50.1%</b>	<b>3,745,982</b>	<b>1,745,214</b>	<b>46.6%</b>	<b>(164,521)</b>	<b>(9.4%)</b>
<b>Institutional Support</b>									
Personal Services	1,707,247	792,496	914,751	46.4%	1,539,097	753,478	49.0%	(39,018)	(5.2%)
Equipment	-	-	-	-	-	-	-	-	-
Contractual Expenses	433,513	178,686	254,827	41.2%	486,571	207,109	42.6%	28,423	13.7%
Employee Benefits	872,808	443,811	428,997	50.8%	758,176	420,873	55.5%	(22,938)	(5.5%)
<b>Total Institutional Support</b>	<b>3,013,568</b>	<b>1,414,994</b>	<b>1,598,574</b>	<b>47.0%</b>	<b>2,783,844</b>	<b>1,381,460</b>	<b>49.6%</b>	<b>(33,534)</b>	<b>(2.4%)</b>
<b>General Institutional Services</b>									
Personal Services	1,633,988	557,040	1,076,948	34.1%	1,227,698	620,494	50.5%	63,454	10.2%
Equipment	30,000	30,502	(502)	101.7%	7,931	7,931	100.0%	(22,571)	(284.6%)
Contractual Expenses	1,631,639	552,185	1,079,454	33.8%	896,192	543,451	60.6%	(8,734)	(1.6%)
Employee Benefits	1,156,388	300,044	856,344	25.9%	601,324	336,505	56.0%	36,461	10.8%
<b>Total General Institutional Services</b>	<b>4,452,015</b>	<b>1,439,771</b>	<b>3,012,244</b>	<b>32.3%</b>	<b>2,733,144</b>	<b>1,508,381</b>	<b>55.2%</b>	<b>68,610</b>	<b>4.5%</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,107,010</b>	<b>15,474,609</b>	<b>15,632,401</b>	<b>49.7%</b>	<b>27,502,873</b>	<b>14,653,126</b>	<b>53.3%</b>	<b>(821,483)</b>	<b>-3.0%</b>

**2023-2024 Appropriations  
Schedule of Employee Benefits  
as of February 29, 2024**

	Modified Budget 2023-24	Expended to date 2023-24	Unexpended Balance 2023-24	% Unexpended 2023-24	Total Exp PY 2022-23	YTD Exp 2022-23	PY % Expended 2022-23	Fav Var Unfav Var) to PY	% Variance to PY
Retirement Incentive Costs	179,068	247,671	(68,603)	138.3%	134,625	103,189	76.6%	(144,483)	(140.0%)
HRA Retiree Benefits	83,119	55,354	27,765	66.6%	90,191	39,917	44.3%	(15,437)	(38.7%)
State Employee's Retirement	1,095,738	644,857	450,881	58.9%	1,040,994	519,197	49.9%	(125,660)	(24.2%)
State Teacher's Retirement	182,355	90,516	91,839	49.6%	167,868	88,500	52.7%	(2,017)	(2.3%)
Optional Retirement Fund	792,864	339,583	453,281	42.8%	754,334	383,224	50.8%	43,641	11.4%
Social Security	1,270,482	647,397	623,085	51.0%	1,201,744	603,644	50.2%	(43,753)	(7.2%)
Worker's Compensation	94,558	(121)	94,679	(0.1%)	118,641	59,457	50.1%	59,578	100.2%
Executive Benefits	37,000	-	37,000	0.0%	4,131	4,131	100.0%	4,131	100.0%
Disability Insurance	8,418	3,830	4,588	45.5%	8,782	3,436	39.1%	(393)	(11.4%)
Hospital and Medical Insurance	2,957,372	1,381,594	1,575,778	46.7%	2,653,108	1,345,196	50.7%	(36,398)	(2.7%)
Post Retirement Health Insurance	1,540,800	720,000	820,800	46.7%	1,440,000	720,000	50.0%	-	0.0%
Employee Tuition Benefits	128,104	88,588	39,516	69.2%	87,830	78,038	88.9%	(10,550)	(13.5%)
Life Insurance	7,513	3,821	3,692	50.9%	7,907	3,614	45.7%	(208)	(5.7%)
Vacation Benefits	93,600	37,500	56,100	40.1%	189,896	45,000	23.7%	7,500	16.7%
Miscellaneous	3,237	1,390	1,847	42.9%	3,475	1,575	45.3%	185	11.7%
Unemployment Insurance	15,600	-	15,600	0.0%	(729)	-	0.0%	-	0.0%
<b>Total Employee Benefits</b>	<b>8,489,828</b>	<b>4,261,982</b>	<b>4,227,846</b>	<b>50.2%</b>	<b>7,902,797</b>	<b>3,998,118</b>	<b>50.6%</b>	<b>(263,864)</b>	<b>(6.6%)</b>

Tompkins Cortland Community College  
YTD Revenues 2023-2024  
February 29, 2024

	Modified Budget 2023-24	Revenues to Date 2023-24	Unrealized Balance 2023-24	% Realized 2023-24	Total Rev PY 2022-23	YTD Rev PY 2022-23	PY % Realized 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Student Revenue</b>									
<b>Core Tuition</b>									
Fall	3,883,694	3,889,877	(6,183)	100.2%	3,508,660	3,499,297	99.7%	390,580	11.2%
Spring	3,368,684	3,472,268	(103,584)	103.1%	3,099,824	3,102,393	100.1%	369,875	11.9%
Winter	127,690	160,356	(32,666)	125.6%	138,120	138,120	100.0%	22,236	16.1%
Summer	614,585	(735)	615,320	-0.1%	516,961	4,488	0.9%	(5,223)	-116.4%
Nonresident Tuition	508,938	1,053,278	(544,340)	207.0%	746,555	772,394	103.5%	280,884	36.4%
Student Fee Revenue	1,012,926	937,640	75,286	92.6%	931,574	859,328	92.2%	78,312	9.1%
Bad Debt Reserve	-	-	-	-	(376,000)	(376,000)	100.0%	376,000	-100.0%
<b>Total Core Student Revenue</b>	<b>9,516,517</b>	<b>9,512,684</b>	<b>3,833</b>	<b>100.0%</b>	<b>8,565,694</b>	<b>8,000,019</b>	<b>93.4%</b>	<b>1,512,665</b>	<b>18.9%</b>
Concurrent Enrollment Tuition	3,222,850	2,892,830	330,020	89.8%	3,247,690	2,675,414	82.4%	217,416	8.1%
<b>Total Student Revenue</b>	<b>12,739,367</b>	<b>12,405,514</b>	<b>333,853</b>	<b>97.4%</b>	<b>11,813,384</b>	<b>10,675,433</b>	<b>90.4%</b>	<b>1,730,081</b>	<b>16.2%</b>
<b>Government Appropriations</b>									
New York State	9,763,019	4,881,400	4,881,619	50.0%	9,750,020	4,875,010	50.0%	6,390	0.1%
Local Sponsors	4,882,882	756,847	4,126,035	15.5%	4,882,882	463,874	9.5%	292,973	63.2%
Appropriated Cash Surplus	1,003,562	1,003,562	-	100.0%	600,000	600,000	100.0%	403,562	67.3%
Charges to Other Counties	5,891,772	2,343,725	3,548,047	39.8%	5,649,776	2,340,678	41.4%	3,047	0.1%
Federal Aid	-	-	-	-	88,753	0	-	-	0.0%
Board Designated Reserves	-	-	-	-	932,518	932,518	100.0%	(932,518)	-100.0%
<b>Total Govt Appropriations</b>	<b>21,541,235</b>	<b>8,985,534</b>	<b>12,555,701</b>	<b>41.7%</b>	<b>21,903,949</b>	<b>9,212,080</b>	<b>42.1%</b>	<b>(226,546)</b>	<b>-2.5%</b>
<b>Other Revenues</b>									
Service Fees	121,340	71,967	49,373	59.3%	96,446	64,908	67.3%	7,060	10.9%
Interest Earnings	-	6,818	(6,818)	0.0%	9,007	3,017	33.5%	3,801	126.0%
Rental of Real Property	10,000	100	9,900	1.0%	11,035	4,350	39.4%	(4,250)	-97.7%
Contract Courses	100,000	59,189	40,811	59.2%	(25,031)	81,289	-324.8%	(22,100)	-27.2%
Noncredit Tuition	100,000	56,480	43,520	56.5%	174,870	88,819	50.8%	(32,339)	-36.4%
Grant Offsets	205,000	6,818	198,182	3.3%	180,373	69,985	38.8%	(63,167)	-90.3%
Unclassified Revenues	46,050	45,340	710	98.5%	446,845	22,526	5.0%	22,814	101.3%
<b>Total Other Revenues</b>	<b>582,390</b>	<b>246,713</b>	<b>335,677</b>	<b>42.4%</b>	<b>893,545</b>	<b>334,894</b>	<b>37.5%</b>	<b>(88,182)</b>	<b>-26.3%</b>
<b>TOTAL REVENUES</b>	<b>34,862,992</b>	<b>21,637,761</b>	<b>13,225,231</b>	<b>62.1%</b>	<b>34,610,878</b>	<b>20,222,408</b>	<b>58.4%</b>	<b>1,415,353</b>	<b>7.0%</b>
<b>Student Revenue</b>									
State Revenue	13,060,707	12,593,150	467,557	96.4%	12,059,669	10,910,449	90.5%	1,682,701	15.4%
Local Revenue	9,763,019	4,881,400	4,881,619	50.0%	9,750,020	4,875,010	50.0%	6,390	0.1%
Federal Revenue	10,774,654	3,100,572	7,674,082	28.8%	10,532,658	2,804,552	26.6%	296,020	10.6%
Use of Fund Balance	-	-	-	0.0%	88,753	-	0.0%	-	0.0%
Other	1,003,562	1,003,562	-	100.0%	1,532,518	1,532,518	100.0%	(528,956)	-34.5%
Other	261,050	59,077	201,973	22.6%	647,260	99,879	15.4%	(40,802)	-40.9%
<b>Total</b>	<b>34,862,992</b>	<b>21,637,761</b>	<b>13,225,231</b>	<b>62.1%</b>	<b>34,610,878</b>	<b>20,222,408</b>	<b>58.4%</b>	<b>1,415,353</b>	<b>7.0%</b>

**To:** TC Board of Trustees

**From:** College Senate / Sayre Paradiso and Amy Faben-Wade (co-chairs) and Kayla Conway (secretary)

College Senate Report March 1, 2024

- Positions remain open
  - Follow up call for nomination responses were due March 7<sup>th</sup>, Good responses in first week, hope to have vote out to campus by end of March
    - NEEDED:
      - Teaching Faculty
      - Classified Staff (2)
      - FSA
      - Member-At-Large
  
- Call put out to committees under charge of Senate due end of February
  - Processing 3 year reviews per bylaws – Heard from:
    - Campus Safety Committee
    - Committee of Academic Status (presenting to Senate 3/22)
    - Survey and Research Review Committee (presented to Senate 2/23)
    - Campus Advocacy, Referral and Education
  
- Meetings for remainder of semester scheduled
  - March 22, 2024
  - April Meeting to be rescheduled
  - May 10, 2024



To: Board of Trustees  
From: Sheila Abbey, Administrative Assistant  
Date: March 8, 2024

### Foundation Board and Committees

An alumni committee was held on February 26. Call for Nominations of 2024 Distinguished Alumni will be going out soon.

A new Board member orientation took place on February 29<sup>th</sup>.

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

An internal audit of restricted funds is being completed.

External audit is currently underway and will be completed soon.

### Upcoming Meetings

- Executive Committee, March 26
- Alumni Committee, March 27
- Property Management Committee, March 27
- Finance Committee, March 28
- Board, Tuesday, April 3

### Philanthropy

2023-2024 (09/01/2023-08/31/2024) revenue raised to date: \$1,233,011/73 gifts

Donor Activity	Face-to-Face	Calls	Emails	Other
February – March 11	1	0	13	0
Fiscal Year Total	12	23	147	5

A nursing alumni email was sent regarding the nursing program appeal.

The in-house campaign kick-off event was held on February 22. Thirty faculty and staff attended. Professor Matty Hamel shared from a donor prospective, Sayre Paradiso, health and wellness center office manager provided information regarding the Panther Pantry and the impact that it has on our students and community. Professor Patrick Mercer provided information on a Presidential Mini-Grant for Mental Health Training that he received. Pounce made its first contribution to the Foundation.

## Events

Spring 2024

- Retiree event

## Communications

- Working with True Creative, marketing firm to create upcoming solicitation pieces and emails.

## Foundation Board Members

Regina Grantham, chair (Cortland County)  
Kansas Underwood, vice chair (Tompkins County), alum  
Clint Books, secretary/treasurer (Cortland County)  
Doug Bentley, alum (Cortland County), alum  
Amanda Bisson, Faculty Liaison  
Rich Cunningham (Cortland County)  
Dale Davis, alum (Cortland County), alum  
Bob Haight (Cortland County)  
Amy Kremenek, College President  
Amy Lanzilotta (Tompkins County), alum  
Adam Long (Tompkins County)  
Mike McMahon (Cortland County)  
Matt McSherry, Board of Trustees Liaison  
Janet Morgan (Tompkins County)  
Greg Richards (Cortland County)  
Gary Stewart (Tompkins County)  
Mary Stoe (Tompkins County)  
Brian Tobin (Cortland County)  
Jennifer Turck (Cortland County)  
Baruch Whitehead (Tompkins County)



TO: Tompkins Cortland Community College Board of Trustees  
FROM: Amy Kremenek, DM, President  
DATE: March 12, 2024  
SUBJECT: President's Update

The following update reflects progress toward the President's goals approved by the Board of Trustees. The goals are organized by the following four focus areas: Student Enrollment and Retention, Campus Institutional Resources and Assets, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration.

### **STUDENTS: ENROLLMENT AND RETENTION**

- Core enrollment for the spring 2024 semester is settling out at up 13.2% in headcount (+184 students) and up 13.8% in FTE. The immediate focus is returning to pre-pandemic levels for core enrollment. For comparison purposes, in spring 2020, our core enrollment was 1,809 headcount. While progress has been made over the past four semesters, comparing spring 2024 (1,574 headcount) to spring 2020, we remain off by 235 students or 13%.
- Applications for fall 2024 are currently 1,314 received, up 12% over this same time last year. Acceptances are up more than 680% with 838 students currently accepted for fall versus 107 accepted this same time last year. This is remarkable progress to address TC3's historically low acceptance rates (previously ~54%), which were an anomaly for an open-access community college.
- Work on the College's Strategic Enrollment Plan 2.0 continued with two full-day enrollment retreats with a cross-section of nearly 35 faculty and staff organized into five workgroups utilizing a six-part framework: Program, Place, Price/Revenue, Promotion, Purpose/Identity and Process. The draft plan is due by 6/30/24.
- The results of the three World Café models focused on student retention are complete. The team will share the report: *Let's Explore Student Retention: A Café Conversation/Qualitative Overview of Results and Themes* with the campus community, including Executive Council, President's Cabinet, College Senate, and at the April meeting of the Board of Trustees. The document will serve as a foundational element to inform the successor Strategic Plan, Middle States Accreditation, the upcoming Facilities Master Plan and other priority areas of focus.

### **CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS**

- Review of the RFP responses for the College's Facilities Master Plan has begun. I will recommend a firm for Board approval at the April meeting, followed by the development of a timeline and work plan. The Facilities Master Plan will require significant input from the Board of Trustees, local sponsors, community members, and the campus community, including TC3 students.

- Efforts to advocate with state elected officials for the \$97 million Empire State Community College Workforce Guarantee continue in earnest. The NY Community College Trustees (NYCCT) and the NY Community College Association of Presidents (NYCCAP) continue to work closely on this important effort to secure crucial operating support for community colleges to advance identified workforce priorities in the state.
- I submitted a letter of support on 2/28/24 to Congressman Marc Molinaro regarding the proposed extension of the federal PELL financial aid program to support students enrolled in short-term workforce programs.
- Phase 2 of the Park Foundation-funded Feasibility Study to consider the College's residence halls to serve adult students, possibly with families, is underway. A quantitative survey is currently in the field, with the next phase a series of focus groups with students and community members.

### **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION**

- Carolyn Boone, JD, began her new position of Chief Policy & Compliance Officer on 3/4/24, serving as a member of Executive Council and a direct report to the President. I have requested a representative from College Senate to participate in the Policy Review by providing input to the work plan and timeline, serving as the Senate liaison for the CPCO, and facilitating Senate review of specific policies as they are developed. The College Senate bylaws requires that this process occur every three years.
- A review of the College's mission, vision and values, last updated in the early 2000's, was initiated at Mid-winter Day on 2/21/24 with a World Café model facilitated by alumni of the College's PEAKS Leadership Program. The PEAKS alumni are charged with assembling themes, gaining input from College Senate and presenting final recommendations by 5/17/24. This important work serves as the first stages of the College's next Strategic Plan.
- The College's first "Employee of the Month" was honored on 3/13/24. A representative campus committee selected Campus Police Officer Mike Thornton from nominations solicited from the campus. This process will occur on a monthly basis.
- TC3 has signed on to the "All In Campus Democracy Challenge," a non-partisan national effort to encourage active and sustained civic engagement and participation in the voting process. TC3 History Professor Dr. David Flaten and Associate Director of Student Activities Leah Tompkins are co-chairing a campus-wide committee, including students, to lead this effort.

### **EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION**

- I participated in several community discussions this month focused on core issues, including economic and workforce development and barriers such as available and affordable housing. This includes a roundtable hosted on 2/23/24 by State Senator Lea Webb on the Southern Tier in the Governor's Economic Development Initiatives, Tompkins Chamber CEO Roundtable on 3/7/24 on the housing crisis, and the Cortland Chamber's Legislative Breakfast on 3/8/24 where workforce development needs and childcare were among the hot-button issues.
- Discussions continue with SUNY Cortland and the Cortland County Workforce Development Center regarding the future of the Cortland Extension Center (CEC) and productive uses and partnerships to utilize the CEC to support community and workforce needs.
- The Ithaca Rotary hosted a "President's Month" series in February with the presidents of Cornell, Ithaca College and TC3. My presentation was on 2/21/24, entitled *An Update on Your Community's College*. *Tompkins Weekly* also ran a front page, three-part story on each of the presentations.



Provost Report  
March 2024

**Faculty Meeting:** The Provost's Office held a faculty meeting on 2/16/24. President Kremenek spoke with the faculty about the SUNY Report on Enrollment and Financial and Sustainability and some other related topics. The remainder of the meeting focused on our curriculum process, as we work towards implementing Coursedog, which is curriculum software designed to streamline our processes.

**Teaching Faculty Hiring for Fall:** The Provost's Office is currently in the process of hiring four new teaching faculty positions for the Fall. We will be hiring faculty in a) accounting, b) chemistry/physics, c) psychology, and d) anthropology/sociology. These new hires help us replace some faculty in disciplines who retired this year (anthropology, sociology, and physics) and some in disciplines who retired in previous years (chemistry and accounting)

**Comprehensive Program Review:** The Provost's Office and select department chairs are finalizing our Comprehensive Program Review process from last cycle. A subcommittee of the Curriculum Committee completely revised our process last year, and three programs have inaugurated our new approach: Entrepreneurship AAS, Hotel and Restaurant Management AAS, and Graphic Design AS. The Provost's Office worked with the chairs of the programs to finalize their draft and make recommendations for actions for each program. This latter part is key, as it lays out plans for supports, improvements, revisions, etc. as needed. After the drafts are finalized, I have been sharing them with the Executive Council for feedback. We are currently at that stage. The final stage is to have an outside reviewer (typically a faculty member at another SUNY Community College) review the report and provide feedback and suggestions.

**Snapshot Program Analysis:** The subcommittee that revised our comprehensive program review process also incorporated a process for a Snapshot Program Analysis to be performed for programs that may need more detailed analysis in-between Comprehensive Program Reviews. This semester The Provost's Office is working on our first set of these for three related programs: Broadcast Production AAS, Communication and Media Arts AS, and Digital Cinema AS. These programs are in need of some significant revision, and the Snapshot Analysis will help us review program data and make informed decisions about possible changes.

**Chemical Dependency Scholarships:** In a piece of very welcome news, The TC3 Chemical Dependency Counseling program has been awarded scholarship money to support students in completing their associate degrees and filling important roles in the field of substance abuse recovery. In a recent press release, Governor Hochul announced more than 55 million dollars in Opioid Settlement money, part of which is earmarked to further support the addiction services workforce. 5 million dollars has been made available to colleges and community-based training programs across the state to offer paid internships and field placements to students who complete the Credentialed Alcoholism and Substance Abuse Counselor program (CASAC), either as a stand-alone certificate program or in combination with an Associate or Masters in Social Work (MSW) degree. Along with the paid internships, the initiative will pay the tuition, fees, and books for the students in the program. This is great news; kudos to faculty members Amy Faben-Wade and Patty Tvaroha for securing these funds.

# BOARD OF TRUSTEES REPORT

Vice President of Student Affairs and Senior Diversity Officer

March 2024

## Athletics and Recreation

Men's Basketball had a strong performance throughout the season, as the team made it into the Region semifinals for the first time since 2010. Spring Sports are now underway. Men's lacrosse began their regular season on March 3rd. Men's baseball began with a doubleheader on March 5th. Women's softball will travel at the end of the month for a three-way invitational with Jefferson and Mohawk Valley. Skiing will be finishing up soon but REC2 (rec squared) will continue bowling through March as well as offering a 5 VS 5 basketball league, a tubing day at Greek Peak, and a rock climbing day at SUNY Cortland.

## Campus Police

In February: the Campus Police administration provided a general safety and security presentation to all library student workers. The presentation was designed to familiarize student workers with reporting procedures, emergency readiness, and response protocols, de-escalation, and the importance of timely reporting. Campus Police administration attended a three-day Threat Evaluation and Reporting Course that was hosted by the Tompkins County Sheriff's Office and administered by instructors from the New York State Division of Homeland Security & Emergency Services, Office of Counter Terrorism & Domestic Terrorism Prevention Unit. The training was attended by regional law enforcement agency administrators, mental health professionals, and K-12 administrators, and was designed to provide attendees with best-practice protocols and procedures for evaluating, investigating, assessing, and managing potential threats within behavioral intervention teams.

## Childcare

The Childcare Center hired Devin Martinez as the Assistant Director and Education Coordinator. Devin will start on March 18th, 2024. There will be a meet and greet for all parents on March 7th so they can meet Devin beforehand. Casey Goodwin completed the Ensuring Equity and Inclusion in Child Care project and has now been awarded \$4,200 to purchase materials for the classrooms.

## Health and Wellness (HWS)

The Active Minds chapter (a student club focused on mental health awareness) has been meeting regularly with more than seven (7) steady participants. Health and Wellness Services delivered two (2) Don't Cancel That Class programs. Counseling and Case Management are seeing a steady schedule of new and returning students. The Pantry and Community Closet are open six days a week to the college & community. Ashley Dickson, HWS Grant Coordinator completed another Youth Recovery Institute for fifteen (15) trainees from around NYS, seven (7) from the Cortland area. Campus engagement in Recovery Program meetings is steady, 94 individuals attended our weekly Alcoholics Anonymous, Narcotics Anonymous, and Al-Anon (12-step principles to help attendees deal with a family member's drinking), and Harm Reduction Meetings. These meetings are open to students, employees, and community members

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

ODESS assisted in sponsoring impactful program events for Black History Month. Programming included Maxine Maxwell featuring her signature act "Echoes of the Past." The second event was a lecture from Dr. Jonathan Gyles. Dr. Gyles lecture focused on Black masculinity through the lens of old and current media. The I.D. Summit focusing on intersectionality is scheduled for April 21, 2024. Recruiting efforts for the Educational Opportunity Program (EOP) for the 2024-2025 academic year are underway with collaborations with admissions and visits to local schools and guidance counselors. The Educational Opportunity Program (EOP) consists of twenty-seven (27) participants and the Louis Stokes Alliance for Minority Participation (LSAMP) Fall class consisted of 4 participants. That said, efforts are underway to double the number of participants in the LSAMP Program for the next academic year are ongoing to further support success in STEM fields.

## **Residence Life**

The Resident Assistant selection process for fall 2024 began March 1, 2024. Each applicant will go through a group interview and then a one-on-one interview with the selection committee. The search to fill the vacant Resident Director position has been relaunched and are hopeful to fill that position by the end of the semester. Residence Life is hosting a random act of kindness egg hunt. There will be green and yellow plastic eggs containing numbered slips of paper with a random act of kindness that will be hidden around the residence hall spaces. Students are encouraged to find the eggs, bring them to the Residence Life Office, and receive a prize. In exchange for the prize, the student will commit to performing a random act of kindness.

## **Student Activities**

Student Leadership Assistants planned a Valentine's Day celebration meant to promote in-person connection, build community, and spread love. The event attracted over 90 students who participated in themed games, conversation heart pillow making, and adding positive messages to the "Spread Love" wall. Club officers and advisors have continued meeting with student activities staff during the monthly club officer luncheons and are planning spring semester events. Student Government Association has had a great month including hosting our open house on Feb 7 and since then our numbers have continued to increase. One of the things the Student Activities department and SGA has been planning for a long time is the blood drive, and that was a big success. Before the event, we had every available spot full and had to refer 10-15 people to other options. At this point in the semester, the Student Activities department is focusing on the elections for 2024-2025 as well as planning for Commencement which will be held on Tuesday, May 21st, 2024.

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

The spring 2024 semester kicked off with improved enrollment numbers across all student types except for new students. Enrollment is up by over 13% both by headcount and FTE when compared with this time in Spring 2023. Additionally, first-time full-fall-to-spring retention is up to 80.3%. This is a significant improvement from the Fall 22 to Spring 23 rate which was 74.6%. Also, the department's new Student Success Advisor Logan Labiendo began February 5, and are excited to have her join the team. As the team moves into the regular semester cycle, staff will start planning for the fall enrollment cycle, slated to begin in April. Additionally, planning for Road to Registration is underway, focused on continued improvements to fall-to-fall retention.

## **Interm Dean of Student Affairs Office**

For February, there were 11 conduct incidents involving 17 students, none of which resulted in removals or suspensions. There was one new Title IX report to our staff this month. New spring students were sent the required Title IX training and we now have about 65% completed. There have been no new students referred to the CARE Team in February. We had approximately 120 students and staff who completed laps around the 2<sup>nd</sup> floor of the college and interacted with resources for individuals impacted by dating violence during our Yards for Yearly event that took place in early February.

## **My Desk**

During the week of February 19, I participated in scheduled meetings hosted at the Achieving the DREAM Conference. The session's themes focused on Access, Momentum, Mobility, And Community Vibrancy. The strategic planning session was the highlight of my attendance as the session offered a transformative lens on how today's strategic planning requires a focus on the future. The VPSAO, collaborated with Institutional Research to develop a Student Emergency Fund recipient dashboard that allows us to assess the cohort's retention and persistence. Finally, Tompkins Cortland Community College was selected for a SUNY project award to partner with the National Institute for Student Success (NISS) to deliver their NISS Diagnostic and Playbook Service to support our campus.

Respectfully,  
Seth A. Thompson

## **Enrollment Management Board Report March 2024**

Our Strategic Enrollment Plan (SEP) workshops take place this month, and the results of those meetings will lead to a comprehensive suite of top-level strategies that will inform an updated strategic enrollment management plan and accompanying measurable initiatives. The admissions office is finalizing messages to Spring 2024 applicants who did not complete their applications for that semester, informing those students of how to complete their applications and inviting them to apply for the Fall 2024 semester. The College is also preparing for the Fall Open House program to be held on April 19 and 20. The enrollment management division has engaged the faculty to join in our welcome of the families, and the College will set up an academic fair to provide an opportunity for the students to interact directly with faculty. The College has also invited our student government President to join us on the stage to welcome the students to our campus. The College recently welcomed to our staff Julie Partigianoni, our new adult student admission advisor, and Peter Mancarella, our newest admission advisor. The admissions office has set up a training program for our entire staff that not only will train our new staff but will refresh others on the team. The search for the new Dean of Admissions and Recruitment is underway, and the College will begin the process of inviting candidates to campus soon.

The College recently welcomed account representatives from Hybrid, our Philadelphia-based external partner assisting on Google ads and search engine optimization, to campus. The Hybrid representatives presented to the President's Cabinet on their digital work for the College, and they learned more about us more through a day's worth of activities. The Hybrid representatives truly immersed themselves in the TC3 experience. Google keywords and YouTube ads are now in play for our "Always-On" campaign. The College is rapidly working towards launching the remainder of our campaign. The strategic marketing department also circulated two new RFPs for ongoing video support and website supplemental support. The strategic marketing team also rolled out new processes via Monday.com, that office's new project management tool, for managing web requests and storytelling opportunities for PR and social media. Planning has begun on TC3's Spring Graduation in conjunction with Student Activities and other campus offices.

For CollegeNow, the first months of the spring semester are busy with concurrent enrollment registration and related processes, like assisting students to obtain their Certificates of Residency (so the College can receive county chargeback aid for the students residing outside our sponsorship area). Concurrent enrollment is running ahead of where enrollment was last year at this time. To better support students with registration and other questions, CollegeNow uses Mongoose; in the first month of registration, the College received 3460 messages from 1261 students.

Our concurrent enrollment program is one of the few in the country to be recognized with national accreditation through NACEP. On March 1, the College hosted a peer review team for a

virtual site visit about our application for re-accreditation. Throughout the day, the review team held separate group meetings with the CollegeNow team, College leadership, faculty liaisons for each department, CollegeNow instructors, school principals and counselors, and CollegeNow students. While the College will not receive notification on our accreditation status until late April, the review team was very positive about our application and the interviews. Having NACEP accreditation supports our MSCHE accreditation as well.

CollegeNow collaborates on several grants that support K-12 students and teachers, and Cortland City School District has been funded for a Smart Scholars Early College High School (ECHS) in partnership with TC3. The school will be based at the existing high school in Cortland. Similar to the other ECHS grants the College has secured, this one is focused on students who face barriers to college success, providing them with extra support as they take TC3 courses.

For our workforce development initiatives, BIZ secured SUNY Customized Training Workforce Development Grant for Tioga County focused on communication, conflict resolution, and ethics in the workplace. Training for the City of Ithaca and Stork H&E Turbo Blading has wrapped up. BorgWarner for Manufacturing Supervision Training and Seven Valley Specialty Cables training is underway. Grant application submitted for Ithaca Childcare Center and the College is working with Transonic, IMTS, and a consortium of wineries to develop training and submit grant applications. Since December, the College has secured \$72,636 in customized training funds to support local employers.

CollegeNow also continues to help promote microcredentials and our technical programs. Since the last Board meeting, Victoria Zeppelin, Alex Chernyakov, and Tom Pennell (from Cornell Nanoscale Facility) presented to 36 students interested in learning more about the new Engineering Technology Professions CTE program the College is launching at OCM BOCES in the fall. The College is also working with Groton HS to promote microcredentials to their STEAM Academy, and the College hopes to see students taking summer courses to complete microcredentials.

Our workforce development department's career development and exploration workshops kicked off early March at the Cortland Works Career Center. This particular workshop is helping potential participants prepare to attend an upcoming job fair in Cortland. Center staff are thrilled with the programming and eager to collaborate on more. College career exploration and development programming begins the week of March 4. Last, the adult and family housing feasibility survey launched, and our workforce development department is assisting with distribution of the survey to the community.

# Report to Board of Trustees

## Campus Technology

### March 2024

#### 2023-2024 Goals

- Complete Power Campus/Slate Integration via Constituo by 9/1/2024 (in concert with Richard Floyd)
  - Progress report – Richard has entered into an agreement with Constituo and is working toward resolution with them. Campus Technology will assist where required.
- Implement NYSERNET Internet connection by 2/28/2024.
  - In a recent meeting with stakeholders, it was determined that there will be a considerable capital investment required to complete this project. I will discuss this with Executive Council and create a new project plan for this effort, while working with Finance to determine if funding will be available when needed. Due to the complexity and resource constraints, this project will not be completed by the goal date.
- Procure and migrate to updated datacenter equipment using an appropriate mix of cloud and on-premises resources by 4/1/2024.
  - Solutions have been engineered and priced with value added resellers. I will share these options the Board of Trustees in the March 2024 meeting.
- Replace 12 remaining end of life campus fiber optic connections by 9/1/2024.
  - Quotes have been received, and a PO request has been submitted.
- Complete the 2024 – 2027 Technology Strategic Plan by 11/30/2023.
  - Delayed due to resource constraints, but progress is being made and plans are becoming clearer and more focused.
- Upgrade Power Campus Admin, Power Campus Self Service, and MyTC3 by 4/1/2024.
  - Currently upgrading and testing our development instance as tabletop exercises prior to production upgrades. Production upgrade scheduled for late March 2024. We will conduct a go/no go test this week and move forward accordingly.

# Policy and Compliance Report to TC3 Board of Trustees – March 2024

Carolyn Boone, Chief Policy and Compliance Officer

## Chief Policy and Compliance Officer

Am I permitted to say that adding this position was wise? Or is that too self-serving? In any event, there is much to be organized and prepared for while delving into the compilation and review of all manner of policies/procedures/processes/practices.

## Policy

After doing a brief review of the current list of Board Policies, it is clear there has been a tendency to incorporate procedures and/or processes in them over time. In looking at other (nonBoard) policies, the same has happened. Clear definitions should help to refine and delineate which are which, resulting in not only more clear policies, but also the procedures, processes, and practices that support the policies.

While reviewing policies and procedures on various webpages, I was also able to identify and send corrections to minor misinformation that should assist everyone in getting to the right people and places for policy implementation. Many of the changes were title changes, personnel changes, and room changes.

## Compliance

Working with Pam Davis, we reviewed the current Compliance Calendar and discussed the pros and cons on using a single spreadsheet for this information. I foresee exploration of other solutions for 24-25 or thereafter as a fairly high priority.

I also connected with the SUNY Counsel's Office's Community College Liaison, Cara Palumbo Schrantz, who in turn connected me with Spencer Freedman, Chief Officer for Risk and Compliance and Special Counsel at SUNY. He is adding me on the Compliance Listserv, which will be an excellent resource for compliance issues.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of March 12, 2024

**UNCLASSIFIED STAFF**

<b>POSITION</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>ADVERTISED</b>	<b>APPLICATION REVIEW BEGINS</b>	<b>CURRENT STATUS</b>
Academic Affairs Operations Manager	ASAP	October 17, 2023	November 17, 2023	Accepting Applications
Access Coordinator & Academic Coach	June 2024	March 4, 2024	April 4, 2024	Accepting Applications
Admissions Advisor	ASAP	December 20, 2023	January 22, 2024	Hired: Peter Mancarella (03/12/24)
Assistant to the President	April 2024	January 21, 2024	February 23, 2024	Conducting Zoom Interviews
Career Navigator	April 2024	February 2, 2024	March 1, 2024	Conducting Zoom Interviews
Coordinator of Access & Equity Services	April 2024	February 19, 2024	March 19, 2024	Accepting Applications
Coordinator of Information Delivery Services	April 2024	February 29, 2024	March 19, 2024	Accepting Applications
Coordinator of Testing Center & Assistive Technology	ASAP	February 2, 2024	March 1, 2024	Conducting On-Campus Interviews
Dean of Admissions & Recruitment	April 2024	January 31, 2024	February 29, 2024	Conducting On-Campus Interviews
Director of Auxiliary Operations	ASAP	January 30, 2024	February 29, 2024	Conducting Zoom Interviews
Director of Enrollment Management Systems & Slate Captain	ASAP	October 20, 2023	December 20, 2023	Conducting Reference Checks
Executive Director of the Foundation	ASAP	March 13, 2024	April 15, 2024	Reposting Position/Accepting Applications
Faculty – Accounting	August 2024	March 4, 2024	April 4, 2024	Accepting Applications
Faculty – Sociology & Anthropology	August 2024	March 4, 2024	April 4, 2024	Accepting Applications
Faculty – Psychology	August 2024	March 4, 2024	April 4, 2024	Accepting Applications
IT Infrastructure Manager	April 2024	January 2, 2024	February 2, 2024	Conducting Reference Checks
Systems Administrator	April 2024	December 21, 2023	January 22, 2024	Offer in Progress
Technology Support Associate	April 2024	December 21, 2023	January 22, 2024	Accepting Applications
Vice President for Enrollment Management	ASAP	March 1, 2024	April 1, 2024	Accepting Applications

**CLASSIFIED STAFF**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>DESIRED EMPLOYMENT DATE</b>	<b>CURRENT STATUS</b>
Senior Cleaner (1.0 FTE)	Buildings & Grounds	ASAP	Applications received via Tompkins County Department of Human Resources



## FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Director and Education Coordinator	Childcare	ASAP	Hired: Devin Martinez-Hernandez 0(3/18/24)
Assistant Teacher	Childcare	ASAP	Accepting Applications. Temporary Appointments: Elina Thayer (01/23/24) Grace Snyder Hall (03/25/24)
Head Teacher	Childcare	ASAP	Promoted: Kelly McCarty (Eff. 03/25/24)
Lifeguard	Athletics & Recreation	July 2023	Continuous Recruitment
Resident Director	Residence Life	ASAP	Resumed search 02/29/24 Accepting Applications
Substitute Teacher	Childcare	July 2023	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications
Van Driver	Athletics & Recreation	July 2023	Accepting Applications

### BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications
Banquet Server	TC3 Bistro	July 2023	Hired: Angela Crowley (02/20/24)
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Dishwasher	TC3 Bistro	July 2023	Accepting Applications
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Accepting Applications
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	July 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

March 20, 2024

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Richard Floyd	Vice President for Enrollment Management	Enrollment	May 15, 2024	Resignation
Kelley Poire	Enrollment Services Specialist	Admissions	September 27, 2024	Retirement
David Pomeranz	Admissions & Financial Aid Advisor	Enrollment	March 1, 2024	Resignation

FACULTY STUDENT ASSOCIATION

Lisa Bowman	Office Coordinator	Child Care Center	03/01/24	Resignation
Heidi Pike	Teacher Aide	Child Care Center	02/26/24	Separation

BISTRO

None.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of March 12, 2024

**COMPLAINANT/SUBJECT**

**DISPOSITION**

**CSEA**

None.

**FACULTY ASSOCIATION**

Alleged violation of Articles 5, 8 and 19

Grievance denied at Stage 1 and Stage 2. FA appealed to Stage 3. Hearing occurred on March 11, 2024; Stage 3 response due by March 25, 2024.

**PROFESSIONAL ADMINISTRATORS ASSOCIATION**

None.

**TC3 ADJUNCT ASSOCIATION**

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-32**

**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, RENAE MOORE, DEPUTY 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 March 2024, 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 March 2024.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Tuesday, March 5, 2024**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Raethka, Tim	CPR for Nursing Students	Adjunct	\$750.00	1/13/2024 To 1/20/2024
Archer, Pam	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Backer, Maxim	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Borovska, Svetla	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Buchanan, Patty	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Bullock, Gwen	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Cornish, Erin	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Coyote, Milo	Lab Technician - Culinary	Adjunct	\$8,642.40	1/17/2024 To 5/22/2024
Duthie, Diane	Lab Technician - Photography	Adjunct	\$5,318.40	1/17/2024 To 5/22/2024
Evans, Christine	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Farah, Fred	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Floyd, Laurie	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Frisbie, Megan	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Gammage-Sikora, Gina	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Gruber, Anya	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Ha, Lien	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Kent, Nicholas	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Kyle, John	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Lafavor, Erik	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
LaMorte, Michelle	Lab Technician - Graphic Design & New Media	Adjunct	\$3,191.04	1/17/2024 To 5/22/2024
Lyon, Crystal	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Marie, Jill	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Marvin, Tracy	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
McComb, Jared	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
McLane, Todd	3-Credit Release for Study Abroad Liaison	Adjunct	\$3,651.00	1/17/2024 To 5/22/2024
Okaru, Alfie	FITN102 M01 INDP	Adjunct	\$936.00	1/17/2024 To 2/28/2024
Olson, Richard	Lab Technician - Broadcast Journalism	Adjunct	\$6,081.90	1/17/2024 To 5/22/2024
Osborne, James	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Phillips, Jack	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Prothro, Calvin	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Reddy, Trivikrama	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Riedl, Sophie	Para-Professional Tutor	Adjunct	\$9,794.72	1/17/2024 To 5/17/2024
Sewell, Pat	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Sewell, Pat	Adjunct Association President	Adjunct	\$2,764.50	1/17/2024 To 5/22/2024
Sorensen, Ann Marie	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Timonin, Michael	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
VanDonsel, Miranda	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
VanKanegan, Megan	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Weaver, Bobbie	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Weed, Steve	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Wojciechowicz, Donald	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Wolff, Sarah	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Zaia, Heather	Adjunct Convocation Attendance	Adjunct	\$100.00	1/17/2024
Duthie, Diane	Professional Tutor	Adjunct	\$5,158.56	1/22/2024 To 5/17/2024
Gold, Darlene	Stipend - Editing related to Ke'lab submissions	Adjunct	\$2,851.14	1/22/2024 To 5/17/2024
Lyon, Crystal	Professional Tutor	Adjunct	\$865.48	1/22/2024 To 5/17/2024
McLane, Todd	ENVS111 M01	Adjunct	\$3,651.00	1/22/2024 To 5/17/2024
Sorensen, Ann Marie	ESL 090, 091, 092, 110 INDP	Adjunct	\$3,328.00	1/22/2024 To 5/17/2024

Employee	Department	Title/Rank	Salary	Employment Dates
<b>February</b>				
Gibian, Dustin	Para-Professional Tutor	Adjunct	\$8,642.40	2/5/2024 To 5/17/2024
Bechtold, Charles	MATH117, EL05/M05, 017	Adjunct	\$5,160.00	2/12/2024 To 5/17/2024
Coffman, Justin	FITN130 M15 FITN230 M25	Adjunct	\$1,539.00	2/12/2024 To 5/17/2024
Dow, Edwin	FITN130 M12 FITN230 M22	Adjunct	\$1,539.00	2/12/2024 To 5/17/2024
Eaves, Robert	MATH208 M08	Adjunct	\$3,078.00	2/12/2024 To 5/17/2024
Pallokat, Melanie	ENGL102 ME51	Adjunct	\$3,078.00	2/12/2024 To 5/17/2024
Williamson, James	FITN130 M13 FITN230 M23	Adjunct	\$1,539.00	2/12/2024 To 5/17/2024
Altmann, Herman	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Aslanis, Ruth	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Iacobucci, Christine	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Kent, Nicholas	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Kurcoba, Kevin	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Marie, Jill	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
McLane, Todd	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Need, Barbara	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Okaru, Alfie	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Timonin, Michael	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Weaver, Bobbie	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Williams, Diane	Mid-Winter Day attendance	Adjunct	\$100.00	2/21/2024
Gorsline, Tracy	Financial Aid - Assistant Director of Financial Aid	Grade 3	\$70,917.00*	2/26/2024
Aasen, Nina	PARA206 BL1	Adjunct	\$3,246.00	2/29/2024 To 5/17/2024
Almann, Nancy	BIOL114 M02	Adjunct	\$3,870.00	2/29/2024 To 5/17/2024
Aspinwall, Breck	BIOL100 BL3	Adjunct	\$4,014.50	2/29/2024 To 5/17/2024
Floyd, Laurie	ENGL210 BL2	Adjunct	\$3,078.00	2/29/2024 To 5/17/2024
Galezo, David	PHIL201 M01	Adjunct	\$3,870.00	2/29/2024 To 5/17/2024
Gammage-Sikora, Gina	SPAN102 BL2	Adjunct	\$3,870.00	2/29/2024 To 5/17/2024
Hartnett, Gerri-Ann	PSYC103 ME50	Adjunct	\$3,246.00	2/29/2024 To 5/17/2024
Kreiner, Kevin	HSTY117 M02	Adjunct	\$3,246.00	2/29/2024 To 5/17/2024
Lewis, Justine	SOCI101 M06	Adjunct	\$3,246.00	2/29/2024 To 5/17/2024
Michalak, Carla	POSC103 BL1	Adjunct	\$3,246.00	2/29/2024 To 5/17/2024
Okaru, Alfred	FITN107 M01	Adjunct	\$1,720.50	2/29/2024 To 5/17/2024
Parks, Paul	HUMN232 M01	Adjunct	\$3,870.00	2/29/2024 To 5/17/2024
Wirth, Thomas	HSTY201 M03	Adjunct	\$3,246.00	2/29/2024 To 5/17/2024
<b>March</b>				
Mancarella, Peter	Admissions - Admissions Advisor	Grade 1	\$58,458.40*	3/12/2024
Wolff, Sarah	Integrated Reading & Writing Workshop - College Initiative Upstate - biz	Adjunct	\$2,225.28	3/18/2024 To 5/7/2024
Bechtold, Charles	College Prep Mathematics Workshop - College Initiative Upstate - biz	Adjunct	\$2,064.16	3/19/2024 To 5/8/2024
<b>August</b>				
Farrell, Christopher	Academic Affairs - English (Extension for 2024-2025 Academic Year)	Instructor	\$61,760.00**	8/19/2024

\* Annual Salary to be Prorated.



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-30**

**APPROVAL OF CLASSIFIED STAFF POSITION  
CAMPUS ENVIRONMENTAL HEALTH & SAFETY OFFICER**

**WHEREAS**, The Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create one Campus Environmental Health & Safety Officer position, Labor Grade J, Competitive Class, and

**WHEREAS**, monies have been allocated for this position in the 2023-2024 operating budget, be it therefore

**RESOLVED**, that the request to create one Campus Environmental Health & Safety Officer position, Labor Grade J, Competitive Class, be approved.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, RENAE MOORE, DEPUTY 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 March 2024, 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 March 2024.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College



**Campus Environmental Health & Safety Officer**  
**Tompkins County**

**Department:** Tompkins Cortland Community College (TC3)

**Classification:** Competitive

**Labor Grade:** TC3 Grade of J

**Approved:** 0

**Revised:** 01/05; 06/13; 03/14; 1/24

**By:** AF, Commissioner of Personnel

**MINIMUM QUALIFICATIONS:**

(a) A total of 60 credit hours of college education, with an emphasis in Environmental Health and Safety, Biology, Chemistry, Occupational Safety or other related areas **AND** three-years previous work experience in the safety field; **OR**

(b) Graduation from high school **AND** five years' experience in Environmental Health and Safety, safety training, occupational safety or closely related field; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENTS:**

Certification for RCRA hazardous material handling and disposal within 1 year of the date of appointment and continuing certification for the term of employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

The Campus Environmental Health & Safety Officer is responsible for the overall safety program for Tompkins Cortland Community College and its affiliated properties. The individual manages, develops and coordinates safety standards and training to ensure compliance with safety programs throughout the College. The work involves providing advice on accident prevention and occupational health concerns to management and employees. The Campus Environmental Health & Safety Officer identifies areas of vulnerability related to safety hazards, promptly investigates accidents to determine the cause and recommends preventative measures for the future. Work is performed in accordance with policies and objectives outlined by the Director with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. The Campus Environmental Health & Safety Officer is responsible for ensuring that all state, local and national standards are met. The Campus Environmental Health & Safety Officer may assist Campus Police as requested. The Campus Environmental Health & Safety Officer reports to the Director of Facilities. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Manages and performs routine inspections of College premises and affiliated properties to detect safety hazards and to complete code required inspections of life safety equipment such as AED's, sprinklers, fire alarms and fire extinguishers;
- Ensures that personal protective equipment (PPE) is identified for each College position requiring it and that it is being utilized correctly;
- Ensures that hazardous materials are appropriately inventoried, labeled, safely disposed of, and/or properly stored;
- Responds immediately to any chemical emergency, including spill redemption, and interface with local area fire departments when appropriate;
- Conducts training for the College community related to safety. For example: Right-to-Know, Tagout/Lockout, Bloodborne Pathogens, Chemical Hygiene, Confined Space Entry, Rabies Protection and Hazardous Materials Response;
- Responsible for overseeing the College's Chemical Hygiene program;
- May act as liaison with state and federal regulatory agencies, local health and safety organizations, and others as directed by the Director of Facilities;
- Assists the Director of Facilities with budget proposals and securing bids for maintenance and testing services for life safety systems and ensures that the work is completed as required and retains the records of the inspections;
- Coordinates and directs the testing of fire alarm systems for the College and affiliated properties as required by NYS Code;
- Reviews and cites sections of the NY State, national and local codes in the performance of the duties of the position;
- Leads efforts as a member of the College Health and Safety Committee;
- May assist in the investigation of accident and/or injury incidents;
- May assist in the enforcement of campus facility rules and regulations relative to health and safety

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the Federal and State OSHA rules and regulations as they pertain to common safety practices and procedures;
- Working knowledge in office terminology, procedures, and equipment;
- Working knowledge of the physical location and layout of the college facilities;
- Ability to conduct and facilitate individual and group safety training;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to provide guidance to employees on issues relating to safety;
- Ability to make independent decisions concerning the safety of employees and to act decisively when necessary;
- Ability to get along well with others and to establish and maintain effective working relationships;
- Ability to exercise critical judgment and craft solutions to problems;
- Ability to understand, interpret and follow oral and written directions;
- Ability to deal courteously and tactfully with the public while enforcing matters of health and safety;
- Good powers of observation;
- Position involves moderate visual effort;
- Physical condition commensurate with the demands of the position.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2023-2024-31**

**APPROVAL OF POSITION DESCRIPTION  
DIRECTOR OF FACILITIES**

**WHEREAS**, the College has determined, based on a review and analysis of the Building and Grounds department, that there is a need to revise a Director of Facilities position description, and

**WHEREAS**, the attached Director of Facilities position description has been reviewed by the Human Resources Department and is recommended by the President, be it therefore

**RESOLVED**, that the Director of Facilities 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, RENAE MOORE, DEPUTY 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 March 2024, 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 March 2024.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Director of Facilities

**GRADE**

6

**PAGE**

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**ORGANIZATIONAL UNIT**

Buildings and Grounds

**REPORT TO**

Vice President of Finance  
and Administration

**APPROVED BY**

**SUMMARY:**

The Director of Facilities (DOF) reports to the Vice President of Finance & Administration (VPFA) and is responsible for providing general administration, supervision, and professional direction for College and Affiliated Enterprise facilities and property management functions, including capital planning, space administration, utilities management, facilities maintenance, sustainability, new capital construction and renovations, landscape, and other physical plant maintenance services. The DOF assists the VP in the formulation of campus policies and confidential contract discussions related to property management and capital projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership and direction for property management of all College and affiliate facilities, including Buildings, Grounds, Custodial, Sustainability, and Capital Projects. Ensures campus and affiliate enterprise facilities are fully operational with all systems and utilities functioning to support the facilities' purpose and occupants.
2. Develops operating and capital budget requests and recommends priorities for departments and functions for which the position is responsible. Negotiates contracts and monitors expenditures to ensure funds are effectively and appropriately used.
3. Provides coordination between the maintenance and custodial services functions and campus departments. Promotes positive interactions between maintenance and custodial services personnel and other divisions/departments of the campus. Coordinates the needs of these divisions/departments with the service providers.
4. Develops and recommends a staffing and training plan to address the needs of the campus for maintenance and operation of its facilities. Supervises and implements approved staffing and training plans.
5. Supervises staff and coordinates with external consultants as necessary to evaluate campus projects and prepare cost estimates and alternatives. Recommends use of on-campus resources or contracted services. Supervises staff that provide technical assistance throughout processes for bids or professional service contracts. Represents the College in negotiations with vendors and contractors.
6. Implements the process for selecting consultants for college capital and facilities projects. Consults with or supervises staff who consult with architects, engineers, and College departments in the planning and development of major new construction or renovation/refurbishment of existing facilities.
7. Oversees the establishment of procedures for the safe and efficient operation of the College's maintenance and custodial services operations in collaboration with the Environmental Health and Safety Officer. This includes procedures to ensure compliance with applicable federal, state, and local codes and regulations and other codes and regulations that may apply.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b> Director of Facilities	<b><u>GRADE</u></b> 6	<b><u>PAGE</u></b> Page 2 of 3
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<b><u>ORGANIZATIONAL UNIT</u></b> Buildings and Grounds	<b><u>REPORT TO</u></b> Vice President of Finance and Administration	<b><u>APPROVED BY</u></b>
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8. Oversees recordkeeping and documentation for campus facilities, including a physical space inventory. Supervises staff that maintains updated plans, blueprints, and drawings.
9. Develops and implements a facility management program, including preventative maintenance and life-cycle requirements.
10. Participates in the development of long and short-range facilities plans. Investigates and evaluates the immediate and long-range facility needs and requirements with assistance and advice from professional firms. Prepares the capital improvement plan and capital budget requests for review by the college administration, Board of Trustees, and state and local officials in consultation with VPFA, updating the plan annually. Coordinates Master Plan Development of Facilities' operations.
11. Assist with the development and implement emergency response plans for facilities.
12. Coordinate with campus security and emergency services to ensure a safe and secure campus environment.
13. Oversees and assists project team activities for major new construction work and other contracted projects.
14. Oversees and assists the College energy management program and sustainability efforts.
15. Responsible for the oversight of campus space, the facilitation of moves, and coordinating space use and layout.
16. Assists the appropriate Vice President with presentations to the Board of Trustees Foundation Board of Directors and County Legislative leaders on seeking financial appropriations to secure necessary funding for capital projects.
17. Prepares and presents written and oral reports and communications and conducts special projects as requested by the appropriate Vice President.
18. Must be able to ensure the coordination of a large number of individuals/departments to ensure the timely and satisfactory completion of significant changes and improvements to the campus.
19. Ability to represent the College effectively and appropriately in interactions with internal and external individuals, organizations, and agencies.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Director of Facilities

**GRADE**

6

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**ORGANIZATIONAL UNIT**

Buildings and Grounds

**REPORT TO**

Vice President of Finance  
and Administration

**APPROVED BY**

**SUPERVISION:**

Types Supervised (check each category):

Classified Staff  
 Administrative  
 Faculty  
 Adjunct Faculty  
 Students  
 Faculty Student Association (FSA)

Indicate number in each category:

25-30 # of Classified Staff  
 # of Administrative  
 # of Faculty  
 # of Adjunct Faculty  
 # of Students  
3 # of FSA

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Facilities Management, Facilities Engineering, Project Management, Business Management, Construction Management, or related field. Eight (8) to ten (10) years of progressively responsible work experience in facility/physical plant management, of which at least three (3) years within a supervisory capacity.
- Working knowledge of principles and practices of project management.
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management.
- Knowledge of State, federal, and environmental regulations.
- Ability to independently coordinate efforts involving several departments.
- Exceptional oral and written communication skills. Strong planning and organizational skills.
- Demonstrated problem-solving ability, using good judgment, critical decision-making, and strong negotiation skills.
- Extensive experience in facilities maintenance or equivalent related functions.

**DESIRED QUALIFICATIONS:**

- Knowledge of budgeting, financial management, and procurement bidding processes, preferably in a public organization.
- Proven expertise in project management and process re-engineering.
- Significant experience managing projects, including large projects of up to two years duration.

# READY, SET... CAREERS!

FREE  
FOOD

**MARCH 4** **Life After TC3: Career Confidence for Transfers**  
12:15 - 1:15 p.m., Student Center

**MARCH 5** **Life After TC3: Demystifying the Job Search**  
12:15 - 1:15 p.m., Room 215B

**MARCH 6** **Find Your Summer Internship/Experience**  
12:15 - 1:15 p.m., Student Center

**MARCH 12** **Enjoy Your Summer Vocation!**  
10:30 a.m. - 1:30 p.m., Throughout the Halls

**APRIL 1** **My Life on One Page - Resume Workshop**  
12:15 - 1:15 p.m., Room 215B

**APRIL 2** **Um....Hello? Mocktail Hour**  
12:15 - 1:15 p.m., Student Center

**APRIL 9** **Regional Job and Internship Fair**  
9:00 a.m. - 1:00 p.m., The Forum (Room 163)

**MAY 7** **Celebrate Your Next Steps!**  
10:00 a.m. - 1:00 p.m., Student Center

Register on  
CampusGroups!



**TOMPKINS  
CORTLAND**  
COMMUNITY COLLEGE



## **Resolution Affirming the Necessity to Equitable Funding for SUNY Community Colleges in the State Budget for Fiscal Year 2025**

*Whereas* community colleges serve as a gateway to accessible and affordable higher education and workforce development for forty-five percent of SUNY undergraduate students, a diverse population of 175,042 students; and

*Whereas*, New York Community College Trustees (NYCCT) supports the annual investment of \$19,136 per State Operated College student; and

*Whereas*, the chronic disinvestment of \$2.55 billion over the past two decades allows an annual investment of only \$5,482 per SUNY Community College student; and

*Whereas*, operating funds are crucial for SUNY Community Colleges to maintain essential services, improve facilities, update technology, support faculty and staff in delivering effective education and training programs, and address the diverse needs of students and communities; and

*Whereas*, students, faculties, administrators, counties, community members, and business partners have all voiced their same concerns and requests for equitable funding in the form of unrestricted operating aid to ensure SUNY Community Colleges can effectively serve their needs and contribute to the economic and social development of their localities and regions; and

*Whereas*, equity in funding aligns with State University of New York principles of fairness, inclusivity, social justice, equal access to education, and opportunities for all individuals to find a place at the State University of New York; and

*Whereas*, NYCCT has informed the Governor, and State Legislature, SUNY Board of Trustees, and Chancellor of the disparity of funding between SUNY Community Colleges and State Operated Colleges and requested a \$97 million increase in base operating support for all thirty SUNY Community Colleges across New York State to:

- Move New York State closer to its commitment of one-third operating support, per NYS Education Law, Article 126, Part 6304
- Enable SUNY Community Colleges to hire and retain faculty and staff sufficient to educate and train 20,000 job/career-ready workers for workforce development jobs per the Empire State Guarantee Initiative
- Fund essential wrap-around services to support student mental health, housing, food insecurity, and transportation

*Now, therefore, be it resolved*, that NYCCT requests that the State University Board of Trustees, Chancellor, Governor, State Legislators, and relevant stakeholders prioritize and allocate an additional \$97 million in unrestricted operating aid to fulfill SUNY's mission of providing high-quality and accessible education, training, and support services to SUNY Community College students; and



*Be it further resolved*, that a copy of this resolution be transmitted to SUNY Chancellor John B. King, Jr.; Chair of the SUNY Board of Trustees, Dr. Merryl H. Tisch; and the entire SUNY Board of Trustees; urging their support and action in achieving equity in funding for community colleges.

Resolved this 11th of March 2024

Signatures

Allen K. Williams, *NYCCT Chair*

Ann Fleming Brown, *NYCCT Immediate Past Chair*

George Raneri, *NYCCT Secretary*

On behalf of New York Community College Trustees (NYCCT)