Agenda
April 17, 2024
Board of Trustees Meeting @ 5:30 p.m.
https://us02web.zoom.us/j/82234374460?pwd=MlRaN2IrWDg1R2hIc09ucjJOMktudz09

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of March 20, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
    a. Reappointment of Trustee Roxann Buck
8. Auditor's Report
9. CFO/Treasurer's Report
    a. 2024-25 Operating Budget
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 Association of Presidents (NYCCAP/SUNY)
    d. New York Community College Trustees (NYCCT)
14. President's Report

15. Consent Agenda
    a. Appointment of Personnel

16. Adjournment

17. Informational Items
    a. Next Board of Trustees Meeting, Wednesday, May 15, 2024

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
March 20, 2024
Open Session @ 5:30 p.m.

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

Excused: Roxann Buck, Arthur Kuckes, Matt McSherry

County Liaisons: Cathy Bischoff, Mike Lane

Staff: Scot Beekman, Carolyn Boone, Sophia Darling, Richard Floyd, John Geer, Amy Kremenek, William Mathy, Renae Moore, Don Perkins, Paul Reifenheiser, Malvika Talwar, Seth Thompson, Susanna Van Sant

Guests: Fion MacCrea and Joe Hoot, SUNY Information Technology Exchange Center

- **Call to Order**: The meeting was called to order at 5:32 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**: Ms. Perfetti moved the Board of Trustees March 20, 2024 meeting agenda be approved as submitted; seconded by Mr. Corbin; motion carried unanimously.
- **Public Comment**: There were no requests for public comment.
- **Approval of Board of Trustees Meeting Minutes**: Mr. Corbin moved that the minutes from the February 21, 2024 Board of Trustees meeting be approved as submitted; seconded by Ms. Perfetti; motion approved unanimously.
- **Chair's Report**:

    a. Chair Davison recognized the reappointment of Trustee Buck; Ms. Buck's appointment was set to expire June 30, 2024. The reappointment was unanimously passed by the Budget, Capital and Personnel Committee of the Tompkins County Legislature (Chaired by County Liaison Mike Lane) on March 14, 2024.

    Mr. Lane noted that Ms. Buck is the longest serving Trustee in Tompkins County and continues to be an asset to the College.

    b. Chair Davison expressed appreciation for all Board members who submitted advocacy letters to elected officials in support of the Empire State Community College Workforce Development Guarantee. Resolutions of support were also passed by both counties. Chair Davison noted a resolution expressing the Board of Trustees support for the Workforce Guarantee is provided in the packet.

- **CFO/Treasurer's Report**: Ms. Darling noted the audits are being finalized and will be shared during the Board of Trustees meeting in April. Budgets are due with focus being given to the 2024-2025 budget preparations. Certificate of Residence mandates have been issued and policies and procedures for this function are being reviewed to better assist our students. The Financial Aid Office continues their outreach efforts to assist with FAFSA. Registration and Billing are working with students on their Spring 2024 balances and on the creation of a "Prior Balance Payment Plan." Three proposals have been submitted for the Campus Facilities Master Plan. The Director of Auxiliary Operations Zoom interviews have concluded and finalists will be invited to campus within the next two weeks.

- **Student Trustee's Report**: Ms. Quennell shared students are looking forward to Spring Break. Efforts to recruit a new Student Trustee are underway with postings on Instagram and announcements to faculty. Ms. Quennell provided a presentation to the Student Government Association on the role of the Student Trustee. Discussions are taking place for a "central hub" to provide information on clubs, meetings and recruitment of students for various roles on campus. Students are gearing up for planning of Spring Fest as well as a semi-formal.

- **County Liaison Reports**:
    a. Cortland County - Ms. Bischoff shared that Liberty Resources received a grant for a 40-unit housing complex with approximately 20 units being available for senior citizens aged 55 and above. The County continues to explore best practices to assist individuals who do not wish to work with DSS. Discussions continue regarding a landfill verses a transfer station; a decision needs to be made within two years.

    b. Tompkins County – Mr. Lane noted the sudden closure of the 40-bed detox center is of great concern. The Tompkins County Health Department continues to work on providing services to assist these individuals and to explore how this project can be rescued. The Village of Groton received $4.5 million in state funding from the Regional Planning Council; this is the first grant of this kind received in Tompkins County.

- **College Senate Report**: A written report was provided; Co-chairs Sayre Paradiso and Amy Faben-Wade were unavailable to attend this meeting.

- **Committee and Affiliate Reports**
    a. TC3 Foundation: President Kremenek noted that the Executive Director of the Foundation search has been reposted with the same individuals serving on the Screening Committee. President Kremenek shared that Scott Riesenberger, Coltivare's Executive Chef and Director of Operations has been in place approximately six weeks and has produced a draft of a business plan. Focus is being given on updating policies and procedures and booking events. A phased opening is being planned along with a soft opening. Mr. Lane noted the Conference Center is set to open soon; President Kremenek confirmed that Mr. Riesenberger has been in touch with Conference Center personnel.
    b. Auxiliary Operations: Ms. Darling confirmed she continues to have conversations with those responsible for the Extension Centers, Coltivare and Foundation properties.
    c. NYCCAP: The topic of February's meeting continued to be advocacy. The One-House Budget has been released with no new allocations exclusively for community colleges. President Kremenek noted that we are in need of flexible funding for base operations.

d. New York Community College Trustees (NYCCT): Ms. Buck participated in the recent meeting regarding advocacy and the budget update. Discussions are taking place regarding the Empire State Community College Workforce Guarantee and how those monies will be spent.

- **President's Report**:
    a. President Kremenek asked if there were any questions for the Vice Presidents on their reports. No questions were asked.
    b. President Kremenek shared slides (attached) and presented the Board Self-Evaluation Themes: Policy Review and Evaluation, Strategic Planning and Assessment, Board Structure and Foundation Issues.

- **Consent Agenda**: Ms. Dale-Hall moved the Consent Agenda be approved as submitted; seconded by Michell-Nunn; motion carried unanimously.
    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

- **Discussion Items:** Scot Beekman, Interim Chief Information Officer, joined by Fion MacCrea and Jo Hoot from the SUNY Information Technology Exchange Center, provided a presentation on Datacenter Modernization (attached). Discussion took place regarding the current state of TC3's datacenter, datacenter modernization requirements, options and recommendations. Discussions took place regarding pros and cons, costs, performance and security along with the implementation of enhanced, mandatory monthly security awareness training. Mr. Beekman requested support from the Board of Trustees to move forward with signing a letter of intent to move forward. All present Board of Trustees members were in agreement of this support.

- **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

- **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 6:57 p.m.; seconded by Mr. Corbin. President Kremenek and John Geer were invited to join Executive Session.

  Motion to go back into open session at 7:54 p.m. moved by Mr. Corbin; seconded by Mr. Peacock; approved unanimously.

- **Adjournment**: Mr. Corbin moved the meeting be adjourned at 7:54 p.m.; seconded by Mr. Peacock; approved unanimously.

Renae M. Moore
Deputy Clerk to the Board of Trustees

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.

VP of Finance & Administrations Report:

March 2024 Close

Budget and Finance

The department has been working to finalize the Fiscal Year 2024-25 budget. We are finalizing forecasts for revenues and expenses to present the draft budget during the April board meeting. Our external audit will also be presented during the April board meeting.

We continue our recruitment process for the Director of Auxiliary services, an essential position with responsibilities for the Foundation's accounting and operational needs. The duties for this position have been redistributed to college finance staff in the interim.

Revenues and expenses continue to trend favorably as compared to last year and we expect to be aligned with budgetary predictions.

Financial Aid

Financial aid is busy finalizing the 2023-2024 aid for the spring semester.

The department has finally been able to access the student FAFSA information for the 2024-2025 year to begin reviewing, however we are unable to process aid offers at this time. The department of education has found several issues that will require FAFSA data to be reprocessed. The department is planning to do this in the first half of April, and we will continue preparing the information system to be ready for these new ISIRS.

We have reinstated the parent newsletter that was historically sent to parents pre-pandemic. The newsletter was sent when students were on spring break in an effort to update parents on important dates as well as encourage them to work with their students to complete the 24-25 FAFSA if they have not done so already.

The department continues to work with a specific populations such as athletics and EOP to schedule FAFSA filing events to assist students who may need help completing the 24-25 FAFSA. We will also be hosting some corrections workshops to assist students who have made errors when filling out the FAFSA, however we need to wait until the department of education opens the correction portal as well.

Financial aid continues to adapt and pivot accordingly with all the changes and setbacks that are encountered.

Registration and Billing

The department is preparing for the Fall Enrollment Cycle. We are preparing the necessary paperwork for students, including an estimate of their bill. Once the board approves the rates, a more accurate bill will be provided. We also continue to work through the FAFSA challenges in being able to accurately reflect financial aid. The department will continue to provide the most current information available when registering students.

Additionally, the department continues to be focused on spring receivables and with summer registration open, we are working on summer 'Certificates of Residence' and summer receivables.

We are also preparing for tabling at our open house this month. Registration and Billing piloted the idea of tabling during the regular school year. In March, we raffled 3 baskets all donated by staff to students who either stopped at our table, or visited room 101 to discuss their accounts. Our goal was to talk to students with balances about resolving their balance so that they could register for the fall. This served as a good reminder of "Road to Registration."

We tabled in three different locations, and the cafeteria was the busiest. R & B's plan is to table at least once/month throughout the year, and more frequently during registration periods. We will highlight where we are in the enrollment cycle, i.e. Certificate of Residence window. Many times we will just be engaging with students in an effort to answer questions, and learn what the students are thinking about.

Tompkins Cortland Community College
2023-2024 Appropriations
Year-to-Date through March 31, 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
Forecasted Dept. Appropriations									
Personal Services	16,565,316	9,730,132	6,835,184	58.7%	15,824,648	9,146,025	57.8%	(584,107)	-3.7%
Equipment	130,000	38,035	91,966	29.3%	59,031	9,268	15.7%	(28,767)	-48.7%
Contractual Expenses	5,921,866	2,929,498	2,992,368	49.5%	4,982,142	2,997,730	60.2%	68,232	1.4%
Employee Benefits	8,489,828	5,464,046	3,025,782	64.4%	7,791,947	5,153,024	66.1%	(311,021)	-4.0%
Total Forecasted Departmental Appropriations[1]	31,107,010	18,161,710	12,945,300	58.4%	28,657,768	17,306,046	60.4%	(855,663)	-4.9%
Scholarships &Awards									
Student Services	-	105,700	(105,700)	-	176,086	176,086	100.0%	70,387	40.0%
Academic Support	3,439,832	3,317,973	121,859	96.5%	3,247,763	3,163,470	97.4%	(154,503)	(4.9%)
Total Scholarships & Awards	3,439,832	3,423,673	16,160	99.5%	3,423,849	3,339,556	97.5%	(84,117)	(2.5%)
Total Forecasted Appropriations[2]	34,546,842	21,585,382	12,961,460	62.5%	32,081,617	20,645,602	64.4%	(939,780)	-4.6%
Adjustments to Approved Budget									
Personal Services	(233,850)	-		-			-	-	-
Equipment	-	-							
Contractual Expenses	550,000	-		-			-	-	-
Employee Benefits									
Total Adjustments to Approved Budget[3] Favorable (Unfav)	316,150	0		-	-	-	-	-	-
Personnel	16,331,466	9,730,132	6,835,184	59.6%	15,824,648	9,146,025	57.8%	(584,107)	-3.7%
Equipment	130,000	38,035	91,966	29.3%	59,031	9,268	15.7%	(28,767)	-48.7%
Contractual	6,471,866	2,929,498	2,992,368	45.3%	4,982,142	2,997,730	60.2%	68,232	1.4%
Scholarship & Awards Offset	3,439,832	3,423,673	16,160	99.5%	3,423,849	3,339,556	97.5%	(84,117)	-2.5%
Fringe Benefit	8,489,828	5,464,046	3,025,782	64.4%	7,791,947	5,153,024	66.1%	(311,021)	-4.0%
Total Approved Budget Appropriations[4]	34,862,992	21,585,382	12,961,460	61.9%	32,081,617	20,645,602	64.4%	(939,780)	-4.6%

Explanation of Sub-Totals and Totals:

1. *Total Forecasted Departmental Appropriations*: Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations*: Forecasts the End-of-Year Appropriations for the College.
3. *Total Adjustments to Approved Budget*: Represents the forecasted adjustments to the 2023-24 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
4. *Total Approved Budget Appropriations*: This represents the Approved Budget.
5. 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[5]	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,767,853	4,481,155	2,286,698	66.2%	7,027,891	4,235,011	60.3%	(246,143)	(5.8%)
Equipment			0	0.0%	7,296	787	10.8%	787	100.0%
Contractual Expenses	1,734,045	975,954	758,091	56.3%	1,524,152	789,235	51.8%	(186,719)	(23.7%)
Employee Benefits	3,437,293	2,513,623	923,670	73.1%	3,462,019	2,379,664	68.7%	(133,959)	(5.6%)
Total Instruction	11,939,191	7,970,732	3,968,459	66.8%	12,021,358	7,404,697	61.6%	(566,034)	(7.6%)
Public Service									
Personal Services	-	-	-	-	94,853	68,099	71.8%	68,099	100.0%
Equipment	-	-	-	-					
Contractual Expenses	-	-	-	-	1,096	1,075	98.1%	1,075	100.0%
Employee Benefits	-	-	-	-	46,726	38,135	81.6%	38,135	100.0%
Total Public Service	-	-	-	-	142,675	107,309	75.2%	107,309	100.0%
Academic Support									
Personal Services	1,662,853	962,408	700,445	57.9%	1,551,654	832,462	53.6%	(129,945)	(15.6%)
Equipment	-	-	-	0.0%	34,056	-	0.0%	-	0.0%
Contractual Expenses	246,611	38,330	208,281	15.5%	192,367	103,592	53.9%	65,262	63.0%
Employee Benefits	713,057	550,417	162,640	77.2%	764,362	469,729	61.5%	(80,688)	(17.2%)
Total Academic Support	2,622,521	1,551,154	1,071,367	59.1%	2,542,439	1,405,783	55.3%	(145,371)	(10.3%)
Libraries									
Personal Services	578,376	334,984	243,392	57.9%	557,625	321,261	57.6%	(13,723)	(4.3%)
Equipment	-	-	-	0.0%	1,612		0.0%	0	0.0%
Contractual Expenses	289,876	104,461	185,415	36.0%	276,218	248,776	90.1%	144,315	58.0%
Employee Benefits	289,759	187,591	102,168	64.7%	274,692	179,906	65.5%	(7,685)	(4.3%)
Total Libraries	1,158,011	627,036	530,975	54.1%	1,110,147	749,942	67.6%	122,906	16.4%
Student Services									
Personal Services	2,345,163	1,318,075	1,027,088	56.2%	1,991,287	1,129,483	56.7%	(188,592)	(16.7%)
Equipment	-	389	(389)	0.0%	550	550	100.0%	161	29.2%
Contractual Expenses	696,125	315,956	380,169	45.4%	605,411	390,261	64.5%	74,305	19.0%
Employee Benefits	1,069,142	742,900	326,242	69.5%	980,931	659,671	67.2%	(83,229)	(12.6%)
Total Student Services	4,110,430	2,377,320	1,733,110	57.8%	3,578,179	2,179,964	60.9%	(197,356)	(9.1%)
Maintenance and Operations									
Personal Services	1,869,836	1,056,094	813,742	56.5%	1,834,543	979,413	53.4%	(76,681)	(7.8%)
Equipment	100,000	7,143	92,857	7.1%	7,586		0.0%	(7,143)	0.0%
Contractual Expenses	890,057	593,816	296,241	66.7%	1,000,137	550,243	55.0%	(43,573)	(7.9%)
Employee Benefits	951,381	600,282	351,099	63.1%	903,717	555,014	61.4%	(45,267)	(8.2%)
Total Maintenance and Operations	3,811,274	2,257,334	1,553,940	59.2%	3,745,982	2,084,670	55.7%	(172,664)	(8.3%)
Institutional Support									
Personal Services	1,707,247	928,847	778,400	54.4%	1,539,097	873,300	56.7%	(55,547)	(6.4%)
Equipment	-	-	-						
Contractual Expenses	433,513	218,113	215,400	50.3%	486,571	293,562	60.3%	75,448	25.7%
Employee Benefits	872,808	520,168	352,640	59.6%	758,176	488,023	64.4%	(32,145)	(6.6%)
Total Institutional Support	3,013,568	1,667,129	1,346,439	55.3%	2,783,844	1,654,885	59.4%	(12,244)	(0.7%)
General Institutional Services									
Personal Services	1,633,988	648,569	985,419	39.7%	1,227,698	706,996	57.6%	58,427	8.3%
Equipment	30,000	30,502	(502)	101.7%	7,931	7,931	100.0%	(22,571)	(284.6%)
Contractual Expenses	1,631,639	682,868	948,771	41.9%	896,192	620,987	69.3%	(61,882)	(10.0%)
Employee Benefits	1,156,388	349,065	807,323	30.2%	601,324	382,882	63.7%	33,817	8.8%
Total General Institutional Services	4,452,015	1,711,004	2,741,011	38.4%	2,733,144	1,718,795	62.9%	7,791	0.5%
Total Forecasted Departmental Appropriations[1]	31,107,010	18,161,710	12,945,300	58.4%	27,502,873	17,306,046	62.9%	(855,663)	-3.1%

2023-2024 Appropriations
Schedule of Employee Benefits
as of March 31, 2024

	2023-24 Mod Bud	2023-24 Actual	2023-24 Unexpended Balance	2023-24 % Unexpended	2022-23 Total Exp PY	2022-23 PY to Date	2022-23 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
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	0.0%
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	0.0%
Total Employee Benefits	8,489,828	4,261,982	4,227,846	50.2%	7,902,797	3,998,118	50.6%	(263,864)	(6.6%)

Tompkins Cortland Community College
YTD Revenues 2023-2024
March 31, 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
Student Revenue									
Core Tuition									
Fall	3,883,694	3,894,134	(10,440)	100.3%	3,508,660	3,503,522	99.9%	390,612	11.1%
Spring	3,368,684	3,464,042	(95,358)	102.8%	3,099,824	3,110,775	100.4%	353,267	11.4%
Winter	127,690	160,356	(32,666)	125.6%	138,120	138,120	100.0%	22,236	16.1%
Summer	614,585	113,440	501,145	18.5%	516,961	131,001	25.3%	(17,561)	-13.4%
Nonresident Tuition	508,938	796,023	(287,085)	156.4%	746,555	781,495	104.7%	14,528	1.9%
Student Fee Revenue	1,012,926	952,143	60,784	94.0%	931,574	878,751	94.3%	73,391	8.4%
Bad Debt Reserve			0	0.0%	(376,000)	(376,000)	100.0%	376,000	-100.0%
Total Core Student Revenue	9,516,517	9,380,138	136,379	98.6%	8,565,694	8,167,664	95.4%	1,212,474	14.8%
Concurrent Enrollment Tuition	3,222,850	3,308,686	(85,836)	102.7%	3,247,690	3,154,786	97.1%	153,900	4.9%
Total Student Revenue	12,739,367	12,688,824	50,543	99.6%	11,813,384	11,322,450	95.8%	1,366,374	12.1%
Government Appropriations									
New York State	9,763,019	7,322,100	2,440,919	75.0%	9,750,020	7,312,515	75.0%	9,585	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	4,174,240	1,717,532.33	70.8%	5,649,776	4,194,270	74.2%	(20,030)	-0.5%
Federal Aid	-	-	-	0.0%	88,753		0.0%	0	0.0%
Board Designated Reserves	-	-	-	0.0%	932,518	932,518	100.0%	(932,518)	-100.0%
Total Govt Appropriations	21,541,235	13,256,748	8,284,487	61.5%	21,903,949	13,503,177	61.6%	(246,428)	-1.8%
Other Revenues									
Service Fees	121,340	77,131	44,209	63.6%	96,446	71,145	73.8%	5,986	8.4%
Interest Earnings	-	8,186	(8,186)	0.0%	9,007	3,606	40.0%	4,580	127.0%
Rental of Real Property	10,000	200	9,800	2.0%	11,035	5,300	48.0%	(5,100)	-96.2%
Contract Courses	100,000	65,777	34,223	65.8%	(25,031)	81,289	-324.8%	(15,512)	-19.1%
Noncredit Tuition	100,000	68,154	31,846	68.2%	174,870	105,078	60.1%	(36,924)	-35.1%
Grant Offsets	205,000	6,818	198,182	3.3%	180,373	71,372	39.6%	(64,554)	-90.4%
Unclassified Revenues	46,050	48,176	(2,126)	104.6%	446,845	26,061	5.8%	22,115	84.9%
Total Other Revenues	582,390	274,442	307,948	47.1%	893,545	363,850	40.7%	(89,408)	-24.6%
TOTAL REVENUES	34,862,992	26,220,015	8,642,977	75.2%	34,610,878	25,189,477	72.8%	1,030,538	4.1%
Student Revenue	13,060,707	12,899,886	160,821	98.8%	12,059,669	11,579,962	96.0%	1,319,924	11.4%
State Revenue	9,763,019	7,322,100	2,440,919	75.0%	9,750,020	7,312,515	75.0%	9,585	0.1%
Local Revenue	10,774,654	4,931,086	5,843,568	45.8%	10,532,658	4,658,144	44.2%	272,943	5.9%
Federal Revenue	-	-	-	-	88,752.84	-	-	-	-
Use of Fund Balance	1,003,562	1,003,562	-	100.0%	1,532,518	1,532,518	100.0%	(528,956)	-34.5%
Other	261,050	63,380	197,670	24.3%	647,260	106,338	16.4%	(42,958)	-40.4%
Total	34,862,992	26,220,015	8,642,977	75.2%	34,610,878	25,189,477	72.8%	1,030,538	4.1%

To: TC Board of Trustees

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

College Senate Report March 27, 2024

- World Café presented findings to Senate on March 22, which were well received

- Positions within Senate
    - Vote put out for nominated individuals
    - More seats will open in Fall semester
        - Non-teaching or Administrative Staff (2)
        - FSA (2)

- Call put out to committees under charge of Senate
    - All committees have provided charge documents
    - Two committees have presented to Senate to give yearly update
    - Additional meeting added to schedule to expand upon criteria for establishment and dissolution of a committee

- Meetings for remainder of semester scheduled
    - April 18, 2024
    - April 24, 2024
    - May 10, 2024

- Carolyn Boone will be presenting to Senate on April 24th meeting, after which Senate will be designating a liaison between Senate and her to cooperate on the Policy and Procedure Review

TOMPKINS CORTLAND COMMUNITY COLLEGE
FOUNDATION

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

Foundation Board and Committees
The executive committee met on March 26. The 2024-2025 campus housing room rates were discussed. The executive director of the Foundation position has been reposted and review of applicants will begin April 15. An executive session was held to discuss the campus housing bond and the Cortland Extension Center.

An alumni committee was held on March 27 and April 4. Discussion took place regarding the 2024 Distinguished Alumni nominees. The announcement will take place at the April 9th Board meeting.

An in-person property management committee meeting took place on March 27. Director of facilities, August Hennies provided in-depth updates regarding campus housing, Ithaca Extension Center, Coltivare, the Farm, and the Cortland Extension Center.

The finance/audit/investment committee met on March 28. The Bonadio Group representatives were in attendance. The auditors will be presenting to the full Board on April 9. February income statements were presented.

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

Upcoming Meetings
Board, Tuesday, April 9
Property Management Committee, May 13
Finance/Audit/Investment Committee, May 20
Board (budget), June 4
Finance/Audit/Investment Committee, June 16
Executive Committee, June 25

Philanthropy
2023-2024 (09/01/2023-08/31/2024) revenue raised to date: $1,299,999/80 gifts

Donor Activity	Face-to-Face	Calls	Emails	Other
February – April 8	0	0	1	0
Fiscal Year Total	12	23	148	5

Events

Spring 2024

- A Distinguished Alumni Reception, will be held prior to Commencement on May 21, hosted by the TC3 Foundation Board. Graduates, faculty and staff, family and friends will be able to visit the photo booth after Commencement for photos.
- Retiree event

Communications

- Press releases and email notifications were sent regarding the Call for Nominations for the 2024 Distinguished Alumni.
- A featured alumni profile was emailed to 18.7k recipients.

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)
Paula Younger (Tompkins County)

TOMPKINS CORTLAND COMMUNITY COLLEGE

TO: Tompkins Cortland Community College Board of Trustees

FROM: Amy Kremenek, DM, President

DATE: April 8, 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

- As we near the end of the spring semester, the enrollment focus has turned to fall. Applications for fall are currently at 1,807 received; this same time last year was approximately 1,567, or about a 15% increase year-over-year. Efforts are now in full swing to convert these applicants to enrolled students. Spring Open House is Friday, April 19 and Saturday, April 20.
- Fall registration begins on April 15. The goal is to ensure that continuing students are registered prior to leaving for summer break.
- The search for the permanent Dean of Admissions & Recruitment, which was led by Interim Dean Bill Cheetham, has concluded. Four finalists were interviewed. Wendy Allen, current Director of Recruitment at Onondaga Community College and longtime resident of Ithaca, begins at TC3 on May 6.

CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS

- Advocacy efforts for the $97 million Empire State Community College Workforce Guarantee continue. The resolution of support passed by the Board of Trustees at the April meeting was forwarded to our members of the NYS Legislature, the Governor's office and the leadership of both Legislative houses. We await the results of the FY 25 State Budget process, which was due on 4/1/24.
- I hosted a Senior Living Roundtable in Building E on 4/5/24 with local leaders to discuss the possibility of repurposing some of the College's residence halls for senior citizens. The conversation was prompted by a discussion at the Tompkins Chamber's CEO Roundtable regarding the housing crunch and local seniors living in aging homes they can no longer navigate or care for any longer. Several possibilities were discussed; we will meet again in May.
- With continued fiscal, staff and bandwidth challenges posed by the abundant physical assets owned by the TC3 Foundation, I am recommending that the joint working group of both boards be reinvigorated to evaluate and vigorously pursue options.

- The process to initiate the College's next Strategic Plan has begun. Dr. Ken Ender, Aspen Prize Winner and President Emeritus of Harper College in Illinois, and Dr. Rey Garcia, Program Director for the Community College Leadership & Administration Program at the University of Maryland and Emeritus CEO of the Texas Community College Association, have been retained to assist with this process. Next steps are to appoint a Strategic Plan steering committee in preparation for a site visit to TC3 in August.
- The three responses to the RFP for the Facilities Master Plan have undergone preliminary review internally. The College committed to establishing an Evaluation Committee to review proposals. This committee is being established, with the final recommendation presented for Board approval in the near term.

CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION

- The Campus Teaching Center (CTC) hosted me on 4/1/24 for a roundtable conversation with faculty regarding laptop access by students. The conversation was prompted by the phase-out of a HEERF-funded laptop program and concern with students having access to limited technology on their own. Several options were identified and discussed.
- I held my April monthly meeting with students on 4/4/24 in the Student Center. Discussion items included technology access and career/transfer services. Student-identified concerns included exterior lighting and automatic door access at the residence halls, pathway repairs to the residence halls and the possibility of expanded library hours. These issues have been distributed to the appropriate leadership to address and follow-up.
- I met with incoming Student Government President Kylie Golden-Appleton and TC3 Farm Director Todd McLane on 4/4/24 to discuss the College's new Sustainability Club and the students' interest in community composting. In addition, new vegetable planters were funded by the TC3 Foundation and are being constructed adjacent to the dining hall by Adjunct Professor Fred Farah and his students.
- I had the privilege in March to be invited by English Professor Kerry Curran to attend her class and sit in on a discussion of Shakespeare's "Romeo & Juliet," which the students had recently attended thanks to a grant from the TC3 Foundation Arts Initiative.

EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION

- Director of Workforce Development Carrie Coates Whitmore and I traveled to SUNY Broome on 4/1/24 to meet with President Tony Hawkins and his staff to discuss possible collaboration on New Energy NY and the recent Tech Hub Battery Corridor federal designation. Binghamton University is taking the lead, with the inclusion of Tompkins County in the larger designated catchment region.
- I served on a "Higher Education Update" panel at the Tompkins Chamber Economic Summit on 3/28/24 with representatives from Cornell University and Ithaca College. The keynote speaker was Andrew Fish of CenterState CEO regarding the impact of Micron on CNY. Three members of the Board of Trustees also attended.
- The College's membership with CenterState CEO has been extended for another year. CenterState is based in Syracuse, though it is focusing its economic and workforce development efforts on the 11-county REDC region, including Cortland and Tompkins Counties. A dedicated representative has been assigned to work with us as CenterState views TC3 as an anchor institution for their Southern Tier strategy.
- I attended the "Elevate Cortland" meeting on 4/4/24 in Homer to participate in the planning session for Cortland County's successor Strategic Plan. I also participated in a session with Tompkins County for their Strategic Plan in August.

Provost Report
April 2024

Faculty Meeting: The Provost's Office held a Faculty Meeting on March 15th. We discussed the following: 1) Road to Registration (which is our push each semester to encourage students to register for the next semester); 2) A level 3 vote (meaning one of all faculty) concerning a PLA (Prior Learning Assessment) Policy [more details on that are below]; 3) The Provost's Office presented some data around student success (GPAs and credit momentum) and Early Concern Flags – which faculty are required to report for students who struggle early in the semester-- and at next month's meeting we will focus more on intervention efforts for students and steps moving forward; 4) We continued our discussion around our curriculum process, asking faculty how our process differed from their experience at other institutions, and we asked faculty about their familiarity with a variety of curriculum related material and about their training with those matters: examples include SUNY General Education, TC3 Core Requirements, SUNY Transfer Paths, NYSED Liberal Arts Requirements, and writing assessable learning outcomes; 5) I included some information about possible future topics of conversation, including the following: World Café and retention; early concern flags, interventions, reporting; onboarding of new faculty process; an Online Teaching Policy; Guided Pathways; and the College's NISS Grant (National Institute for Student Success).

Prior Learning Assessment Policy: The Prior Learning Policy has been approved by the Curriculum Committee, the Faculty, and the College Senate. The document offers a high-level view of what students can expect the College to offer in regards to Prior Learning Assessment, also known as credit by examination. SUNY is working to make a strong push in this area, including a resolution passed by the SUNY Board of Trustees last February and an MTP (Memorandum to Presidents) sent this month to provide guidance on how to implement PLA on our campuses. The MTP requires that all colleges craft a PLA plan that includes the following: a policy approved through the shared governance process; establishment of high priorities for PLA, including possible plans to work with non-credit and workforce pathways; a marketing plan for PLA; a plan for data tracking of PLA; and a plan for appropriate professional development around PLA for faculty and staff. The over-arching goal is to remove barriers for students, and PLA allows folks to start their college career with credits rather than at square one. This is especially important for non-traditional aged returning adult students who may have a variety of educational/work experiences than can get them closer to a credential. Our next steps will be to catalog our current PLA procedures/opportunities, align them with our policy, advertise them appropriately, and then create and implement the plan for SUNY.

Academic Assessment Updates: The Provost's Office has committed to compiling an academic assessment report annually. We did not create this annual report between 2018-2022, as the College was revising all of our processes during that period. However, I've drafted a 2018-2022 Academic Assessment Report, which details the substantial work we accomplished during that period. The Academic Assessment Committee has given an initial review of the document, and we will finalize it before the end of the semester. The document provides a lot of evidence of efforts in working to meet expectations for Standard V (Educational Effectiveness Assessment) as we head into our Middle States Self-Study. The annual report on Academic Assessment will help us show that are we are continually working to improve teaching and learning and meet expectations for Standard V. The current draft of the 2023 Academic Assessment Report is available in the Provost Communication Folder. It still needs work – especially for updates on our SUNY General Education Assessment -- but it is nearing completion.

BOARD OF TRUSTEES REPORT

Vice President of Student Affairs and Senior Diversity Officer
April 2024

Athletics and Recreation

As of today, Athletics has signed thirty letters of intent for new student-athletes committing to TC3 for next year. These include students from Dryden to Rochester, to Louisiana, to Texas, to Ireland. Panthers coaching staffs are searching far and wide to bring in great talent and representatives of the College.

On Monday, March 25, TC3 Lacrosse hosted a high school preseason scrimmage with three outstanding programs attending. Ithaca, Geneva, and West Genesee were all treated to the Panthers experience while getting in excellent prep work for their seasons starting this week. Due to the program's success, the Ithaca United Soccer League has extended its season through the middle of April. This league began in January and is thriving with games each Sunday in the Fieldhouse. Planning is underway for multiple commencements this spring on TC3's campus including our own on May 21 and for both the OCM BOCES and TST BOCES classes in early June. TST began hosting here two years ago and OCM will get the Panthers experience for the first time this summer.

The pool this year has generated over $13,000 in revenue, compared to just $11,300 at the same time last year. This month Recreation has generated almost $2,000 in revenue due to continuous pool rentals, swim lessons, and community swim sales. Recreation just finished our first round of swim lessons and is scheduled to start the next session in April. On March 21st, Recreation held a pool party with the Residence Life RA's, and 11 students attended. An upcoming event featuring another pool party is scheduled to be held in April in collaboration with the Fashion club. The month of April is already jam-packed with rentals, we are starting to schedule parties for May and June.

Campus Police

Campus Police Officer, Cornelius Davis, attended a two-day Investigative Interviewing Seminar hosted by the New York State Police Bureau of Criminal Investigations at the NY State Police Academy on March 12 and 13th. The seminar was designed to teach officers various interviewing techniques including the PEACE Method of interviewing, deceptive indicators, the memory process, the proper formulation of interview questions, and more. On April 8th, Campus Police will be hosting a pizza party in Cascadilla Hall for the NCAA Championship Game. The game will be streamed on the third-floor lobby television and will be a great opportunity for residence life students and Campus Police staff to interact on a social level.

Childcare

Our pre-k teacher aide, McKenzie Sutton started work on Monday, March 25th along with a new infant aide Amanda Hill. Both of these individuals are interested in joining our DOL program and working on a micro. They will start the DOL this month and then start classes either in the summer or spring depending. We had an interview for a teacher assistant but no offers have been made at this time. The Childcare Center is still currently seeking 3 more teacher aides, and 2 teacher assistants. In addition, staff members of the center are assessing materials that align with the ensuring equity and inclusion in child care project grant($4800). Consequently, the Childcare Center is also focusing on sensory and mobility as some of our top concerns right now.

Health and Wellness (HWS)

HWS has increased our level of campus support by providing services to the Child Care Centers. This includes delivering routine nursing care for Child Care Center children and coordinating and managing the children's immunization records in the PROCARE app, making it easier for families and staff to access this important information. The Active Minds club meets weekly to discuss tabling events and they have begun planning for a campus 5K in May. More male students are using Counseling and Case Management services than in previous semesters. Each year one, of HWS's goals is to to decrease stigma related to mental health challenges, particularly for men. The increase in use by male students is encouraging. The National College Health Assessment (NCHA) is prepared for distribution in April. The NCHA is a comprehensive college student health survey administered at more than 1000 colleges and universities each year. HWS has conducted the NCHA five times since 2011 and used its results to secure grant funding of more than 1.1 million dollars from 2017 to 2025.

Office of Diversity Education and Support Services (ODESS)

ODESS has been in communication with the Louis Stokes Alliance for Minority Participation (LSAMP) program consortium. Plans are being made to enhance awareness of the Louis Stokes Alliance for Minority Participation program (LSAMP) at TC3 in partnership with Ithaca College. The focus will be on providing more summer internships to LSAMP students for hands-on experience and skill development, utilizing Ithaca College's resources and expertise. The Educational Opportunity Program (EOP) efforts are underway to recruit students for the upcoming academic year. With approximately 25 inquiries received, the team plans to contact, assess eligibility, and engage with prospective students. Additionally, recruitment will extend to local schools, particularly targeting rural areas, to expand the outreach of the program. Furthermore, TC3 Admissions has supported both EOP and LSAMP by distributing information and explaining the benefits of each program during recruitment efforts.

Residence Life

The 2024-25 Residence Life Handbook and Residence Life Contract are currently undergoing their annual review and update. Both should be available to students soon and will be updated on the website. Fall 2024 building occupancy is planned for Tompkins Hall (Building A), Cortland Hall (Building B), Tioga Hall (Building C), and Cayuga Hall (Building D) with Cascadilla Hall (Building F) serving as backup space.

The staff selection process for Fall 2024 Resident Assistants is underway. Students can submit application materials through Campus Groups. There are 13 RA positions available for fall. The Resident Director search committee is currently reviewing applications and preparing to schedule first-round interviews for candidates. The first rounds will be the week of April 15th with on-campus interviews to follow in early/mid-May.

Student Activities

SGA continues to have well-attended general and executive board meetings. The Student Involvement Committee hosted an egg hunt and a line dancing event in the Student Center just before spring break and has several events coming up. Applications for SGA President and VP of Finance opened and elections will begin the first week of May, with results announced May 8th. Sustainability Club, Panther Debate Club, and African Caribbean Association are planning multiple days of programming leading up to Earth Day and will be tabling in the cafeteria to promote these events.

Date	Event	Track *	Attendance
3/5	Coffee Hour with the President	Connect	15
3/11	NSLS Leadership Training Day	Lead	13
3/18	Club Officer Luncheon	Lead	11
3/19	SGA Egg Hunt	Connect	34
3/20	SGA Line Dancing	Connect	22

*These tracks were designed and coordinated around the NACE Core Competencies and the SUNY Guided Pathways model.
https://www.naceweb.org/career-readiness/competencies/
https://system.suny.edu/communitycolleges/initiatives/pathways/

Interm Dean of Student Affairs Office

For March, there were 9 conduct incidents involving 13 students. There was one removal from student housing. There were 3 involving alcohol and 5 involving cannabis. April is Sexual Assault Awareness Month. Attached you will find a poster regarding our April events. After various transportation conversations, 511 NY will be providing the college with a transportation website linked to our own. This will include a college community ride board for carpooling as well as information on using local public transportation. This will be in place before the summer semester.

My Desk

I facilitated a workshop(s) for the Executive Leadership team and for Campus Technology which included Achieving the Dream resources featuring equity and student personas of community college students. The Faculty Student Association (FSA) Board updated the FSA services and program Excellence Awards from $500 to $1,000.

Seth A. Thompson

Enrollment Management Board Report
April 2024

The admissions team is in final planning stages for the Fall Open House on April 19 and 20, which looks to be well-attended. The admissions team is collaborating with the faculty to create a program to provide an opportunity to explore our academic programs and to have one-on-one conversations with our program coordinators. The Open House event will also engage students in a general session panel as well as providing tabling options during the academic fair. Campus tours will be provided, and students will have an opportunity to have lunch in our dining hall. Along with the campus activities, the admissions advisors remain on the road recruiting at high schools and college fairs through the end of the semester. Admission applications and acceptances continue to be ahead of last year by approximately 13.5% and acceptances by over 400% (not a typo).

Impressively, our concurrent enrollment program is up 1% in FTE (to 901.5 FTE) this semester. Despite a decline in the number of high school students that our region has been experiencing, our concurrent enrollment program has managed to stay flat in headcount year over year after a small dip last year. CollegeNow is up almost 3% in FTE for our online population. CollegeNow students (both concurrent enrollment and high school aged students taking campus and online courses) represent more than 62% of the College's Spring FTE. Working closely with BOCES in the region, CollegeNow has developed two new articulation agreements (Lab Tech at OCM BOCES and Public Safety at Sullivan BOCES), and is collaborating with DCMO BOCES on a USDA Rural Utility Services grant proposal that would support distance learning.

TC3 is a founding member of ACE, a consortium of area colleges and schools with a focus on supporting first generation college students and other students with barriers to college success. On March 6, the College hosted a visit by ACE high school partners for a Dollars & Sense event during which 60 students went through a series of financial literacy activities, a student panel, lunch in our cafeteria, and a campus tour.

The strategic marketing department has awarded two RFPs, the first for web support and the second for video services. These new contracts will help to build the new TC3 website slated for launch in Summer 2025 and develop a string of new video content to promote the college. The web contract was awarded to Northern Commerce and the video contract was awarded to 325 Productions. Additionally, the strategic marketing department has one final RFP in process, this one for social media ad placement. That contract will be awarded soon. Our digital vendor partner, Hybrid, is working with the strategic marketing team to launch phase II of our campaign, which will involve continuous program-level keyword marketing. TC3 has dabbled in this in the past, but not to the extent the College is planning at present. The entire strategic marketing team is working diligently to meet the continuing and evolving needs of the campus community, while adapting to new initiatives and systems.

Our workforce development and continuing education team secured SUNY Customized Training Workforce Development Grants for Ithaca Community Childcare Center (IC3), a consortium of five wineries, and Transonic Systems. The IC3 program is quite large and all staff members will have the opportunity to participate. Training for Seven Valley Specialty Cables has wrapped up. Transonic and Tioga County training begins this month. As of April 1, 2024, the College has secured $103,294 in customized training funds to support local employers. Professor Sophia Georgiakaki and Director of Workforce Development Carrie Coates Whitmore met with Menlo Micro at their Lansing site. They discussed our initiatives to cultivate programming to support advanced manufacturing businesses in the area and the College's strategies to prepare and to help recruit a well-trained, diversified workforce. Over the next five years, Menlo Micro plans to grow to approximately 100 employees at its Lansing location. They are very supportive of the College's work and eager to partner with us on initiatives.

Our workforce development office held eight separate career development and exploration events during the month of March. These included: Life After TC3: Career Confidence for Transfers, Life After TC3: Job Search, Find Your Summer Internship/Experience, Summer Job and Internship Fair, Resume Workshop, Mocktail Hour, Cortland Workforce Community Programs, and Tompkins Workforce Community Programs. April programming includes: Professional Development Workshops, Tompkins County Prepare for the Fair Workshop, Cortland Business Showcase, Oven Fresh Job Fair, CIU Goalsetting Workshop, Resume Workshop for RAs, Networking with Employers Workshop for Communications Class, Adult/Family Housing Feasibility Study Focus Groups, and Celebrate Your Next Steps.

Report to Board of Trustees
Campus Technology
April 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 was not 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.
    - In the March 2024 BOT meeting the options were presented, and endorsement was given to move forward with the proof of concept for ITEC hosting, followed by a purchase of a small on premise solution for applications to remain on campus. The Letter of Intent has been signed and returned to ITEC, and the Campus Technology department is moving forward with the required technical prerequisites and planning required to migrate our first server to the ITEC cloud hosted environment.

- Replace 12 remaining end of life campus fiber optic connections by 9/1/2024.
    - I have approved the PO for this work, and am waiting on fiver to be delivered so we can schedule the installation.

- 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. I should have more cycles to devote to this effort now that additional staff have been hired and have started in the department.

- Upgrade Power Campus Admin, Power Campus Self Service, and MyTC3 by 4/1/2024.
    - After 86 hours of runtime, this upgrade failed and was aborted. We are now investigating the cause of the failure and are planning our next upgrade attempt. When the dates have been selected I will get EC approval and provide proper campus wide communication.

Policy and Compliance Report to TC3 Board of Trustees – April 2024

Chief Policy and Compliance Officer

A clinical affiliation agreement has been completed with Crouse Health Hospital and an international educational internship agreement with Unitec as well as a general agreement of cooperation between TC3 and Unitec to develop curriculum linkages between the schools. Another agreement is in the works for a Nursing loan forgiveness program (similar to Excelsior) with Guthrie Medical.

Policy

In conjunction with BSK, I am working on developing a contract signing authority policy. In addition, we have reviewed and are making changes to the purchasing policy with implementation procedures.

I will be introduced to the Foundation Board on April 9, and have revised their Whistleblower policy for their consideration. I'm working with the President Kremenek and VP Darling to better understand the structure and relationship between the Foundation and the College to better align policies, procedures, process and compliance fundamentals to the benefit of both.

I'm continuing 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 are title changes, personnel changes, and room changes. Having the new Web Captain should help tremendously to reduce these errors in the future, with appropriate processes and procedures in place for personnel changes.

Compliance

I'm working on revising the Compliance Calendar and the procedures for securing a more seamless response to not only reporting deadlines, but making sure non-reportable compliance items (e.g., you must have a policy on **X**) are reviewed regularly for necessary updates (because the law about **X** has changed or been modified, or withdrawn).

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of April 8, 2024

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Academic Affairs Operations Manager	ASAP	October 17, 2023	November 17, 2023	Paused
Access Coordinator & Academic Coach	June 2024	March 4, 2024	April 4, 2024	Paused
Assistant to the President	April 2024	January 21, 2024	February 23, 2024	Conducting Reference Checks
Career Navigator	April 2024	February 2, 2024	March 1, 2024	Offer in Progress
Coordinator of Access & Equity Services	April 2024	February 19, 2024	March 19, 2024	Scheduling Zoom Interviews
Coordinator of Information Delivery Services	April 2024	February 29, 2024	March 19, 2024	Paused
Coordinator of Testing Center & Assistive Technology	ASAP	February 2, 2024	March 1, 2024	Offer in Progress
Dean of Admissions & Recruitment	April 2024	January 31, 2024	February 29, 2024	Hired: Wendy Allen (05/06/24)
Director of Auxiliary Operations	ASAP	January 30, 2024	February 29, 2024	On-Campus Interviews Concluded
Director of Public Safety	May 25, 2024	March 13, 2024	April 13, 2024	Accepting Applications
Director of Enrollment Management Systems & Slate	ASAP Captain	October 20, 2023	December 20, 2023	Hired: Barbara-Ann Mitchell (04/29/24)
Executive Director of the Foundation	ASAP	March 13, 2024	April 15, 2024	Reviewing Applications
Faculty – Accounting	August 2024	March 4, 2024	April 4, 2024	Reviewing Applications
Faculty – Sociology & Anthropology	August 2024	March 4, 2024	April 4, 2024	Paused
Faculty – Psychology	August 2024	March 4, 2024	April 4, 2024	Reviewing Applications
IT Infrastructure Manager	April 2024	January 2, 2024	February 2, 2024	Hired: Joseph Homza (04/09/24)
Systems Administrator	April 2024	December 21, 2023	January 22, 2024	Hired: David Centro (03/26/24)
Technology Support Associate	April 2024	December 21, 2023	January 22, 2024	Paused
Vice President for Enrollment Management	ASAP	March 1, 2024	April 1, 2024	Accepting Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Senior Cleaner (1.0 FTE)	Buildings & Grounds	ASAP	Applications received via Tompkins County Department of Human Resources
Enrollment Services Specialist (1.0 FTE)	Financial Aid	ASAP	Tompkins County Department of Human Resources Canvassing Eligible Candidates

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Teacher	Childcare	ASAP	Accepting Applications - Offer in progress
Substitute Teacher	Childcare	July 2023	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications Hired: Amanda Jo Hill (03/25/24) Hired: Makenzie "Zie" Sutton (03/25/24)
Lifeguard	Athletics & Recreation	July 2023	Continuous Recruitment – Offer in progress
Resident Director	Residence Life	April 2024	Reviewing Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications
Banquet Server	TC3 Bistro	July 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Dishwasher	TC3 Bistro	July 2023	Accepting Applications Hired: Cesar Figueroa (03/25/24)
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	ASAP	Accepting Applications – Offer in progress
Event Coordinator	TC3 Bistro	ASAP	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

April 17, 2024

Resignations/Retirements/Separations

NAME	TITLE	DEPARTMENT	EFFECTIVE	REASON
Kori Post	Associate Director of Budget and Finance	Finance & Administration	April 26, 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 April 8, 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/denial sent on March 18, 2024. FA filled Demand for Arbitration on April 1, 2024.
PROFESSIONAL ADMINISTRATORS ASSOCIATION	
Alleged violation of Articles 29.2, 41.2, 49.2.4.1, 49.2.4.2 and 52.3	Stage 2 filed on April 2, 2024; Response/denial sent on April 8, 2024.
TC3 ADJUNCT ASSOCIATION	
None.	

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-33

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 17th day of April 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 17th day of April 2024.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Monday, April 8, 2024
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
	January			
Cornish, Erin	CollegeNow Faculty Liaison	Adjunct	$1,792.65	1/22/2024 - 5/17/2024
Evans, Christine	CollegeNow Faculty Liaison	Adjunct	$418.29	1/22/2024 - 5/17/2024
Farah, Fred	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Galezo, David	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Gold, Darlene	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Grossman, Rick	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Ha, Lien	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Hartnett, Gerri-Ann	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Kidder, Jennifer	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Lewis, Justine	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Moore, Amy	NURS120 M33	Adjunct	$5,130.00	1/22/2024 - 5/17/2024
Need, Barbara	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Okaru, Alfie	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Schaffer, Patricia	NURS120 M33 - Replacement Contract	Adjunct	$6,085.00	1/22/2024 - 5/17/2024
Sewell, Pat	CollegeNow Faculty Liaison	Adjunct	$3,585.30	1/22/2024 - 5/17/2024
Woloszyn, Alexander	CollegeNow Faculty Liaison	Adjunct	$418.29	1/22/2024 - 5/17/2024
Young, Tammi	CollegeNow Faculty Liaison	Adjunct	$3,507.62	1/22/2024 - 5/17/2024
	February			
Salzone, Joseph	COMM105 ME51	Adjunct	$1,026.00	2/12/2024 - 5/17/2024
Steenburg, Jennifer	Coverage of NURS120 M33	Adjunct	$360.47	2/29/2024
	March			
Delisle, Jake	Laboratory Technician - BIOL/CHEM	Adjunct	$2,659.20	3/12/2024 - 5/17/2024
Shipman, Michael	Laboratory Technician - BIOL/CHEM	Adjunct	$2,216.00	3/12/2024 - 5/17/2024
	May			
Allen, Wendy	Dean of Admissions and Recruitment	Grade 6	$98,000.00 *	5/6/2024

* Annual Salary to be Prorated.