



## 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*

## BOARD OF TRUSTEES

THURSDAY, JUNE 17, 2010  
BOARD ROOM – 5:30 P.M.

### AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
  - a. Presentation of Friend of the College Award
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes -
  - a. April 29, 2010 – Regular Meeting
  - b. May 13, 2010 – Special Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
  - a. Sabbatic Leave Presentation – Lisa Ford
  - b. Sustainability Update – Jim Turner and Marilyn Webb  
**(deleted from agenda)**
9. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting):
  - a. Learning – Options Program – Matt Kiechle
  - b. Teaching – Update on the Cortland Extension Center – Carl Penziul
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
  - a. Provost and Vice President of the College
    - i. Human Resources Updates
  - b. Vice President for Global Initiatives
    - i. General Update

11. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Treasurer's Report – April 30, 2010
  - c. Adoption of the Proposed 2010-2011 Operating Budget
  - d. 2010-2011 Tuition and Fee Schedule
  - e. Appointment of Personnel
  - f. In Appreciation of Evan McGonagle
  - g. Revised College Forum Bylaws
  - h. Approval of Position Description – Technical Specialist – Science Labs
  
12. Standing Reports:
  - a. College Forum – Co-Chairs, Amy Edmond and Olivia Hersey
  - b. Faculty Student Association – Beverly Baker
  - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - d. Chairperson's Report – Roxann Buck
    - i. Nominating Committee
    - ii. NYCCT Board Meeting
  - e. Liaison Report (Cortland County) – John Troy
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee's Report – Evan McGonagle
  - h. President's Report
  
13. Executive Session for Discussion of President's Evaluation (action to be taken)
  - a. Extension of the Appointment of the President
  
14. Upcoming Events:
  - a. Holiday – Campus Closed – July 5, 2010
  - b. Next Meeting (Regular and Annual) – July 15, 2010
  
15. Adjournment

**\*Public Comment:** Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
APRIL 29, 2010  
ROBERT W. SPACE BOARD ROOM**

**PRESENT:** Beverly Baker, Kay Breed, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Judy Davison, Evan McGonagle, Raymond Schlather, and William Raynor

**ABSENT:**

**COUNTY**

**LIAISONS:** Michael Lane

**STAFF:** Jeanne Cameron, Katrina Campbell, Susan Cerretani, John Conners, Susan Dewey, David Flaten, Sophia Georgiakaki, Carl Haynes, Jim Hull, Sharon Karwowski, Cathy Northrop, Mick McDaniel, Kathleen McDonough, Carl Penziul, Walter Poland, Bruce Ryan, Tina Stavenhagen-Helgren, Ann Sullivan, Blixxy Taetzsch, Jim Turner, and Peter Voorhees

**GUESTS:** Camille Gonzalez, newly elected 2010-2011 Student Trustee; Scott Conroe, *The Cortland Standard*; Amanda Hersey, Albert Roy, Letty Andrade, Rebecca Mendez, students from the study abroad trip

1. **Call to Order:** The meeting was called to order at 5:37 p.m. by Chairperson Buck in the Robert W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Buck welcomed guests.
4. **Approval of Agenda:** Ms. Buck asked that resolution #2009-2010-56, 2010 Friend of the College Award, be added to the consent agenda. Ms. Davison moved that the agenda be approved with this modification; seconded by Mr. McGonagle; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – April 1 2010:** Dr. Dalton moved that the minutes of the April 1, 2010, regular meeting be approved as presented; seconded by Mr. Daniels; carried unanimously.
7. **Communications:** No communications.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):**
  - a. **Sabbatic Leave Report – Jeanne Cameron:** Dr. Cameron spoke to her written sabbatic leave report. She thanked the Board of Trustees and the administration for the sabbatic leave opportunity. She said she came back from

the leave very energized and is using the research she had undertaken as material in one of her classes. Dr. Cameron's research focused on the perspectives of recent Cortland Junior Senior High School dropouts. She is planning to share the information she gathered from students who had dropped out of high school with the Cortland School District. Some of the participants in her research said they were bored in high school and they didn't see how what they were learning was relevant. Approximately 1/3 of the participants did say that if they had an opportunity to go back and do over, they would have stayed in school, as they are finding it more difficult to find work with a GED than a high school diploma. A few of the participants were in college and a number of them hope to go back to further their education.

- b. Study Abroad – Guatemala – David Flaten/Tina Stavenhagen-Helgren and students:** Associate Professors Flaten and Stavenhagen-Helgren and students, Amanda Hersey, Albert Roy, Letty Andrade, and Rebecca Mendez spoke about and shared photos of their Study Abroad experience in Guatemala. Associate Professor Stavenhagen-Helgren said this trip completed a 3-year cycle of study abroad trips to Guatemala with approximately 12 students per trip.

## 9. College-wide Goals:

- a. Access – Default Initiatives/Financial Literacy – Sharon Karwowski:** Ms. Karwowski spoke about the student loan default rate. The current default rate regulations stipulate that under 20 percent is okay. If the default rate gets to 20 percent, the College will need to follow more regulations, and at a 25 percent default rate, the College would no longer be able to receive federal financial aid. At present, the College has a 13.6 percent default rate. The national average for community colleges is 10 percent. We are currently not staffed to be able to lower that rate. President Haynes stated that the calculated default rate is based on all students with a loan that are no longer attending TC3, not just graduates. New regulations will take effect with the next group of student loans that go into repayment. The new regulations are based on a three year calculation instead of two and change the percentages to 25 percent and under would be an acceptable loan default rate; at 25 percent there would be additional requirements needed from the College; and at 30 percent we would lose federal financial aid eligibility. We will experience the possibility for an increase in the default rate in three years. National research demonstrates what prevents a student from going into default is knowing how to manage their money. We are trying to be more proactive in teaching students how to better manage their money. We had a presenter come to campus to talk about students breaking down loans and figure out how much they had borrowed; how to prepare a budget; and how to manage their repayment. A total of approximately 15 traditional age and non-traditional age students attended the presentation. Part of the presentation was geared at helping students know how to consolidate loans and read the bills they receive. The Alumni Association is co-funding (with the Financial Aid Office) the purchase of the book "Life After School Explained: The Definitive Reference Guide" which will be given to all graduates. This book provides a great deal of helpful information for graduates, including a wealth of information on financial literacy. Part of the difficulties that this group of students will have is that they will have loans from banks and loans from the federal government. Going forward, all students will be borrowing from

the federal government only. Ms. Karwowski would like to see the Department of Education mandate a personal finance or financial literacy class for everyone in college. Mr. Schlather asked what the impact would be if our students were unable to receive assistance from the federal government. Ms. Karwowski said there are additional sanctions the College would be obligated to follow at the 25 percent level, and at the 30 percent level, the College would have to go through a reorganization of management and might not be able to continue to serve students.

- b. Climate – Athletic Programs – Mick McDaniel:** Mr. McDaniel, Athletic Director, spoke about having positive experiences with our student athletes in and out of class. He said that the student athletes are informed about what is expected of them academically to be able to participate in sports. He said that the goal is for a 3.0 grade point average for an overall athletic GPA. He said that we do track the student athlete GPAs and we have always been a little higher than other community colleges. The overall GPA for the student athletes for fall 2009 was 2.67. Also, quite a few of our Student Chancellor's Award winners have been student athletes. He mentioned that the focus at TC3 is on academics. It is not our goal to produce professional athletes. Mr. Schlather asked how the elimination of the recreation/fitness general education requirement had impacted our student athletes. Mr. McDaniel said that even though there is no requirement for a recreation/fitness, students are able to get a fitness credit by participating on an athletic team.

**10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):**

- a. Provost and Vice President of the College –** Provost Conners spoke to his written report.
- i. Human Resources Updates –** Provost Conners said we are still on hold for hiring the faculty and counseling positions because of the State budget issues.
  - ii. Registration Day –** Provost Conners said that the registration day was an outstanding success. Some slight adjustments were made in the way the day ran, which provided a slight alternation in the way data is displayed. Mr. Schlather asked that since we were slightly below our goal, will that affect our budget. Dean Taetzsch said that the goal was to try to get more students to register on registration day than in previous years. Enrollment for the fall appears steady and appointments for entering students are going well. At present, we are up 10.1 percent for fall enrollment and 7 percent for summer enrollment.
  - iii. Implementation of New Academic Standards –** Provost Conners mentioned that we need one more year before we implement the new academic standards. He said if we look at implementation of the new standards currently, there would be more than a hundred students who would need intervention. Also, when we approved this a couple of years ago, we did not address the issue of students in developmental courses. Dean Taetzsch said that a big part of this issue is to try to do intervention before the student ends up on probation. Ms. Burns asked if it is a normal process to take two or three years to implement a change in policy. Provost Conners said no, but with the increase in enrollment and the need to implement the

new standards effectively with developmental courses, more time will be required. Ms. Burns said it concerned her we have those high standards out there that we aren't implementing and it bothers her that the policy has not yet been implemented. Dean Taetzsch said we are trying to implement changes in procedures and the intervention process before students reach academic probation. The current policy did not include pre-college courses, but we want to include them, as they are high risk students and we don't want them to slip through. Mr. Schlather asked what the reason was last spring when asking for an extension on implementing the policy. Provost Conners said that last spring when asking for an extension on implementation of the policy, the main reason was because of the drain on resources, and as we went along, it was realized that developmental courses were not included and it is felt that we needed to address the ever growing group of students in developmental courses and figure out the best way to handle this administratively. Mr. Schlather asked if any accreditation that we enjoy is in jeopardy by not implementing the new standards. Provost Conners said that the new standards are higher than when we were accredited and higher than the federal financial aid standards, so there is no concern about accreditation. Dean Taetzsch said it is important that we have all of the issues worked out before we implement the policy. Provost Conners said that we will either have an implementation plan in place prior to next year, or we will ask the Board for a revision to the policy at that time.

- b. **Vice President for Global Initiatives** – Vice President Poland spoke to his written report.
  - i. **General Update** – Vice President Poland mentioned that since the last Board meeting, the Cornell ESL program for international graduate students has been approved for FTEs for state aid. Mr. Schlather asked about the national press surrounding the AMZ Foundation and asked for Vice President Poland's thoughts on the issue. Vice President Poland said that based on the information he has, which comes from the individual involved, we will learn in time as to whether or not that foundation will continue to function in the manner it has in the last couple of years. Vice President Poland feels we need to maintain due diligence with our connection with the AMZ Foundation. The funds in that foundation are tied up as a result of the litigation. That will not affect the current scholar, but the concern is about future commitments with individual students and we won't enter into any commitments until the issues with the AMZ Foundation have been resolved.

11. **Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Mr. Daniels moved that the Consent Agenda be approved; seconded by Ms. Breed; carried unanimously.
- a. **Capital Payments** – No discussion.
  - b. **Treasurer's Report – March 31, 2010** – No discussion.
  - c. **Appointment of Personnel** – No discussion.
  - d. **2010 Trustees' Award for Excellence in Adjunct Teaching** – No discussion.
  - e. **2010 Chancellor's/Trustees' Award for Excellence in Classified Service** – No discussion.
  - f. **2010 Chancellor's/Trustees' Award for Excellence in Faculty Service** – No discussion.

- g. 2010 Chancellor's/Trustees' Award for Excellence in Professional Service**  
– No discussion.
- h. 2010 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities** – No discussion.
- i. 2010 Chancellor's/Trustees' Award for Excellence in Teaching – Lisa Ford**  
– No discussion.
- j. 2010 Chancellor's/Trustees' Award for Excellence in Teaching – Kelly Wessell** – No discussion.
- k. In Appreciation of Mary Bush** – No discussion.
- l. In Appreciation of Eugene Conrad** – No discussion.
- m. In Appreciation of Andrew Haaland** – No discussion.
- n. In Appreciation of Phyllis Hoffmann** – No discussion.
- o. In Appreciation of Nicolai Klimaszewski** – No discussion.
- p. In Appreciation of Robert Landon** – No discussion.
- q. In Appreciation of John Martindale** – No discussion.
- r. In Appreciation of Donna Nielsen** – No discussion.
- s. In Appreciation of Ralph Shortell** – No discussion.
- t. In Appreciation of Taf Squires** – No discussion.
- u. Electrical Panel Replacement Project Bid Award** – Mr. Turner spoke about the 6 bids received for the Electrical Panel Replacement Project. Three of the firms did not provide all of the information required of the bid, therefore, were ineligible. The cost came in under what we were expecting (about 1/3 of expected cost). Some of the reasons for the cost being less than originally projected is because we actually downsized some of the equipment and decided not to purchase some equipment that wasn't really required, and therefore, the labor hours changed. However, the low bid was still way under budget estimates from the consultants. Therefore, Mr. Turner met with Blanding Electric to be sure that everything that is needed was included in the bid. We were able to get some really good pricing on some of the equipment, and a lot of firms need the work during this economy. The College may have to use the emergency generator for the building and there may be some fuel costs associated with that, but other than those costs, the approximate cost of the project will be \$323,000. Part of this project will be to expand areas that can be served by the emergency generator. With the new electrical panels, we will save some operating costs. Only one firm from Cortland County bid on this project and nobody from Tompkins County bid on this project.
- v. Parking Lot 6 Access Gate Bid Award** – Mr. Turner discussed the Access Gate that will be located between parking lots 5 & 6. Chains will also be put up at the end of parking lot 6 at the access to Bahar Drive and between lots 5 & 6 to keep access to the lot only for staff through the gate. Parking is a negotiated item with the unions and the change from lot 5 to lot 6 was adopted because of all of the community members/students who park in lot 5 when going to the athletic facility. Only staff with ID cards will be able to access parking lot 6 during weekdays. During evenings and weekends, the gate will be raised and the chains will be down to allow anyone to park in lot 6. The funding for this project is not coming out of the college operating budget. Capital funds are being used for this project.
- w. Global Program Office Renovations Bid Award** – Mr. Turner reported that the bids for this work came in about half the cost of what we expected. The scope of the work was reduced. Mr. Daniels mentioned that we may want to keep a

close watch on the work being done by the contractors, James & Son Construction Co., Inc., of Skaneateles, as Cortland has had some problems with them. Mr. Turner said James & Son are not on the “do not use” list and are not barred from the prevailing wage list. Mr. Daniels again mentioned that it may be good to pay extra attention to their work.

- x. **Approval of Classified Staff Position** – Vice President Poland mentioned that this is a reclassification of a current position to align with current duties and responsibilities in the Global Office.
- y. **2010 Friend of the College** – No discussion.

## 12. Standing Reports:

- a. **College Forum** – Co-Chair Georgiakaki reported that the College community is in the process of voting on an amendment to the College Forum bylaws changing from nine at-large members to seven at-large members and two representatives from the FSA. The voting on this change to the bylaws is taking place from April 29 through May 3, 2010. If the amended bylaws receive a majority vote, they will be brought to the Board of Trustees for action at the next meeting. If the amended bylaws are approved by the Board of Trustees, another election will be conducted in the fall for FSA representation. She also mentioned that five new members have been selected to replace the five current members whose terms are expired. Co-Chair Georgiakaki’s term is expiring, so this is her last report to the Board as Co-Chair of the College Forum. At the end of each year, the following councils/committees provide an annual report to the College Forum: College Planning and Assessment Council (CPAC), Diversity and Equity Action Council (DEAC), Student Success Coordinating Council, Sustainability Council, Integrated Marketing, Technology Advisory Group (TAG), and the Global Initiatives Council. Next year the College Forum will discuss including an annual report from the Health and Safety Committee.
- b. **Faculty Student Association** – The FSA Board passed the 2010-2011 FSA budget, which included no new fees. The bookstore is going to institute a rental basis for books, which will save money up front for the student.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Shaw Legacy Society recognition dinner took place at TC3 on April 21, with 25 people in attendance. The Property Management Committee has met and reviewed the proposed 2010-2011 operating and capital budgets and held an orientation for new committee members. Bob Ross provided the Property Management Committee an update on the status of the new Cortland Extension Center project. This is the final week of the Phon-a-thon; to date over \$9,500 has been pledged. Beverly Baker suggested making a donation to the TC3 Foundation in recognition of your mother for Mother’s Day. The Alumni Association is hosting the Graduate Recognition and Reception on Friday, May 14 at 7:00 p.m. Please notify the Alumni and Development Office by Friday, May, 7 if you plan to attend.
- d. **Chairperson’s Report** – Chairperson Buck mentioned that during the NYCCT conference call, it sounds like the Chancellor wants to have more personal input



in presidential searches. Chairperson Buck also mentioned that it appears that there is not much for an agenda for the May 13<sup>th</sup> meeting so we will be canceling the formal Board meeting that evening, but will meet at 5:30 p.m. for the budget presentation.

- i. **Friend of the College** – Resolution was added to the agenda as Item Y.
  - ii. **President’s Evaluation** – President Haynes’ evaluation has been sent to everyone via e-mail and is to be completed on Survey Monkey by May 4<sup>th</sup>. So far, only 1 person has completed the evaluation and we would like 100 percent of the Board to complete the evaluation.
- e. **Liaison Report (Cortland County)** – Mr. Troy was unable to attend.
- f. **Liaison Report (Tompkins County)** – Mr. Lane mentioned the Tompkins County Legislature is getting into the budget process and they are watching the State budget. Tompkins County is looking at approximately a 10 percent problem with the budget, which will amount to over \$2 million they are going to have to find in cuts or increases of revenue.
- g. **Student Trustee’s Report** – Ms. Gonzalez provided the report for Mr. McGonagle. She said that the Big Pink fundraiser was held on April 18 for 12 hours with 12 teams and combined with last year’s donations, totaled \$11,000 for breast cancer. Ninety percent of the TC3 athletic teams made it to playoffs. The drama club presented a play. The students held a reception for Ralph Shortell, and the students gifted Ralph with a brand new lap top computer.
- h. **President’s Report** – President Haynes spoke to his written report. Jim Hull recently reported that the National Academy for Early Childhood Programs Accreditation has just announced that TC3’s FSA Childcare Center’s accreditation has been renewed for five more years. The evaluation for accreditation covers ten areas including curriculum, teaching, community relationships, and leadership and management. The scores for our center were 100% in seven of these ten areas. All required criteria were passed; all candidacy requirements were met.
13. **Dialogue Session – Academic Integrity** – President Haynes mentioned that this dialogue session was originally scheduled for the May meeting, but was changed to the April 29<sup>th</sup> meeting. Provost Conners, Dean Penziul, Katrina Campbell, Susan Cerretani, David Flaten, Kathleen McDonough, and Ann Sullivan participated in this dialogue session. There is a significant concern that issues with academic integrity infractions are not limited to our institution. Provost Conners mentioned that three years ago, during the 2006-2007 academic year, there were approximately 20 infractions brought to his attention. Last year 55 issues with academic integrity were brought to his attention and as of month ago, 50 academic integrity issues have been brought to his attention. He said he was forced to suspend 2 students for a year for repeat infractions and now 5 students have been suspended because of repeat academic integrity infractions. The primary question being discussed is “What would lead to something like this?” In terms of faculty awareness, it is important for faculty to make sure students perform their functions honestly and with integrity. Student’s often don’t understand what they are doing is cheating.

Another factor playing a part in this issue is that we live in a culture of cheating. The College gives students one chance to learn from their mistakes. If a student is found to be cheating by faculty member, the faculty can give whatever sanctions they feel appropriate for the level of the infraction (i.e., fail class, inform the Provost of the matter, etc.). It is not just a cheating and academic integrity issue. Some of the problem is an acculturation to college issue. As we make our recommendations to faculty, we are going to have to think about the broader concerns. Dr. Flaten mentioned this has been an increasing issue. It is a culture of maturation that we are dealing with. Mr. Schlather asked how well the strict policy of academic integrity is publicized. Dean Penziul mentioned that this is mentioned in all of the orientation sessions with the adjunct faculty, it is in student and adjunct handbooks, and it is also provided at the new student orientations. Mr. Daniels wondered if the problem goes back to high school. Mr. Schlather suggested it might be useful to convene a group that would in fact tighten up the academic integrity information to say the Provost WILL impose sanctions....etc. Mr. Schlather felt that the challenge of technology for professors is to come up with exams for which the use of an I-phone during a test will not be a problem; come up with exams that make the students think. Ms. Sullivan mentioned that the rate of cheating and plagiarism is the same now as in 1955. She also said that it doesn't matter what college you look at, it is the same ratio for academic integrity issues. Ms. Cerretani agreed that the language about academic integrity is vague in the student handbook. However, she said the faculty were given very explicit language to use on the course outlines and faculty go over the course outline on the first day of classes. What is important is not just catching them, but teaching them about academic integrity. It is important to make assignments and exams so the faculty are watching the process. Mr. McGonagle said he didn't feel just making the language stronger in the student handbook is going to change issues of academic integrity. Dr. Dalton feels that there needs to be some instruction for the student about academic integrity and the gravity of the penalty (i.e., failing them out of the course vs. suspending them from College) prior to just suspending them from College. It might be helpful to have some kind of ethics instruction, even if it is not a course, the first year at TC3. Ms. McDonough said it is often difficult to draw the line between intentional and unintentional. Ms. Sullivan said it is important to have the conversation with students that teachers have an ethical obligation to honestly evaluate a student's work, as well as the student having an ethical obligation to provide honest work to the teacher. Ms. Burns asked if students are made aware that other students actually do get suspended. Provost Conners said we do ask the faculty to share this information with students and he wrote a memo on academic integrity that he asked every faculty member to read to class. Ms. Breed said she feels so many people in our culture are doing things that are totally illegal and not seeing repercussions, so it is difficult for students to see that there are repercussions for dishonesty. Mr. Schlather said that every act of cheating is a teaching moment. Once the professor has determined that this is cheating and has made use of that "teaching moment," every student should be on notice that the next time this happens, they will need to go to the Provost and it will be the decision of the Provost as to whether or not the student will be suspended. Ms. Campbell said she feels that the acculturation to college life is important and we need to give students lots of examples on what is cheating. Ms. Gonzalez said she feels there is a lot of unintentional cheating and that faculty sometimes run papers through Turnitin to try to find some problem. Ms. Sullivan said she does not feel faculty use Turnitin in

such a way. Ms. Gonzalez felt that some of the newer faculty may use Turnitin in that way and thought it might be helpful for more training and discussion with faculty on Turnitin.

**14. Upcoming Events** – Ms. Northrop reminded everyone that the June meeting had been changed to June 17, 2010.

**15. Adjournment:** Mr. McGonagle moved that the meeting be adjourned; seconded by Ms. Breed; carried unanimously. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MAY 13, 2010  
ROOM 227**

**BOARD MEMBERS**

**PRESENT:** Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Evan McGonagle, and William Raynor

**EXCUSED:** Beverly Baker, Kay Breed, Judy Davison, and Raymond Schlather

**STAFF:** John Conners, Susan Dewey, Carl Haynes, Cathy Northrop, Walter Poland, Blixy Taetzsch

**GUESTS:** Scott Conroe, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order in Room 227 at the College at 5:35 p.m. by Chairperson Buck.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Approval of Agenda:** Ms. Burns moved that the agenda be approved as presented; seconded by Mr. Raynor; carried unanimously.
4. **Consent Agenda (Action Items):** Mr. McGonagle moved that the Consent Agenda be approved; seconded by Ms. Burns; approved unanimously.
  - a. **Capital Payments –** This is a payment for work for the Electrical Panel Replacement Project that needs to be paid prior to the June Board meeting.
5. **Upcoming Events –** No discussion.
6. **Adjournment:** Mr. Daniels moved that the meeting be adjourned; seconded by Mr. McGonagle; carried unanimously. The meeting adjourned at 5:37 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE  
Human Resources Updates - Status of Open Positions  
as of June 3, 2010

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Professor of Nursing	Fall 2010	August 2009	January 19, 2010	Waiting for budget approval
Counselor	Fall 2010	August 2009	January 19, 2010	Waiting for budget approval
Instructor of Hotel-Restaurant Management/Wine Marketing	Fall 2010	August 2009	January 19, 2010	Waiting for budget approval
Instructor of Photography	Fall 2010	August 2009	January 19, 2010	Waiting for budget approval
Coordinator of Advisement Svcs.	September 2010	February 2010	March 15, 2010	Hired Katrina Campbell – Permanent, was temporary
Director of Student Activities/ Student Center	September 2010	February 2010	March 15, 2010	Waiting for budget approval
Coordinator of Student Success Services	July 1, 2010	April 28, 2010	June 1, 2010	Accepting applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist	Enrollment Services	March 1, 2010	Hired Debra Mack 6/14/10
Enrollment Services Specialist	Student Success	March 1, 2010	Hired Helen Lang 7/12/10
Enrollment Services Specialist	Enrollment Services	March 1, 2010	Offer in process
Sr. Clerk, FT, Seasonal	Student Success	May 2010	Hired Peggy Neuendorf 6/1/10
Sr. Clerk, FT, Permanent	Enrollment Services	May 17, 2010	Interviews completed
Electrician, FT, Temporary	Buildings and Grounds	May 17, 2010	Hired Steven Dennison
Project Assistant, FT, Temporary	Admissions	June-August 2010	Accepting Applications
Receptionist, .3 FTE	Campus Technology	June 2010	Canvassing Civil Service List

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of June 3, 2010

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo – Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
<b>FACULTY ASSOC.</b>		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered	Faculty Association agree to extend time requirement while waiting for a response from Tompkins County.
<b>PAA</b>		
PAA Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	PAA requested a waiver to time requirement to move to Stage 3 of the grievance process while waiting for response from Tompkins County.

Tompkins Cortland Community College  
Global Initiatives Report  
For the Board of Trustees  
Walter Poland, Vice President for Global Initiatives  
June 2010

- Summer 2010 Global Connections – Has registered 155 students from the Dominican Republic, Honduras, Turkey, and Columbia. Five chaperones have accompanied these students and are also studying English while at TC3. In addition, there are two faculty from the Dominican Republic and Columbia who are teaching as adjuncts in the program.
- Summer 2010 Intensive English Language Institute – Will have 33 professors from two Columbian universities. This program includes instruction in English for Speakers of Other Languages, presentations on teaching methodology, cultural and social experiences in the Finger Lakes Region, and a more in-depth understanding of United States community colleges, especially TC3. In addition, there will be 14 students from Cali, Columbia, sponsored by the Universidad Autonoma de Occidente and its Regional Education Center. They will be receiving English instruction, as well as learning about United States culture, especially in the Finger Lakes Region of New York State.
- The Disney Program and English for graduate students at Cornell University – Both are under review by the Department of State and Cornell administration, respectively. Decisions are expected shortly. In regards to the Disney Program, TC3 has provided a letter of support as requested by the Disney organization to be used in its continued program review with the Department of State.
- Study Abroad – Successful programs were recently conducted in the Ukraine with 10 students, and Costa Rica with 10 students. A new program sponsored by the faculty in Nursing will be conducted in Bogota, Columbia, in conjunction with our partner, the University Uniminuto. There are currently 5 students signed up for this program of study and service in Bogota.
- Cornell Research Project in Ethiopia, TC3, and Professor Kelly Wessell – Coordinating schedules so that Professor Wessell can travel to Ethiopia with the Cornell team as part of our collaboration with the Project. Professor Wessell will be developing classroom instructional materials and presentations utilizing Cornell research information and data. These modules will become integral parts of courses taught at Cornell University, TC3, and Bahir Dar University in Ethiopia in courses related to water resource management, environmental studies, and ecology.

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

	<b>Amount</b>	<b>Subtotal</b>	<b>Grand Total</b>
<b>Electric Panel Replacement Project</b>			
78 24	Beardsley Design Associates (PO #27162) Invoice #0029582, Architectural Design Services	\$2,472.00	
78 25	Blanding Electric, Inc. (PO #27352) Application #1, Electrical System Replacement	\$82,766.85	
	<b>Total Electric Panel Replacement Project</b>	<b>\$85,238.85</b>	
<b>Furnishings, Fixtures, and Equipment</b>			
78 26	Johnston Paper (PO #27304) Invoice #819949-00, Floor Cleaning Machine	\$2,997.52	
	<b>Total Furnishings, Fixtures, and Equipment</b>	<b>\$2,997.52</b>	
<b>Access Gate Project</b>			
78 27	Ottenschott Construction (PO #27367) Invoice #22-10, Sidewalk Installation	\$900.00	
	<b>Total Access Gate Project</b>	<b>\$900.00</b>	
<hr/> <b>Grand Total</b>			<b>\$89,136.37</b>



TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

APRIL 30, 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

APRIL 30, 2010

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$3,678,569 in a money market savings account averaging .25% interest earnings for April and \$107,622 in savings. The maximum amount available for investment will fluctuate with a peak of \$1,900,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,242,530 is down from 3,506,743. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM STATE GOVERNMENTS - (PAGE 3)

Due from State Governments includes \$122,964 in March State Aid payments withheld as well as \$294,561 in TAP payments due for Spring 2010.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$1,092,721. The interfunds account balance of \$2,007,343 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 April 30, total expenditures amounted to \$23,921,123 or 69.08% of the 2009-2010 budget. Comparable expenditures for period two last year were \$22,015,355 or 68.15% of the 2008-2009 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$30,471,014 are 88% of the revenue budget. Prior year revenues were \$28,055,212 are 86.84% 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 April 2010, \$33,948,011 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
April 2010**

	<b>Current Month <u>04/30/2010</u></b>	<b>Previous Month <u>03/31/2010</u></b>	<b>Previous Year <u>4/30/2009</u></b>
<b>ASSETS</b>			
Cash in Demand Deposit	\$391,813	\$387,318	\$396,693
Cash in Time Deposits	3,786,193	4,196,200	1,257,504
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	3,242,530	3,506,743	3,273,521
Accounts Receivable--Misc.	504,399	289,707	357,793
Prepaid Expenses	(57,938)	(66,533)	(73,497)
Due From Other Funds	2,007,343	2,279,726	3,304,991
Due From Sponsor Governments	0	0	0
Due From State Governments	417,525	417,525	399,396
Due From Other Governments	\$1,092,721	\$1,814,806	863,300
	<u>\$11,386,316</u>	<u>\$12,827,222</u>	<u>\$9,781,431</u>
<b>TOTAL ASSETS</b>			
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$0	\$0	\$62,769
Payroll Liabilities	1,497,450	1,357,713	1,651,773
Student Financial Aid Liabilities	140,190	144,421	113,005
Accrued Liabilities	2,290,438	2,788,090	1,507,386
Due to Other Funds	117	(1,164)	223,549
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(19,175)	24,850	(63,485)
Fund Balance	1,086,971	1,086,971	511,441
Revenue Over (Under) Expenditures	6,390,325	7,426,341	5,774,993
	<u>\$11,386,316</u>	<u>\$12,827,222</u>	<u>\$9,781,431</u>
<b>TOTAL LIABILITIES AND SURPLUS</b>			

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2009-2010**  
**FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2010**

	PER CENT YEAR					66.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>Instruction</b>						
Personal Services	8,825,539	8,801,308	6,528,726	2,272,582	74.18%	
Equipment	2,500	28,900	2,491	26,409	0.00%	
Contractual Expenses	3,496,948	3,464,635	3,211,374	253,261	92.69%	
Employee Benefits	<u>2,911,130</u>	<u>2,845,055</u>	<u>2,265,747</u>	<u>579,308</u>	79.64%	
<b>Total Instruction</b>	<u>15,236,117</u>	<u>15,139,898</u>	<u>12,008,338</u>	<u>3,131,560</u>	<u>79.32%</u>	
<b>Public Service</b>						
Personal Services	49,644	49,644	27,521	22,123	55.44%	
Equipment				0	0.00%	
Contractual Expenses	575	575	0	575	0.00%	
Employee Benefits	<u>14,245</u>	<u>14,096</u>	<u>9,632</u>	<u>4,464</u>	68.33%	
<b>Total Public Service</b>	<u>64,464</u>	<u>64,315</u>	<u>37,153</u>	<u>27,162</u>	<u>57.77%</u>	
<b>Academic Support</b>						
Personal Services	1,420,284	1,413,674	915,528	498,146	64.76%	
Equipment	0	84,478	73,924	10,554	0.00%	
Contractual Expenses	299,718	307,403	162,461	144,942	52.85%	
Employee Benefits	<u>367,094</u>	<u>449,404</u>	<u>320,387</u>	<u>129,017</u>	<u>71.29%</u>	
<b>Total Academic Support</b>	<u>2,087,096</u>	<u>2,254,959</u>	<u>1,472,300</u>	<u>782,659</u>	<u>65.29%</u>	
<b>Libraries</b>						
Personal Services	491,621	514,781	350,489	164,292	68.09%	
Equipment			0	0	0.00%	
Contractual Expenses	171,976	174,641	108,083	66,558	61.89%	
Employee Benefits	<u>162,850</u>	<u>161,141</u>	<u>122,671</u>	<u>38,470</u>	<u>76.13%</u>	
<b>Total Libraries</b>	<u>826,447</u>	<u>850,563</u>	<u>581,243</u>	<u>269,320</u>	<u>68.34%</u>	

**APPROPRIATIONS 2009-2010 (Cont.)**

PER CENT YEAR

66.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Student Services</b>					
Personal Services	2,905,244	2,906,118	1,909,532	996,586	65.71%
Equipment	0	1,750	1,750	0	0.00%
Contractual Expenses	1,901,745	1,899,708	1,075,175	824,533	56.60%
Employee Benefits	<u>920,965</u>	<u>925,121</u>	<u>668,336</u>	<u>256,785</u>	<u>72.24%</u>
<b>Total Student Services</b>	<b><u>5,727,954</u></b>	<b><u>5,732,697</u></b>	<b><u>3,654,793</u></b>	<b><u>2,077,904</u></b>	<b><u>63.75%</u></b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,261,025	2,264,125	1,355,612	908,513	59.87%
Equipment	11,100	21,135	9,583	11,552	0.00%
Contractual Expenses	1,662,642	1,652,607	664,449	988,158	40.21%
Employee Benefits	<u>769,905</u>	<u>761,825</u>	<u>442,452</u>	<u>319,373</u>	<u>58.08%</u>
<b>Total Maintenance and Operation of Plant</b>	<b><u>4,704,672</u></b>	<b><u>4,699,692</u></b>	<b><u>2,472,096</u></b>	<b><u>2,227,596</u></b>	<b><u>52.60%</u></b>
<b>Institutional Support</b>					
Personal Services	1,401,376	1,394,930	867,449	527,481	62.19%
Equipment	0	0	0	0	0.00%
Contractual Expenses	395,949	423,299	249,904	173,395	59.04%
Employee Benefits	<u>405,391</u>	<u>401,136</u>	<u>336,125</u>	<u>65,011</u>	<u>83.79%</u>
<b>Total Institutional Support</b>	<b><u>2,202,716</u></b>	<b><u>2,219,365</u></b>	<b><u>1,453,478</u></b>	<b><u>765,887</u></b>	<b><u>65.49%</u></b>
<b>General Institutional Services</b>					
Personal Services	1,780,041	1,777,816	1,173,975	603,841	66.03%
Equipment	271,400	167,800	67,764	100,036	0.00%
Contractual Expenses	1,137,805	1,137,805	582,529	555,276	51.20%
Employee Benefits	<u>590,467</u>	<u>584,269</u>	<u>417,454</u>	<u>166,815</u>	<u>71.45%</u>
<b>Total General Institutional Services</b>	<b><u>3,779,713</u></b>	<b><u>3,667,690</u></b>	<b><u>2,241,722</u></b>	<b><u>1,425,968</u></b>	<b><u>61.12%</u></b>
<b>TOTAL APPROPRIATIONS</b>	<b><u>34,629,179</u></b>	<b><u>34,629,179</u></b>	<b><u>23,921,123</u></b>	<b><u>10,708,056</u></b>	<b><u>69.08%</u></b>

**2009-2010 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 66.00%

	<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	66,839	0	0.00%
State Employee's Retirement	510,000	510,000	562,777	(52,777)	110.35%
State Teacher's Retirement	163,000	163,000	124,952	38,048	76.66%
Optional Retirement Fund	980,000	980,000	687,411	292,589	70.14%
Social Security	1,430,235	1,430,235	971,389	458,846	67.92%
Workers Compensation	115,000	115,000	121,395	(6,395)	105.56%
Misc Employee Benefits	120,000	120,000	83,222	36,778	69.35%
Disability Insurance	13,000	13,000	7,618	5,382	58.60%
Hospital and Medical Insurance	2,550,812	2,550,812	1,803,177	747,635	70.69%
Employee Tuition Benefits	133,000	133,000	154,033	(21,033)	115.81%
Life Insurance	10,000	10,000	7,189	2,811	71.89%
Vacation Benefits	60,000	60,000	40,000	20,000	66.67%
Unemployment Insurance	5,000	5,000	22,924	(17,924)	0.00%
<b>Total Employee Benefits</b>	<b><u>6,142,047</u></b>	<b><u>6,142,047</u></b>	<b><u>4,652,926</u></b>	<b><u>1,503,960</u></b>	<b><u>75.76%</u></b>



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
REVENUE 2009-2010  
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2010**

**PER CENT YEAR 66.00%**

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
<b>Tuition</b>					
Fall & Spring	\$12,762,607	\$12,762,607	13,944,146	(1,181,539)	109.26%
Summer	1,201,986	1,201,986	697,858	504,128	58.06%
Nonresident Tuition	1,620,320	1,620,320	1,473,608	146,712	90.95%
Student Fee Revenue (Tech Fee)	974,800	974,800	1,068,032	(93,232)	109.56%
<b>Total Tuition</b>	<u>16,559,713</u>	<u>16,559,713</u>	<u>17,183,644</u>	<u>(623,931)</u>	<u>103.77%</u>
<b>Government Appropriations</b>					
New York State	9,861,551	9,861,551	7,156,729	2,704,822	72.57%
Local Sponsors	4,254,915	4,254,915	2,786,967	1,467,948	65.50%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>3,249,000</u>	<u>3,249,000</u>	<u>2,949,527</u>	<u>299,473</u>	<u>90.78%</u>
<b>Total Government Appropriations</b>	<u>17,365,466</u>	<u>17,365,466</u>	<u>12,893,223</u>	<u>4,472,243</u>	<u>74.25%</u>
<b>Other Revenues</b>					
Service Fees	149,000	149,000	116,163	32,837	77.96%
Interest Earnings	20,000	20,000	8,336	11,664	41.68%
Rental of Real Property	22,000	22,000	12,967	9,033	58.94%
Contract Courses	105,000	105,000	37,343	67,657	35.56%
Noncredit Tuition	190,000	190,000	118,977	71,023	62.62%
Grant Offsets	173,000	173,000	61,557	111,443	35.58%
Unclassified Revenues	<u>45,000</u>	<u>45,000</u>	<u>38,806</u>	<u>6,194</u>	<u>86.24%</u>
<b>Total Other Revenues</b>	<u>704,000</u>	<u>704,000</u>	<u>394,149</u>	<u>309,851</u>	<u>55.99%</u>
<b>TOTAL REVENUES</b>	<u>\$34,629,179</u>	<u>\$34,629,179</u>	<u>\$30,471,016</u>	<u>\$4,158,163</u>	<u>87.99%</u>

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

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$4,585,248</b>	<b>\$4,179,736</b>	<b>\$2,169,736</b>	<b>\$1,518,072</b>	<b>\$1,986,953</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$501,438	\$400,000	\$400,000	\$1,250,000	\$1,283,117
Student Financial Aid	\$111,457	\$100,000	\$150,000	\$1,500	\$1,463
Sponsor Payments	\$1,063,728	\$0	\$404,217	\$659,511	\$404,217
Chargebacks to Other Counties	\$664,708	\$200,000	\$200,000	\$150,000	\$143,565
State Aid	\$0	\$0	\$1,194,119	\$1,272,870	\$0
Repayment of Grant Fund Advances	\$69,782	\$10,000	\$50,000	\$50,000	\$361,535
Repayment of Capital Fund Advances	\$426,000	\$0	\$0	\$250,000	\$600,000
Other Receipts	\$113,981	\$120,000	\$125,000	<u>\$175,000</u>	<u>\$190,963</u>
<b>Projected Cash Receipts</b>	<b><u>\$2,951,094</u></b>	<b><u>\$830,000</u></b>	<b><u>\$2,523,336</u></b>	<b><u>\$3,808,881</u></b>	<b><u>\$2,984,860</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$208,108	\$130,000	\$95,000	\$300,000	\$309,752
Accounts Payable	\$1,416,184	\$1,000,000	\$1,250,000	\$1,500,000	\$1,551,758
Payroll and Fringe Benefits	\$1,675,373	\$1,700,000	\$1,500,000	\$1,500,000	\$1,700,000
Grant Fund Advances	\$18,541	\$10,000	\$80,000	\$40,000	\$35,232
Capital Fund Advances	\$38,400	\$0	\$250,000	<u>\$0</u>	<u>\$0</u>
<b>Projected Cash Disbursements</b>	<b><u>\$3,356,606</u></b>	<b><u>\$2,840,000</u></b>	<b><u>\$3,175,000</u></b>	<b><u>\$3,340,000</u></b>	<b><u>\$3,596,742</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$4,129,736</b>	<b>\$2,119,736</b>	<b>\$1,468,072</b>	<b>\$1,936,950</b>	<b>\$1,325,068</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,000</u></b>	<b><u>\$50,000</u></b>	<b><u>\$50,000</u></b>	<b><u>\$50,003</u></b>	<b><u>\$50,003</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$4,179,736</b>	<b>\$2,169,736</b>	<b>\$1,518,072</b>	<b>\$1,986,953</b>	<b>\$1,375,071</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 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>
<b><u>CAPITAL CONSTRUCTION 1994-95</u></b>						
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>
<b>TOTAL</b>	<b><u>8,689,572</u></b>	<b><u>7,439,572</u></b>	<b><u>7,439,572</u></b>	<b><u>0</u></b>	<b><u>7,439,572</u></b>	<b><u>0</u></b>
<b><u>CAPITAL CONSTRUCTION 2000-2001</u></b>						
HVAC System Replacement	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,068,658</u>	<u>0</u>	<u>7,068,658</u>	<u>2,592</u>
<b>TOTAL</b>	<b><u>5,571,250</u></b>	<b><u>7,071,250</u></b>	<b><u>7,068,658</u></b>	<b><u>0</u></b>	<b><u>7,068,658</u></b>	<b><u>2,592</u></b>
<b><u>CAPITAL CONSTRUCTION 2002-2009</u></b>						
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	6,149,851	0	6,149,851	267,961
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>1,467,501</u>	<u>0</u>	<u>1,467,501</u>	<u>-14,698</u>
<b>TOTAL</b>	<b><u>30,267,212</u></b>	<b><u>34,792,896</u></b>	<b><u>33,948,011</u></b>	<b><u>0</u></b>	<b><u>33,948,011</u></b>	<b><u>651,967</u></b>
<b>CLASSROOM PROJECT 2008-2009</b>	<b><u>2,000,000</u></b>	<b><u>2,000,000</u></b>	<b><u>1,225,671</u></b>	<b><u>0</u></b>	<b><u>1,225,671</u></b>	<b><u>774,329</u></b>

**CAPITAL CASH SUMMARY**

**CASH BALANCE - APR 1, 2010**

Campus Master Plan Money Market	476,679
Cash in time Deposits	<u>907,771</u>

**\$1,384,450**

**DISBURSEMENTS**

Athletic Facility	
Savings Reimburse Advance from Operat	426,000
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	<u>0</u>
	426,000

**CASH RECEIPTS**

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	0
Investment Income - CMP	42
Chargeback Revenue	<u>89,437</u>

**\$89,479**

**CASH BALANCE -APR 30, 2010**

Campus Master Plan Money Market	50,721
Cash in Time Deposits	<u>997,208</u>

**\$1,047,929**

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2009-2010-58**

**ADOPTION OF THE PROPOSED 2010-2011 OPERATING BUDGET**

**WHEREAS**, a proposed operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2010 through August 31, 2011 has been presented to the Board of Trustees of Tompkins Cortland Community College pursuant to Section 6306 of the Education Law, be it therefore

**RESOLVED**, that an operating budget in the amount of \$35,390,806 for the fiscal year September 1, 2010 through August 31, 2011 is adopted pursuant to Section 6306 of the Education Law, and be it further

**RESOLVED**, that the Clerk of the Board of Trustees will forward certified copies of the resolution to the Cortland County Legislature, the Tompkins County Legislature, and the State University of New York for their approval.

**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** that 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 17<sup>th</sup> day of June, 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 17<sup>th</sup> day of June, 2010.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College  
2010-2011 Proposed Operating Budget



**Operating  
Budget  
Proposal**

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**2010-2011**

**Board of Trustees**

Roxann Buck, Chair

Beverly Baker

Kay Breed

Elizabeth Burns

Ray Dalton

John Daniels

Judy Davison

William Raynor

Raymond Schlather

Evan McGonagle- Student Trustee

Carl E. Haynes, President

**May 2010**

**Board Liaisons**

Michael Lane

John Troy

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## **HIGHLIGHTS**

### **Appropriations**

The College's proposed spending plan for 2010-2011 is 2.2% greater than the approved 2009-2010 budget, which increased by 7.2% over the preceding year. Personnel and fringe benefits comprise 76.6% of the College's budget. There are expenditures for equipment amounting to \$140,000 or about .4% of total appropriations. Contractual expenses of \$8,134,393 are decreasing by 10.3% and comprise 22.9% of the College operating budget.

### **Personnel Services**

Total wages show an increase of 5.56% over the prior year. The amount budgeted for personnel service accommodates the College's anticipated commitments for wage increases.

### **Equipment**

The College would like to reach a goal of 2% of its operating budget to support equipment needs. Currently \$140,000 (.4% of the operating budget) is committed for equipment in the 2010-2011 budget. Additional funding for equipment will be available from the TC3 Foundation

### **Contractual Expenses**

The 2010-2011 contractual expenses will decrease by \$932,965 or -10.29% from the prior year level. The decrease in spending was necessary due to the 2009-2010 mid-year cut in state which has carried over into 2010-2011.

### **Employee Benefits**

The budgeted costs for employee benefits are increasing by \$776,651 or 12.64% in 2010-2011. The increase is attributable to a substantial increase in Employee Retirement costs as well as increased health insurance costs.

### **Revenues**

Basic State aid per FTE for 2010-2011 is expected to remain at the final 2009-2010 rate at \$2,545 per FTE, which was cut \$130 from \$2675 in 2009-2010. The projected enrollment for 2009-2010 is 3,909 and the projection for 2010-2011 is 4,089. We are proposing a \$180 increase in full-time tuition (\$3,760/year) and a \$4 per credit hour increase in part-time tuition (\$139/credit). The total increase projected for tuition revenue of \$957,660 or 5.78% is driven by enrollment as well as the tuition rate increases. The number of out of county students is projected to increase from 1,480 to 1,530 FTE's.



**ANALYSIS OF BUDGET CHANGES  
APPROPRIATIONS AND REVENUES**

<b>APPROPRIATIONS BY FUNCTION</b>	<b>ACTUAL 2008-2009</b>	<b>BUDGET 2009-2010</b>	<b>COLLEGE REQUEST 2010-2011</b>	<b>2009-2010 BUDGET VERSUS 2010-2011 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
Instruction	\$14,596,587	\$15,163,984	\$16,103,981	\$939,997	6.20%
Public Service	51,200	69,052	60,680	(\$8,372)	-12.12%
Academic Support	2,060,236	2,262,076	2,472,115	\$210,039	9.29%
Library	813,624	868,689	915,502	\$46,813	5.39%
Student Service	5,455,119	5,814,591	5,364,873	(\$449,718)	-7.73%
Operation and Maintenance of Plant	3,932,956	4,638,873	4,525,972	(\$112,901)	-2.43%
Institutional Support	2,142,953	2,153,933	2,266,429	\$112,496	5.22%
General Institutional Services	3,227,631	3,657,982	3,681,254	\$23,272	0.64%
<b>Total Appropriations</b>	<b>\$32,280,306</b>	<b>\$34,629,180</b>	<b>\$35,390,806</b>	<b>\$761,626</b>	<b>2.20%</b>
<b>APPROPRIATIONS BY OBJECT OF EXPENSE</b>					
Personal Services	\$18,218,558	\$19,134,774	\$20,197,714	\$1,062,940	5.56%
Equipment	\$281,711	\$285,000	\$140,000	(145,000)	-50.88%
Contractual Expenses	\$8,914,927	\$9,067,358	\$8,134,393	(932,965)	-10.29%
Employee Benefits	5,865,110	6,142,048	6,918,699	776,651	12.64%
<b>Total Appropriations</b>	<b>\$33,280,306</b>	<b>\$34,629,180</b>	<b>\$35,390,806</b>	<b>\$761,626</b>	<b>2.20%</b>
<b>REVENUES</b>					
Tuition/Fees	\$15,814,002	\$16,559,715	\$17,517,375	\$957,660	5.78%
New York State	9,425,953	9,861,550	10,122,216	260,666	2.64%
Local Sponsors	4,130,995	4,254,915	4,254,915	0	0.00%
Appropriated Cash Surplus	0	0	0	0	0.00%
Charges to Other Counties	3,327,229	3,249,000	2,861,100	(387,900)	-11.94%
Other Revenues	157,650	704,000	635,200	(68,800)	-9.77%
<b>Total Revenues</b>	<b>\$32,855,829</b>	<b>\$34,629,180</b>	<b>\$35,390,806</b>	<b>\$761,626</b>	<b>2.20%</b>

**INSTRUCTION**

Instruction expenses are budgeted to increase \$939,997 or 6.2%.

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits comprise 83% of the overall increase in the Instructional area, which reflects contractual wage increases and expected health insurance and retirement increases.

**Equipment**

There is \$29,400 budgeted for equipment in the instructional area of the budget.

**Contractual Expenses**

Contractual expense increases are primarily due to ongoing service agreement obligations.

**PUBLIC SERVICE**

Public Service expenses are budgeted to decrease \$8,372 or (12.1)%.

**Personal Services, Employee Benefits, and Contractual Expenses**

Minor decreases are related to staff changes due to retirement.

**ACADEMIC SUPPORT**

Academic Support expenses are budgeted to increase \$210,039 or 9.3%

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits are increasing by \$272,747. This increase is related primarily to decrease in grant funding for personnel and additional student success initiatives.

**Equipment**

The equipment request of \$44,400 is primarily for computer upgrades and replacement items across campus classrooms.

**Contractual Expenses**

Contractual expenses are decreasing \$30,208, or (10.08)%.

**LIBRARIES**

Library expenses are budgeted to increase \$46,813 or 5.39%.

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits comprise 100% of the increase, which reflects contractual wage increases and expected health insurance and retirement increases.

**Equipment**

There are no additional equipment requests from library support services.

**Contractual Expenses**

Contractual expenses in the Library are decreasing by \$17,198 or (10)%.

**BUDGET REQUIREMENTS**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2008-2009</b>	<b>BUDGET 2009-2010</b>	<b>COLLEGE REQUEST 2010-2011</b>	<b>2009-2010 BUDGET VERSUS 2010-2011 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
<b>Instruction</b>					
Personal Services	\$8,530,744	\$8,829,493	\$9,255,973	\$426,480	4.83%
Equipment	\$87,529	\$22,500	\$29,400	6,900	30.67%
Contractual Expenses	\$3,204,699	\$3,496,948	\$3,647,987	151,039	4.32%
Employee Benefits	2,773,616	2,815,043	3,170,621	355,578	12.63%
<b>Total Instruction</b>	<b>14,596,588</b>	<b>15,163,984</b>	<b>16,103,981</b>	<b>939,997</b>	<b>6.20%</b>
<b>Public Service</b>					
Personal Services	38,769	51,923	44,844	(7,079)	-13.63%
Equipment	0	0	0	0	0.00%
Contractual Expenses	52	575	475	(100)	-17.39%
Employee Benefits	12,378	16,554	15,361	(1,193)	-7.21%
<b>Total Public Service</b>	<b>51,199</b>	<b>69,052</b>	<b>60,680</b>	<b>(8,372)</b>	<b>-12.12%</b>
<b>Academic Support</b>					
Personal Services	1,359,808	1,429,652	1,607,543	177,891	12.44%
Equipment	76,461	76,900	44,400	(32,500)	-42.26%
Contractual Expenses	189,820	299,718	269,510	(30,208)	-10.08%
Employee Benefits	434,147	455,806	550,662	94,856	20.81%
<b>Total Academic Support</b>	<b>2,060,236</b>	<b>2,262,076</b>	<b>2,472,115</b>	<b>210,039</b>	<b>9.29%</b>
<b>Libraries</b>					
Personal Services	490,524	528,284	566,627	38,343	7.26%
Equipment	0	0	0	0	0.00%
Contractual Expenses	166,490	171,976	154,778	(17,198)	-10.00%
Employee Benefits	156,610	168,429	194,097	25,668	15.24%
<b>Total Libraries</b>	<b>\$813,624</b>	<b>\$868,689</b>	<b>\$915,502</b>	<b>\$46,813</b>	<b>5.39%</b>

**STUDENT SERVICES**

Student Services are budgeted to decrease \$449,718 or (7.7)%.

**Personal Services and Employee Benefits**

Additional amounts cover anticipated salary increases and related benefits.

**Contractual Expenses**

Contractual expenses are decreasing \$625,930 or (33)%. This is primarily due to the temporary discontinuation of the Disney Global program.

**MAINTENANCE AND OPERATION OF PLANT**

Maintenance and Operation of Plant expenses are budgeted to decrease \$112,901 or (2.4)%.

**Personal Services and Employee Benefits**

The increase of personal services reflects anticipated contractual increases in professional and classified staff salaries and benefits.

**Equipment**

Equipment expenditures are budgeted at \$19,000 to cover HVAC monitoring equipment as well as radios for public safety.

**Contractual Expenses**

Budgeted contractual expenses are decreasing \$313,150 or (18.8)%. This decrease is primarily related to utilities and maintenance contracts.

**GENERAL ADMINISTRATION**

General Administration expenses are budgeted to increase \$112,496 or 5.2%.

**Personal Services and Employee Benefits**

Accommodates anticipated increases in professional and classified staff salaries and benefits.

**Equipment**

No additional equipment has been requested.

**Contractual Expenses**

Contractual expenses in the administrative area are decreasing \$28,628 or (7.2)%.

**GENERAL INSTITUTIONAL SERVICES**

General Institutional Services are budgeted to increase \$23,273 or .64%.

**Personal Services and Employee Benefits**

Accommodates anticipated increases in professional and classified staff salaries and benefits.

**Equipment**

Equipment expenditures are decreasing \$127,300 or (72.9)%.

**Contractual Expenses**

Budgeted contractual expenses in the area of General Institutional Services are decreasing by \$68,790 or (6)%.

**BUDGET REQUIREMENTS (CONTINUED)**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2008-2009</b>	<b>BUDGET 2009-2010</b>	<b>COLLEGE REQUEST 2010-2011</b>	<b>2009-2010 BUDGET VERSUS 2010-2011 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
<b>Student Services</b>					
Personal Services	\$2,853,072	\$2,966,923	\$3,045,743	\$78,820	2.66%
Equipment	982	0	0	0	0.00%
Contractual Expenses	1,690,164	1,901,745	1,275,815	(625,930)	-32.91%
Employee Benefits	910,901	945,923	1,043,315	97,392	10.30%
<b>Total Student Services</b>	<b>5,455,119</b>	<b>5,814,591</b>	<b>5,364,873</b>	<b>(449,718)</b>	<b>-7.73%</b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,028,664	2,216,889	2,351,855	134,966	6.09%
Equipment	56,285	11,100	19,000	7,900	71.17%
Contractual Expenses	1,200,445	1,662,642	1,349,492	(313,150)	-18.83%
Employee Benefits	647,562	748,242	805,625	57,383	7.67%
<b>Total Maintenance and Operation of Plant</b>	<b>3,932,956</b>	<b>4,638,873</b>	<b>4,525,972</b>	<b>(112,901)</b>	<b>-2.43%</b>
<b>General Administration</b>					
Personal Services	1,310,562	1,333,374	1,414,927	81,553	6.12%
Equipment	1,778	0	0	0	0.00%
Contractual Expenses	412,187	395,449	366,821	(28,628)	-7.24%
Employee Benefits	418,426	425,110	484,681	59,571	14.01%
<b>Total General Administration</b>	<b>2,142,953</b>	<b>2,153,933</b>	<b>2,266,429</b>	<b>112,496</b>	<b>5.22%</b>
<b>General Institutional Services</b>					
Personal Services	1,606,412	1,778,236	1,910,202	131,966	7.42%
Equipment	58,623	174,500	47,200	(127,300)	-72.95%
Contractual Expenses	1,051,122	1,138,305	1,069,515	(68,790)	-6.04%
Employee Benefits	511,474	566,941	654,337	87,396	15.42%
<b>Total General Institutional Services</b>	<b>\$3,227,631</b>	<b>\$3,657,982</b>	<b>\$3,681,254</b>	<b>\$23,272</b>	<b>0.64%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$32,280,306</b>	<b>\$34,629,180</b>	<b>\$35,390,806</b>	<b>\$761,626</b>	<b>2.20%</b>

## **TUITION**

Full-time tuition will increase \$180 to \$3,760 and part-time tuition will increase \$4 per credit hour to \$139 per credit hour. Enrollment is budgeted at 4,089 FTEs, which is 180 FTE's higher than our projections for 2009-2010 enrollment. This is an approximately 5% increase in enrollment. In total we expect tuition revenue to increase by \$957,621 or 5.8% due to increased tuition rates and enrollment.

## **GOVERNMENT APPROPRIATIONS**

### **New York State Operating Assistance**

Total budgeted State aid is \$260,665 greater than the 2009-2010 budget. Total State aid for 2010-2011 represents 29.1% of net appropriations, which is comparable to 29.0% in 2009-2010 and 29.2% in 2008-2009. The State Aid rate for 2010-2011 of \$2,545 is a \$130/FTE cut from prior year budgeted state aid due to a mid-year cut in base aid in 2009-2010.

### **Local Sponsors**

No increase in sponsor funding is being requested with the 2010-2011 operating budget. The sponsor support level for 2010-2011 will be 12.02% of the total budget compared to 12.48% in 2009-2010 and 12.79% in 2008-2009. Student revenues for the purpose of this calculation amount to 49.5% of our 2010-2011 operating budget request.

### **Appropriated Cash Surplus**

There will be no appropriation from cash surplus in the 2010-2011 budget. Current projections indicate that there will be little if any additional surplus generated for the fiscal year ended August 31, 2010.

### **Charges to Other Counties**

Our projected chargeback rate of \$1,870 is a decrease from \$2,390 for 2010-2011. Although our Chargeback FTE's are projected to increase our total budgeted revenues for chargebacks is decreasing \$387,900 or (12)% .

## **OTHER REVENUES**

Other revenues are decreasing \$68,800 or (9.8)% from the 2009-2010 budget based on projected decreases in non-credit tuition and investment income revenue.

**BUDGET REQUIREMENTS (CONTINUED)**

<b>BUDGET RESOURCES</b>	<b>ACTUAL 2008-2009</b>	<b>BUDGET 2009-2010</b>	<b>COLLEGE REQUEST 2010-2011</b>	<b>2009-2010 BUDGET VERSUS 2010-2011 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
<b>Tuition</b>					
Fall & Spring	\$11,622,838	\$12,686,534	\$14,138,668	\$1,452,134	11.45%
Summer	1,256,914	1,278,060	1,165,224	(112,836)	-8.83%
Nonresident Tuition	1,554,823	1,620,320	1,143,040	(477,280)	-29.46%
Student Fee Revenue	1,005,722	974,800	1,070,443	95,643	9.81%
<b>Total Tuition</b>	<b>\$15,440,297</b>	<b>\$16,559,714</b>	<b>\$17,517,375</b>	<b>\$957,661</b>	<b>5.78%</b>
<b>Government Appropriations</b>					
New York State	\$9,425,953	\$9,861,551	\$10,122,216	\$260,665	2.64%
Local Sponsors	4,130,995	4,254,915	4,254,915	0	0.00%
Appropriated Cash Surplus	0	0	0	0	0.00%
Charges to Other Counties	3,327,229	3,249,000	2,861,100	(387,900)	-11.94%
<b>Total Government Appropriations</b>	<b>\$16,884,177</b>	<b>\$17,365,466</b>	<b>\$17,238,231</b>	<b>(\$127,235)</b>	<b>-0.73%</b>
<b>Other Revenues</b>					
Service Fees	\$155,256	\$160,000	\$147,700	(\$12,300)	-7.69%
Interest Earnings	14,943	27,000	15,000	(12,000)	-44.44%
Rental of Real Property	26,504	22,000	26,500	4,500	20.45%
Contract Courses	83,599	85,000	105,000	20,000	23.53%
Noncredit Tuition	134,849	180,000	135,000	(45,000)	-25.00%
Grant Offsets	160,030	180,000	171,000	(9,000)	-5.00%
Unclassified Revenues	(43,827)	50,000	35,000	(15,000)	-30.00%
<b>Total Other Revenues</b>	<b>\$531,354</b>	<b>\$704,000</b>	<b>\$635,200</b>	<b>(\$68,800)</b>	<b>-9.77%</b>
<b>Total Revenues</b>	<b>\$32,855,828</b>	<b>\$34,629,180</b>	<b>\$35,390,806</b>	<b>\$761,626</b>	<b>2.20%</b>

**TABLE I**

<b>EMPLOYEE BENEFITS</b>	<b>ACTUAL 2008-2009</b>	<b>BUDGET 2009-2010</b>	<b>COLLEGE REQUEST 2010-2011</b>	<b>2009-2010 BUDGET VERSUS 2010-2011 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
Retirement Incentives	111,741	<b>52,000</b>	<b>280,000</b>	228,000	438.46%
State Employee's Retirement	365,990	<b>510,000</b>	<b>685,000</b>	175,000	34.31%
State Teacher's Retirement	112,273	<b>163,000</b>	<b>172,000</b>	9,000	5.52%
Optional Retirement Fund	977,436	<b>980,000</b>	<b>1,060,000</b>	80,000	8.16%
Social Security	1,345,988	<b>1,430,235</b>	<b>1,535,340</b>	105,105	7.35%
Workers Compensation	111,752	<b>115,000</b>	<b>120,000</b>	5,000	4.35%
Misc Employee Benefits	120,735	<b>120,000</b>	<b>130,000</b>	10,000	8.33%
Hospital and Medical Insurance	2,526,935	<b>2,550,813</b>	<b>2,705,359</b>	154,546	6.06%
Employee Tuition Benefits	141,321	<b>133,000</b>	<b>133,000</b>	0	0.00%
Accrued Vacation Benefits	55,000	<b>60,000</b>	<b>60,000</b>	0	0.00%
Disability Insurance	12,349	<b>13,000</b>	<b>13,000</b>	0	0.00%
Life Insurance	10,403	<b>10,000</b>	<b>10,000</b>	0	0.00%
Unemployment Insurance	30,915	<b>5,000</b>	<b>15,000</b>	10,000	200.00%
<b>Total Employee Benefits</b>	<b>\$5,922,838</b>	<b>\$6,142,048</b>	<b>\$6,918,699</b>	<b>\$776,651</b>	<b>12.64%</b>

Retirement Reflects a large increase in ERS Employer Contribution for 2010.

Hospital and Medical Budgeting a 6% increase in health insurance costs over current year projections.

Employee Tuition Benefits Reflects current level of employee participation.

Social Security Increases in Social Security related to anticipated salary increases as well as increased staffing.

Retirement Incentives Increase in retirement incentives is due to the large number of retirees in 2009-2010.



**TABLE II**  
**REVENUE HISTORY**

**STUDENT TUITION ( This includes Technology Fee revenue)**

YEAR	STUDENT REVENUE	% OF NET REVENUE	FULL-TIME PER FTE	PART-TIME PER CREDIT	\$ Increase/FTE Full-time	Increase %	10 yr avg
01-02	\$6,965,701	39.6%	\$2,600	\$102.00	\$0	<b>0.00%</b>	
02-03	\$7,857,034	39.1%	\$2,680	\$104.00	\$80	<b>3.08%</b>	
03-04	\$8,331,954	39.2%	\$2,800	\$110.00	\$120	<b>4.48%</b>	
04-05	\$9,462,200	42.3%	\$2,950	\$115.00	\$150	<b>5.36%</b>	
05-06	\$11,726,878	47.4%	\$3,100	\$120.00	\$150	<b>5.08%</b>	
06-07	\$12,812,400	47.2%	\$3,200	\$124.00	\$100	<b>3.23%</b>	
07-08	\$13,924,159	47.4%	\$3,325	\$128.00	\$125	<b>3.91%</b>	
08-09	\$15,440,297	47.7%	\$3,440	\$132.00	\$115	<b>3.46%</b>	
09-10B	\$16,559,714	48.8%	\$3,580	\$135.00	\$140	<b>4.07%</b>	
10-11P	\$17,517,375	50.4%	\$3,760	\$139.00	\$180	<b>5.03%</b>	<b>3.77%</b>

**STATE AID\* (includes 09-10 mid-year cut)**

YEAR	GROSS	PER FTE	% OF NET REVENUE	\$ Increase/FTE State Aid	Increase %	10 yr avg
01-02	\$5,421,080	\$2,056	30.8%	-\$193	<b>-8.60%</b>	
02-03	\$6,137,185	\$2,104	32.6%	\$48	<b>2.35%</b>	
03-04	\$6,743,130	\$2,340	31.4%	\$236	<b>11.21%</b>	
04-05	\$6,813,150	\$2,198	30.5%	-\$142	<b>-6.08%</b>	
05-06	\$7,271,760	\$2,350	29.3%	\$152	<b>6.93%</b>	
06-07	\$8,048,925	\$2,525	29.0%	\$175	<b>7.45%</b>	
07-08	\$8,695,875	\$2,675	29.6%	\$150	<b>5.94%</b>	
08-09	\$9,425,953	\$2,675	29.1%	\$0	<b>0.00%</b>	
09-10*	\$9,435,951	\$2,545	27.8%	-\$130	<b>-4.86%</b>	
10-11P	\$10,122,216	\$2,545	29.1%	\$0	<b>0.00%</b>	<b>1.43%</b>

**SPONSOR CONTRIBUTION**

YEAR	SPONSOR CASH	PER FTE	CHARGES TO OTHER COUNTIES	% OF NET REVENUE*	CHARGEBACK RATE	Increase \$	Increase %	10 yr avg
01-02	\$3,431,250	\$1,301	\$1,306,255	26.9%	\$2,040	<b>\$67,281</b>	<b>2.00%</b>	
02-03	\$3,431,250	\$1,176	\$1,544,629	24.5%	\$1,880	<b>\$0</b>	<b>0.00%</b>	
03-04	\$3,431,250	\$1,161	\$1,629,600	23.8%	\$1,940	<b>\$0</b>	<b>0.00%</b>	
04-05	\$3,431,250	\$1,107	\$1,764,000	23.2%	\$1,960	<b>\$0</b>	<b>0.00%</b>	
05-06	\$3,568,500	\$1,147	\$2,169,507	23.2%	\$2,000	<b>\$137,250</b>	<b>4.00%</b>	
06-07	\$3,746,925	\$1,175	\$2,508,000	23.1%	\$2,290	<b>\$178,425</b>	<b>5.00%</b>	
07-08	\$3,934,271	\$1,140	\$2,724,000	22.9%	\$2,350	<b>\$187,346</b>	<b>5.00%</b>	
08-09	\$4,130,995	\$1,191	\$3,327,229	22.2%	\$2,400	<b>\$196,724</b>	<b>5.00%</b>	
09-10B	\$4,254,915	\$1,088	\$3,249,000	22.1%	\$2,390	<b>\$123,920</b>	<b>3.00%</b>	
10-11P	\$4,254,915	\$1,041	\$2,861,100	20.5%	\$1,870	<b>\$0</b>	<b>0.00%</b>	<b>2.40%</b>

\*This column includes Gross Sponsor Contribution and Charges to Other Counties

TABLE III

**COST PER FTE  
TC3 AND SUNY COMMUNITY COLLEGES**

Year	FTE TC3	Expenditures Gross TC3	Gross Cost		Gross Cost Per FTE		Expenditures Net TC3	Net Cost	
			Per FTE TC3	% Change	SUNY Comm. Colleges	% Change		Per FTE TC3	% Change
89-90	1,799	\$9,200,590	\$5,116	1.1	\$5,086	3.3	\$8,767,261	\$4,875	1.3
90-91	2,035	\$10,310,256	\$5,066	(1.0)	\$5,203	2.3	\$9,780,355	\$4,806	(1.4)
91-92	2,125	\$11,292,888	\$5,315	4.9	\$5,650	8.6	\$10,708,786	\$5,040	4.9
92-93	2,033	\$12,155,065	\$5,979	12.5	\$5,782	2.3	\$11,795,089	\$5,802	15.1
93-94	2,303	\$13,016,195	\$5,652	(5.5)	\$6,107	5.6	\$12,548,748	\$5,449	(6.1)
94-95	2,294	\$13,888,337	\$6,054	7.1	\$6,490	6.3	\$13,386,108	\$5,836	7.1
95-96	2,104	\$13,771,002	\$6,545	8.1	\$6,452	(0.6)	\$13,272,525	\$6,308	8.1
96-97	2,003	\$13,995,466	\$6,986	6.7	\$6,702	3.9	\$13,464,368	\$6,721	6.5
97-98	2,086	\$14,511,364	\$6,957	(0.4)	\$6,865	2.4	\$13,911,448	\$6,669	(0.8)
98-99	2,211	\$15,296,547	\$6,919	(0.5)	\$7,156	4.2	\$14,425,063	\$6,525	(2.2)
99-00	2,325	\$16,124,021	\$6,935	0.2	\$7,324	2.3	\$15,394,545	\$6,621	1.5
00-01	2,378	\$17,361,414	\$7,300	5.3	\$7,460	1.9	\$16,569,275	\$6,967	5.2
01-02	2,637	\$18,424,400	\$6,987	(4.3)	\$7,392	(0.9)	\$17,590,284	\$6,670	(4.3)
02-03	2,917	\$20,689,720	\$7,093	1.5	\$7,459	0.9	\$19,624,493	\$6,728	0.9
03-04	2,955	\$22,580,000	\$7,641	9.4	\$7,801	4.6	\$21,231,950	\$7,185	7.7
04-05	3,100	\$23,354,350	\$7,534	(1.4)	\$8,120	4.1	\$22,048,849	\$7,113	(1.0)
05-06	3,110	\$25,389,946	\$8,164	8.4	\$8,469	4.3	\$24,727,988	\$7,951	11.8
06-07	3,189	\$27,641,821	\$8,668	6.2	\$8,913	5.2	\$27,008,457	\$8,469	6.5
07-08	3,451	\$29,964,194	\$8,683	0.2	\$9,066	1.7	\$29,168,050	\$8,452	(0.2)
08-09	3,626	\$32,280,306	\$8,902	2.5	\$9,028	(0.4)	\$31,593,228	\$8,713	3.1
09-10B	3,890	\$34,629,180	\$8,902	(0.0)			\$33,925,179	\$8,721	0.1
10-11P	4,089	\$35,390,806	\$8,655	(2.8)			\$34,755,606	\$8,500	(2.5)

P-Proposed

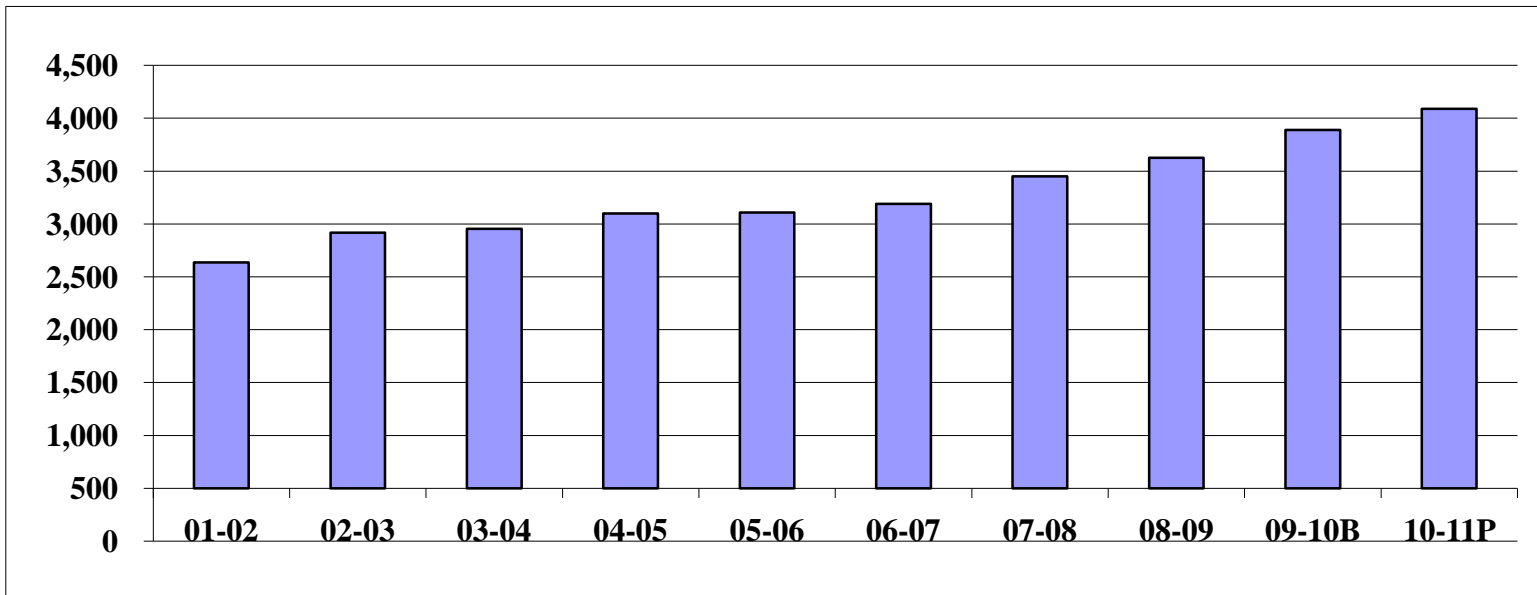
B-Budgeted

Net Expenditures=Gross Expenditures - Other Revenues

SUNY represents 30 upstate community colleges

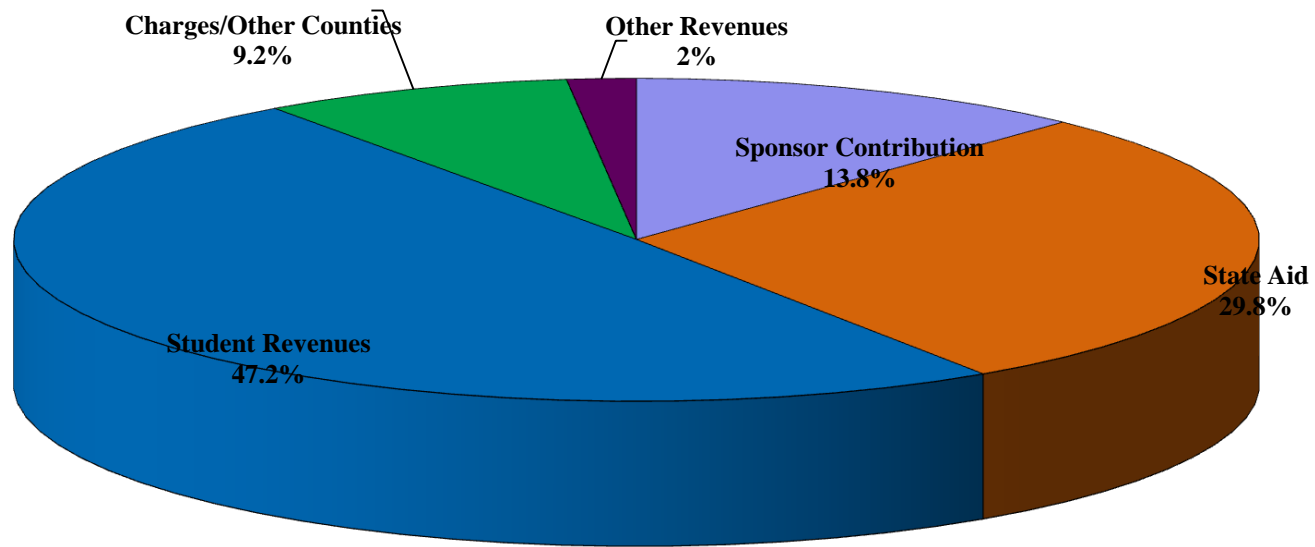
# Chart I

## Student Enrollment Full-Time Equivalent (FTE)



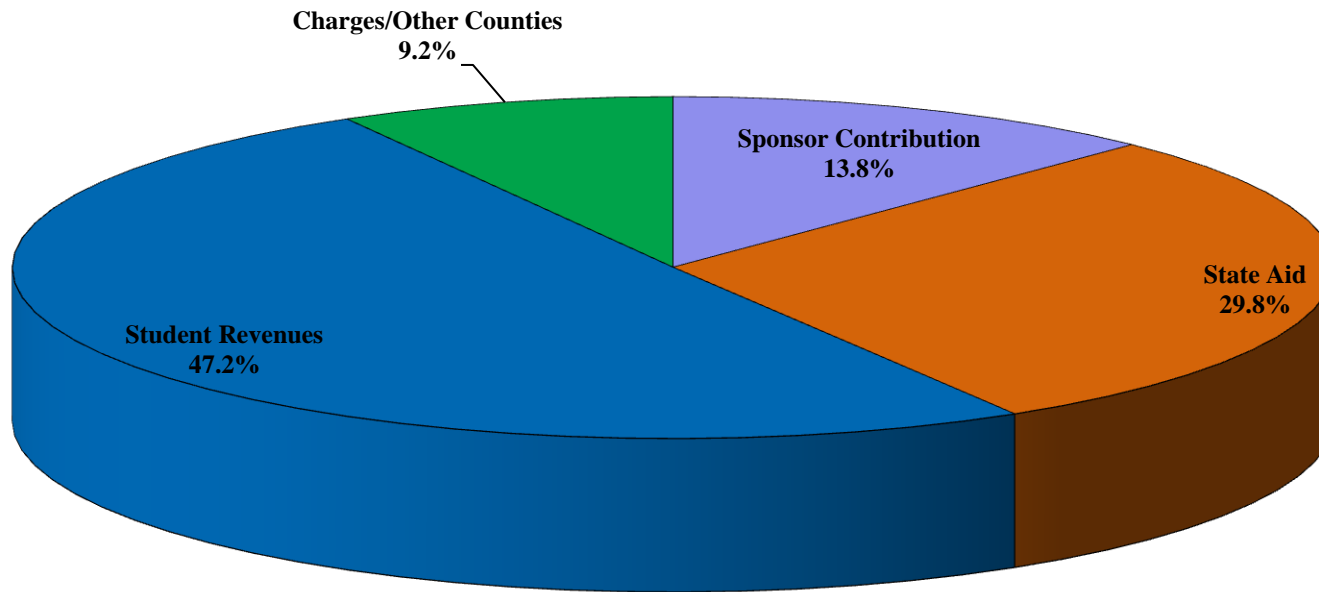
# Chart II

## 2010-2011 Percent Gross Revenues By Source



# Chart III

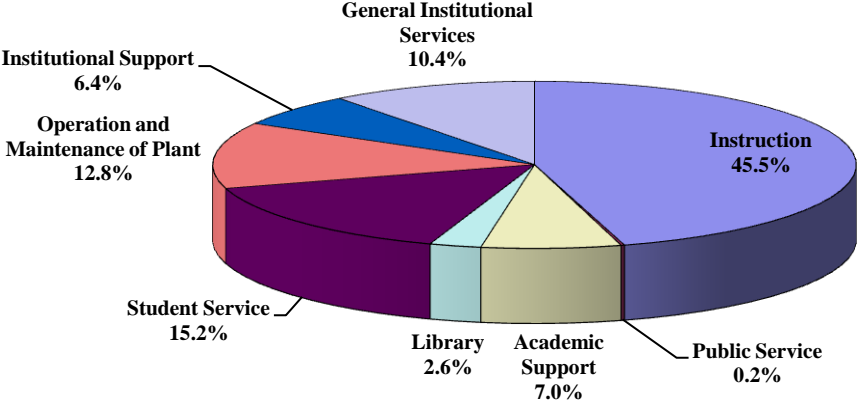
## 2010-2011 Percent Net Revenues\* By Source



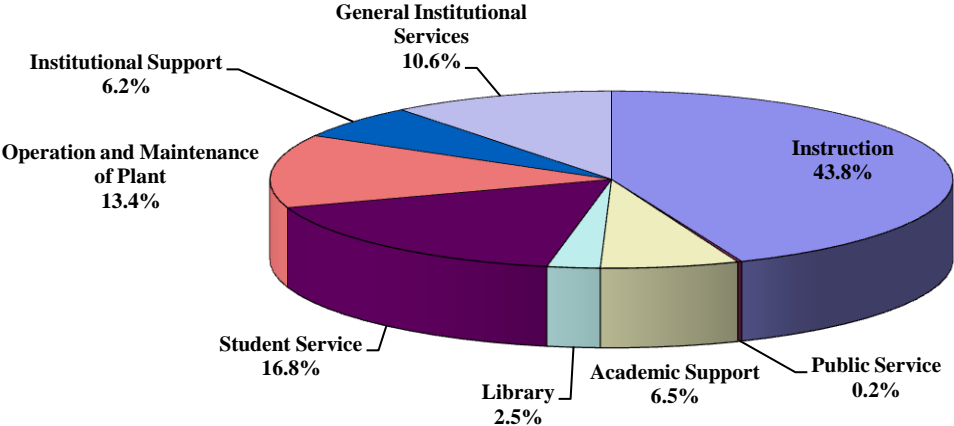
# Chart IV

## Appropriations - Percent by Object

2010-2011



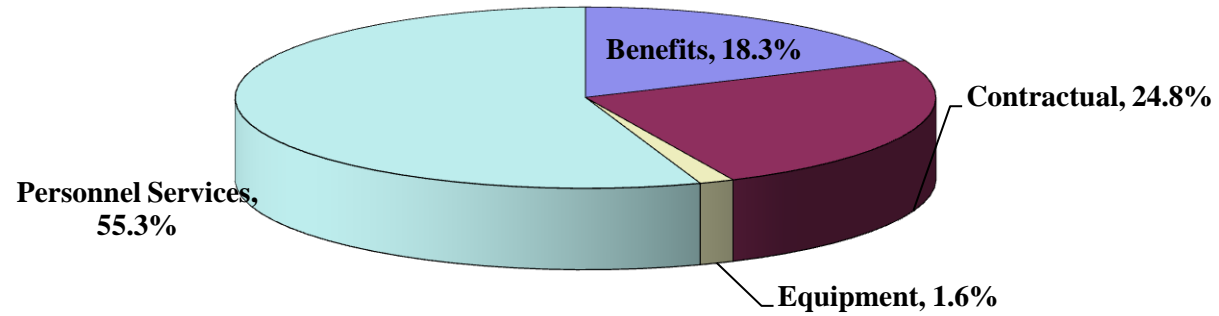
2009-2010



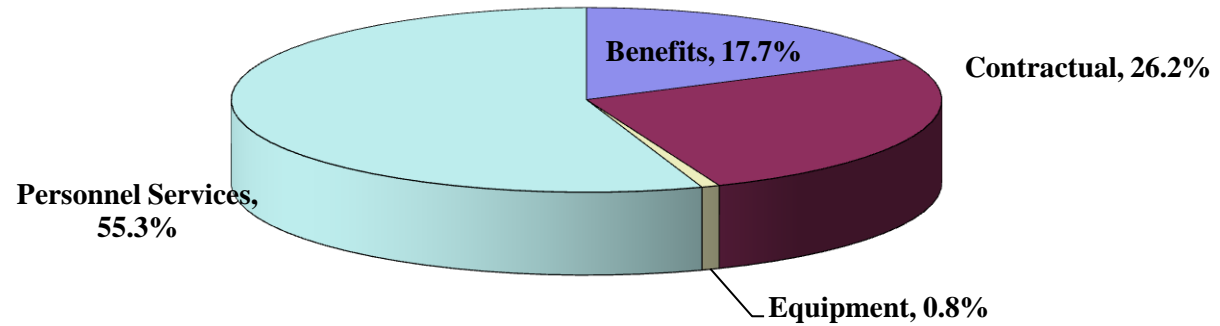
# Chart V

## Appropriations - Percent by Object

**2010-2011**



**2009-2010**



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2009-2010-60**

**2010-2011 TUITION AND FEE SCHEDULE**

**WHEREAS**, the 2010-2011 Tuition and Fee Schedule has been reviewed and is recommended by the Administration of the College, be it therefore

**RESOLVED**, that full-time tuition will increase by \$180 to \$3,760 per academic year for residents, and be it further

**RESOLVED**, that full-time tuition will increase by \$360 to \$7,820 per academic year for nonresident or New York State students not presenting a Certificate of Residence and out-of-state students, and be it further

**RESOLVED**, that part-time tuition will increase from \$135.00 to \$139.00 per credit hour for residents and from \$280.00 to \$288.00 for nonresident or New York State students not presenting a Certificate of Residence and out-of-state students, and be it further

**RESOLVED**, that the attached 2010-2011 Tuition and Fee Schedule be adopted by the Board of Trustees of Tompkins Cortland Community College.

**STATE OF NEW YORK:** I, **CATHY A. NORTHROP, CLERK** of the Board  
**SS:** of Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** that 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  
17<sup>th</sup> day of June, 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 17<sup>th</sup> day of June, 2010.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2010-2011  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Tuition -	New York State residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$3,760.00
	Part-Time (per credit hour)	\$139.00
Tuition -	New York State residents who are not a resident of the sponsorship area and do <u>not</u> present a Certificate of Residence:	
	Full-Time (per academic year)	\$7,820.00
	Part-Time (per credit hour)	\$288.00
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	\$7,820.00
	Part-Time (per credit hour)	\$288.00
Tuition -	Auditing a Course (per credit hour)	
	Non-Resident and Out-of-State	\$139.00
		\$288.00
Off Semester, Off Hours, Off Campus Tuition (per credit hour):		
	Web-Based Courses	\$139.00
Tuition Deposits-	Full-Time	\$50.00
	Part-Time	-0-

The following fees are charged only to those who receive the services rendered (fees are nonrefundable):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Transcript Fee	\$ 20.00	Student	Unlimited Transcripts
Application Fee	\$ 15.00	Application	Begin Admissions Process
Technology Service Fee			
Part-Time	\$ 14.00	Credit	Technology Services
Full-Time	\$140.00	Semester	Technology Services
Web Course Fee	\$ 6.00	Credit	Technology Services
Course Fee			
ANTH260	\$2,000.00	Student	Course Travel
BIOL116	\$2,700.00	Student	Course Travel
BUAD249	\$2,700.00	Student	Course Travel
COMM235	\$ 150.00	Student	Lab Fee
ENGL250	\$2,400.00	Student	Course Travel
ENVS149	\$ 250.00	Student	Lab Fee

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2010-2011  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

**Service Fees (Continued):**

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
HLTH215:	\$2,300.00	Student	Course Travel
HLTH205:	\$ 10.00	Student	Lab Fee
NURS102:	\$ 25.00	Student	Lab Fee
NURS110:	\$ 295.00	Student	Lab Fee
NURS225:	\$ 38.00	Student	Lab Fee
PSED160:	\$ 10.00	Student	Lab Fee
FITN101:	\$ 5.00	Student	Lab Fee
FITN102:	\$ 5.00	Student	Lab Fee
FITN109:	\$ 242.00	Student	Lab Fee
FITN120:	\$ 30.00	Student	Lab Fee
FITN121:	\$ 30.00	Student	Lab Fee
FITN216:	\$ 10.00	Student	Lab Fee
RECR110:	\$ 35.00	Student	Lab Fee
RECR/FITN160:	\$ 30.00	Student	Lab Fee
RECR/FITN161:	\$ 25.00	Student	Lab Fee
RECR/FITN163:	\$ 30.00	Student	Lab Fee
RECR/FITN164:	\$ 20.00	Student	Lab Fee
RECR165:	\$ 25.00	Student	Lab Fee
RECR274:	\$ 30.00	Student	Lab Fee
SOCI149:	\$2,000.00	Student	Course Travel
WINE120:	\$ 180.00	Student	Lab Fee
Late Payment Fee			
Part-Time	\$ 10.00	Student	Acceptance of Late Payment
Full-Time	\$ 20.00	Student	Acceptance of Late Payment
Payment Plan Fee	\$ 25.00	Semester	Administrative Services
Matriculation Fee	\$ 50.00	Student	Provides for free unofficial transcripts and cost of cap and gown for graduation.
Proficiency Exams	\$ 10.00	Credit	Administration of Exam
	\$ 30.00	Minimum	
			Note: there is an additional charge for the Dante exam
Nursing Proficiency Exam	\$105.00	Exam	Administration of Exam
Nursing Exam Fee	\$ 38.00	Student	Exam Fee
Returned Check Charge	\$ 25.00	Occurrence	Processing Returned Check

**Service Fees (Continued):**

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2010-2011  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Library Lost Book Fee	\$ 15.00	Occurrence	Processing Fee for Replacement Book
Library Reserved Materials Late Fines	\$ .25	Hour	
Late Return of Media Equipment	\$ 5.00	Hour	
Resume Preparation	\$ 8.00	Page	Typing and Duplicating
Study Abroad Program Fee	\$200.00	Semester	Administrative Services
Administrative Withdrawal Fee			
Full-Time	\$100.00	Semester	Administrative Services
Part-Time	\$ 10.00	Credit	Administrative Services
Student Non-Credit Fees	Various	Course	

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2010-2011  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

**OTHER STUDENT FEES AND CHARGES – FSA**

**FSA Fees:**

Activity Fee (includes fitness center membership)

Full Time - \$123 per semester

Part Time - \$8.20 per credit hour

Evening - \$4.20 per credit hour

ID Fee: \$10.00 per semester

**Student Insurance:**

Fall – \$25 (annual)

Spring – \$15.00 (semester)

**Student Housing:**

Hall Council Fee - \$10.00 per semester

Room Charge per semester:   \$2,975 Building A or B  
  \$3,375 Building C, D, E, F, or G  
  \$3,675 10-Month Rate Building C, D, E, F, or G  
  \$1,500 Summer Semester

Security Deposit: \$250

**Meal Plan:**

5 Meals/Week - \$540/Semester includes \$100 Flex dollars  
8 Meals/Week - \$800/Semester includes \$150 Flex dollars (Mandatory for Residential Students)  
10 Meals/Week - \$910/Semester includes \$150 Flex dollars  
12 Meals/Week - \$1,020/Semester includes \$150 Flex dollars

**Health Center:**

Full Time - \$40 per semester

Part Time - \$3.10 per credit hour

**Student Health Insurance:**

Annual Fee: \$288 (Mandatory for Residential Students)

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2009-2010-57**

**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:                   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 17<sup>th</sup> day of June 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 17<sup>th</sup> day of June 2010.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Appointment of Personnel  
June 3, 2010  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
January 2010					
Arnold, Melanie	Independent Study COMM 115	Adjunct	N/A	405.00	1/21/10 - 5/14/10
Carr, Kyle	Independent Study COMM 145	Adjunct	N/A	405.00	1/21/10 - 5/14/10
Gammage-Sikora, Gina	Independent Study SPAN 101	Adjunct	N/A	540.00	1/21/10 - 5/14/10
Gammage-Sikora, Gina	Independent Study SPAN 201	Adjunct	N/A	1620.00	1/21/10 - 5/14/10
Gammage-Sikora, Gina	Independent Study SPAN 202	Adjunct	N/A	810.00	1/21/10 - 5/14/10
Gammage-Sikora, Gina	Independent Study Span281	Adjunct	N/A	405.00	1/21/10 - 5/14/10
Gutchess, Elizabeth	Independent Study ENGL 246	Adjunct	N/A	810.00	1/21/10 - 5/14/10
Hassett, Joseph	Independent Study HLTH 205	Adjunct	N/A	405.00	1/21/10 - 5/14/10
Hogben, Bernard	Independent Study HUMS 218	Adjunct	N/A	1215.00	1/21/10 - 5/14/10
Howd, Eric	Additional students in ENGL 100	Adjunct	N/A	100.00	1/21/10 - 5/14/10
Jones, Maxine	Independent Study MATH 095	Adjunct	N/A	1620.00	1/21/10 - 5/14/10
Maus, Maureen	Independent Study CAPS 105	Adjunct	N/A	270.00	1/21/10 - 5/14/10
Miroiu, Mihai	Independent Study FREN 102, FREN 202	Adjunct	N/A	2025.00	1/21/10 - 5/14/10
Nichols, James	Independent Study POSC 112	Adjunct	N/A	405.00	1/21/10 - 5/14/10
Ozolins, Peter	Independent Study ART 214	Adjunct	N/A	2025.00	1/21/10 - 5/14/10
Perkins, Donald	Independent Study COMM 289	Adjunct	N/A	1620.00	1/21/10 - 5/14/10
Pizarro, Elena Cambia	Independent Study ENGL 266	Adjunct	N/A	135.00	1/21/10 - 5/14/10
Richards, Daphne	Independent Study ENGL 149	Adjunct	N/A	135.00	1/21/10 - 5/14/10
Rosekrans, Linda	Independent Study ENGL 280	Adjunct	N/A	405.00	1/21/10 - 5/14/10
Stremlin, Tatiana	Independent Study MUSI 108, MUSI 109	Adjunct	N/A	2025.00	1/21/10 - 5/14/10
April 2010					
Ahola, Ashley	Campus Technology	Mail Clerk/Receptionist	C	*34,301.27	04/22/10
June 2010					
Neuendorf, Peggy	Student Success	Senior Clerk, FT, Seasonal	E	*33,270.46	6/01/10
Ahmed, Ahmed	CHEM107 M15	Adjunct	N/A	4,140.00	6/02/10 - 7/02/10
Almann, Nancy	BUAD215 M15	Adjunct	N/A	2,760.00	6/02/10 - 7/02/10
Andrews, Patricia	PSYC103 M25 PSYC103 IE61	Adjunct	N/A	5,910.00	6/02/10 - 8/06/10
Arnold, Melanie	COMM240 M15 COMM115 M15 COMM110 M15	Adjunct	N/A	5,165.69	6/02/10 - 7/02/10
Booth, Mark	MATH090 M25 CHEM101 M15 MATH100 M25	Adjunct	N/A	12,477.50	6/02/10 - 8/06/10
Brown, Debra	ENGL101 M26 ENGL100 M15	Adjunct	N/A	5,910.00	6/02/10 - 8/06/10
Brown, Stan	MATH200 ME58	Adjunct	N/A	2,760.00	6/02/10 - 7/27/10
Buchanan, Patricia	ENGL201 ME58	Adjunct	N/A	2,955.00	6/02/10 - 7/27/10
Carr, Kyle	COMM111 M15 COMM120 M15 COMM112 M15	Adjunct	N/A	3,083.42	6/02/10 - 7/02/10
Carter, Michele	PSYC205 M25 PSYC207 M15	Adjunct	N/A	4,530.00	6/02/10 - 8/06/10
Chrzan, Sandra	MATH100 ME58	Adjunct	N/A	2,265.00	6/02/10 - 7/27/10
Coleman, Cynthia	SOCI205 AL1	Adjunct	N/A	2,955.00	6/02/10 - 7/27/10
DeRado, Dennis	SPAN101 C19	Adjunct	N/A	3,870.00	6/02/10 - 7/02/10
Earley, Bernard	ENGL101 AL2 ENGL101 AL1	Adjunct	N/A	5,910.00	6/02/10 - 8/06/10
Echavarria, Bernardo	BUAD111 M16	Adjunct	N/A	2,760.00	6/02/10 - 7/02/10
Farkas, Carol	FITN119 IE61	Adjunct	N/A	1,290.00	6/02/10 - 7/27/10
Feavearyear, Jody	ASTR101 IE61	Adjunct	N/A	2,760.00	6/02/10 - 7/27/10
Gammage-Sikora, Gina	SPAN101 ME58 SPAN101 I17 SPAN102 I27	Adjunct	N/A	11,820.00	6/02/10 - 8/06/10
Garrighan, Patricia	ENGL201 M26 ENGL204 M15 ENGL204 M25	Adjunct	N/A	8,865.00	6/02/10 - 8/06/10
Gillis, Andrew	ART 111 ME58	Adjunct	N/A	3,010.00	6/02/10 - 7/27/10
Green, Judith	ENVS149 M15	Adjunct	N/A	4,246.88	6/02/10 - 7/27/10
Howd, Eric	ENGL100 IE61 ENGL100 AL1 ENGL100 AL2	Adjunct	N/A	8,280.00	6/02/10 - 8/06/10
Kabanuk, Jessica	ENGL100 M17 ENGL101 M14	Adjunct	N/A	4,530.00	6/02/10 - 8/06/10

Appointment of Personnel  
June 3, 2010  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Kester, Jason	COMM120 M15	Adjunct	N/A	1,321.25	6/02/10 - 7/02/10
Kobre, Michael	BIOL114 M15	Adjunct	N/A	3,693.75	6/02/10 - 7/02/10
Kyle, John	BUAD222 ME58 BUAD212 M15m M25, BUAD111 M15	Adjunct	N/A	11,040.00	6/02/10 - 8/06/10
Lattimore, Kathy	ENGL101 IE61	Adjunct	N/A	2,955.00	6/02/10 - 7/27/10
Levine, Robert	ESOL103 M16	Adjunct	N/A	6,040.00	6/02/10 - 8/06/10
Lovelace-Ross, Kristin	MATH200 IE61	Adjunct	N/A	2,415.00	6/02/10 - 7/27/10
Lovell, Randy	BUAD220 ME58	Adjunct	N/A	2,415.00	6/02/10 - 7/27/10
Marie, Jill	ENGL201 CE65	Adjunct	N/A	2,955.00	6/02/10 - 7/27/10
Meyer, Denise	ART 130 M15	Adjunct	N/A	3,447.50	6/02/10 - 7/02/10
Parks, Paul	ART 102 M15	Adjunct	N/A	2,580.00	6/02/10 - 7/02/10
Perkins, Donald	COMM160 HY1	Adjunct	N/A	1,477.50	6/02/10 - 7/02/10
Pitcher, David	BUAD101 M15	Adjunct	N/A	2,580.00	6/02/10 - 7/02/10
Pospisil, Pamela	MATH200 M25 MATH132 IE61 MATH200 M15	Adjunct	N/A	7,740.00	6/02/10 - 8/06/10
Rattray, Jamie	FITN140 M25 HLTH126 AL1 HLTH126 AL3 HLTH126 M15, M25 FITN151 M16 HLTH206 M25	Adjunct	N/A	9,660.00	6/02/10 - 8/06/10
Rhea, Robert	BUAD215 ME58 BUAD217 M16 BUAD215 M25	Adjunct	N/A	7,740.00	6/02/10 - 8/06/10
Richards, David	BUAD201 M25 BUAD201 M16	Adjunct	N/A	5,520.00	6/02/10 - 8/06/10
Rodzai, Ann	ESOL101 M15	Adjunct	N/A	6,880.00	6/02/10 - 8/06/10
Rosekrans, Linda	ESOL103 M18 ENGL101 M16	Adjunct	N/A	10,835.00	6/02/10 - 8/06/10
Rossen, Jonathan	ANTH149 M15	Adjunct	N/A	5,060.00	6/02/10 - 7/02/10
Rukavena, Peter	BUAD101 ME58 BUAD204 M15	Adjunct	N/A	5,160.00	6/02/10 - 8/06/10
Ryan, Patrick	PSYC103 AL1	Adjunct	N/A	2,955.00	6/02/10 - 8/06/10
Sanford, Thomas	CONT202 ME58	Adjunct	N/A	3,010.00	6/02/10 - 7/02/10
Savoie, Raymond	ENGL101 M18	Adjunct	N/A	2,415.00	6/02/10 - 8/06/10
Schettino, Joseph	PHSC105 M25 PHSC104 M15	Adjunct	N/A	8,865.00	6/02/10 - 8/06/10
Schultz, Shirley	SOCI101 M15	Adjunct	N/A	2,760.00	6/02/10 - 7/02/10
Sheehan, John	GEOG115 M25 GEOG115 M15	Adjunct	N/A	5,160.00	6/02/10 - 8/06/10
Sinclair, Lorraine	ENGL101 M15	Adjunct	N/A	2,415.00	6/02/10 - 8/06/10
Sloan, Cindy	SOCI101 AL1	Adjunct	N/A	2,580.00	6/02/10 - 7/27/10
Smith, Adrienne	ART 115 M15	Adjunct	N/A	3,220.00	6/02/10 - 7/02/10
Strauf, Dale	FITN120 M15	Adjunct	N/A	1,207.50	6/02/10 - 7/02/10
Tackill, Sherry	ESOL103 M15	Adjunct	N/A	6,040.00	6/02/10 - 8/06/10
Tkachuck, Richard	BIOL101 M15	Adjunct	N/A	3,693.75	6/02/10 - 7/02/10
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	2,415.00	6/02/10 - 7/27/10
Wavle, Sharon	CIS 213 AL1	Adjunct	N/A	3,220.00	6/02/10 - 7/27/10
Weatherby, Gregg	ENGL101 M19 ENGL101 M17	Adjunct	N/A	4,830.00	6/02/10 - 8/06/10
Wells, Frances	CAPS121 AL1 CAPS131 AL1 CAPS111 AL1	Adjunct	N/A	3,220.92	6/02/10 - 8/06/10
Westlake, Winfield	GEOG115 ME59 GEOG115 ME58	Adjunct	N/A	5,910.00	6/02/10 - 7/27/10
Williams, Diane	ASTR101 M25 AL1 AL2 BIOL105 M25	Adjunct	N/A	14,036.25	6/02/10 - 8/06/10
Cowan, Richard	MATH249 ME58	Adjunct	N/A	4,925.00	6/07/10 - 7/29/10
Mack, Debra	Enrollment Services Center -	Enrollment Services Specialist	G	*36,260.73	6/14/10
July 2010					
Lipa, Thomas	HLTH208 AL1	Adjunct	N/A	2,955.00	7/07/10 - 8/06/10
Seyfried, Matthew	ENGL204 AL2	Adjunct	N/A	2,760.00	7/07/10 - 8/06/10
Lang, Helen	Enrollment Services Center -	Enrollment Services Specialist	G	*36,260.73	7/12/10

\*Annual salary to be prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

June 3, 2010

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Maureen Edmonds	5/14/10	Other position
Sharon Wavle	8/31/10	Relocation



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2009-2010-63**

**IN APPRECIATION OF EVAN MCGONAGLE**

**WHEREAS**, Mr. Evan McGonagle served as the student member of the Tompkins Cortland Community College Board of Trustees from October 2008 through June 2009, and

**WHEREAS**, Mr. McGonagle agreed to fill the Student Trustee position for the remainder of the 2009-2010 academic year when a vacancy arose in the Student Trustee position in January 2010, and

**WHEREAS**, Mr. McGonagle has been an exemplary member of the student body with his active participation on the Board of Directors of the Faculty Student Association, the College Entertainment Board, and the Student Advisory Board, and

**WHEREAS**, Mr. McGonagle played a key role in the civic engagement activities for cancer research and the local food pantries, and

**WHEREAS**, Mr. McGonagle has provided the Trustees with advice and comments useful in the decision making at Board of Trustees and state association meetings, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. McGonagle for his contributions to the College, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to Mr. McGonagle for all of his future endeavors.

**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 a regular meeting of said  
Board on the 17<sup>th</sup> day of June 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 17<sup>th</sup> day of June 2010.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2009-2010-59**

**REVISED COLLEGE FORUM BYLAWS**

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College approved resolutions establishing a governance system for the College in April 1984, and

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College adopted the Bylaws for College Governance in May 1998 establishing the College Forum and the revised College Forum Bylaws in June 2007, and

**WHEREAS**, the College Forum responded to the suggestion to include membership from the staff of the Faculty Student Association, and

**WHEREAS**, the College Forum provided an opportunity for numerous discussions, open forums, and modifications on the Revised College Forum Bylaws, and

**WHEREAS**, the revision to the College Forum Bylaws to include membership from the staff of the Faculty Student Association has received support from the College community, and

**WHEREAS**, the College Forum has recommended the revision of the College Forum Bylaws to include membership from Faculty Student Association staff to the President, and

**WHEREAS**, the President is recommending that the Board of Trustees of Tompkins Cortland Community College approve the attached Revised College Forum Bylaws, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approve the attached Revised College Forum Bylaws, and be it further

**RESOLVED**, that the College administration is hereby charged with implementing these Revised College Forum Bylaws effective immediately.

**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 a regular meeting of said Board on the 17<sup>th</sup>  
day of June 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 17<sup>th</sup> day of June 2010.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## **TOMPKINS CORTLAND COMMUNITY COLLEGE BYLAWS FOR COLLEGE GOVERNANCE**

The following bylaws, when approved by the staff at Tompkins Cortland Community College, the President, and the Board of Trustees, shall replace the existing Bylaws for Professional Staff Role in College Governance, Bylaws for Classified Staff Role in College Governance, and documents and policies establishing the Institutional Governance Council.

### **Section 1: Preamble**

In accordance with the Mission, Vision, Values and Goals developed at Tompkins Cortland Community College, and with the approval of the Board of Trustees, the President, and the College staff, a College Governance Model has been established.

### **Section 2: Governance Structure**

Governance shall consist of an elected, College-wide committee known as the "College Forum." Meetings shall be open to all members of the College community.

### **Section 3: Statement of Purpose**

Governance shall support the College's Mission, Vision, Values and Goals,

- provide a structure for
  - recommending and influencing Institutional Policy
  - discussing and influencing proposed operational decisions that will significantly affect the College's Mission, Vision, Values and Goals, and
- provide a forum for
  - communicating on issues of broad institutional concern
  - providing expertise and/or knowledge on such issues to decision makers.

All issues which come before the Forum shall be analyzed in terms of possible impact upon the College's identified Mission, Vision, Values and Goals.

All policy and operational recommendations developed through the College Forum shall be submitted to the President of the College. Policy matters shall be subsequently submitted to the Board of Trustees for consideration and approval. It is understood that the President will communicate fully with the College community, through the Forum, his decisions regarding policy and operational decision recommendations in a timely manner.

## **Section 4: Membership**

The College Forum shall be made up of a maximum of twenty one (21) members from identified groups within the College community.

- Eighteen (18) members shall be elected from the employee groups of the College as follows:
  - Three members shall be elected from the Teaching Faculty
  - Three members shall be elected from the Classified Staff
  - Three members shall be elected from the Non-teaching Faculty and Administrative Staff
  - Two members shall be elected from the Faculty Student Association
  - Seven members shall be elected at-large from the above-named employee groups

Staff terms of membership shall be for two years.

Any staff member whose position is not clearly identified by the terms Teaching Faculty, Non-teaching Faculty, Classified Staff, Administrative Staff, or Faculty Student Association, shall be considered a part of the employee group identified as Non-teaching Faculty/Administrative Staff. Examples include, but are not limited to, positions identified as Technical Assistant or Learning Lab Specialist.

- Up to three members shall be students of the College. It shall be the responsibility of the Forum chairperson(s) to arrange for the selection of student representatives through the Student Advisory Board. Student terms of membership shall be for one year.

No person shall serve as a Forum member for more than two consecutive terms.

## **Section 5: Officers**

Chairperson(s) - One or more Forum chairpersons for the forthcoming year shall be elected from, and by, the College Forum members for a one-year term. The total compensation for the chairperson(s) during each of Fall and Spring semesters shall be at a rate of \$1850.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

Secretary - A secretary for the forthcoming year shall be elected from, and by, the College Forum members for a one-year term. Election shall follow the election of new Forum members and shall be held prior to the end of the academic year. The secretary shall be compensated during each of Fall and Spring semesters at a rate of \$700.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract. The secretary will

ensure that accurate minutes of each meeting are taken and shall make every attempt to distribute them to all appropriate persons within one week of a meeting. The minutes shall record all motions and the action taken thereon, absences, dates and time of convening and adjourning, the essence of discussion on a motion when such information will aid in the understanding of a motion, and direct action of the Forum and all pertinent announcements.

## **Section 6: Meetings**

Regular meetings of the College Forum shall be scheduled biweekly during the academic year. Additional meetings may be called at the discretion of the Chairperson(s). Meetings of the College Forum, as well as any committees, shall be open to all members of the College community. At the beginning of each semester, the Forum shall set a consistent meeting schedule. In the case of an operational decision that must be made prior to the beginning of an academic year, a special summer meeting(s) may be called by the Chairperson(s).

The College Forum shall establish a set of Standing Rules. Robert's Rules (latest edition) will govern the conduct of the College Forum as well as all committees. Establishment of committees:

Whenever deemed appropriate by a majority of the College Forum members present, one or more *ad hoc* committees may be formed and charged with obtaining and analyzing specific information for the use of the Forum. Committee membership shall be determined by the Forum members. It is understood that all recommendations shall be made by the Forum itself, acting as a committee-of-the-whole.

## **Section 7: Information**

Electronic mail shall be considered the primary means of disseminating information between the College Forum and the College community. All agendas, minutes, and other appropriate documents shall be posted to "Everyone" public groups for staff and students, or the equivalent, and shall also be posted in hard copy on a designated Bulletin Board.

Agendas shall be made available to the College community at least three business days prior to all meetings. Whenever possible, minutes shall be distributed within one week.

In order to foster communication to and from the Board of Trustees, the Chairperson(s) shall attend regular Board of Trustees meetings and shall be afforded time on the agenda to share information relating to issues currently under consideration in the College Forum.

## **Section 8: Election process**

The process for the election of members to the Forum shall be as follows:

- Before the tenth week of the Spring semester, three members shall be selected by the College Forum to act as a Nominating Committee and conduct an election. Members of the Nominating Committee shall not be entitled to seek nomination or election.
- Six weeks before the end of the academic year, the Nominating Committee shall advise the members of all employee groups within the College of the number of available positions and shall accept nominations for those positions.
- Four weeks before the end of the academic year, the Nominating Committee shall conduct an election. Absentee ballots and write-in votes shall be accepted.

All nominees shall be identified on the ballot by employee group: Teaching Faculty, Classified Staff, Non-teaching Faculty/Administrative Staff, or Faculty Student Association.

Each voter shall select from the entire ballot the appropriate number of nominees required to fill all expiring or vacant terms.

Elected members shall be selected as follows:

The requisite number of seats identified for a particular employee group shall be filled by the nominees with the highest vote tallies within that employee group. When all designated seats have been filled, the remaining nominees shall then be considered at-large and seats shall be filled by those nominees with the highest vote tallies, without regard to employee group designation.

- Before the end of the academic year, the newly constituted College Forum shall meet and elect the Chairperson(s) to serve for the following academic year.

The term of the newly-elected College Forum shall begin on the first day of the next academic year.

## **Section 9: Disposition of Policy and Operational Decision Recommendations**

Policy and operational decision recommendations from the College Forum shall go directly to the President. Any minority recommendation requested by one or more members of the Forum shall simultaneously be forwarded. The President may return a recommendation with suggestions for modification or, when rejecting the recommendation, shall provide the College Forum with a rationale for that rejection.

For policy matters, if the President chooses not to accept the College Forum's recommendation but to make his or her own recommendation to the Board of Trustees, he or she shall also forward the Forum's recommendation and any minority recommendations.

Subsequent to the approval of the Board of Trustees, policy recommendations shall become policy at Tompkins Cortland Community College.

### **Section 10: College-Wide Coordination**

The College Forum shall be informed of, and review with respect to potential policy or major operational implications, the activities and issues under debate among any task forces or committees that are formed on campus. If policy or major operational implications are apparent in any group functioning outside of the established governance system, the Chairperson(s) of the College Forum shall meet with that group or appropriate administrator to include that work as a part of the Forum.

### **Section 11: Process for Bringing Issues to the College Forum**

Any member of the College community may request that an issue be considered by the College Forum. Materials for proposals must be submitted in writing to the chair or co-chairs of the Forum at least two weeks before a scheduled discussion or vote. The chair or co-chairs will distribute the materials to the College community at least ten days before the scheduled meeting. The presenter shall provide a written rationale for consideration of the issue by the Forum. Upon presentation of an issue, the Forum shall make a specific determination as to whether the particular issue involves an Institutional Policy or is an operational decision that will have a significant impact on the College's Mission, Vision, Values, and Goals.

In any case, any member of the College community may petition the College Forum to consider a particular issue. Upon presentation of a petition signed by 20 percent of the staff requesting that an issue be considered, and stating that the signatories believe that the issue will have a significant impact on the College's Mission, Vision, Values, Continuing Goal(s), or Critical Success Areas, the Forum shall consider the issue.

### **Section 12: Appeal Process**

In those instances when any member of the College community wishes to appeal a recommendation by the College Forum, they should submit a petition, signed by 20 percent of the staff, to the College Forum. The Forum will then be obligated to commence, within 15 working days, a meeting of the College community to consider the subject of said petition.

### **Section 13: Definitions**

For purposes of Governance the following definitions shall apply:

**A. Staff:**

The term “staff” shall include any person currently employed in the employee groups defined as Teaching Faculty, Non-teaching Faculty, Technical Assistant, Learning Lab Specialist, Classified Staff, Administrative Staff, or Faculty Student Association, excluding the President.

**B. Student:**

The term “Student” shall include any currently enrolled student who is matriculated in a degree or certificate program and who is in good academic standing.

**C. College Community:**

The term “College Community” shall be the most inclusive and shall include all current staff, adjunct faculty, students, the President, and members of the Board of Trustees.

**D. Institutional Policy/Policy:**

“Institutional Policy” and “Policy” shall be defined for the purposes of Governance as those policies which require Board of Trustee approval and which then serve as guiding principles for the College. Nothing in these bylaws shall be construed to shift the ultimate approval or disapproval of a recommended policy from the Board of Trustees nor shall governance encroach on those issues that are within the purview of collective negotiations.

**E. Operational Decision:**

“Operational Decision” shall be defined as administrative decisions that affect the ongoing functions and operations of the College. Nothing in these bylaws shall be construed to shift the ultimate decision-making authority, in regard to operational decisions, from the President.

**F. Academic Year:**

For the purposes of these bylaws, the term "academic year" shall refer to the period of time considered to be the contract year for ten-month employees under the Faculty Association contract.



## **Section 14: Bylaw Amendments**

It is understood that the College Forum shall oversee the amendment process. The amendment process will begin when a proposed amendment is endorsed by the signatures of 20 percent of the staff and is presented to the College Forum. The Forum will appoint a Task Force on Bylaw Amendments to consider the proposed amendment. Within 30 working days, the Task Force will submit a recommendation to the College staff. This recommendation will include perceived advantages and disadvantages of the proposed amendments as well as possible impacts on sections of the bylaws.

After receipt of the Task Force recommendation, the staff will have at least five working days to consider the recommendations prior to a vote. The vote may be conducted in person at a scheduled meeting, by paper ballot, or by electronic ballot. In the case of voting in person at a meeting, staff members may vote by means of an absentee ballot delivered to the Forum secretary before the scheduled meeting time. In case of a paper or electronic ballot, staff members shall have a minimum of three days to cast their ballots. A two-thirds majority of those voting must be attained for amendments to these bylaws to be approved. The amendments will be then submitted to the President and subsequently to the Board of Trustees for final review. It is understood that no amendment to these bylaws becomes effective until it is approved by the Board of Trustees.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2009-2010-61**

**APPROVAL OF POSITION DESCRIPTION  
TECHNICAL SPECIALIST – SCIENCE LABS**

**WHEREAS**, the College has determined, based on a review and analysis of the functions and responsibilities of the Technical Specialist – Science Labs, that there is a need to revise the position description, and

**WHEREAS**, the attached Technical Specialist – Science Labs position description is recommended by the President, be it therefore

**RESOLVED**, that the Technical Specialist – Science Labs position description be approved in accordance with the position description attached to this resolution, and be it further

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

**STATE OF NEW YORK:**         **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of  
  **SS:**         Tompkins Cortland Community College, **DO HEREBY**  
  **CERTIFY** that the foregoing resolution is a true copy of a  
**COUNTY OF TOMPKINS:**         resolution duly adopted by the Board of Trustees of Tompkins  
Cortland Community College at a regular meeting of said Board on the 17<sup>th</sup> of June, 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 17<sup>th</sup> day of June, 2010.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**Faculty Position Title:** Technical Specialist – Science Labs

**Organizational Unit:**  
Instructional Support

**Reports to:**  
Dean of Instruction

**Approved by:**  
Board of Trustees

### **SUMMARY:**

Duties include setting up and cleaning up biology labs and other lab areas as needed; ordering supplies, maintaining inventory, preparing materials, (e.g., reagents, solutions, and culture media); assisting science teaching staff with lab-related activities; participating in campus Environmental Health and Safety committee activities; and supervising student assistants.

### **NATURE AND SCOPE:**

1. Prepare, set-up, take down, and clean scheduled lab sessions and practicums, including online sections, for most biology courses.
2. Negotiate, order, and purchase materials as needed and in a timely fashion for aforementioned sessions.
3. Prepare media and grow bacterial cultures as needed for the microbiology lab sessions.
4. Train, supervise, and schedule 4-5 work study students each semester.
5. Assist faculty working with independent study students in procuring additional materials as well as in allocating space for lab activities.
6. Maintain a clean and orderly environment in all science lab rooms.
7. Maintain equipment and as needed, repair in-house or negotiate for reasonable repair through external sources.
8. Assist in the budget development process each academic year.
9. Coordinate the availability of equipment and materials that are shared among biology and other departments.
10. Assist in the biology lab scheduling process each semester. Provide assistance with the scheduling process with respect to other science courses as needed.
11. Assist both part- and full-time faculty as needed with the familiarization of all required TC3 lab protocol.
12. Participate in the campus Environmental Health and Safety Committee. Serve as the academic chemical hygiene officer and coordinate all academic chemical hygiene activities, including meetings and related lab inspections.

### **QUALIFICATIONS:**

Bachelor's degree or equivalent, or Associate's degree and a minimum of two years of experience, in Biology, Chemistry or related discipline. Knowledge of OSHA regulations and compliance standards. Desirable characteristics include laboratory experience, purchasing/inventory experience, and other related job experience. Experience working in a multicultural setting and with culturally diverse students highly desired. Must possess or obtain certification as the institutional chemical hygiene officer.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2009-2010-62**

**EXTENSION OF THE APPOINTMENT OF THE PRESIDENT**

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College has completed annual performance reviews of Dr. Carl E. Haynes for the academic years 2007-2008, 2008-2009, 2009-2010, and

**WHEREAS**, President Haynes' performance has been found to be more than adequate in accordance with the expectations of the Board of Trustees, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College is pleased to extend President Haynes' contract to August 31, 2015 in accordance with the agreed upon terms, and be it further

**RESOLVED**, that President Haynes' current salary compensation will be adjusted for the fiscal year 2010-2011, and shall be adjusted annually, in accordance with the terms provided other administrative personnel at the College.

**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 a regular meeting of said Board on the 17<sup>th</sup> day of June 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 17<sup>th</sup> day of June 2010.

Clerk of the Board of Trustees  
Tompkins Cortland Community College