



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, NOVEMBER 18, 2010
RONALD W. SPACE BOARD ROOM – 5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – October 21, 2010
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - b. Vice President for Global Initiatives
10. Information Items:
 - a. Human Resources Updates
 - b. Professional Development Report
11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – September 30, 2010
 - c. Appointment of Personnel
 - d. Disposal of Surplus Items

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
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Camille Gonzalez
 - h. President’s Report

13. Board Dialogue

TC3 – Our Future – Carl Haynes

14. Executive Session – For Discussion of Personnel Items (no action to be taken) –
(Deleted from Agenda)

15. Upcoming Events:
 - a. Thanksgiving Holiday – College Closed – November 25/26, 2010
 - b. Graduation Ceremony – December 10, 2010
 - c. College Holiday – College Closed – December 24, 2010 to January 3, 2011
 - d. Next Meeting – January 20, 2011

16. 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
OCTOBER 21, 2010
RONALD W. SPACE BOARD ROOM**

PRESENT: Beverly Baker, Kay Breed, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Camille Gonzalez, William Raynor, and Raymond Schlather

ABSENT: Judy Davison

COUNTY

LIAISONS: John Troy

STAFF: John Conners, Susan Dewey, Joan Donovan, Amy Edmund, Carl Haynes, Cathy Northrop, Walter Poland, Blix Taetzsch, and Peter Voorhees

GUESTS: Scott Conroe, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 5:30 p.m. by Chairperson Buck in the Ronald 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:** Chairperson Buck said that due to President Haynes' need to attend the memorial service for Dr. Lucille Baker, we would like to defer Item #13 – Board Dialogue: TC3 – Our Future to the Board Retreat on November 4. Mr. Raynor moved that the agenda be approved with this modification; seconded by Mr. Daniels; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Mr. Daniels moved that the minutes of the September 16, 2010 meeting be approved as presented; seconded by Ms. Burns; carried unanimously.
7. **Communications:** President Haynes said one of our longstanding Professor Emeriti, Dr. Lucille Baker, had passed away and he is leaving the Board meeting to attend the memorial service. He spoke to his written report. He mentioned the successes of our men's and women's soccer teams, that they will be participating in playoffs, and that the volleyball team is having a very successful year, as well. President Haynes also reported that the College has received \$91,235 in SUNY grants to support local training. He also provided a brief update about the Fall Day meeting.

SUNY is getting an additional cut in their budget because of State problems. It is not impacting community colleges, but just the 4-year institutions and SUNY. The Chancellor held a meeting at SUNY for all of the people who are on the teams helping to implement the SUNY Strategic Plan. Dean Wunderlich will be serving on the Leadership Innovation Team to focus on leadership development and how to develop metrics for assessing that development. Karl Madeo is on the Student Mobility team. The Chancellor will be scheduling meetings with chambers of commerce and economic development agencies in the State, and President Haynes said he has begun to organize a meeting with our local agencies and business leaders. This meeting will be held on our campus and we will be inviting Board members to this meeting when the Chancellor visits.

8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):

a. Sabbatic Presentation – Joan Donovan: Ms. Donovan provided her sabbatic report. She thanked the Board and the administration for providing her the opportunity to focus on civic engagement. She reported that she focused on the career development part of civic engagement and spoke more specifically to her written report.

9. 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 and in response to President Haynes' report on our athletic teams, also mentioned that the average grade point average of our athletes exceeds that of the student body as a whole. Regarding Provost Conners' report, Ms. Burns asked if eliminating low enrollment programs/courses takes into account online and extension center courses. Provost Conners reported that online courses seem to fill up and extension center courses fit the needs of a different group of students that we don't want to exclude. He said the real concern is that we serve students as effectively as possible. Mr. Schlather asked if the purpose of cutting low enrollment programs/courses was to decrease the number of adjuncts. Provost Conners said the primary purpose is to cut costs, not necessarily with the view to reduce the number of adjuncts.

b. Vice President for Global Initiatives – Written report provided. No other discussion.

10. Information Items:

a. Human Resources Updates – No discussion.

b. 2010-2011 Annual Contractual Agreements – Dean Taetzsch mentioned that this is a routine annual item. No other discussion.

c. Budget Transfer Report – No discussion.

- 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. Burns; carried unanimously.
- a. **Capital Payments** – No discussion.
 - b. **Treasurer’s Report – July 31, 2010** – No discussion.
 - c. **Appointment of Personnel** – No discussion.
 - d. **Boiler and Related Equipment Bid Award** – It was mentioned that these two resolutions (items d and e) are for service agreements on equipment.
 - e. **Chiller Equipment and Dectron Unit Bid Award** – No discussion.

12. Standing Reports:

- a. **College Forum** – Amy Edmund, co-chair of the College Forum, reported that there are two FSA employees interested in becoming new members of the College Forum. Also, liaisons were chosen for the following standing committees: DEAC, CPAC, Curriculum, Global, Integrated Marketing, Sustainability, and TAG. Meeting dates for the fall semester will be 10/6, 10/20, 11/3, 11/17, and 12/8. Forum members expressed positive comments on the Fall Day meeting and would like to have a follow-up meeting or review of all the group ideas from that day. The Smoking Policy Task Force has conducted a campus walk through and will discuss the recommendations from this.
- b. **Faculty Student Association** – Ms. Baker reported that the FSA is working to revise the bylaws. One change in the new bylaws would state that the Student Trustee will be a liaison to the FSA Board. American Food and Vending, the food service vendor on campus, has opened a small convenience store at residence life. Dean Taetzsch mentioned that the FSA Board had spent time discussing the College’s financial picture to see how they could help contribute to the overall budget issues.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the disc golf outing was held on September 30, 2010, in the Student Center, due to inclement weather. A continuing education session for estate planning professionals will be held on campus on November 4 as part of our planned giving efforts. This is being sponsored by the Tompkins County Bar Association, TC3.biz, and the TC3 Foundation. The closing between Cortland County and the Foundation took place on Friday, September 24, with no issues or problems. The annual fall scholarship ceremony was held on September 29 with approximately 125 people in attendance. This year the Foundation awarded \$52,237 to 62 deserving students. In addition, ten students received Honors College scholarships. Dates to remember – November 6 is Alumni Day and the Donor Recognition Event, and the annual and regular meetings of the TC3 Foundation Board are scheduled for December 7 at 4:00 p.m. The annual campaign is starting and it is once again time for contributions to the annual campaign.

- d. **Chairperson's Report** – Chairperson Buck reported on the board retreat scheduled for November 4, 2010. The location will be Hope Lake Lodge in Virgil. Ms. Baker distributed menu options for the meeting and asked that everyone choose one option. The agenda will be sent and everyone is asked to bring their copy of “TC3 – Our Future” document that they have previously received. Board members were asked to arrive between 5-5:30 p.m., with dinner scheduled at 5:30 p.m. Chairperson Buck asked for volunteers to review our Trustee Emeritus policy to possibly recognize some of our past trustees. Mr. Schlather, Ms. Baker, and Dr. Dalton volunteered for this service.
 - e. **Liaison Report (Cortland County)** – Mr. Troy mentioned that the land transfer between Cortland County and TC3 has been completed.
 - f. **Liaison Report (Tompkins County)** – No report.
 - g. **Student Trustee's Report** – Ms. Gonzalez mentioned that the pressures of mid-term exams have been seen in an increased use of facilities such as the Baker Center, library, student center, fireside café, and all of the desks and tables available for student study time. A “Meet the President” event has been scheduled for October for students to meet the President, Vice Presidents, and Deans to discuss questions or concerns. The students would like to see the position of Dean of Student Life filled upon Dean Hull's retirement, as they feel it is a valued position among the students and they would like to be involved with any decision regarding this issue. Student club participation is equal to other semesters. The November “Food Drive” will be starting soon.
 - h. **President's Report** – President Haynes spoke to his written report previously in the meeting.
 - i. **Compliance Report** – President Haynes mentioned that the compliance report provides a list of all of the various things we need to do at the college to be in compliance with regulations (i.e., State, federal, local, SUNY, etc.).
13. **Board Dialogue – “TC3 – Our Future”**: Deferred to the November 4 Board Retreat.
14. **Upcoming Events**: No discussion.
15. **Executive Session for Discussion of Personnel/Budget (No Action to be taken)**: Mr. Daniels moved that the meeting convene in executive session for discussion of budget/personnel related items (no action to be taken); seconded by Ms. Burns; carried unanimously. The meeting convened in executive session at 6:25 p.m.

The meeting reconvened in regular session at 7:09 p.m.

16. Adjournment: Ms. Breed moved that the meeting be adjourned; seconded by Ms. Burns; carried unanimously. The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: November 8, 2010

Re: November report

Low-enrollment programs and sections – In my October report, I wrote about concerns over the number of relatively low-enrollment sections. Beginning November 1, Carl Penziul, Jane Hammond and I have held meetings with program Chairs (and in some cases, other faculty members). We held ten such meetings during the week of November 1 with eight more scheduled the following week.

While the specific circumstances related to each program are unique and therefore require a singular, focused approach, I can report on the general range of activities emerging from these discussions. In several cases, the Chairs have decided to alter program requirements. This involves a range of actions, including elimination of or change in program requirements; less frequent offering of required or elective courses; changes in the scheduling of sections; offering a different mix of on-campus, extension center, and on-line sections; and closer collaboration among related programs to share courses. I am very pleased that every such meeting has resulted in a plan to streamline program offerings beginning Fall 2011.

I should add that program-specific courses do not constitute our only concern. We have also studied enrollment patterns in general education and elective courses in liberal arts disciplines. For example, we have resolved to offer fewer English literature electives each semester and to inform students more effectively about our sequencing of them, so that enrollments in each such section may be increased significantly. Carl is also carefully studying our enrollment experience in courses offered in multiple sections each semester so that we may strategically reduce the total number of sections.

We expect that all of these actions will lead to savings of at least \$100,000 annually. We offer approximately 1,000 course sections each semester. By reducing the total number by just two percent, we will be able to achieve this goal, and we hope to realize even greater numbers and thus greater savings. Should enrollment increase, of course, we will be prepared to add sections, but that increased enrollment will in each case more than cover the added costs.

SUNY Chief Academic Officers meeting – On October 27 through 29, I attended the semi-annual meeting of the SUNY Chief Academic Officers. We engaged in involved discussions of the educational pipeline and student mobility throughout the university. The SUNY Provost has raised the possibility – because of the

erosion of state funding support - of there being a hard cap on enrollment established at each state-operated campus, the implementation of which could affect community colleges. Whether such effects would be positive, negative, or a combination of the two is uncertain at this time. One other point of note is the concern expressed by both the SUNY Provost and many of my colleagues about the number of degree programs throughout the university that have been experiencing low enrollments.

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

- Cornell ESL Program for Graduate Students – Planning is under way for the spring 2011 semester.
- October 27, 28, 29 – Jorge Huayhuaca and Walter Poland presented at “The Second International Symposium on General Studies” was held in Santiago, Dominican Republic, sponsored by the Pontifical Catholic University of the Dominican Republic. Participants and presenters represented universities from the Caribbean, Central and South America, as well as the University of Puerto Rico and TC3, representing U.S. related institutions. Our presentation was entitled “General Education Philosophy and Practice in the U.S. – The TC3 Experience.” The College has been asked to join a new consortium focusing on General Education.
- October 13 – TC3 submitted its application for authorization to issue and manage its own Scholar Exchange Programs under the J-1 Visa category. This authorization will give us greater flexibility and efficiency regarding Visas for visiting professors, students in special programs, and in particular, the Disney International Program. The College is currently dependent on other universities or organizations for such third-party sponsorship. The review and decision process is expected to take 4 to 6 months.
- Red Mutis – TC3 has collaborated with the Mutis Association of Universities to plan and organize a national conference to be held in Cartagena, Columbia, November 29 to December 2, 2010. The conference will focus on the U.S. Model(s) of community colleges and implications for the Columbian Centers for Regional Post Secondary Education (CERES), a system of two-year “community college-like” institutions throughout Columbia. The system is now in its fifth year and receiving continued support from the Columbian government.
- November 8 and 9 – Representatives of our partner in Turkey, Yalova University/Community College visited TC3 to continue the development of mutually beneficial programs. Agreements have been reached regarding dual degree programs in Electrical Technology, Hospitality Management, and Business Administration. In addition, Yalova faculty and administrators are expected to participate in the summer “Intensive Language and Professional Development Seminar.” The group of visitors included Dr. Kenan, President of Yalova Community College, Dr. Tuncay Guloglu, Department Chair of Labor Economics and Industrial Relations (Cornell – ILR Ph.D.), Dr. Ali Riza Abay, Dean of the School of Economics and Administrative Sciences, Dr. Mustafa Kurt, Vice Dean of the School of Economics and Administrative Sciences, Professor Semih Arici, Chair of the Program of Tourism and Hotel Management, and Dr. Cuneyt Tunckal, Chair of the Air Conditioning and Cooling Systems Program.

TOMPKINS CORTLAND COMMUNITY COLLEGE
 Human Resources Updates - Status of Open Positions
 as of November 5, 2010

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
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CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Groundskeeper	Buildings and Grounds	September 1, 2010	Rafsanjani Abdu-Shahid transferring from Cleaner position 11/15/10

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
 Status of Grievances
 as of November 5, 2010

COMPLAINANT	SUBJECT	DISPOSITION
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.
CSEA Membership	College violated Article 41 when personal cell phone stipends were cancelled.	Resolved. College will be working with impacted employees for alternate communication devices while at work.
Billy Ganoë	Unequal treatment between day and night shift cleaners.	At Stage 3 of grievance process.
FACULTY ASSOC.		
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.
PAA		
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.
Marcia Waffner	College violated Articles 50 and 51.4, employment security, salary periods and appointment years.	At Stage 3, grievance appeal process. Ms. Waffner would like the College to make her whole for lost compensation.
Marcia Waffner	College violated Article 7, Association recognition status.	Resolved. College as agreed to process Dues deductions while Ms. Waffner is receiving pay.
PAA Membership	College violated Article 22.1b - Health Insurance.	Association would like the College to openly discuss with and participate with the College and County on review of health insurance programs.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2010 - June 2010**

LEADERSHIP SKILLS/DEVELOPMENT - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

DATE	EMPLOYEE	PROGRAM	LOCATION
Spring	Pastorello, Karen	Served on SUNY Chancellor's Strategic Planning Group of 200	SUNY Delhi
2/17/10	Ansbro, Mimi	Motivational Interviewing Workshop	TC3
3/1/10	Ryan, Bruce	Chair Academy Conference on Leadership	Minneapolis, MN
3/5/10	Karwowski, Sharon	Accelerated Pell at Community Colleges	Onondaga CC
3/5/10	Oliver, Tamara	Accelerated Pell at Community Colleges	Onondaga CC
3/25-3/27/10	Schmidt, Melissa	FCCC (Faculty Council of Community Colleges)	Buffalo, NY
4/10 - 5/10	Saul, Beau	Active Shooter - Planning Committee - Onondaga CC Public Safety	Onondaga CC
4/8-4/9/10	Schmidt, Melissa	NLNAC Self-Study Forum	Atlanta, GA
4/12-4/16/10	Penziul, Carl	The Chair Academy for Advanced Leadership	Jacksonville, FL
5/11/2010	Kobritz, Barbara	Library Instructional Leadership Academy	SUNY Geneseo
6/1-6/7/10	Chambala, Bryan	Chair Leadership Academy	Madison, WI
6/9-6/11/10	Hersey, Olivia	Strengths in Education Conference	Omaha, NE
7/17-7/23/10	Altucher, Kris	Chair Academy - Academy for Leadership and Development	Corning, NY
7/17-7/23/10	Zeppelin, Victoria	Chair Academy - Academy for Leadership and Development	Corning, NY

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2010 - June 2010**

CONFERENCE/SEMINARS - includes internal and external conferences, seminars, and workshops.

DATE	EMPLOYEE	PROGRAM	LOCATION
1/10/10	McMinn, Glenna	Mosby's Faculty Development Institute	San Diego, CA
1/14/10	Macier, Karen	Estate Planning Council - Monthly Meeting	Ithaca, NY
1/14/10	Stewart, Randall	Estate Planning Council - Monthly Meeting	Ithaca, NY
1/22/10	Altucher, Kris	SUNY AIRPO (Assoc. of Institutional Research and Planning Officers) Winter Workshop	Webinar
1/22/10	Payne, Lisa	SUNY AIRPO (Assoc. of Institutional Research and Planning Officers) Winter Workshop	Webinar
1/22/10	Thompson, Lyn	SUNY AIRPO (Assoc. of Institutional Research and Planning Officers) Winter Workshop	Webinar
1/26-1/27/10	Turner, James	SUNY - Physical Plant Admin. Assoc.	Cooperstown, NY
1/26/10	Webb, Marilyn	Conversation and Cuisine, Topic-Sustainability	TC3
1/26/10	Zeppelin, Victoria	21st Century Manufacturing and Green Technologies Conference	Union College
2/10/10	Boone, Carolyn	Webinar: Mental Health: Mastering the Three P's of Involuntary Withdrawals - Prevention, Procedures and Protection	TC3
2/11/10	Stewart, Randall	Estate Planning Council - Monthly Meeting	Ithaca, NY
2/12/10	Conroy, Colleen	NYSFAAA Regional Meeting	Syracuse, NY
2/12/10	Hicks, Sarah	NYSFAAA Regional Meeting	Syracuse, NY
2/17/10	Zeppelin, Victoria	Brief Motivational Interviewing	TC3
2/18/10	Macier, Karen	Planned Giving Council of Upstate NY: Pl. Giv. Marketing Strategies	Geneva, NY
2/18/10	Stewart, Randall	Planned Giving Council of Upstate NY: Pl. Giv. Marketing Strategies	Geneva, NY
2/23/10	Webb, Marilyn	Conversation and Cuisine, Topic-Sustainability	TC3
2/24-2/26/10	Yavits, Bob	SUNY Online Learning Summit	Syracuse, NY
3/2/10	Macier, Karen	AFP Monthly Meeting - Strategic Major Gift Fundraising	Ithaca, NY
3/3/10	Smith, Tammy	Licensed Microsoft Certified Trainer	
3/4-3/5/10	Boone, Carolyn	Dialogue on Learning	TC3
3/4-3/5/10	Campbell, Katrina	Dialogue on Learning	TC3
3/4-3/5/10	McDonough, Gerry	Dialogue on Learning	TC3
3/4-3/5/10	Webb, Marilyn	Dialogue on Learning	TC3
3/4-3/5/10	Xaver, Chris	Dialogue on Learning - Presenter	TC3
3/4-3/5/10	Yavits, Bob	Dialogue on Learning	TC3
3/5/10	Madeo, Karl	Dialogue on Learning	TC3
3/5/10	Zeppelin, Victoria	Dialogue on Learning	TC3
3/6/10	Pastorello, Karen	Presenter: "A Long Way in Coming: The Suffrage Campaign in Upstate New York"	Ithaca, NY
3/10/10	Pastorello, Karen	Presenter: "Climbing Up From Below: Women Faculty Reflect on Their Careers at TC3"	TC3
3/10-3/12/10	Campbell, Katrina	NACADA Region 1 Conference	Newton, MA
3/11/10	Stewart, Randall	Estate Planning Council - Monthly Meeting	Ithaca
3/11-3/13/10	Northrop, Cathy	NYCCT Annual Spring Conference	Albany, NY

CONFERENCE/SEMINARS - Continued

3/13/10	Xaver, Chris	Presented: ABCs of Resilience, 9th Annual Teachers Conference	Homer, NY
3/18/10	Boone, Carolyn	A Universal Approach Toward Academically Advising Students with Disabilities	TC3 (via AHEAD & NACADA)
3/19/10	Xaver, Chris	Keynote: Verona School District - "Finding What you Love and Doing It"	Verona, NY
3/21-3/23/10	Cerretani, Susan	Teaching Academic Survival Skills (TASS)	Fort Lauderdale, FL
3/23/10	Webb, Marilyn	Conversation and Cuisine, Topic-Sustainability	TC3
3/23/10	Xaver, Chris	Keynote: Capital Zone NYSAPHERD Conference - "What is the Key to Happiness? How to Be Resilient When Life Takes Over"	Albany, NY
3/24-3/26/10	Dewey, Susan	2010 EACUBO Annual Workshop - presenter at workshop session titled "Exploding Enrollments, Dwindling Funding, Low Tuition – What to Do?"	Boston, MA
3/24-3/25/10	Sturmer, Tova	SUNY SASA Workshop - Workshop/Round Tables for One Card Offices	Binghamton, NY
3/24-3/27	Hinchcliff, Robin	44th Annual International Convention of TESOL	Boston, MA
3/24/10	Gerg, Julie	Turn Alumni Events into Signature Events	Webinar
4/2010	Battisti, Lou	Clergy Seminar - SUNY Counsel's Office - Joe Storch	SUNY Forestry @ Syracuse
4/2010	Finnerty, Bill	Clergy Seminar - SUNY Counsel's Office - Joe Storch	SUNY Forestry @ Syracuse
4/2010	Saul, Beau	Clergy Seminar - SUNY Counsel's Office - Joe Storch	SUNY Forestry @ Syracuse
4/5-4/6/10	Mercer, Patrick	Lock Haven University Guest Alumni Speaker Series	Lock Haven, PA
4/6/10	Macier, Karen	AFP Monthly Meeting - Leadership & Conflict Resolution	Ithaca, NY
4/11-4/14/10	Macier, Karen	AFP International Conference on Fundraising	Baltimore, MD
4/11-4/14/10	Stewart, Randall	AFP International Conference on Fundraising	Baltimore, MD
4/11-4/13/10	Webb, Marilyn	NYCLSA (NY College Learning Skills Assoc.) Annual Conference	Rochester, NY
4/11-4/15/10	Densmore, Tim	SunGard Summit	San Francisco, CA
4/11-4/15/10	Finn, Darlene	SunGard Summit - Presenter "Paperless Admissions Office"	San Francisco, CA
4/11-4/15/10	MacLain, James	SunGard Summit - Presenter on Customizing Self Service	San Francisco, CA
4/14/2010	Jacobs, Dale	Certified Pool Operator	Ithaca, NY
4/14/2010	Relyea, Joshua	Certified Pool Operator	Ithaca, NY
4/15/10	Sharpe, Kimberly	Horizontal Violence in the Workplace	Albany, NY
4/16/10	Bethoney, Danielle	Presentation on Credit Math Courses - NYSMATYC	Ithaca, NY
4/16/10	Putnam, Nancy	NYSMATYC Annual Conference	Ithaca, NY
4/16/10	Putnam, Timothy	NYSMATYC Annual Conference	Ithaca, NY
4/18-4/22/10	Sturmer, Tova	NACCU Conference - Security, Parking, Marketing, Benchmarking	Phoenix, AZ
4/19/2010	McDonough, Gerry	Nursing Club Speaker, Thomas Lipa speaking about topics related to chemical dependency	TC3
4/21/10	Kiehl, Gregg	Copyright Workshop	SUNY CPD, Syracuse, NY
4/21-4/22/10	Hicks, Sarah	SUNYFAP Conference	Binghamton, NY
4/21-4/22/10	Janke, James	SUNYFAP Conference	Binghamton, NY
4/21-4/22/10	Oliver, Tamara	SUNYFAP Conference	Binghamton, NY
4/27/10	Ansbro, Mimi	Taking it Big Workshop	TC3
4/27/10	Webb, Marilyn	Conversation and Cuisine, Topic-Sustainability	TC3
5/2010	Saul, Beau	SUNY CCPSAA UP Spring Conference	Corning, NY

CONFERENCE/SEMINARS - Continued

5/4/10	Macier, Karen	AFP Finger Lakes Session, Sharing International Conf. Experiences	Ithaca, NY
5/4/10	Stewart, Randall	AFP Finger Lakes Session, Sharing International Conf. Experiences	Ithaca, NY
5/11/10	Schmidt, Melissa	Creating a "Concept-Based" Curriculum	SUNY Morrisville
5/11/10	Sharpe, Kimberly	Creating a "Concept-Based" Curriculum	SUNY Morrisville
5/13/10	Stewart, Randall	Estate Planning Council - Monthly Meeting	Ithaca, NY
5/14/10	Altucher, Kris	FLAIR (Finger Lakes Assoc. of Institutional Research) Meeting	TC3
5/14/10	Payne, Lisa	FLAIR (Finger Lakes Assoc. of Institutional Research) Meeting	TC3
5/14/10	Thompson, Lyn	FLAIR (Finger Lakes Assoc. of Institutional Research) Meeting	TC3
5/19/10	Drew, Wilfred	Cataloging Outlook With 2020 Vision	Lemoyne College
5/19/10	Massey-Crouch, Steve	Cataloging Outlook With 2020 Vision	Lemoyne College
5/20/10	Xaver, Chris	Keynote: Windsor Middle School - "Up With Life Day"	Windsor, NY
5/21/2010	Hollenbeck, Robert	OSHA Training	Ithaca, NY
5/21/2010	Relyea, Joshua	OSHA Training	Ithaca, NY
5/21/10	Xaver, Chris	Keynote: Health Fair West Winfield Middle School	West Winfield, NY
5/25-5/26/10	Edmond, Amy	NYS Transfer and Articulation Association 17th Annual Conference	Syracuse, NY
5/25-5/28/10	Yavits, Bob	SUNY Conference on Instructional Technologies	SUNY Plattsburgh
6/1/10	Ryan, Bruce	SUNYCUAD Educational Conference	Buffalo, NY
6/1/10	Stewart, Randall	Strengths Quest Training	TC3
6/1/10	Yang, Lucy	Creating New SUNY Collaborative Collection Models	Webinar, TC3 CTC
6/1-6/3/10	Turner, James	Code Official Training	Albany, NY
6/2/10	DeFranco, Tony	Lean Office Training Workshop	TC3
6/2/10	Edmond, Amy	Lean Office Training Workshop	TC3
6/2/10	Hammond, Jane	Lean Office Training Workshop	TC3
6/3/10	Davis, Teresa	Lean Office Training Workshop	TC3
6/4/2010	McDonough, Gerry	A Community College Institute: The Impact of Increased Enrollment on Campus Life Sponsored by CSPA NYS	Herkimer CC
6/6-6/9/10	Taetzsch, Blix	CCBOA	Lake Placid, NY
6/7-6/8/10	Anderson, Margaret	NY Library Association (ASLS) Conference "Faster than the Speedy Bytes"	Ithaca, NY
6/7-6/8/10	Drew, Wilfred	NY Library Association (ASLS) Conference "Faster than the Speedy Bytes"	Ithaca, NY
6/7-6/8/10	Kobritz, Barbara	NY Library Association (ASLS) Conference "Faster than the Speedy Bytes"	Ithaca, NY
6/8/10	Davis, Teresa	Lean Office Training Workshop	TC3
6/8/10	Edmond, Amy	Lean Office Training Workshop	TC3
6/8/10	Hammond, Jane	Lean Office Training Workshop	TC3
6/8/10	Yang, Lucy	E-Resources: Beyond SUNYConnect	Webinar, TC3 CTC
6/9-6/11/10	Campbell, Katrina	Strengths in Education Conference	Omaha, NE
6/9-6/11/10	Madeo, Karl	Strengths in Education Conference	Omaha, NE
6/9-6/11/10	Burk, Joyce	SUNYCUAD Conference	Buffalo, NY
6/9-6/11/10	Chambala, Bryan	SUNYCUAD Conference	Buffalo, NY

CONFERENCE/SEMINARS - Continued

6/9-6/11/10	Edgecomb, Bob	SUNYCUAD Conference	Buffalo, NY
6/9-6/11/10	Petrella-Baum, Jennica	SUNYCUAD Conference	Buffalo, NY
6/14-6/15/10	Christofferson, Marty	SUNY Technology Conference	Rye, NY
6/14-6/15/10	Doran, Lisa	Threat Assessment Training	Cornell University
6/14-6/15/10	Finnerty, Bill	Threat Assessment Training	Cornell University
6/14-6/15/10	Ryan, Bruce	Threat Assessment Training	Cornell University
6/14-6/15/10	Taetzsch, Blix	Threat Assessment Training	Cornell University
6/15/10	Yang, Lucy	The Future of the Academic Librarian	Webinar, TC3 CTC
6/16/10	Armstrong, Colleen	SUNYCAP	Saratoga Springs, NY
6/16/10	Drumluk, Sandy	SUNYCAP	Saratoga Springs, NY
6/16/10	Toxey, Kar-Leam	SUNYCAP	Saratoga Springs, NY
6/16-6/17/10	Cerretani, Susan	NY Community College Association Presidents (NYCCAP)	Mohonk, NY
6/16-6/18/10	Boone, Carolyn	NYS Disability Services Council Meeting and Conference	Canandaigua, NY
6/16-6/18/10	Kobritz, Barbara	SUNY Library Association Conference	Brockport, NY
6/16/10	Thompson, Lyn	AIRPO (Assoc. of Institutional Research and Planning Officers) Summer Workshop	Albany, NY
6/17/10	Hicks, Sarah	NYSFAAA Regional Meeting	NY Chiropractic College
6/17/10	Janke, James	NYSFAAA Regional Meeting	NY Chiropractic College
6/17/10	Karowski, Sharon	NYSFAAA Regional Meeting	NY Chiropractic College
6/17-6/18/10	Payne, Lisa	SUNY AIRPO Conference	Albany, NY
6/21/10	DeFranco, Tony	Dimdim Web Conferencing Demo	TC3
6/22/10	Yang, Lucy	SUNY Libraries as Community Partners	Webinar, TC3 CTC
6/28/10	DeFranco, Tony	Designing & Managing Successful Web Conferences	TC3
6/29/10	Gerg, Julie	Individual StrengthsQuest Training	TC3
6/29/10	Yang, Lucy	Capitalizing on Expertise Across SUNY: Cataloging & Digital Initiatives	TC3
7/1/10	Finn, Darlene	Paperless Admissions Office Webinar - Presenter	TC3
Spring	Pastorello, Karen	"Conversation and Cuisine - Sustainability Series"	TC3
Spring	Wessell, Kelly	Co-Coordinator: "Conversation and Cuisine - Sustainability Series"	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2010 - June 2010**

JOB SPECIFIC EDUCATION - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.

DATE	EMPLOYEE	PROGRAM	LOCATION
	Wessell, Kelly	Collaborate with Cornell's Lab of Ornithology on Integrating Research in Undergraduate Biology Labs	
1/2010	Askew, B. Christine	Lean Office Training	TC3
1/2010	Bregard, Betsy	Lean Office Training	TC3
1/2010	Dovi, Sharon	Lean Office Training	TC3
1/2010	Cochran, Ryan	Scenario Based Police Response Training - 4 hours	Cornell
1/2010	Cosgrove, Israel	Scenario Based Police Response Training - 4 hours	Cornell
1/2010	Howard, Michael	Scenario Based Police Response Training - 4 hours	Cornell
1/2010	Jerome, Joseph	Scenario Based Police Response Training - 4 hours	Cornell
1/2010	Telfer, Ryan	Scenario Based Police Response Training - 4 hours	Cornell
1/2010	Thornton, Michael	Scenario Based Police Response Training - 4 hours	Cornell
1/2-6/30/10	Powell, Marsha	Founding Member and a Certified DFCP (Digital Forensic Computer Practioner)	Online
1/7/10	Greener, Susan	SUNY Best	Binghamton University
1/7/10	Hubbard, Martha	SUNY Best	Binghamton University
1/11/10	Edgecomb, Bob	Webinar - Accessibility	Online
1/12/10	DeFranco, Tony	Rave Software Release 4.0 w/ Rave Guardian & Smart 911 - Webinar	TC3
1/12/10	Petrella, John	Rave Software Release 4.0 w/ Rave Guardian & Smart 911 - Webinar	TC3
1/12/10	Yavits, Bob	Rave Software Release 4.0 w/ Rave Guardian & Smart 911 - Webinar	TC3
1/21/10	Petrella, John	Navigate the Nortel/Avaya Product Roadmap - Webinar	TC3
2/2010	Longo, Jackie	Transfer Credit Conference	Chicago, IL
2/3/10	DeFranco, Tony	DOODLE LMS Evaluation Project Kickoff Webinar - replacing Angel	TC3
2/4/10	Greener, Susan	SUNY Best	Binghamton University
2/8/10	Conroy, Colleen	Webinar Year Round PELL	CT Conference Room
2/8/10	Hicks, Sarah	Webinar Year Round PELL	CT Conference Room
2/8/10	Karwowski, Sharon	Webinar Year Round PELL	CT Conference Room
2/8/10	Oliver, Tamara	Webinar Year Round PELL	CT Conference Room
2/11/10-5/3/10	Dovi, Sharon	SHRMTC - SPHR/PHR Training	Ithaca, NY
2/17/10	Webb, Marilyn	BMI Training (Brief Motivational Interviewing)	TC3
2/24-2/26/10	DeFranco, Tony	SLN SOL Summit	Syracuse, NY
2/24-2/26/10	Yavits, Bob	SUNY Online Learning Summit	Syracuse, NY
3/4/10	Greener, Susan	SUNY Best	TC3
3/18/10	Edgecomb, Bob	Webinar - Accessibility	Online

JOB SPECIFIC EDUCATION - Continued

3/18/20	Webb, Marilyn	Academic Advising for Students with Disabilities Webinar	TC3
3/23/10	Belokur, John	3A DEC	Manlius, NY
3/23/10	Scott, Ray	3A DEC	Manlius, NY
3/23/10	Sharpsteen, James	3A DEC	Manlius, NY
3/23/10	Thayer, Jason	3A DEC	Manlius, NY
3/23/10	Webb, Marilyn	Salient Training	TC3
3/25/10	Yavits, Bob	Ithaca College EdTech Day	Ithaca College
3/25/10	Zeppelin, Victoria	Ithaca College EdTech Day	Ithaca College
3/26/10	Webb, Marilyn	Lean Office Training	TC3-Ithaca
3/28/10	Yavits, Bob	What's New in Angel 7.4 - Webinar	TC3
4/1/10	Powell, Marsha	Training offered by AccessData Corp - Forensic Toolkit	Binghamton, NY
4/12/10	DeFranco, Tony	What's New in Angel 7.4 - Webinar	TC3
4/18-4/20/10	Kiehl, Gregg	SUNY Council of Library Directors Conference	Saratoga Springs, NY
4/2010-Present	Lawrence, Janice	Train the Trainer Through EASI	Online
4/27/10	Webb, Marilyn	Taking It Big	TC3
4/28/10	DeFranco, Tony	SLN Angel Workshop #1 - Webinar	TC3
4/29/10	Scott, Ray	7g Cooling Tower	Syracuse, NY
5/2010	Case, Melinda	NYS Public Safety Dispatcher Training - 5 Days	NYS Fire Academy
5/2010	Howard, Michael	Radar Linar Operator Course - 3 Days	Elmira Police Academy
5/2010	Cochran, Ryan	Simulated Active Shooter Drill - Multi Agency - All Day	Onondaga CC
5/2010	Finnerty, Bill	Simulated Active Shooter Drill - Multi Agency - All Day	Onondaga CC
5/2010	Howard, Michael	Simulated Active Shooter Drill - Multi Agency - All Day	Onondaga CC
5/2010	Jerome, Joseph	Simulated Active Shooter Drill - Multi Agency - All Day	Onondaga CC
5/2010	Saul, Beau	Simulated Active Shooter Drill - Multi Agency - All Day	Onondaga CC
5/2010	Telfer, Ryan	Simulated Active Shooter Drill - Multi Agency - All Day	Onondaga CC
5/2010	Thornton, Michael	Simulated Active Shooter Drill - Multi Agency - All Day	Onondaga CC
5/5/10	Yavits, Bob	Open Source Textbook Workshop	TC3
5/6-5/7/10	Zeppelin, Victoria	NYCEP Meeting	Westchester CC
5/17/10	DeFranco, Tony	DOODLE LMS Project Teleconference	TC3
5/25-5/28/10	Yavits, Bob	SUNY Conference on Instructional Technologies	SUNY Plattsburgh
5/26-5/28/10	DeFranco, Tony	SUNY Conference on Instructional Technologies	SUNY Plattsburgh
6/2010	Battisti, Lou	Annual Bloodborne Pathogen Training	On-Line
6/2010	Cochran, Ryan	Annual Bloodborne Pathogen Training	On-Line
6/2010	Cornelius, Bob	Annual Bloodborne Pathogen Training	On-Line
6/2010	Cosgrove, Israel	Annual Bloodborne Pathogen Training	On-Line
6/2010	Fairand, Kevin	Annual Bloodborne Pathogen Training	On-Line
6/2010	Finnerty, Bill	Annual Bloodborne Pathogen Training	On-Line
6/2010	Genson, Michelle	Annual Bloodborne Pathogen Training	On-Line

JOB SPECIFIC EDUCATION - Continued

6/2010	Howard, Michael	Annual Bloodborne Pathogen Training	On-Line
6/2010	Jerome, Joseph	Annual Bloodborne Pathogen Training	On-Line
6/2010	Telfer, Ryan	Annual Bloodborne Pathogen Training	On-Line
6/2010	Thornton, Michael	Annual Bloodborne Pathogen Training	On-Line
6/2010	Mawson, James	Evacuation Coordinator: OSHA	On-Line
6/2010	Longo, Jackie	Experiential Learning Conference	Atlantic City, NJ
6/2010	Wright, Lauren	Experiential Learning Conference	Atlantic City, NJ
6/2010	Battisti, Lou	Hazardous Materials Response Training	On-Line
6/2010	Mawson, James	Hazardous Materials Response Training	On-Line
6/2010	Struzick, Corrina	Managing Emotions Under Pressure	Syracuse, NY
6/2010	Wright, Lauren	Managing Emotions Under Pressure	Syracuse, NY
6/2/10	Campbell, Katrina	Lean Office Training	TC3
6/2/10	Zeppelin, Victoria	Lean Office Training	TC3
6/3/10	Burk, Joyce	Lean Office Training	TC3
6/3/10	Chambala, Bryan	Lean Office Training	TC3
6/3/10	Edgecomb, Bob	Lean Office Training	TC3
6/3/10	Greener, Susan	SUNY Best	Binghamton University
6/3/10	Petrella-Baum, Jennica	Lean Office Training	TC3
6/3/10	Stewart, Randall	Lean Office Training	TC3
6/3/10	Voorhees, Peter	Lean Office Training	TC3
6/3/10	Webb, Marilyn	Lean Office Training	TC3
6/7/10	Campbell, Katrina	Lean Office Training	TC3
6/7/10	Stewart, Randall	Lean Office Training	TC3
6/7/10	Zeppelin, Victoria	Lean Office Training	TC3
6/8/10	Burk, Joyce	Lean Office Training	TC3
6/8/10	Chambala, Bryan	Lean Office Training	TC3
6/8/10	Edgecomb, Bob	Lean Office Training	TC3
6/8/10	Petrella-Baum, Jennica	Lean Office Training	TC3
6/8/10	Voorhees, Peter	Lean Office Training	TC3
6/8/10	Webb, Marilyn	Lean Office Training	TC3
6/24/10	Greener, Susan	Rethinking Contract Training in Today's Economy	Webinar
6/25/10	Hubbard, Martha	Brand Campus & Extension Centers meeting	Fingerlakes CC

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2010- June 2010**

DEGREE RELATED PROGRAMS - list individuals pursuing formal degree programs at TC3 or other institutions.

DATE	EMPLOYEE	PROGRAM	LOCATION
1/2010-3/2010	Dovi, Sharon	Survey of Human Resources Administration	SUNY Stonybrook
Spring 2010	Burk, Joyce	Business Administration-Marketing	TC3
Spring 2010	Finn, Darlene	Upper Level Communications Class	SUNY Delhi
Spring 2010	VandeBogart, Patricia	Advanced Spreadsheets	TC3
Spring 2010	VandeBogart, Patricia	Baseball in American Culture	TC3
Spring 2010	VandeBogart, Patricia	Ec Crime Investigation	TC3
Spring 2010	VandeBogart, Patricia	Mass Media	TC3
Spring 2010	VandeBogart, Patricia	Search & Seizure	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 2010 - June 2010**

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

DATE	EMPLOYEE	PROGRAM	LOCATION
	Pastorello, Karen	Review: Author Anonymous, "Taking on Corporate Bullies: Cintas, Laundry Workers, and Organizing In the 21st Century" For <u>Labor Studies</u>	
	Pastorello, Karen	Review: Lara Vapnek, <u>Breadwinners: Working Women and Economic Independence, 1855-1920</u> (Urbana: University of Illinois Press, 2009) for Women and Social Movements, 1600-2000	SUNY Binghamton
	Pastorello, Karen	Published, "From Chronicling a Life to Illuminating a Moment: The Labor Feminism of Bessie Abramowitz Hillman," <u>Journal of Women's Studies</u> , Winter 2010	
	Pastorello, Karen	The Progressive Project. Book Under Contract Harlan Davidson, Inc.	
1/10/10	Lee, In Shik	CTC On-Line Educational Game Creation Program	TC3
1/27/10	Zeppelin, Victoria	CollegeNow Counselor Workshop (CollegeNow Sponsored for Schools)	TC3
1/29/10	Zeppelin, Victoria	CollegeNow Professional Development Event (CollegeNow Sponsored for Schools)	TC3
2/1/10	Lee, In Shik	CTC Camedia/Jing	TC3
2/1/10	Lee, In Shik	Sustainability Council - Curriculum Committee	TC3
2/3/10	Payne, Lisa	Roundtable: Higher Education in Turkey	TC3
2/10/10	Yavits, Bob	Roundtable: "A Team Effort: Identifying and Assisting Students Who Abuse Alcohol and Drugs"	TC3
2/15/10	Yavits, Bob	Roundtable: "Focused Research"	TC3
2/26/10	Drew, Wilfred	South Central Regional Library Council Committee Meeting	Ithaca, NY
3/1/10	Yavits, Bob	Roundtable: "iPhones and Education: An Artists' Perspective"	TC3
3/3/10	Yavits, Bob	Roundtable: "The Ad-Astra Master Scheduling System"	TC3
3/10/10	Payne, Lisa	Roundtable: Dialogue on High School to College Transition	TC3
3/24/10	Lawrence, Janice	Building Undergraduate Student Communities	TC3
3/24/10	Yavits, Bob	Roundtable: "The Woods Are For Men"	TC3
3/31/10	Payne, Lisa	Roundtable: Effective Practices for Entering Student Success, SENSE (Survey of Entering Student Engagement) Report	TC3
4/6/10	Lawrence, Janice	Managing Organic Residuals	TC Cooperative Ext.
4/12/10	Lawrence, Janice	Let's Talk Trash Presentation for CTC Roundtable	TC3
4/28/10	Payne, Lisa	TC3 Sustainability Council: Raised-Bed Gardening	TC3
6/6-6/7/10	Kiehl, Gregg	SUNY Council of Library Directors Executive Board Meeting	Albany, NY
6/22/10	Zeppelin, Victoria	Communications workshop (CollegeNow Sponsored for Schools)	TC3
6/25/10	Yavits, Bob	Finger Lakes Faculty Development Network Meeting	TC3
6/25/10	Zeppelin, Victoria	Communications Workshop (CollegeNow Sponsored for Schools)	TC3

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

	Amount	Subtotal	Grand Total
Electrical System Upgrade Project			
79 42 Beardsley Design Associates (PO #27162) Invoice #0029938, Design Services	\$402.50		
79 43 Blanding Electric, Inc. (PO #27352) Application #6, Electrical System Replacement	 \$35,624.65		
Total Electrical System Upgrade Project		\$36,027.15	
<hr/>			
Grand Total			\$36,027.15

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

SEPTEMBER 30, 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

SEPTEMBER 30, 2009

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BALANCE SHEET	PAGE 3
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REVENUES	PAGE 7
CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$7,143,533 in a money market savings account averaging .25% interest earnings for Sept and \$183,395 in savings. The maximum amount available for investment will fluctuate with a peak of \$6,700,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$4,907,763 is an increase from \$1,555,840. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$112,965. The interfunds account balance of \$2,067,945 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 Sept 30, total expenditures amounted to \$2,579,8343 or 7.29% of the 2010-2011 budget. Comparable expenditures for period one last year were \$2,742,183 or 7.94% of the 2009-2010 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$8,286,560 are 23.41% of the revenue budget. Prior year revenues were \$10,201,841 are 29.46% 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 Sept 2010, \$33,972,858 has been committed.

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

	Current Month 9/30/2010	UNAUDITED Previous Month 8/31/2010	Previous Year 9/30/2009
ASSETS			
Cash in Demand Deposit	\$183,395	\$335,959	\$254,514
Cash in Time Deposits	7,143,533	2,304,176	5,992,962
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	4,907,763	1,555,840	4,782,245
Accounts Receivable--Misc.	166,884	286,509	(150,765)
Prepaid Expenses	(80,129)	(77,822)	(86,131)
Due From Other Funds	2,067,945	1,357,994	22,137
Due From Sponsor Governments	0	404,217	0
Due From State Governments	7,655	123,838	2,479,281
Due From Other Governments	112,965	141,622	204,614
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$14,511,741	\$6,434,063	\$13,500,587
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$151,760	\$278,969	\$110,439
Payroll Liabilities	1,565,782	1,754,204	125,820
Student Financial Aid Liabilities	1,421,129	113,260	1,502,179
Accrued Liabilities	1,580,177	1,202,326	3,451,433
Due to Other Funds	2,957,304	50,039	2,626
Due to State Governments	8,245	8,245	26,148
Student Tuition Collected in Advance	100	1,709,279	0
Fund Balance	1,317,741	1,317,741	1,086,971
Revenue Over (Under) Expenditures	5,509,503	0	7,194,971
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$14,511,741	\$6,434,063	\$13,500,587
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING September 30, 2010

	PER CENT YEAR				0.08%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	9,255,973	9,255,973	784,958	8,471,015	8.48%
Equipment	16,950	16,950	0	16,950	0.00%
Contractual Expenses	3,647,987	3,647,987	472,360	3,175,627	12.95%
Employee Benefits	<u>3,413,430</u>	<u>3,413,430</u>	<u>274,735</u>	<u>3,138,695</u>	8.05%
Total Instruction	<u>16,334,340</u>	<u>16,334,340</u>	<u>1,532,053</u>	<u>14,802,287</u>	<u>9.38%</u>
Public Service					
Personal Services	44,844	44,844	760	44,084	1.69%
Equipment			0	0	0.00%
Contractual Expenses	475	475	0	475	0.00%
Employee Benefits	<u>13,008</u>	<u>13,008</u>	<u>266</u>	<u>12,742</u>	2.04%
Total Public Service	<u>58,327</u>	<u>58,327</u>	<u>1,026</u>	<u>57,301</u>	<u>1.76%</u>
Academic Support					
Personal Services	1,607,543	1,607,543	83,795	1,523,748	5.21%
Equipment			0	0	0.00%
Contractual Expenses	269,510	269,510	16,783	252,727	6.23%
Employee Benefits	<u>507,133</u>	<u>507,133</u>	<u>29,328</u>	<u>477,805</u>	<u>5.78%</u>
Total Academic Support	<u>2,384,186</u>	<u>2,384,186</u>	<u>129,906</u>	<u>2,254,280</u>	<u>5.45%</u>
Libraries					
Personal Services	566,627	566,627	38,393	528,234	6.78%
Equipment			0	0	0.00%
Contractual Expenses	154,778	154,778	8,998	145,780	5.81%
Employee Benefits	<u>178,250</u>	<u>178,250</u>	<u>13,438</u>	<u>164,812</u>	<u>7.54%</u>
Total Libraries	<u>899,655</u>	<u>899,655</u>	<u>60,829</u>	<u>838,826</u>	<u>6.76%</u>

APPROPRIATIONS 2010-2011(Cont.)

PER CENT YEAR

0.08%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,045,743	3,045,743	181,124	2,864,619	5.95%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,275,815	1,275,815	53,888	1,221,927	4.22%
Employee Benefits	<u>961,265</u>	<u>961,265</u>	<u>63,393</u>	<u>897,872</u>	<u>6.59%</u>
Total Student Services	<u>5,282,823</u>	<u>5,282,823</u>	<u>298,405</u>	<u>4,984,418</u>	<u>5.65%</u>
Maintenance and Operation of Plant					
Personal Services	2,351,855	2,351,855	107,269	2,244,586	4.56%
Equipment	19,000	19,000	0	19,000	0.00%
Contractual Expenses	1,349,492	1,349,492	16,017	1,333,475	1.19%
Employee Benefits	<u>763,675</u>	<u>763,675</u>	<u>37,544</u>	<u>726,131</u>	<u>4.92%</u>
Total Maintenance and Operation of Plant	<u>4,484,022</u>	<u>4,484,022</u>	<u>160,830</u>	<u>4,323,192</u>	<u>3.59%</u>
Institutional Support					
Personal Services	1,436,238	1,436,238	98,996	1,337,242	6.89%
Equipment	0	0	299	(299)	0.00%
Contractual Expenses	367,271	367,271	13,297	353,974	3.62%
Employee Benefits	<u>471,977</u>	<u>471,977</u>	<u>34,649</u>	<u>437,328</u>	<u>7.34%</u>
Total Institutional Support	<u>2,275,486</u>	<u>2,275,486</u>	<u>147,241</u>	<u>2,128,245</u>	<u>6.47%</u>
General Institutional Services					
Personal Services	1,888,891	1,888,891	130,852	1,758,039	6.93%
Equipment	104,050	104,050	8,688	95,362	0.00%
Contractual Expenses	1,069,065	1,069,065	66,252	1,002,813	6.20%
Employee Benefits	<u>609,961</u>	<u>609,961</u>	<u>43,752</u>	<u>566,209</u>	<u>7.17%</u>
Total General Institutional Services	<u>3,671,967</u>	<u>3,671,967</u>	<u>249,544</u>	<u>3,422,423</u>	<u>6.80%</u>
TOTAL APPROPRIATIONS	<u>35,390,806</u>	<u>35,390,806</u>	<u>2,579,834</u>	<u>32,810,972</u>	<u>7.29%</u>

2010-2011 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 0.08%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	280,000	280,000	70,935	0	0.00%
State Employee's Retirement	685,000	685,000	70,907	614,093	10.35%
State Teacher's Retirement	172,000	172,000	16,868	155,132	9.81%
Optional Retirement Fund	1,060,000	1,060,000	100,407	959,593	9.47%
Social Security	1,535,340	1,535,340	111,508	1,423,832	7.26%
Workers Compensation	120,000	120,000	0	120,000	0.00%
Misc Employee Benefits	130,000	130,000	9,347	120,653	7.19%
Disability Insurance	13,000	13,000	972	12,028	7.48%
Hospital and Medical Insurance	2,705,359	2,705,359	245,000	2,460,359	9.06%
Employee Tuition Benefits	133,000	133,000	60,357	72,643	45.38%
Life Insurance	10,000	10,000	901	9,099	9.01%
Vacation Benefits	60,000	60,000	5,000	55,000	8.33%
Unemployment Insurance	15,000	15,000	0	15,000	0.00%
Total Employee Benefits	6,918,699	6,918,699	692,202	6,017,432	10.00%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2010**

PER CENT YEAR 0.08%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,193,985	\$15,193,985	6,769,203	8,424,782	44.55%
Summer	1,159,208	1,159,208	0	1,159,208	0.00%
Nonresident Tuition	1,206,960	1,206,960	864,658	342,302	71.64%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	523,390	576,610	47.58%
Total Tuition	<u>18,660,153</u>	<u>18,660,153</u>	<u>8,157,251</u>	<u>10,502,902</u>	<u>43.71%</u>
Government Appropriations					
New York State	9,140,135	9,140,135	0	9,140,135	0.00%
Local Sponsors	4,254,915	4,254,915	0	4,254,915	0.00%
Appropriated Cash Surplus				0	
Charges to Other Counties	<u>2,700,400</u>	<u>2,700,400</u>	<u>0</u>	<u>2,700,400</u>	<u>0.00%</u>
Total Government Appropriations	<u>16,095,450</u>	<u>16,095,450</u>	<u>0</u>	<u>16,095,450</u>	<u>0.00%</u>
Other Revenues					
Service Fees	147,700	147,700	36,820	110,880	24.93%
Interest Earnings	15,000	15,000	542	14,458	3.61%
Rental of Real Property	26,500	26,500	0	26,500	0.00%
Contract Courses	105,000	105,000	24,316	80,684	23.16%
Noncredit Tuition	135,000	135,000	43,706	91,294	32.37%
Grant Offsets	171,000	171,000	0	171,000	0.00%
Unclassified Revenues	<u>35,003</u>	<u>35,003</u>	<u>23,925</u>	<u>11,078</u>	<u>68.35%</u>
Total Other Revenues	<u>635,203</u>	<u>635,203</u>	<u>129,309</u>	<u>505,894</u>	<u>20.36%</u>
TOTAL REVENUES	<u>\$35,390,806</u>	<u>\$35,390,806</u>	<u>\$8,286,560</u>	<u>\$27,104,246</u>	<u>23.41%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
SEPT 2010 To DEC 2010**

	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,641,865	\$7,357,154	\$6,107,166	\$4,888,166	\$6,707,706
<u>RECEIPTS</u>					
Student Accounts Receivable	\$333,985	\$400,000	\$600,000	\$500,000	\$1,600,000
Student Financial Aid	\$8,123,073	\$4,200,000	\$550,000	\$1,000,000	\$100,000
Sponsor Payments	\$404,217	\$0	\$0	\$0	\$670,149
Chargebacks to Other Counties	\$26,507	\$15,000	\$250,000	\$900,000	\$600,000
State Aid	\$116,183	\$2,334,012	\$0	\$2,288,540	\$0
Repayment of Grant Fund Advances	\$250	\$5,000	\$200,000	\$55,000	\$55,000
Repayment of Capital Fund Advances	\$360	\$0	\$0	\$0	\$0
Other Receipts	<u>\$155,334</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>
Projected Cash Receipts	<u>\$9,159,909</u>	<u>\$7,054,012</u>	<u>\$1,700,000</u>	<u>\$4,843,540</u>	<u>\$3,125,149</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$138,676	\$4,200,000	\$500,000	\$200,000	\$115,000
Accounts Payable	\$2,186,184	\$2,300,000	\$600,000	\$1,000,000	\$1,500,000
Payroll and Fringe Benefits	\$1,789,190	\$1,789,000	\$1,789,000	\$1,789,000	\$1,789,000
Grant Fund Advances	\$5,298	\$15,000	\$30,000	\$35,000	\$35,000
Capital Fund Advances	<u>\$325,272</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$4,444,620</u>	<u>\$8,304,000</u>	<u>\$2,919,000</u>	<u>\$3,024,000</u>	<u>\$3,439,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$7,307,154	\$6,057,166	\$4,838,166	\$6,657,706	\$6,343,855
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$7,357,154	\$6,107,166	\$4,888,166	\$6,707,706	\$6,393,855

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-17**

APPOINTMENT OF PERSONNEL

WHEREAS, The Department of Human Resources has confirmed that each of the individuals identified on the attached list possesses credentials necessary for the appointments indicated, and

WHEREAS, it also has been confirmed that each of the listed individuals has accepted all requisite conditions for appointment, and

WHEREAS, each of the listed individuals also has been recommended for his or her appointment by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the individuals listed on the attachment.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at an Executive Committee meeting of said Board on the 18th day of November 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 18th day of November 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
 Appointment of Personnel
 as of November 5, 2010
 Presented to the Board of Trustees

August 2010

Employee	Department	Title	Grade	Amount	Dates
Evans, Christine	AEGS Program at Cornell	Instructor	Adjunct	N/A	200.35 8/25/10 - 09/16/10
Howd, Eric	Additional students in ENGL 100-AL3		Adjunct	N/A	1320.00 8/26/10 - 12/17/10
Sullivan, Cynthia	Nursing Meetings		Adjunct	N/A	530.33 8/26/10 - 12/17/10

September 2010

Carr, Kyle	COMM 111 ME50, ME51		Adjunct	N/A	1820.52 9/30/10 - 11/05/10
Chang, Carolyn	ENGL 100-M36		Adjunct	N/A	2340.00 9/30/10 - 11/05/10
Howd, Eric	ENGL 100-AL3, 4, 5		Adjunct	N/A	9135.00 9/30/10 - 12/17/10
Iacobucci, Christine	SOC1 101-M16		Adjunct	N/A	2475.00 9/30/10 - 12/17/10
Mead, Seth	FSS 131-M14		Adjunct	N/A	2340.00 9/30/10 - 12/17/10
Pask, Margery	CAPS 121-MO1, 131-M08, M01, 133, M01		Adjunct	N/A	4738.02 9/30/10 - 12/17/10
Prabhakar, Vinita	ENGL 101-M18		Adjunct	N/A	2475.00 9/30/10 - 12/17/10
Quick, Raymond	BUAD 219-AL2		Adjunct	N/A	3045.00 9/30/10 - 12/17/10
Richards, David	BUAD 201-AL2		Adjunct	N/A	1027.50 9/30/10 - 12/17/10

October 2010

Gutierrez, Norma	InDesign CS4 Level I workshop		Adjunct	N/A	480.00 10/13/10 - 10/27/10
Chapman, Robert	RDNG 116-M12		Adjunct	N/A	1191.30 10/19/10 - 12/17/10
Davis, Andy	FITN 104-M01		Adjunct	N/A	1237.50 10/20/10 - 12/17/10
Hasse, Ricardo	AEGS Program at Cornell		Instructor	Adjunct	N/A 1320.00 10/20/10 - 12/10/10
Speicher, Joanne	HLTH 216-SLC2, HUMN 149-SLC2		Adjunct	N/A	10/20/10 - 12/17/10
Strauf, Dale	FITN 121-M02, FITN 203-M69		Adjunct	N/A	1237.50 10/20/10 - 12/17/10
vanderVeur, Shirley	AEGS Program at Cornell		Instructor	Adjunct	N/A 990.00 10/20/10 - 12/10/10
Donlick, Christel	Borg Warner Math review		Adjunct	N/A	80.00 10/22/10
Sullivan, Maureen	Borg Warner Math review		Adjunct	N/A	80.00 10/22/10
Maus, Maureen	Notify Borg Warner applicants of testing		Adjunct	N/A	300.00 10-22-10 - 10/26/10
Maus, Maureen	Review/Testing of Borg Warner applicants		Adjunct	N/A	1350.00 10-22-10 - 10/26/10
McGee, Louise	Infection Control/Barrier Precautions workshop		Adjunct	N/A	240.00 10/23/10

November 2010

Gutierrez, Norma	InDesign CS4 Level II workshop		Adjunct	N/A	480.00 11/03/10 - 11/17/10
Carr, Kyle	COMM 112 ME50, COMM 112-ME51		Adjunct	N/A	1820.52 11/08/10 - 12/17/10
Squires, Dan	HLTH 126-M07		Adjunct	N/A	825.00 11/08/10 - 12/17/10
Kyle, John	CAPS 131-MO4, 5, 6		Adjunct	N/A	1900.95 11/08/10 - 12/17/10
McGory, Randy	CAPS 131-CE66		Adjunct	N/A	1032.80 11/08/10 - 12/17/10
Ochs, Janet	CAPS 123-MO1, CAPS 131-MO2, 3, 4		Adjunct	N/A	4434.60 11/08/10 - 12/17/10
Pask, Margery	CAPS 131-MO1, CAPS 133-MO1		Adjunct	N/A	2369.01 11/08/10 - 12/17/10
Abdu-Shahid, Ras	Buildings and Grounds	Groundskeeper	C	*35740.80	11/15/10

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

November 5, 2010

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Joshua Page	October 27, 2010	Resigned
Randall Stewart	February 25, 2011	Retirement

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-18**

DISPOSAL OF SUPPLUS PROPERTY

WHEREAS, Tompkins Cortland Community College desires to dispose of its surplus property, and

WHEREAS, the Administration has identified the equipment on the list attached to this resolution as obsolete, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to dispose of the equipment according to appropriate College polices and legal requirements.

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 18th day of November 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 18th day of November 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: October 29, 2010

Re: Disposal of Surplus Items

Upon advisement of the Buildings and Grounds Department, the following items have been determined to be obsolete and of no further use to the College. The items were unusable due to non-repairable breakage, wear, and/or age, and have been appropriately disposed of and will be removed from inventory.

Disposed of:

- 1 Steamer (Cafeteria)
- 5 Classroom Chairs
- 1 Cafeteria Chair
- 1 Check File
- 1 Projector Screen
- 3 Desk Chairs
- 1 File Cabinet
- 1 Turnstile (was used in bookstore, no longer needed)

Upon advisement of the Photography Department, the following item has been determined to be obsolete and of no further use to the College. Arrangements have been made to donate this item to SUNY Cortland.

Donation:

- 1 Bessler 45 Enlarger

Upon advisement of Campus Technology, and due to equipment upgrades, the following computer equipment has been determined to be non-functioning and /or obsolete and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the college is normally designated for placement with non-profit agencies if possible. The remaining items have been designated for e-waste/ recycling with Regional Computer Recycling and Recovery. Prior to disposal, proper security measures are completed and documented. Designated drives are destroyed and the items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, items are removed from the College's inventory.

Disposal/Recycling:

- 24 Monitors
- 4 Keyboards
- 21 Computers
- 1 Printer
- 1 Scanner
- 5 Hubs

Upon advisement, and with the coordination of the Office of Public Safety, due to vehicle upgrade/replacement, the following vehicle is to be disposed of through means of public auction through Auctionsinternational.com and sold to the highest reasonable bidder based on estimated value as determined by Kelley Blue Book. The vehicle will be removed from the College's inventory upon sale.

To be sold Via Auction:

1 Ford Crowne Victoria (2004)

Upon advisement of Media Services, the following items have been determined to be obsolete and of no further use to the College. It is requested that these items be appropriately disposed of as they are non-functional and of no value.

Disposal:

1 Laptop

2 Interwrite Schoolpads

1 Screen

Upon advisement of Media Services, the following item has been determined to be of no further use to the College. It is requested that the item be donated to the TC3 Foundation for use in the Child Care area.

Donation:

1 TV/VCR Combination