



Tompkins
Cortland
Community
College

**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
MONDAY, MARCH 1, 2010
PRESIDENT'S OFFICE – 4:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – December 31, 2009
 - c. Treasurer's Report – January 31, 2010
 - d. Appointment of Personnel
 - e. Restoration of Proposed State Budget Cuts and Changes to TAP
 - f. Sustainability/Energy Star Procurement Policy
 - g. Accounting A.S. Degree Program
 - h. Chemical Dependency Counseling Certificate Program
 - i. Entrepreneurship A.A.S. Degree Program
 - j. Paralegal Studies Certificate Program
 - k. Approval of Classified Staff Position – Enrollment Services Specialist
5. Executive Session (Personnel Item – Action to be taken)
 - a. Sabbatic Leave Recommendations
6. Adjournment

VISION

*To see strengths
and unique
potential in
every person.
To inspire people
to make the
courageous
choice to learn,
grow, and serve.*

MISSION

*We serve our
community
by meeting
educational
needs, creating
an environment
for student
success, and
preparing our
students and
ourselves for
citizenship
in a global
community.*

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
FEBRUARY 2010**

		Amount	Subtotal	Grand Total
Cafeteria Renovations Project				
	LeChase Construction Services (PO #26504)			
78 05	Application #6, General Construction	\$31,973.26		
78 06	Application #7, General Construction	\$7,200.00		
	Total Cafeteria Renovations Project		\$39,173.26	
 Electrical Upgrade Project 2010				
	Beardsley Design Associates (PO #27162)			
78 07	Invoice #0029243, Architectural Design Services	\$10,991.56		
	Total Electrical Upgrade Project 2010		\$10,991.56	
 Furniture, Fixtures, and Equipment				
	Grassland Equipment (PO #27097)			
78 08	Invoice #903224, Sand Pro Groomer	\$14,698.30		
	Total Furniture, Fixtures, and Equipment		\$14,698.30	
 New Classrooms Project 2009-10				
	G.R. Noto Electrical Construction (PO #26452)			
78 09	Application #6, Electrical	\$5,181.30		
	Total New Classrooms Project 2009-10		\$5,181.30	
 Multi-Cultural Office Project				
	Traver Construction, Inc. (PO #27092)			
78 10	Application #2, General Construction	\$17,760.00		
	Total Multi-Cultural Office Project		\$17,760.00	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
FEBRUARY 2010**

	Amount	Subtotal	Grand Total
Signage			
American Sign & Engraving (PO #26907)			
78 11 Invoice #1763, Signage	\$159.75		
Total Signage		\$159.75	
<hr/>			
Grand Total			\$87,964.17

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

DECEMBER 31, 2009

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

DECEMBER 31, 2009

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,712,626 in a money market savings account averaging .50% interest earnings for Dec and \$404,715 in savings. The maximum amount available for investment will fluctuate with a peak of \$3,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$10,423,964 is up significantly from 2,482,878 which is normal for this time period. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$855,164. The interfunds account balance of \$2,397,083 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of Dec. 30, total expenditures amounted to \$12,254,651 or 35.4% of the 2009-2010 budget. Comparable expenditures for period two last year were \$10,252,971 or 31.7% of the 2008-2009 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$20,436,568 are 59.02% of the revenue budget. Prior year revenues were \$18,620,370 are 57.6% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 1994-95 Capital Construction project remaining open is the Campus Master Plan with an amended budget of \$ 7,439,572. To date, \$7,439,572 has been committed for the Campus Master Plan.

The 2000-2001 Capital Construction Budget totals \$7,071,250 for the HVAC System Replacement and Campus Master Plan Update. To date, \$7,068,658 has been committed for 2000-2001 projects.

The 2002-2009 Capital Construction Budget totals \$34,253,262. As of December 2009, \$33,888,911 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
December 2009**

	Current Month <u>12/31/2009</u>	Previous Month <u>11/30/2009</u>	Previous Year <u>12/31/2008</u>
ASSETS			
Cash in Demand Deposit	\$276,276	\$377,810	\$452,692
Cash in Time Deposits	1,839,325	1,621,439	1,054,244
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	10,423,964	2,482,878	8,610,177
Accounts Receivable--Misc.	230,848	(40,932)	(451)
Prepaid Expenses	(46,595)	(40,941)	(76,677)
Due From Other Funds	2,426,265	2,672,107	1,867,711
Due From Sponsor Governments	0	0	0
Due From State Governments	0	0	10,435
Due From Other Governments	\$855,164	\$1,798,445	\$864,188
	<u>\$16,006,977</u>	<u>\$8,872,536</u>	<u>\$12,784,049</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$4,704	\$66,486	\$29,905
Payroll Liabilities	1,054,167	1,536,248	997,521
Student Financial Aid Liabilities	764,808	265,886	104,154
Accrued Liabilities	4,853,665	2,557,108	2,834,104
Due to Other Funds	(2,667)	(627)	252,878
Due to State Governments	26,148	26,148	0
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,086,971	1,086,971	511,441
Revenue Over (Under) Expenditures	8,219,181	3,334,316	8,054,046
	<u>\$16,006,977</u>	<u>\$8,872,536</u>	<u>\$12,784,049</u>
TOTAL LIABILITIES AND SURPLUS			

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2009

	PER CENT YEAR					33.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	8,829,493	8,829,493	3,609,596	5,219,897	40.88%	
Equipment	22,500	22,500	104	22,396	0.00%	
Contractual Expenses	3,496,948	3,496,948	1,199,565	2,297,383	34.30%	
Employee Benefits	<u>2,815,043</u>	<u>2,815,043</u>	<u>1,263,116</u>	<u>1,551,927</u>	44.87%	
Total Instruction	<u>15,163,984</u>	<u>15,163,984</u>	<u>6,072,381</u>	<u>9,091,603</u>	<u>40.04%</u>	
Public Service						
Personal Services	51,923	51,923	13,273	38,650	25.56%	
Equipment				0	0.00%	
Contractual Expenses	575	575	0	575	0.00%	
Employee Benefits	<u>16,554</u>	<u>16,554</u>	<u>4,645</u>	<u>11,909</u>	28.06%	
Total Public Service	<u>69,052</u>	<u>69,052</u>	<u>17,918</u>	<u>51,134</u>	<u>25.95%</u>	
Academic Support						
Personal Services	1,429,652	1,429,652	464,955	964,697	32.52%	
Equipment	76,900	76,900	878	76,022	0.00%	
Contractual Expenses	299,718	299,718	113,420	186,298	37.84%	
Employee Benefits	<u>455,806</u>	<u>455,806</u>	<u>162,734</u>	<u>293,072</u>	<u>35.70%</u>	
Total Academic Support	<u>2,262,076</u>	<u>2,262,076</u>	<u>741,987</u>	<u>1,520,089</u>	<u>32.80%</u>	
Libraries						
Personal Services	528,284	528,284	184,752	343,532	34.97%	
Equipment			0	0	0.00%	
Contractual Expenses	171,976	171,976	88,634	83,342	51.54%	
Employee Benefits	<u>168,429</u>	<u>168,429</u>	<u>64,663</u>	<u>103,766</u>	<u>38.39%</u>	
Total Libraries	<u>868,689</u>	<u>868,689</u>	<u>338,049</u>	<u>530,640</u>	<u>38.91%</u>	

APPROPRIATIONS 2009-2010 (Cont.)

PER CENT YEAR

33.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,966,923	2,966,923	987,389	1,979,534	33.28%
Equipment	0	0	650	(650)	0.00%
Contractual Expenses	1,901,745	1,901,745	601,027	1,300,718	31.60%
Employee Benefits	<u>945,923</u>	<u>945,923</u>	<u>345,829</u>	<u>600,094</u>	<u>36.56%</u>
Total Student Services	<u>5,814,591</u>	<u>5,814,591</u>	<u>1,934,895</u>	<u>3,879,696</u>	<u>33.28%</u>
Maintenance and Operation of Plant					
Personal Services	2,216,889	2,216,889	669,999	1,546,890	30.22%
Equipment	11,100	11,100	495	10,605	0.00%
Contractual Expenses	1,662,642	1,662,642	260,004	1,402,638	15.64%
Employee Benefits	<u>748,242</u>	<u>748,242</u>	<u>252,700</u>	<u>495,542</u>	<u>33.77%</u>
Total Maintenance and Operation of Plant	<u>4,638,873</u>	<u>4,638,873</u>	<u>1,183,198</u>	<u>3,455,675</u>	<u>25.51%</u>
Institutional Support					
Personal Services	1,333,374	1,333,374	436,834	896,540	32.76%
Equipment	0	0	0	0	0.00%
Contractual Expenses	395,449	395,449	127,148	268,301	32.15%
Employee Benefits	<u>425,110</u>	<u>425,110</u>	<u>155,755</u>	<u>269,355</u>	<u>36.64%</u>
Total Institutional Support	<u>2,153,933</u>	<u>2,153,933</u>	<u>719,737</u>	<u>1,434,196</u>	<u>33.42%</u>
General Institutional Services					
Personal Services	1,778,236	1,778,236	605,152	1,173,084	34.03%
Equipment	174,500	174,500	9,230	165,270	0.00%
Contractual Expenses	1,138,305	1,138,305	415,440	722,865	36.50%
Employee Benefits	<u>566,941</u>	<u>566,941</u>	<u>216,664</u>	<u>350,277</u>	<u>38.22%</u>
Total General Institutional Services	<u>3,657,982</u>	<u>3,657,982</u>	<u>1,246,486</u>	<u>2,411,496</u>	<u>34.08%</u>
TOTAL APPROPRIATIONS	<u>34,629,180</u>	<u>34,629,180</u>	<u>12,254,651</u>	<u>22,374,529</u>	<u>35.39%</u>

2009-2010 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 33.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	52,000	52,000	34,040	0	0.00%
State Employee's Retirement	510,000	510,000	291,275	218,725	57.11%
State Teacher's Retirement	163,000	163,000	71,577	91,423	43.91%
Optional Retirement Fund	980,000	980,000	341,691	638,309	34.87%
Social Security	1,430,235	1,430,235	514,858	915,377	36.00%
Workers Compensation	115,000	115,000	105,857	9,143	92.05%
Misc Employee Benefits	120,000	120,000	31,646	88,354	26.37%
Disability Insurance	13,000	13,000	3,833	9,167	29.48%
Hospital and Medical Insurance	2,550,812	2,550,812	841,303	1,709,509	32.98%
Employee Tuition Benefits	133,000	133,000	97,850	35,150	73.57%
Life Insurance	10,000	10,000	3,538	6,462	35.38%
Vacation Benefits	60,000	60,000	20,000	40,000	33.33%
Unemployment Insurance	5,000	5,000	10,540	(5,540)	0.00%
Total Employee Benefits	<u>6,142,047</u>	<u>6,142,047</u>	<u>2,368,008</u>	<u>3,756,079</u>	<u>38.55%</u>

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER, 2009

PER CENT YEAR 33.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$12,762,607	\$12,762,607	11,081,551	1,681,056	86.83%
Summer	1,201,986	1,201,986	593	1,201,393	0.05%
Nonresident Tuition	1,620,320	1,620,320	1,807,348	(187,028)	111.54%
Student Fee Revenue (Tech Fee)	974,800	974,800	887,767	87,033	91.07%
Total Tuition	<u>16,559,713</u>	<u>16,559,713</u>	<u>13,777,259</u>	<u>2,782,454</u>	<u>83.20%</u>
Government Appropriations					
New York State	9,861,551	9,861,551	4,818,964	5,042,587	48.87%
Local Sponsors	4,254,915	4,254,915	0	4,254,915	0.00%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>3,249,000</u>	<u>3,249,000</u>	<u>1,586,375</u>	<u>1,662,625</u>	<u>48.83%</u>
Total Government Appropriations	<u>17,365,466</u>	<u>17,365,466</u>	<u>6,405,339</u>	<u>10,960,127</u>	<u>36.89%</u>
Other Revenues					
Service Fees	149,000	149,000	46,907	102,093	31.48%
Interest Earnings	20,000	20,000	4,141	15,859	20.71%
Rental of Real Property	22,000	22,000	7,018	14,982	31.90%
Contract Courses	105,000	105,000	56,386	48,614	53.70%
Noncredit Tuition	190,000	190,000	49,416	140,584	26.01%
Grant Offsets	173,000	173,000	2,407	170,593	1.39%
Unclassified Revenues	<u>45,000</u>	<u>45,000</u>	<u>87,695</u>	<u>(42,695)</u>	<u>194.88%</u>
Total Other Revenues	<u>704,000</u>	<u>704,000</u>	<u>253,970</u>	<u>450,030</u>	<u>36.08%</u>
TOTAL REVENUES	<u>\$34,629,179</u>	<u>\$34,629,179</u>	<u>\$20,436,568</u>	<u>\$14,192,611</u>	<u>59.02%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
December 2009 To April 2010**

	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,000,980	\$2,117,331	\$1,396,842	\$1,111,353	\$3,048,563
<u>RECEIPTS</u>					
Student Accounts Receivable	\$359,587	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Student Financial Aid	\$907,871	\$50,000	\$50,000	\$50,000	\$50,000
Sponsor Payments	\$0	\$659,511	\$659,511	\$659,511	\$659,511
Chargebacks to Other Counties	\$827,597	\$200,000	\$200,000	\$200,000	\$200,000
State Aid	\$2,313,535	\$0	\$0	\$2,222,699	\$0
Repayment of Grant Fund Advances	\$54,357	\$25,000	\$25,000	\$25,000	\$10,000
Repayment of Capital Fund Advances	\$170,000	\$0	\$0	\$0	\$0
Other Receipts	\$126,290	\$120,000	\$120,000	\$120,000	\$120,000
Projected Cash Receipts	<u>\$4,759,237</u>	<u>\$2,554,511</u>	<u>\$2,554,511</u>	<u>\$4,777,210</u>	<u>\$2,539,511</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$188,436	\$115,000	\$130,000	\$130,000	\$130,000
Accounts Payable	\$1,981,580	\$1,500,000	\$1,000,000	\$1,000,000	\$1,000,000
Payroll and Fringe Benefits	\$2,422,933	\$1,500,000	\$1,700,000	\$1,700,000	\$1,700,000
Grant Fund Advances	\$35,953	\$10,000	\$10,000	\$10,000	\$10,000
Capital Fund Advances	\$13,984	\$150,000	\$0	\$0	\$0
Projected Cash Disbursements	<u>\$4,642,886</u>	<u>\$3,275,000</u>	<u>\$2,840,000</u>	<u>\$2,840,000</u>	<u>\$2,840,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$2,067,331	\$1,346,842	\$1,061,353	\$2,998,563	\$2,698,074
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$2,117,331	\$1,396,842	\$1,111,353	\$3,048,563	\$2,748,074

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING DEC 31, 2009

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
TOTAL	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,067,173</u>	<u>1,485</u>	<u>7,068,658</u>	<u>2,592</u>
TOTAL	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,067,173</u>	<u>1,485</u>	<u>7,068,658</u>	<u>2,592</u>
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,781,122	3,588,204	0	3,588,204	192,918
Site Improvements (Phase 1A)	1,332,100	1,954,616	1,854,054	0	1,854,054	100,562
Athletic Facility Construction (Phase 1B)	15,546,945	15,867,354	15,622,108	0	15,622,108	245,246
Interior Renovations (Phase 2A)	2,411,195	2,559,694	2,525,512	0	2,525,512	34,182
Interior Renovations (Phase 2B)	5,667,505	6,417,812	6,131,931	0	6,131,931	285,881
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,402,248	0	2,402,248	17,635
Office Renovations	135,395	135,395	135,502	0	135,502	-107
Field Irrigation	177,000	204,217	203,031	0	203,031	1,186
Furniture Fixtures & Equipment	<u>1,452,803</u>	<u>1,452,803</u>	<u>1,426,401</u>	<u>0</u>	<u>1,426,401</u>	<u>26,402</u>
TOTAL	<u>30,267,212</u>	<u>34,792,896</u>	<u>33,888,991</u>	<u>0</u>	<u>33,888,991</u>	<u>710,987</u>
CLASSROOM PROJECT 2008-2009	<u>2,000,000</u>	<u>2,000,000</u>	<u>1,215,993</u>		<u>1,215,993</u>	<u>784,007</u>

CAPITAL CASH SUMMARY

CASH BALANCE - DEC 1, 2009

Campus Master Plan Money Market	222,177
Cash in time Deposits	<u>708,000</u>

\$930,177

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	<u>170,000</u>
	170,000

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	607,926
Reimburse from interfunds	0
Investment Income - Savings	436
Investment Income - CMP	110
Chargeback Revenue	<u>115,684</u>

\$724,156

CASH BALANCE -DEC 31, 2009

Campus Master Plan Money Market	660,213
Cash in Time Deposits	<u>824,120</u>

\$1,484,333

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,381,755 in a money market savings account averaging .50% interest earnings for Jan and \$358,700 in savings. The maximum amount available for investment will fluctuate with a peak of \$3,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$10,601,723 is up slightly from 10,424,294. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$200,474. The interfunds account balance of \$2,746,069 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of Jan. 31, total expenditures amounted to \$14,598,608 or 42.2% of the 2009-2010 budget. Comparable expenditures for period two last year were \$13,289,108 or 41.1% of the 2008-2009 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$22,320,435 are 64.46% of the revenue budget. Prior year revenues were \$20,426,294 are 63.2% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 1994-95 Capital Construction project remaining open is the Campus Master Plan with an amended budget of \$ 7,439,572. To date, \$7,439,572 has been committed for the Campus Master Plan.

The 2000-2001 Capital Construction Budget totals \$7,071,250 for the HVAC System Replacement and Campus Master Plan Update. To date, \$7,068,658 has been committed for 2000-2001 projects.

The 2002-2009 Capital Construction Budget totals \$34,253,262. As of January 2009, \$33,888,911 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
December 2009**

	Current Month <u>01/31/2010</u>	Previous Month <u>12/31/2009</u>	Previous Year <u>1/31/2009</u>
ASSETS			
Cash in Demand Deposit	\$358,698	\$276,276	\$453,769
Cash in Time Deposits	1,381,757	1,839,325	1,551,680
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	10,601,723	10,423,964	8,365,883
Accounts Receivable--Misc.	213,289	230,848	5,197
Prepaid Expenses	(51,393)	(46,595)	(85,748)
Due From Other Funds	2,780,173	2,426,265	2,356,293
Due From Sponsor Governments	0	0	0
Due From State Governments	0	0	10,435
Due From Other Governments	\$200,474	\$855,164	330,348
	<u>\$15,486,451</u>	<u>\$16,006,977</u>	<u>\$12,989,587</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$24,815	\$4,704	\$23,710
Payroll Liabilities	1,140,447	1,054,167	1,918,730
Student Financial Aid Liabilities	771,535	764,808	637,850
Accrued Liabilities	4,889,107	4,853,665	2,604,468
Due to Other Funds	(3,559)	(2,667)	254,903
Due to State Governments	0	26,148	0
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,086,971	1,086,971	511,441
Revenue Over (Under) Expenditures	7,577,125	8,219,181	7,038,485
	<u>\$15,486,441</u>	<u>\$16,006,977</u>	<u>\$12,989,587</u>
TOTAL LIABILITIES AND SURPLUS			

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2010

			PER CENT YEAR		42.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	8,829,493	8,829,493	4,140,160	4,689,333	46.89%
Equipment	22,500	22,500	104	22,396	0.00%
Contractual Expenses	3,496,948	3,496,948	1,306,658	2,190,290	37.37%
Employee Benefits	<u>2,815,043</u>	<u>2,815,043</u>	<u>1,449,169</u>	<u>1,365,874</u>	51.48%
Total Instruction	<u>15,163,984</u>	<u>15,163,984</u>	<u>6,896,091</u>	<u>8,267,893</u>	<u>45.48%</u>
Public Service					
Personal Services	51,923	51,923	16,609	35,314	31.99%
Equipment				0	0.00%
Contractual Expenses	575	575	0	575	0.00%
Employee Benefits	<u>16,554</u>	<u>16,554</u>	<u>5,813</u>	<u>10,741</u>	35.12%
Total Public Service	<u>69,052</u>	<u>69,052</u>	<u>22,422</u>	<u>46,630</u>	<u>32.47%</u>
Academic Support					
Personal Services	1,429,652	1,429,652	574,177	855,475	40.16%
Equipment	76,900	76,900	73,924	2,976	0.00%
Contractual Expenses	299,718	299,718	126,754	172,964	42.29%
Employee Benefits	<u>455,806</u>	<u>455,806</u>	<u>200,606</u>	<u>255,200</u>	<u>44.01%</u>
Total Academic Support	<u>2,262,076</u>	<u>2,262,076</u>	<u>975,461</u>	<u>1,286,615</u>	<u>43.12%</u>
Libraries					
Personal Services	528,284	528,284	222,979	305,305	42.21%
Equipment			0	0	0.00%
Contractual Expenses	171,976	171,976	94,255	77,721	54.81%
Employee Benefits	<u>168,429</u>	<u>168,429</u>	<u>78,043</u>	<u>90,386</u>	<u>46.34%</u>
Total Libraries	<u>868,689</u>	<u>868,689</u>	<u>395,277</u>	<u>473,412</u>	<u>45.50%</u>

APPROPRIATIONS 2009-2010 (Cont.)

PER CENT YEAR

42.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,966,923	2,966,923	1,222,783	1,744,140	41.21%
Equipment	0	0	650	(650)	0.00%
Contractual Expenses	1,901,745	1,901,745	676,301	1,225,444	35.56%
Employee Benefits	<u>945,923</u>	<u>945,923</u>	<u>428,217</u>	<u>517,706</u>	<u>45.27%</u>
Total Student Services	<u>5,814,591</u>	<u>5,814,591</u>	<u>2,327,951</u>	<u>3,486,640</u>	<u>40.04%</u>
Maintenance and Operation of Plant					
Personal Services	2,216,889	2,216,889	848,814	1,368,075	38.29%
Equipment	11,100	11,100	2,324	8,776	0.00%
Contractual Expenses	1,662,642	1,662,642	402,490	1,260,152	24.21%
Employee Benefits	<u>748,242</u>	<u>748,242</u>	<u>319,835</u>	<u>428,407</u>	<u>42.74%</u>
Total Maintenance and Operation of Plant	<u>4,638,873</u>	<u>4,638,873</u>	<u>1,573,463</u>	<u>3,065,410</u>	<u>33.92%</u>
Institutional Support					
Personal Services	1,333,374	1,333,374	535,883	797,491	40.19%
Equipment	0	0	0	0	0.00%
Contractual Expenses	395,449	395,449	157,345	238,104	39.79%
Employee Benefits	<u>425,110</u>	<u>425,110</u>	<u>191,124</u>	<u>233,986</u>	<u>44.96%</u>
Total Institutional Support	<u>2,153,933</u>	<u>2,153,933</u>	<u>884,352</u>	<u>1,269,581</u>	<u>41.06%</u>
General Institutional Services					
Personal Services	1,778,236	1,778,236	748,760	1,029,476	42.11%
Equipment	174,500	174,500	54,783	119,717	0.00%
Contractual Expenses	1,138,305	1,138,305	455,800	682,505	40.04%
Employee Benefits	<u>566,941</u>	<u>566,941</u>	<u>264,248</u>	<u>302,693</u>	<u>46.61%</u>
Total General Institutional Services	<u>3,657,982</u>	<u>3,657,982</u>	<u>1,523,591</u>	<u>2,134,391</u>	<u>41.65%</u>
TOTAL APPROPRIATIONS	<u>34,629,180</u>	<u>34,629,180</u>	<u>14,598,608</u>	<u>20,030,572</u>	<u>42.16%</u>

2009-2010 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 42.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	52,000	52,000	64,722	0	0.00%
State Employee's Retirement	510,000	510,000	362,091	147,909	71.00%
State Teacher's Retirement	163,000	163,000	81,027	81,973	49.71%
Optional Retirement Fund	980,000	980,000	448,149	531,851	45.73%
Social Security	1,430,235	1,430,235	617,937	812,298	43.21%
Workers Compensation	115,000	115,000	105,806	9,194	92.01%
Misc Employee Benefits	120,000	120,000	64,093	55,907	53.41%
Disability Insurance	13,000	13,000	4,779	8,221	36.76%
Hospital and Medical Insurance	2,550,812	2,550,812	1,084,607	1,466,205	42.52%
Employee Tuition Benefits	133,000	133,000	131,200	1,800	98.65%
Life Insurance	10,000	10,000	4,426	5,574	44.26%
Vacation Benefits	60,000	60,000	25,000	35,000	41.67%
Unemployment Insurance	5,000	5,000	22,924	(17,924)	0.00%
Total Employee Benefits	<u>6,142,047</u>	<u>6,142,047</u>	<u>3,016,761</u>	<u>3,138,008</u>	<u>49.12%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY, 2010**

PER CENT YEAR 42.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$12,762,607	\$12,762,607	12,337,663	424,944	96.67%
Summer	1,201,986	1,201,986	593	1,201,393	0.05%
Nonresident Tuition	1,620,320	1,620,320	1,569,173	51,147	96.84%
Student Fee Revenue (Tech Fee)	974,800	974,800	994,245	(19,445)	101.99%
Total Tuition	<u>16,559,713</u>	<u>16,559,713</u>	<u>14,901,674</u>	<u>1,658,039</u>	<u>89.99%</u>
Government Appropriations					
New York State	9,861,551	9,861,551	4,818,964	5,042,587	48.87%
Local Sponsors	4,254,915	4,254,915	659,511	3,595,404	15.50%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>3,249,000</u>	<u>3,249,000</u>	<u>1,586,375</u>	<u>1,662,625</u>	<u>48.83%</u>
Total Government Appropriations	<u>17,365,466</u>	<u>17,365,466</u>	<u>7,064,850</u>	<u>10,300,616</u>	<u>40.68%</u>
Other Revenues					
Service Fees	149,000	149,000	105,497	43,503	70.80%
Interest Earnings	20,000	20,000	5,316	14,684	26.58%
Rental of Real Property	22,000	22,000	8,903	13,097	40.47%
Contract Courses	105,000	105,000	48,486	56,514	46.18%
Noncredit Tuition	190,000	190,000	78,173	111,827	41.14%
Grant Offsets	173,000	173,000	33,060	139,940	19.11%
Unclassified Revenues	<u>45,000</u>	<u>45,000</u>	<u>74,476</u>	<u>(29,476)</u>	<u>165.50%</u>
Total Other Revenues	<u>704,000</u>	<u>704,000</u>	<u>353,911</u>	<u>350,089</u>	<u>50.27%</u>
TOTAL REVENUES	<u>\$34,629,179</u>	<u>\$34,629,179</u>	<u>\$22,320,435</u>	<u>\$12,308,744</u>	<u>64.46%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
January 2010 To May 2010**

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,117,331	\$1,742,185	\$1,731,402	\$4,498,612	\$3,247,829
<u>RECEIPTS</u>					
Student Accounts Receivable	\$1,526,435	\$450,000	\$400,000	\$500,000	\$400,000
Student Financial Aid	\$84,106	\$5,000,000	\$3,000,000	\$50,000	\$50,000
Sponsor Payments	\$659,511	\$404,217	\$659,511	\$404,217	\$659,511
Chargebacks to Other Counties	\$576,736	\$200,000	\$550,000	\$550,000	\$200,000
State Aid	\$0	\$0	\$2,222,699	\$0	\$0
Repayment of Grant Fund Advances	\$20,944	\$25,000	\$25,000	\$10,000	\$10,000
Repayment of Capital Fund Advances	\$0	\$0	\$0	\$0	\$0
Other Receipts	\$61,986	\$120,000	\$120,000	\$120,000	\$120,000
Projected Cash Receipts	<u>\$2,929,718</u>	<u>\$6,199,217</u>	<u>\$6,977,210</u>	<u>\$1,634,217</u>	<u>\$1,439,511</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$112,742	\$3,500,000	\$1,500,000	\$175,000	\$130,000
Accounts Payable	\$1,753,205	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Payroll and Fringe Benefits	\$1,430,597	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000
Grant Fund Advances	\$8,320	\$10,000	\$10,000	\$10,000	\$10,000
Capital Fund Advances	\$0	\$0	\$0	\$0	\$0
Projected Cash Disbursements	<u>\$3,304,864</u>	<u>\$6,210,000</u>	<u>\$4,210,000</u>	<u>\$2,885,000</u>	<u>\$2,840,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$1,692,185	\$1,681,402	\$4,448,612	\$3,197,829	\$1,797,340
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$1,742,185	\$1,731,402	\$4,498,612	\$3,247,829	\$1,847,340

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JAN 31, 2010

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
TOTAL	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,067,173</u>	<u>1,485</u>	<u>7,068,658</u>	<u>2,592</u>
TOTAL	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,067,173</u>	<u>1,485</u>	<u>7,068,658</u>	<u>2,592</u>
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,781,122	3,588,204	0	3,588,204	192,918
Site Improvements (Phase 1A)	1,332,100	1,954,616	1,854,054	0	1,854,054	100,562
Athletic Facility Construction (Phase 1B)	15,546,945	15,867,354	15,622,108	0	15,622,108	245,246
Interior Renovations (Phase 2A)	2,411,195	2,559,694	2,525,512	0	2,525,512	34,182
Interior Renovations (Phase 2B)	5,667,505	6,417,812	6,131,931	0	6,131,931	285,881
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,402,248	0	2,402,248	17,635
Office Renovations	135,395	135,395	135,502	0	135,502	-107
Field Irrigation	177,000	204,217	203,031	0	203,031	1,186
Furniture Fixtures & Equipment	<u>1,452,803</u>	<u>1,452,803</u>	<u>1,426,401</u>	<u>0</u>	<u>1,426,401</u>	<u>26,402</u>
TOTAL	<u>30,267,212</u>	<u>34,792,896</u>	<u>33,888,991</u>	<u>0</u>	<u>33,888,991</u>	<u>710,987</u>
CLASSROOM PROJECT 2008-2009	<u>2,000,000</u>	<u>2,000,000</u>	<u>1,215,993</u>		<u>1,215,993</u>	<u>784,007</u>

CAPITAL CASH SUMMARY

CASH BALANCE - JAN 1, 2010

Campus Master Plan Money Market	660,213
Cash in time Deposits	<u>824,120</u>

\$1,484,333

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	<u>0</u>
	0

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	0
Investment Income - CMP	301
Chargeback Revenue	<u>0</u>

\$301

CASH BALANCE -JAN 31, 2010

Campus Master Plan Money Market	660,514
Cash in Time Deposits	<u>824,120</u>

\$1,484,634

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-24**

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, CATHY A. NORTHROP, 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 an Executive Committee meeting of said Board on the 1st day of March 2010, 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 1st day of March 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
February 18, 2010
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
November 2009					
Booth, Mark	Concurrent Enrollment - Chemistry Department	Adjunct	N/A	166.40	11/09/09 - 1/15/10
Gammage-Sikora, Gina	Concurrent Enrollment - Foreign Language Dept	Adjunct	N/A	166.40	11/09/09 - 1/15/10
Sinclair, Lorraine	Concurrent Enrollment - English Department	Adjunct	N/A	83.20	11/09/09 - 1/15/10
Sloan, Cindy	Concurrent Enrollment - Sociology Department	Adjunct	N/A	582.40	11/09/09 - 1/15/10
Stremlin, Tatiana	Concurrent Enrollment - Music Department	Adjunct	N/A	582.40	11/09/09 - 1/15/10
December 2009					
Kobre, Michael	Develop asynchronous course methodology BIOL	Adjunct	N/A	2852.76	12/15/09 - 1/21/10
January 2010					
Heffner, William	Seasonal Admissions Advisor	Adjunct	N/A	2353.05	1/04/10 - 1/02/10
Dickerson, Nancy	Intervention Advisement	Adjunct	N/A	528.26	1/05/10 - 1/08/10
McGraw, Michael	Entry-Level Advisement	Adjunct	N/A	843.12	1/06/10 - 1/08/10
Dickerson, Nancy	Intervention Advisement	Adjunct	N/A	491.40	1/11/10 - 1/14/10
McGraw, Michael	Entry-Level Advisement	Adjunct	N/A	1522.30	1/11/10 - 1/15/10
McGraw, Michael	Entry-Level Advisement	Adjunct	N/A	889.96	1/19/10 - 1/21/10
Baker, Shauna	Dr. Lucille S. Baker Commons	Tutor	N/A	2024.40	1/14/10 - 5/14/10
Barens, Julia	Dr. Lucille S. Baker Commons	Tutor	N/A	4098.30	1/14/10 - 5/14/10
DeGaetano, Margaret	Dr. Lucille S. Baker Commons	Tutor	N/A	7808.13	1/14/10 - 5/14/10
Ketola, Mark	Dr. Lucille S. Baker Commons	Tutor	N/A	3,051.06	1/14/10 - 5/14/10
MacDowell, Gary	Co-coordinate Fitness courses with P. Mercer	Adjunct	N/A	651.71	1/14/10 - 5/14/10
MacRae, Austin	Dr. Lucille S. Baker Commons	Tutor	N/A	3,808.35	1/14/10 - 5/14/10
Ozolins, Peter	Dr. Lucille S. Baker Commons	Tutor	N/A	3,235.50	1/14/10 - 5/14/10
Perkins, Donald	Engineering Duties in the Radio Studio	Adjunct	N/A	1,400.00	1/14/10 - 5/20/10
Pizarro, Elena	Dr. Lucille S. Baker Commons	Tutor	N/A	7,592.64	1/14/10 - 5/14/10
Pospisil, Pamela	Dr. Lucille S. Baker Commons	Tutor	N/A	750.00	1/14/10 - 5/14/10
Price, S. Lee	Program Chair for EMT Program	Adjunct	N/A	2,220.00	1/14/10 - 5/20/10
Rattray, Jamie	Co-coordinate Health courses	Adjunct	N/A	1,525.06	1/14/10 - 5/18/10
Sill, Angela	Dr. Lucille S. Baker Commons	Tutor	N/A	2,602.80	1/14/10 - 5/14/10
Van de Bogart, Patricia	Campus Technology	A.V. Aide	D	*31897.46	1/21/2010
Ackley, Jeannie	NURS 220-M27	Adjunct	N/A	8305.00	1/21/10 - 5/14/10
Beggren, Beverly	NURS 120-M21	Adjunct	N/A	1,358.91	1/21/10 - 5/14/10
Blom, Ronna	NURS 225-M24	Adjunct	N/A	8,855.00	1/21/10 - 5/14/10
Blom, Ronna	Nursing Meetings	Adjunct	N/A	690.00	1/21/10 - 5/14/10
Boden, Brandy	RECR Research Project with SUNY Cortland	Adjunct	N/A	2,265.00	1/21/10 - 5/14/10
Brunner, Tracey	College Forum Secretary	Adjunct	N/A	772.33	1/21/10 - 5/14/10
Buchanan, Patricia	CTC Adjunct Service Coordinator	Adjunct	N/A	2,216.25	1/21/10 - 5/14/10
Carr, Kyle	Coverage for Communications Cage	Adjunct	N/A	1,941.30	1/21/10 - 5/14/10
Church, Kelly	NURS 225-M24	Adjunct	N/A	1,358.91	1/21/10 - 5/14/10
DeBolt, Amanda	NRUS 120-M22	Adjunct	N/A	4,152.50	1/21/10 - 5/14/10
Doty, Diana	NURS 120-M23	Adjunct	N/A	1,449.00	1/21/10 - 5/14/10
Gammage-Sikora, Gina	Foreign Language lab work, tutoring, etc.	Adjunct	N/A	3,939.60	1/21/10 - 5/14/10
Hamlisch, Betty	NURS 225-M24	Adjunct	N/A	5,417.50	1/21/10 - 5/14/10
Harris, Kevin	NURS 225-M22	Adjunct	N/A	8,305.00	1/21/10 - 5/14/10
Howard, Kara	NURS 225-M23	Adjunct	N/A	1,358.91	1/21/10 - 5/14/10
Kuck, Carol	NURS 120-M27	Adjunct	N/A	1,358.91	1/21/10 - 5/14/10
McGee, Louise	NURS 225	Adjunct	N/A	5,417.50	1/21/10 - 5/14/10
McGill, Kelly	NURS 120-M26	Adjunct	N/A	1,358.91	1/21/10 - 5/14/10
Miller, Jennifer	NURS 225-M25	Adjunct	N/A	1,358.91	1/21/10 - 5/14/10
Myers, Deb	NURS 225-M21	Adjunct	N/A	1,358.91	1/21/10 - 5/14/10

February 18, 2010
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
January 2010 continued					
Myers, Melissa	Cornell AESP Program	Adjunct	N/A	1,132.50	1/21/10 - 5/14/10
Rumsey, Christy	NURS 120-M24	Adjunct	N/A	8,305.00	1/21/10 - 5/14/10
Rumsey, Christy	Nursing Meetings	Adjunct	N/A	647.10	1/21/10 - 5/14/10
Schafer, Patricia	NURS 222-M21	Adjunct	N/A	8,855.00	1/21/10 - 5/14/10
Wilson, Suzanne	NURS 120-M26	Adjunct	N/A	8,305.00	1/21/10 - 5/14/10
Wilson, Valerie	NURS 120-225	Adjunct	N/A	2,717.82	1/21/10 - 5/14/10
Wright, Rachael	NURS 120 FLD	Adjunct	N/A	1,358.91	1/21/10 - 5/14/10
Zusman, Neil	Adjunct Reference Librarian	Adjunct	N/A	8,051.25	1/22/10 - 5/14/10
Rosekrans, Linda	Provide reading, grading srvs. etc. for Dr. Pukstas	Adjunct	N/A	1,688.40	1/27/10 - 5/14/10
February 2010					
Plumeau, Margaret	Borg Warner Math Review	Adjunct	N/A	160.00	2/05/10 - 2/06/10
Donlick, Christel	Borg Warner Math Review	Adjunct	N/A	160.00	2/05/10 - 2/06/10
Gutierrez, Norma	InDesign CS3 Level I workshop	Adjunct	N/A	480.00	2/05/10 - 2/19/10
Maus, Maureen	Borg Warner Math review and testing	Adjunct	N/A	2475.00	2/05/10 - 2/13/10
DeGaetano, Margaret	Master Course Syllabus Revision METR 101	Adjunct	N/A	27.73	02/09/10
Hesse, Ralph	Master Course Syllabus Revision PSYC 218	Adjunct	N/A	27.73	02/09/10
Kidder, Jennifer	Master Course Syllabus Revision GEOL 101	Adjunct	N/A	27.73	02/09/10
Ryan, Jessica	Master Course Syllabus Revision SOCE 201	Adjunct	N/A	27.73	02/09/10
Gutierrez, Norma	InDesign CS3 Level II workshop	Adjunct	N/A	480.00	2/26/10 - 3/12/10

*Annual salary to be prorated

Appt of Personnel Feb 2010

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-25**

RESTORATION OF PROPOSED STATE BUDGET CUTS AND CHANGES TO TAP

WHEREAS, Tompkins Cortland Community College and other New York community colleges continue to experience a strong demand on the part of students, their parents, and others in our community who rely on us for educational programs to upgrade their skills for employment purposes, to retrain for different workforce and employment opportunities, and to prepare for transfer to four-year institutions, and

WHEREAS, Tompkins Cortland Community College has grown nearly 100 percent in enrollment over the course of the last 13 years and in fall 2009 experienced a 14½ percent growth in enrollment, and in spring 2010 an additional eleven percent growth in enrollment, and

WHEREAS, this demand for our services requires that we provide a high quality, cost effective range of academic programs to meet our local workforce needs and economic development demands, and

WHEREAS, State support for our community colleges has remained at the same level for three years in a row and during the current budget year, that rate was decreased by \$130 per FTE (a five percent cut) during the middle of the academic year, and

WHEREAS, the Governor's proposed 2010-2011 budget further reduces our base aid by \$285 per FTE, for a total of a fifteen and a half percent cut over the 2009-2010 budget year, and

WHEREAS, the total impact of the combined cuts is over \$1.6 million in lost revenue for TC3 for 2010-2011, and

WHEREAS, the Governor's proposed 2010-2011 budget cuts the maximum award for the State's Tuition Assistance Program (TAP), a program on which nearly eighty percent of our students rely for helping them to pay for tuition, and

WHEREAS, the impact of the Governor's proposed cuts potentially reduces access for students to attend community colleges, as well as their access to higher education, so vitally needed in this time of economic uncertainty, and

WHEREAS, the proposed cuts would have a devastating impact on Tompkins Cortland Community College's ability to sustain instructional, academic, and non-academic support services to our students and our communities, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College strongly encourages the State to restore the Governor's proposed \$285 per FTE cut to our community colleges, and be it further

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College strongly advocates for the restoration of the proposed cuts and changes to the State's Tuition Assistance Program, and be it further

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes its Chairperson to convey these sentiments to our State legislative representatives.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 an Executive Committee meeting of said Board on the 1st day of March 2010, 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 1st day of March 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-30**

SUSTAINABILITY/ENERGY STAR PROCUREMENT POLICY

WHEREAS, members of the Sustainability Council have recommended that Tompkins Cortland Community College adopt a Sustainability /Energy Star Procurement Policy as a tangible action in the fulfillment of the American College and University President's Climate Commitment, and

WHEREAS, the attached Sustainability/Energy Star Procurement Policy has been reviewed and recommended by the College Forum, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby approves the adoption of the Sustainability/Energy Star Procurement Policy as written.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 an Executive Committee meeting of said Board on the 1st day of March 2010, 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 1st day of March 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Date: February 15, 2010

To: Blixy Taetzsch

From: Kevin Caveney

Re: Sustainability/Energy Star Procurement Policy Proposal

In June, 2009 members of the Sustainability Council presented the attached **Sustainability/Energy Star Procurement Policy Proposal** to the Provost's Council. The proposal was endorsed and agreed upon by the council, and it was recommended that it be shared with the College Forum. The council did not feel that conducting a public forum was necessary. On November 18th, 2009, the proposal was presented to the College Forum and was unanimously approved by members of the Forum. The goal of this proposal is to implement a written policy which addresses the area of sustainability as part of the decision making process in regard to procurement. The proposal was created as a tangible action in fulfillment of The American College & University President's Climate Commitment. The goal of the Commitment is to move toward climate neutrality – whereby the College is not impacting the environment in a negative manner. The Sustainability Council recommends the adoption of the attached proposal as a procurement policy for Tompkins Cortland Community College.

Kevin Caveney
Purchasing, Member of Sustainability Council
Tompkins Cortland Community College

Sustainability/Energy Star Procurement Policy Proposal

In April 2008 President Carl Haynes signed The American College & University President's Climate Commitment. According to the Implementation Guide of the Commitment, we must establish and implement several 'tangible actions'. One of the tangible actions recommended by the Sustainability Council is the establishment of a Sustainability/Energy Star Procurement Policy.

Our goal is to incorporate sustainability and environmental impact as part of the decision making process for all types of procurement at TC3, provide leadership, and promote awareness in the area of sustainability. The Sustainability Committee recommends that TC3 adopt a policy as follows:

In an effort to meet the goals of the Climate Commitment to reduce energy usage, lower the negative impact on the environment, and to realize long term cost savings, TC3 will purchase when applicable and whenever possible, ENERGY STAR* rated products in all areas for which the ENERGY STAR ratings exist. Items with the ENERGY STAR rating will be purchased in preference to those items without the rating unless there is substantial evidence or reasoning as to why a similar item without the rating should be purchased. Such reasoning will be documented and must be approved by the Dean of Operations and Enrollment Management. Furthermore, efforts will be made by the College to procure environmentally friendly goods and services where the Energy Star rating may not be available. The College will make efforts to obtain goods and services which feature 'green', environmentally beneficial attributes.

Examples include the purchase of:

- Products produced using wind, solar, or other sustainable energy sources;
- Products which provide energy savings, products containing recycled materials;
- Products which are free of hazardous or toxic chemicals; and
- Purchasing from vendors who are making efforts in the area of environmental responsibility.

As part of the request for proposal or bid processes, when applicable, the College will ask potential vendors to demonstrate their efforts in the area of sustainability. There are currently more than 50 categories for ENERGY STAR rated products. The Purchasing Office will be available to assist departments to determine if desired product categories are ENERGY STAR eligible.

*ENERGY STAR ® is a program that was first developed in 1992 by the US Environmental Protection Agency (EPA) as a method to identify and promote products that are energy efficient. (http://housewares.about.com/od/majorappliances/f/energystar_RO.htm) Requirements to earn the rating vary among categories but typically have a 10% – 50% energy savings from standard products, resulting in both long term and short term energy cost reduction and in less harmful effects on the environment. The ENERGY STAR website (<http://www.energystar.gov/index.cfm?c=home.index>) is a source for general and product information.



**PROGRAM ANNOUNCEMENT
For Undergraduate Programs**

Name of Institution: Tompkins Cortland Community College

Date: 02/11/2010

Proposed program title: Accounting

Proposed degree or other award: Associate in Science

Total Credits: 62-66

If a baccalaureate degree is proposed, will a waiver of external review be requested: Not applicable

Academic unit(s) that will offer program: Business

Proposed HEGIS code: 5002

Proposed beginning date: Fall 2010

Program summary: See attachment

Projected enrollment:	When the program begins	After five years
Full-time students	8	25
Part-time students	2	5

Will program lead to certification/licensure? Yes No **If Yes, in what field or specialty?**

Will special accreditation be sought? Yes No **If Yes, by what group? By what date?**

Will program or any constituent courses be offered off-campus? Yes No

If Yes, at what address? Sections of some of the required courses will occasionally be offered at the Cortland and Ithaca Extension Centers

How much? Will vary each year

Via telecommunications? Yes No **If Yes, to what location(s)?**

In addition to traditional classroom formats, some of the required courses may be offered online.

For more information, contact the following academic officer:

Name: Jane F. Hammond

E-mail: hammonj@tc3.edu

Title: Associate Dean of Curriculum

Voice: (607) 844-8211 Ext. 4459

Response to Announcement (*requested of other State University campuses*)

Do you have a similar or related program? What has been your experience with the program? Would the introduction of this program have any effect, positive or negative, on your institution? Please specify. Do you perceive a need for this kind of program? Is there opportunity for articulation or inter-institutional cooperation? The response should be addressed to the proposing campus' President with a copy to the University Provost, The State University of New York, State University Plaza, Albany, NY 12246.

Tompkins Cortland Community College
Accounting (A.S.)

Program Summary

The purpose of the proposed Accounting A.S. program is to offer students a conceptual framework in accounting, business, economics and general education classes and to prepare them to transfer into a baccalaureate/masters program in Accounting. This curriculum is designed to prepare students for upper level accounting and business courses, to reduce or eliminate credits lost transferring to four year colleges and universities, and to meet full compliance with TC3 and SUNY General Education requirements. The proposed A.S. in Accounting draws from the existing course offerings. No new courses will have to be developed.

Trends in accounting education support programs that are more tailored to the specific needs of the accounting student. The emphasis on mathematics provides a solid foundation to help students succeed in the numerous quantitative courses and meets SUNY General Education requirements. The proposed program also places an emphasis on Business Law and Economics because they are standard curriculum requirements for accounting programs at four year colleges and universities. These courses provide the conceptual framework that students need to understand the role that they will play in an organization and the importance of the accounting profession in the economy and global business environment. The two ACCT, BUAD, or Liberal Arts electives offer flexibility for advising and course selection for transfer students.

There is clearly a strong demand for accounting graduates entering the workforce. The U.S. Department of Labor website reports "Strong growth of accountants and auditor jobs over the 2006-2016 decade is expected to result from stricter accounting and auditing regulations, along with an expanding economy. The best job prospects will be for accountants and auditors who have a college degree or any certification, but especially a CPA. Employment of accountants and auditors is expected to grow by 18 percent between 2006 and 2016, which is faster than the average for all occupations. This occupation will have a very large number of new jobs arise, almost 226,000 over the projections decade." In a September 29, 2009 news release published by the National Association of Colleges and Employers, Accounting (public) and Accounting (private) are two of the top 10 jobs offered to 2009 graduates with average starting salary offers at \$49,437 and \$45,859 respectively. Certifications include CPA (certified public accountant), CMA (certified management accountant), CFE (certified fraud examiner), CFM (certified financial management), and CIA (certified internal auditor).

The mission of Tompkins Cortland Community College is to serve our community by meeting educational needs, creating an environment for student success, and preparing our students and for citizenship in a global society. Encouraging our students to continue their education and providing transfer opportunities creates an environment for student success. Offering an A.S. in Accounting is consistent with our mission and values.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-27**

CHEMICAL DEPENDENCY COUNSELING CERTIFICATE PROGRAM

WHEREAS, as a result of various studies indicating community interest and need, a proposal has been developed for a Chemical Dependency Counseling Certificate Program, and

WHEREAS, upon review of these program proposals, the College Curriculum Committee, the faculty, the College Forum, the Provost, and the President have endorsed the proposals, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the Certificate Program in Chemical Dependency Counseling and authorizes that they be processed for final approval by the State University of New York and the New York State Education Department.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 an Executive Committee meeting of said Board on the 1st day of March, 2010, 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 1st day of March 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College



**PROGRAM ANNOUNCEMENT
For Undergraduate Programs**

Name of Institution: Tompkins Cortland Community College **Date:** 02-11-2010

Proposed program title: Chemical Dependency Counseling

Proposed degree or other award: Certificate **Total Credits:** 26

If a baccalaureate degree is proposed, will a waiver of external review be requested: (Y/N) N.A.

Academic unit(s) that will offer program: Social Science Department

Proposed HEGIS code: 5506

Proposed beginning date: Fall 2010

Program summary: {As an attachment to this cover, summarize (in 400 words or fewer) the purpose, content, and structure of the proposed program and its relationship to the mission of the institution. Also, complete the draft list of required and elective courses in the major, on the reverse.}

Projected enrollment:	When the program begins	After five years
Full-time students	5	10
Part-time students	5	8

Will program lead to certification/licensure? Yes No **If Yes, in what field or specialty?**

By completing the required coursework, a student will have fulfilled the education and training requirement for New York State CASAC (Credentialed Alcohol and Substance Abuse Counselor).

Will special accreditation be sought? Yes No **If Yes, by what group? By what date?**

Will program or any constituent courses be offered off-campus? Yes No

If Yes, at what address? Extension centers or online

How much? Scheduling will vary each semester with sections of the required courses possibly offered at one or more of the following locations: the main campus, the Ithaca and Cortland Extension Centers.

Via telecommunications? Yes No **If Yes, to what location(s)?**

In addition to traditional classroom formats, some of the required courses may be offered online.

For more information, contact the following academic officer:

Name: Jane F. Hammond

E-mail: hammonj@sunytccc.edu

Title: Associate Dean of Curriculum

Voice: 607-844-8211 x 4459

Response to Announcement (*requested of other State University campuses*)

Do you have a similar or related program? What has been your experience with the program? Would the introduction of this program have any effect, positive or negative, on your institution? Please specify. Do you perceive a need for this kind of program? Is there opportunity for articulation or inter-institutional cooperation? The response should be addressed to the proposing campus' President with a copy to the University Provost, The State University of New York, State University Plaza, Albany, NY 12246.

Curriculum Chemical Dependency Counseling - Certificate

LOWER DIVISION

Course Title	Cr
CDSC 101 Intro. To Chemical Dependency Counseling	3
CDSC 200 Chemical Dependency Field Work I	4
CDSC 201 Chemical Dependency Counseling Theory	3
CDSC 220 Chemical Dependency Field Work I	4
CDSC 225 Family Counseling and Chemical Dependency	3
HLTH 207 Drug Studies	3
HLTH 208 Alcohol and Alcoholism	3
PSYC 103 Introduction to Psychology	3
TOTAL	26

UPPER DIVISION (if applicable)

Course Title	Cr

Tompkins Cortland Community College
Chemical Dependency Counseling (Certificate)
Program Summary

Presently, Tompkins Cortland Community College offers an A.A.S. program in Chemical Dependency Counseling. This degree program provides graduates with 350 clock hours of New York State Office of Alcohol and Substance Abuse Services (OASAS) approved specific coursework that is needed to obtain a NYS Credentialed Alcoholism and Substance Abuse Counselor (CASAC) credential. In addition to the 350 clock hours of education, a student must complete one to three years (depends on the highest degree completed) of specific work experience in the Chemical Dependency field. The proposed certificate will similarly provide the 350 clock hours of required coursework.

In the past several years, the program chair has received requests from individuals who:

- a) Have a terminal degree, but are seeking addiction specific hours
- b) Are requesting a certificate program, but are disinterested in the degree program
- c) Have broader interests in addiction beyond the counseling courses
- d) Want to complete coursework for the NYS CASAC (Credentialed Alcohol and Substance Abuse Counselor).
- e) Want to complete course requirements entirely or partially online

In addition, the Chemical Dependency Counseling program chair has recently submitted and received approval from the New York State Office of Alcohol and Substance Abuse Services for funding for ten eligible, per the American Recovery and Reinvestment Act, students to pursue this educational certificate program.

This program is not meant to replace or compete with the existing degree program. It is intended to provide options for individuals who are seeking career paths in the Chemical Dependency field. All of the required courses will count towards the A.A.S. degree in Chemical Dependency Counseling.

The mission of Tompkins Cortland Community College is to serve our community by meeting educational needs, creating an environment for student success, and preparing our students for success in a global society. Encouraging students to continue their education for professional career advancement in the Chemical Dependency Counseling field contributes to our communities, and prepares students for success in a global society.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-28**

ENTREPRENEURSHIP A.A.S. DEGREE PROGRAM

WHEREAS, as a result of various studies indicating community interest and need, a proposal has been developed for an Entrepreneurship A.A.S. Degree Program, and

WHEREAS, upon review of these program proposals, the College Curriculum Committee, the faculty, the College Forum, the Provost, and the President have endorsed the proposals, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the A.A.S. Degree Program in Entrepreneurship and authorizes that they be processed for final approval by the State University of New York and the New York State Education Department.

STATE OF NEW YORK:	I, CATHY A. NORTHROP, CLERK of the Board of
SS:	Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	DO HEREBY CERTIFY the foregoing resolution is
	a true copy of a resolution duly adopted by the Board
	of Trustees of Tompkins Cortland Community College at an Executive Committee
	meeting of said Board on the 1 st day of March, 2010, 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 1st day of March 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College



**PROGRAM ANNOUNCEMENT
For Undergraduate Programs**

Name of Institution: Tompkins Cortland Community College

Date: 02-11-2010

Proposed program title: Entrepreneurship

Proposed degree or other award: Associate in Applied Science

Total Credits: 62-65

If a baccalaureate degree is proposed, will a waiver of external review be requested: Not applicable

Academic unit(s) that will offer program: Business

Proposed HEGIS code: 5004

Proposed beginning date: Fall 2010

Projected enrollment:	When the program begins	After five years
Full-time students	5	15
Part-time students	3	12

Will program lead to certification/licensure? Yes No **If Yes, in what field or specialty?**

Will special accreditation be sought? Yes No **If Yes, by what group? By what date?**

Will program or any constituent courses be offered off-campus? Yes No

If Yes, at what address? The supervised internship will take place at a variety of off-campus small businesses.

How much? Three credits

Via telecommunications? Yes No **If Yes, to what location(s)?**

In addition to traditional classroom formats, some of the required courses may be offered online.

For more information, contact the following academic officer:

Name: Jane F. Hammond

E-mail: hammonj@tc3.edu

Title: Associate Dean of Curriculum

Voice: (607) 844-8211 Ext. 4459

Response to Announcement *(requested of other State University campuses)*

Do you have a similar or related program? What has been your experience with the program? Would the introduction of this program have any effect, positive or negative, on your institution? Please specify. Do you perceive a need for this kind of program? Is there opportunity for articulation or inter-institutional cooperation? The response should be addressed to the proposing campus' President with a copy to the University Provost, The State University of New York, State University Plaza, Albany, NY 12246.

Tompkins Cortland Community College

Entrepreneurship (A.A.S.)

Program Summary

Tompkins Cortland Community College proposes an associate in applied science degree program in Entrepreneurship. The program is designed to promote the acquisition and development of entrepreneurial knowledge and skills. Students will learn how to evaluate, create and successfully develop business opportunities of relevance to them. Graduates of the program will be prepared to begin the exploration of their own new business, or to become intrapreneurs for other business owners.

The curriculum consists of a core of business and entrepreneurial courses in accounting, marketing, economics, customer service, business law and small business management. Specialized courses include Entrepreneurship I, Entrepreneurship II, and Sales and Sales Management. Students will also gain on-the-job experience through the required Entrepreneurial Internship, to be completed in the fourth semester. Overall, the core and specialized courses are intended to provide students with a solid foundation in business with a focus on the development of analytical and problem solving skills. In addition, the development of effective written and oral communication skills, and the ability to function and lead as a member of a team will be emphasized.

One third of the required coursework will be from the liberal arts and sciences including courses in written and oral communication, the humanities, mathematics, the natural sciences and the social sciences.

This program has been developed in response to the dramatic increase in this subject throughout the entire U.S., especially with young people. The Kaufman Foundation, one of the leading entrepreneurial foundations, estimates that in the United States there are over 370,000 entrepreneurial businesses owned by people under the age of 25, and this number is expected to double over the next five years. Recent statistics indicate only 27% of college graduates found jobs this past year. As a result, many young people are turning to entrepreneurship as a means to employment.

The proposed program is closely aligned with the mission statement of Tompkins Cortland Community College, "We service our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society". The need for the program, both locally and regionally is based on the tremendous growth in entrepreneurialism that is currently occurring. This growth is coming from recently displaced workers, disenfranchised workers from the corporate world, retirees, individuals currently employed, and young people looking to be in charge of their own career and life. Entrepreneurs are crucial to our community's economic vitality since successful entrepreneurs create and develop sustainable enterprises that contribute to more employment opportunities and overall economic growth.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-29**

PARALEGAL STUDIES CERTIFICATE PROGRAM

WHEREAS, as a result of various studies indicating community interest and need, a proposal has been developed for a Paralegal Studies Certificate Program, and

WHEREAS, upon review of these program proposals, the College Curriculum Committee, the faculty, the College Forum, the Provost, and the President have endorsed the proposals, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the Certificate Program in Paralegal Studies and authorizes that they be processed for final approval by the State University of New York and the New York State Education Department.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 an Executive Committee meeting of said Board on the 1st day of March, 2010, 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 1st day of March 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College



**PROGRAM ANNOUNCEMENT
For Undergraduate Programs**

Name of Institution:

Tompkins Cortland Community College

Date: 02-11-2010

Proposed program title: Paralegal Studies

Proposed degree or other award: Certificate

Total Credits: 32

If a baccalaureate degree is proposed, will a waiver of external review be requested: (Y/N) N.A.

Academic unit(s) that will offer program: Social Science Department

Proposed HEGIS code: 5099

Proposed beginning date: Fall 2010

Program summary: {As an attachment to this cover, summarize (in 400 words or fewer) the purpose, content, and structure of the proposed program and its relationship to the mission of the institution. Also, complete the draft list of required and elective courses in the major, on the reverse.}

Projected enrollment:	When the program begins	After five years
Full-time students	5	10
Part-time students	5	10

Will program lead to certification/licensure? Yes No **If Yes, in what field or specialty?**

Will special accreditation be sought? Yes No **If Yes, by what group? By what date?**

Will program or any constituent courses be offered off-campus? Yes No

If Yes, at what address?

How much

Via telecommunications? Yes No **If Yes, to what location(s)?**

Required courses will be offered in an on-line format.

For more information, contact the following academic officer:

Name: Jane F. Hammond

E-mail: hammonj@sunyccc.edu

Title: Associate Dean of Curriculum

Voice: 607-844-8211 x 4459

Response to Announcement (*requested of other State University campuses*)

Do you have a similar or related program? What has been your experience with the program? Would the introduction of this program have any effect, positive or negative, on your institution? Please specify. Do you perceive a need for this kind of program? Is there opportunity for articulation or inter-institutional cooperation? The response should be addressed to the proposing campus' President with a copy to the University Provost, The State University of New York, State University Plaza, Albany, NY 12246.

Tompkins Cortland Community College

Paralegal Studies Certificate

Program Summary

Tompkins Cortland proposes a 32 credit certificate program in Paralegal Studies. Many students with baccalaureate degrees seek paralegal training to enhance their employment and professional opportunities. In the past 12 months, the Chair of the A.A.S. degree program in Paralegal has received approximately 40 unsolicited inquiries from students eligible for this proposed program. Some of these students are employed full-time and seek to upgrade, others are looking for employment. In addition, many are engaged in family care, all of which make it difficult for a potential student to find the time and obtain the finances to complete an A.A.S. degree. These students have satisfied the non-law and general education requirements in their undergraduate degree. A two semester certificate would meet their needs of a shorter time frame and fewer credits than an A.A.S. while providing new professional opportunities. For a student with a baccalaureate degree, a Paralegal A.A.S. and a Paralegal Studies Certificate offer similar benefits.

Students with baccalaureate degrees have excelled in paralegal classes at Tompkins Cortland, even when taking an ambitious course load. But these students usually need at least three semesters to complete the degree program because of the sequence of the courses, the prerequisites for both law and non-law classes, and the non-law requirements- even when prior course work transfers. The Paralegal Studies Certificate would offer a two semester program, law courses only, completed in any two consecutive semesters- fall-spring or spring-fall.

Design of the proposed two-semester program is based upon 20 years' empirical observation of post-baccalaureate students' successes in waiving prerequisites in the A.A.S. program. In comparison, other students usually struggle or fail when allowed to waive prerequisites. Similarly, post-baccalaureate students who carry four or five paralegal courses in a single semester have a remarkably higher success rate than other students. With that experience in mind, the Paralegal Studies Certificate will require a baccalaureate degree for admission.

No new courses or expenditures are required. The program is not meant to replace or compete with the A.A.S degree program and will hopefully attract students who would otherwise not enroll at TC3.

The mission of Tompkins Cortland Community College is to serve our community by meeting educational needs, creating an environment for student success, and preparing our students for success in a global society. Encouraging students to continue their education for professional career advancement in the Paralegal field contributes to our communities, and prepares students for success in a global society.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-31**

**APPROVAL OF CLASSIFIED STAFF POSITION
ENROLLMENT SERVICES SPECIALIST**

WHEREAS, the Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create one Enrollment Services Specialist position, Labor Grade G, Competitive Class, and

WHEREAS, monies have been allocated in the 2009-2010 operating budget, be it therefore

RESOLVED, that the request to create one Enrollment Services Specialist position, Labor Grade G, Competitive Class, be approved.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 an Executive Committee meeting of said Board on the 1st day of March 2010, 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 1st day of March 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College