



## **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, JULY 19, 2012**

**RONALD W. SPACE BOARD ROOM – 5:30 P.M.**

**NOTICE OF ANNUAL MEETING:** The Annual Meeting of the Board of Trustees of Tompkins Cortland Community College will be held in the Ronald W. Space Board Room at the College at 5:30 p.m. on Thursday, July 19, 2012. The regular July monthly meeting will commence immediately following the adjournment of the Annual Meeting.

### **AGENDA**

1. Call to Order
2. Election of Officers
3. Appointments
  - 3.1 Clerk of the Board of Trustees
  - 3.2 Deputy Clerk of the Board of Trustees
4. Meeting Dates
5. Other Business
6. Adjournment

### **AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – June 14, 2012
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
  - a. Diversity
9. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting): No Reports for July
10. 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 and FSA President

11. Information Items:
  - a. Human Resources Updates
  
12. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Treasurer's Report – May 31, 2012
  - c. Treasurer's Report – June 30, 2012
  - d. Appointment of Personnel
  - e. 2012-2013 Duplicating Paper Bid Award
  - f. Study Abroad Program Scholarship
  - g. Insurance Contract Award
  - h. Rigging for Turf Field Lighting Bid Award
  
13. Standing Reports:
  - a. College Forum – No Report
  - b. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - c. Chairperson's Report – Elizabeth Burns
    - i. Board Evaluation/Retreat
  - d. Liaison Report (Cortland County) – Anthony Pace
  - e. Liaison Report (Tompkins County) – Michael Lane
  - f. Student Trustee's Report – Jacqueline Matza
  - g. President's Report
  
14. Executive Session (to discuss personnel items – action to be taken)
  - a. Recommendations for Promotions and Continuing Appointments for 2012-2013 Academic Year
  - b. Recommendations for Quality Step Increases and Administrative Appointments for 2012-2013 Academic Year
  - c. Recommendations for Awards for Excellence for 2012
  
15. Upcoming Events:
  - a. Global Connections Commencement – August 3, 2012
  - b. Faculty Return – August 16, 2012
  - c. Classes Begin – August 23, 2012
  - d. Labor Day – College Holiday – September 3, 2012
  - e. Next Meeting – September 13, 2012
  - f. NYCCT Trustee Institute – September 20 – 23, 2012
  
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.

TO: Members of the Board of Trustees

FROM: Elizabeth Burns, Chair  
TC3 Board of Trustees

DATE: July 19, 2012

SUBJECT: Proposed Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2012-2013. All meetings will be held at 5:30 p.m. in the Board Room at the College unless otherwise specified.

### **BOARD OF TRUSTEES MEETINGS**

August 2012 – No meeting  
September 13, 2012  
October 25, 2012  
December 13, 2012  
January 17, 2013  
February 21, 2013  
March 21, 2013  
April 18, 2013  
May 16, 2013  
June 20, 2013  
July 18, 2013

### **OTHER IMPORTANT DATES FOR THE 2012-2013 ACADEMIC YEAR**

<b>Global Commencement</b>	<b>August 3, 2012</b>
<b>NYCCT Institute</b>	<b>September 20 – 23, 2012</b>
<b>Board of Trustees Retreat</b>	<b>November 15, 2012</b>
<b>December Graduate Ceremony</b>	<b>December 7, 2012</b>
<b>Nursing Pinning Ceremony</b>	<b>May 21, 2013</b>
<b>Commencement</b>	<b>May 23, 2013</b>

cc: Media Personnel  
Liaisons  
County Board Clerks  
County Attorneys  
County Budget Officers  
College Faculty and Staff

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
JUNE 14, 2012  
RONALD W. SPACE BOARD ROOM**

PRESENT: Kay Breed, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Judy Davison, Joanne Florino, and Raymond Schlather

ABSENT: Dammi Herath and Alicia Smith

COUNTY

LIAISONS: None

STAFF: John Conners, Carl Haynes, Sharon Karwowski, Cathy Northrop, Walter Poland, Janet Swinnich, Blixly Taetzsch, Peter Voorhees, and Khaki Wunderlich

GUESTS: Scott Conroe, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Ms. Davison moved that the agenda be approved as presented; seconded by Mr. Daniels; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Mr. Daniels moved that the minutes of the May 17, 2012, meeting be approved as presented; seconded by Ms. Breed; carried unanimously.
7. **Communications:** President Haynes passed around a thank you note from Bill Raynor on his recognition as Trustees Emeritus, and a thank you note from Carol Kammen on being named Friend of the College. He also mentioned a letter of thanks from the Commissioner of Health from Cortland County for the \$25,000 that TC3 has donated toward cancer research over the last few years.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **College-wide Goal – Student Success:**

- a. Student Success – Student Advisement** – Dean Wunderlich introduced Janet Swinnich, who spoke in her role of a faculty member in student advisement. The majority of advisement for continuing students is done by members of our faculty. All full-time students have a faculty advisor in their program. Faculty can advise in two programs. A little over half of the part-time students have had a faculty advisor, but the new Student Success Advisor will work with part-time students, lessening the amount of overload needed. Professor Swinnich is also the liaison between the Student Success office and the faculty. Professor Swinnich spoke about the confusion for new students with the language and terminology used in higher education. Some faculty are proactive in reaching out to help the student understand, and some feel it important that the student immediately take responsibility for their education and learn themselves how to navigate through the system. As faculty liaison, Professor Swinnich connects faculty to the Student Success and Advisement Office, and she assists faculty with the “nuts and bolts” of advising (i.e. what counts as a liberal arts elective, etc.) specifically regarding eligibility for financial aid. Ms. Florino asked at what point do we realize that we need to reach out to a student who might need help. Professor Swinnich said there is a special team of advisors who do work on identifying and reaching out to students who may be in need of assistance. Chairperson Burns asked about training for faculty advisors. There is an orientation for new faculty about academic advisement and Dean Wunderlich said there is ongoing training available for faculty.
- b. Organizational Capacity – Update on Financial Aid** – Sharon Karwowski, Director of Financial Aid mentioned the superb job that the staff in the financial aid office do to help the College and our students. She provided an update to the Board on financial aid issues with an overview of what is administered and disbursed through the financial aid office. She presented an overview of some of the issues the College faces with congressionally mandated Program Integrity regulations. One example was that student loan interest rates will double on July 1<sup>st</sup> to 6.8 percent (*Congress passed a 1 year moratorium on this regulation the end of June*) the increase in interest rates will affect approximately 7 million students. Other issues of concern include identifying and reporting on certificate programs, ability to get financial aid for students without a GED or high school diploma as an ability to benefit student, default estimates, change in academic standards, etc. The College has entered into a contract with USA Funds, to receive 3 years of their services in default management. There will not be a cost for this program, as TC3 is serving as a pilot program for USA Funds. SUNY has set up a financial aid task force for community colleges and Dean Taetzsch and Ms. Karwowski will serve on the task force. We do have a GED Program on campus and it will be helpful for those students who would have previously been able to enroll as an “ability to benefit” student. There was discussion on the scope and size of the various grants (TAP, PELL, etc.). Dean Taetzsch mentioned the automation that the financial aid office has undergone, maximizing the use of technology, which has enabled the office to process student paperwork more quickly. President Haynes praised Ms. Karwowski and

the financial aid office staff for doing such a great job. He informed Board members that enrollment is down for the fall semester by more than had been anticipated, but the thought is that enrollment will be negatively affected because of the change in the financial aid regulations and procedures.

**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. He asked the Board members their thoughts on how the commencement ceremony went. This year's event was 2 hours in duration and he asked for input from the Trustees on the program as we begin planning next year's ceremony. Dr. Dalton mentioned that the gymnasium was almost to capacity and wondered if there were any plans to address that for next year. Provost Conners said we may at some point have to have closed circuit coverage for an overflow area. Mr. Schlather thought the ceremony went well, but if we are looking to shorten the ceremony, he wondered if the awards portion of the program might be able to be shortened. Chairperson Burns thought the ceremony went very well.
- b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report. He mentioned that a Cayuga Lake Cruise is being planned for either July 5 or 6 from 6:00 p.m. to 9:00 p.m. as a welcome for the dignitaries from the Red Mutis Network who will be visiting TC3. Vice President Poland asked that any Board Member who is interested in attending contact his office.

**11. Information Items:**

- a. Human Resources Updates** – No discussion.

**12. 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. Adoption of the Proposed 2012-2013 Operating Budget** – President Haynes asked if any other information and/or clarification was needed regarding the proposed operating budget or tuition and fee schedule. Ms. Davison asked for clarification on the amount of increase in tuition. President Haynes provided clarification and there were no other questions.
- b. 2012-2013 Tuition and Fee Schedule** – No discussion.
- c. Appointment of Personnel** – No discussion.
- d. In Appreciation of Alicia Smith** – No discussion.
- e. Appropriation of Surplus Funds** – President Haynes noted that the bottom line of the budget will not be changing and that this resolution just approves the use of the fund balance, if needed.
- f. Approval of Campus Master Plan** – President Haynes reported that he and Chairperson Burns met with representatives from the county sponsors after the

sponsor budget meeting and an issue that was discussed was about the Campus Master Plan and Cortland County's bonding limit. Mr. Mareane felt that Tompkins County could bond and Cortland County could then pay back. The last Master Plan was the only time both Tompkins and Cortland have bonded together. Before that, only Tompkins bonded. President Haynes will be meeting with both Counties for further discussion on this issue.

- g. Approval of Classified Staff Position – Administrative Assistant** – This is a change in a position to more adequately reflect the duties associated with that position.

### **13. Standing Reports:**

- a. College Forum** – No report until fall.
- b. Faculty Student Association** – No report.
- c. Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported on the June 5<sup>th</sup> meeting. He said the Foundation did approve the following: 2012-2013 Foundation operating budget; 2012-2013 Ithaca Extension Center operating and capital budgets; the 2012-2013 Cortland Extension Center operating budget; the 2012-2013 Residence Life operating and capital budgets; a feasibility study for the “Bistro to Farm” concept; the Residence Life Internet and Cable contract; the financial audit service contract; restricted funds payout; and the investment management selection (staying with Strategic Financial Advisors). Strategic Financial Advisors provided a financial report for the fiscal year for the Foundation, noting the US economic issues. The next board meeting will be September 4.
- d. Chairperson’s Report** – Chairperson Burns reported on all of the activities in May.
  - i. Nominating Committee** – Ms. Davison and Ms. Florino agreed to be the nominating committee to bring forward the slate of officers to be voted on at the July annual meeting.
- e. Liaison Report (Cortland County)** – No report.
- f. Liaison Report (Tompkins County)** – No report.
- g. Student Trustee’s Report** – No report.
- h. President’s Report** – President Haynes spoke to his written report. He also reported on the president’s summer conference, noting that Arthur Anthonisen spoke about the regional meetings with Trustees. Two speakers at the NYCCAP meeting were Rod Risley, Executive Director of Phi Theta Kappa, who spoke on the national completion agenda, and Carl H. McCall, Chair of the

SUNY Board of Trustees, who delivered an incredibly passionate set of remarks about the value of community colleges and the commitment to community colleges by the SUNY Board of Trustees. He stated that the president's association will be discussing our lobbying position for next year and agreed that we will look at this past year as year 1 and looking forward to the next 4 years (factoring in what we are all experiencing with enrollment decline). There is a task force meeting with the trustee counterparts to discuss that. There was also discussion of the tremendous amount of frustration with what is going on with transfer and community college students not getting appropriate transfer credits and whether or not this might be better served through a legislative resolution rather than just through SUNY. The faculty council representative spoke to that and suggested we begin to think about it. There are several other states where legislation has been enacted that with an associate's degree, you are accepted as a junior at a 4-year institution.

**14. Executive Session for Discussion of President's Evaluation (no action to be taken):**

Mr. Schlather moved that the meeting convene in executive session for discussion of the President's Evaluation (no action to be taken); seconded by Ms. Davison; carried unanimously. The meeting convened in executive session at 7:27 p.m.

The meeting reconvened in regular session at 8:15 p.m.

**15. Upcoming Events:** No discussion.

**16. Adjournment:** Mr. Daniels moved that the meeting be adjourned; seconded by Dr. Dalton; carried unanimously. The meeting adjourned at 8:16 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees



TO: Board of Trustees  
FROM: John R. Conners  
DATE: July 13, 2012  
SUBJECT: July Report

Prospective Faculty Recruiting – As the attached document shows, the number of full-time teaching faculty members has been reduced over the past few years from a high of 76 in 2009-2010 to its current level of 69 at beginning of the 2012-2013 academic year. Despite recent declines, the College's enrollment over the past decade has grown dramatically. As a result, more than fifty percent of our credit hours are taught by adjunct faculty.

President Haynes and I have discussed preliminary plans to recruit additional full-time faculty members over the next several years, and Carl Penziul has analyzed staffing patterns to provide a sense of where our needs are most acute. Although projected Fall 2012 enrollment may cause us to exercise caution with respect to the near term, I will soon be formulating a long-term faculty recruitment plan for review by the President, Provost's Council, and faculty and will be discussing that plan with the Board during the 2012-2013 academic year.

Kaleidoscope Project – Our consortium has submitted to Next Generation Learning Challenges (the grant funder) a proposal for the second round of funding, which is still under review. Whether such funding materializes, however, we are committed to continuing our work in the use of open educational resources (OER). As part of Kaleidoscope, we will pursue other funding sources. Also, the faculty members who have engaged in the project are working with colleagues in their disciplines to engage them and to extend the use of OER in multiple sections.

At a future Board meeting, we will invite our Kaleidoscope faculty members to present information about the results they have achieved. In brief, students in those sections have both withdrawn from courses at a lower rate and achieved higher grades than those in non-OER sections. While one benefit of the use of OER is the reduction of costs to students, I believe an even greater benefit is likely to be an improvement in student learning and success.

# Teaching faculty changes since May 2009

## Departures

## Additions

### 2009-10 (76)

NURS – M. Cartagena  
PSYC – A. Gilewski  
RECR – P. Mercer  
SOCI – T. VandeBerg

### 2010-11 (70)

ART – N. Klimaszeswki \*  
BUAD – A. Haaland  
CSCI – S. Wavle  
ENGL – P. Yantz (12/2010) \*  
ENGL – M. Gilbert (12/2010)  
HRMG – J Martindale  
MATH – T. Szymanski (8/2010)  
NURS – D. Nielsen \*

ART – H. Littell  
NURS – D. Johnson

### 2011-12 (70)

BIOL – C. Morris  
MATH – L. Macleod \*  
*Libr. – A. Sullivan (8/2011)*

ENGL – J. Rodriguez  
MATH – M. E. Ensign

### 2012-2013 (69)

ART – D. Manier \*  
ENGL – J. Rodriguez (9/2011) \*  
NURS – N. Wood  
*Lab – I. Beebe (8/2012) \**  
*Lib. – B. Drew*

ART – new  
ENGL - new  
*Lab – New*

\* position has been filled with a replacement

### Not replaced as of 8/13:

BIOL, BUAD, CSCI, ENGL, HRMG, MATH, NURS, *Libr. (2)*

## **REPORT TO THE BOARD OF TRUSTEES**

Vice President, Global Initiatives

Walter L. Poland

July 19, 2012

### **July 5/6/7, 2012**

The Red Mutis summer meeting was held at TC3. The Rectors were introduced to representatives from institutions including SUNY Cortland and SUNY Environmental Sciences and Forestry for potential collaboration. In addition, presentations were made by the Executive Director of the Kaleidoscope Open Source Project, as well as software support available to English as a Second Language. Also, a presentation and discussion took place regarding the SUNY Learning Network and its implications for the Mutis Network.

### **June 11 to July 13, 2012**

The Summer Intensive English Institute (SIEI) – Fifty-eight faculty from the six Mutis universities are studying written and spoken English, as well as learning about on-line research methods and capabilities.

### **June 18 to July 13, 2012**

Executive English Tutorial (EET) – Four executives from UNIMINUTO of Bogota, Colombia, are being tutored by Dr. David Kramer of Ithaca College in both speaking and writing English. This group includes two campus rectors and two vice-rectors. The tutorial is a combination of practical day-to-day vocabulary building, speaking and writing exercises, as well as the use of these lessons in community-based experiences from ordering food to riding the correct bus.

### **June 11 to July 13, 2012**

The Director of Admissions from PUCMM in Santo Domingo has been working with several offices and staff at TC3 in preparation for the new recruiting season about to begin. There are great hopes and plans to continue the revitalization of the Global Program at PUCMM. In addition, the Director has also made detailed presentations to the Summer Institute faculty regarding the benefits of the Global Program to PUCMM and their universities

### **Study Abroad Program Scholarship**

The Study Abroad Program Scholarship resolution is on the Board agenda as a means of directing funds to students for scholarships that might otherwise remain unused for such purposes without such authorization.

### **July 21, 2012**

Radhamés Mejía, retired Executive Vice Rector of PUCMM, will be inaugurated as the next Rector of Universidad Accion Pro Education and Culture (UNAPEC). Jorge Huayhuaca and I will represent TC3 at the inaugural ceremony.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
Human Resources Updates - Status of Open Positions  
as of July 10, 2012

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Student Success Advisor	July 1, 2012	April 25, 2012 in-house	May 10, 2012	Hired Brandy Williams- DeBottis 7/5/12
Collection Development/ Acquisitions Librarian	August 2012	May 23, 2012	June 2012	Accepting applications
Pathways Advocate Part-time, permanent	August 16, 2012	May 9, 2012	June 1, 2012	Scheduling Interviews

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Administrative Assistant	External Relations	June 5, 2012	Hired Carrie Whitmore 7/10/12
Cleaning Supervisor	Buildings & Grounds	June 18, 2012	Hired James Perkins 7/9/12
SR. Library Clerk	Library Services	July 3, 2012	Hired Edania Hernandez 7/3/12

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of July 10, 2012

<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>		

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS  
JULY 2012**

	<b>Amount</b>	<b>Subtotal</b>	<b>Grand Total</b>
<b>New Master Plan</b>			
79 80	HOLT Architects Additional Design Services Invoice #210098009	\$2,314.35	
	<b>Total New Master Plan</b>	<b>\$2,314.35</b>	
<hr/>			
	<b>Grand Total</b>		<b>\$2,314.35</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MAY 31, 2012

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

MAY 31, 2012

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$2,460,324 in money market savings account averaging .20% interest earnings for May \$450,119 in demand deposits. The maximum amount available for investment will fluctuate with a peak of \$7,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of 4,083,687 is down from \$5,296,817. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers. TAP receiveable at May 31 is \$810,807.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$540,929. The interfunds account balance of \$2,176,692 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 May 31, total expenditures amounted to \$26,814,380 or 74.6% of the 2011-2012 budget. Comparable expenditures for period one last year were \$25,983,152 or 73.4% of the 2010-2011 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$32,496,227 are 90.5% of the revenue budget. Prior year revenues were \$29,714,180 are 83.9% 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 2002-2011 Capital Construction Budgets totals \$37,259,376. As of May 2012, \$36,408,874 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
May 2012**

	Current Month 5/31/2012	Previous Month 4/30/2012	Previous Year <u>5/31/2011</u>
<b>ASSETS</b>			
Cash in Demand Deposit	\$450,119	\$471,423	\$348,998
Cash in Time Deposits	2,460,324	4,757,317	2,897,989
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	4,083,687	5,327,161	3,540,996
Accounts Receivable--Misc.	243,402	315,758	250,806
Prepaid Expenses	(100,586)	(96,501)	(116,726)
Due From Other Funds	2,176,692	2,228,073	2,285,931
Due From Sponsor Governments	0	0	0
Due From State Governments	810,807	82,807	692,798
Due From Other Governments	540,929	1,018,012	\$829,034
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$10,667,104</b>	<b>\$14,105,780</b>	<b>\$10,731,556</b>
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<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$2,297	\$20,864	\$47,523
Payroll Liabilities	672,207	1,240,098	1,558,234
Student Financial Aid Liabilities	135,234	888,399	152,751
Accrued Liabilities	3,072,920	3,227,991	2,226,138
Due to Other Funds	131,784	131,981	49,960
Due to State Governments	0	0	0
Student Tuition Collected in Advance	97,636	48,626	(119,036)
Fund Balance	1,487,168	1,487,168	1,317,741
Revenue Over (Under) Expenditures	5,067,858	7,060,653	5,498,245
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$10,667,104</b>	<b>\$14,105,780</b>	<b>\$10,731,556</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2011-2012**  
**FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2012**

				PER CENT YEAR	75.00%
	<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	9,303,403	9,314,265	7,573,773	1,740,492	81.31%
Equipment	7,000	13,089	8,515	4,574	0.00%
Contractual Expenses	4,012,448	4,005,712	3,872,671	133,041	96.68%
Employee Benefits	<u>4,456,070</u>	<u>4,650,377</u>	<u>2,649,511</u>	<u>2,000,866</u>	56.97%
<b>Total Instruction</b>	<u>17,778,921</u>	<u>17,983,443</u>	<u>14,104,470</u>	<u>3,878,973</u>	<u>78.43%</u>
<b>Public Service</b>					
Personal Services	17,925	17,925	7,381	10,544	41.18%
Equipment	0	0	0	0	0.00%
Contractual Expenses	475	475	0	475	0.00%
Employee Benefits	<u>5,915</u>	<u>5,915</u>	<u>2,583</u>	<u>3,332</u>	43.67%
<b>Total Public Service</b>	<u>24,315</u>	<u>24,315</u>	<u>9,964</u>	<u>14,351</u>	<u>40.98%</u>
<b>Academic Support</b>					
Personal Services	1,494,240	1,517,597	1,165,765	351,832	76.82%
Equipment	50,000	39,660	5,601	34,059	0.00%
Contractual Expenses	283,445	282,545	164,811	117,734	58.33%
Employee Benefits	<u>475,753</u>	<u>475,753</u>	<u>405,762</u>	<u>69,991</u>	<u>85.29%</u>
<b>Total Academic Support</b>	<u>2,303,438</u>	<u>2,315,555</u>	<u>1,741,939</u>	<u>573,616</u>	<u>75.23%</u>
<b>Libraries</b>					
Personal Services	428,158	437,814	344,101	93,713	78.60%
Equipment	0	2,275	2,344	(69)	0.00%
Contractual Expenses	161,143	158,868	111,852	47,016	70.41%
Employee Benefits	<u>136,648</u>	<u>136,648</u>	<u>120,436</u>	<u>16,212</u>	<u>88.14%</u>
<b>Total Libraries</b>	<u>725,949</u>	<u>735,605</u>	<u>578,733</u>	<u>156,872</u>	<u>78.67%</u>

**APPROPRIATIONS 2011-2012(Cont.)**

PER CENT YEAR

75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Student Services</b>					
Personal Services	2,949,030	3,015,374	2,177,501	837,873	72.21%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,294,056	1,303,756	854,847	448,909	65.57%
Employee Benefits	<u>940,863</u>	<u>940,863</u>	<u>762,125</u>	<u>178,738</u>	<u>81.00%</u>
<b>Total Student Services</b>	<b><u>5,183,949</u></b>	<b><u>5,259,993</u></b>	<b><u>3,794,473</u></b>	<b><u>1,465,520</u></b>	<b><u>72.14%</u></b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,196,492	2,215,946	1,640,604	575,342	74.04%
Equipment	0	9,004	8,930	74	0.00%
Contractual Expenses	1,218,856	1,209,852	593,464	616,388	49.05%
Employee Benefits	<u>715,840</u>	<u>715,840</u>	<u>575,531</u>	<u>140,309</u>	<u>80.40%</u>
<b>Total Maintenance and Operation of Plant</b>	<b><u>4,131,188</u></b>	<b><u>4,150,642</u></b>	<b><u>2,818,529</u></b>	<b><u>1,332,113</u></b>	<b><u>67.91%</u></b>
<b>Institutional Support</b>					
Personal Services	1,345,694	1,345,694	1,002,331	343,363	74.48%
Equipment	0	0	0	0	0.00%
Contractual Expenses	329,839	334,589	221,293	113,296	66.14%
Employee Benefits	<u>442,097</u>	<u>437,320</u>	<u>350,816</u>	<u>86,504</u>	<u>80.22%</u>
<b>Total Institutional Support</b>	<b><u>2,117,630</u></b>	<b><u>2,117,603</u></b>	<b><u>1,574,440</u></b>	<b><u>543,163</u></b>	<b><u>74.35%</u></b>
<b>General Institutional Services</b>					
Personal Services	1,836,633	1,713,307	1,201,937	511,370	70.15%
Equipment	50,000	61,090	44,431	16,659	0.00%
Contractual Expenses	1,004,888	1,004,888	514,941	489,947	51.24%
Employee Benefits	<u>749,346</u>	<u>539,816</u>	<u>430,522</u>	<u>109,294</u>	<u>79.75%</u>
<b>Total General Institutional Services</b>	<b><u>3,640,867</u></b>	<b><u>3,319,101</u></b>	<b><u>2,191,831</u></b>	<b><u>1,127,270</u></b>	<b><u>66.04%</u></b>
<b>TOTAL APPROPRIATIONS</b>	<b><u>35,906,257</u></b>	<b><u>35,906,257</u></b>	<b><u>26,814,379</u></b>	<b><u>9,091,878</u></b>	<b><u>74.68%</u></b>

**2011-2012 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	350,000	350,000	337,529	12,471	96.44%
State Employee's Retirement	1,025,000	1,025,000	771,167	253,833	75.24%
State Teacher's Retirement	200,000	200,000	178,191	21,809	89.10%
Optional Retirement Fund	1,145,000	1,145,000	787,851	357,149	68.81%
Social Security	1,497,225	1,497,225	1,137,852	359,373	76.00%
Workers Compensation	130,000	130,000	148,961	(18,961)	114.59%
Misc Employee Benefits	110,000	110,000	92,638	17,362	84.22%
Disability Insurance	13,000	13,000	8,129	4,871	62.53%
Hospital and Medical Insurance	2,968,000	2,968,000	2,273,445	694,555	76.60%
Employee Tuition Benefits	165,000	165,000	109,216	55,784	66.19%
Life Insurance	10,000	10,000	7,585	2,415	75.85%
Vacation Benefits	60,000	60,000	45,000	15,000	75.00%
Unemployment Insurance	55,000	55,000	51,712	3,288	94.02%
<b>Total Employee Benefits</b>	<b>7,728,225</b>	<b>7,728,225</b>	<b>5,949,276</b>	<b>1,778,949</b>	<b>76.98%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2011-2012**  
**FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2012**

PER CENT YEAR 75.00%

	<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	\$14,992,530	\$14,955,398	15,459,008	(503,610)	103.37%
Summer	1,128,470	1,125,675	1,157,645	(31,970)	102.84%
Nonresident Tuition	1,185,000	1,303,500	1,571,859	(268,359)	120.59%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	1,101,662	(1,662)	100.15%
<b>Total Tuition</b>	<b><u>18,406,000</u></b>	<b><u>18,484,573</u></b>	<b><u>19,290,174</u></b>	<b><u>(805,601)</u></b>	<b><u>104.36%</u></b>
<b>Government Appropriations</b>					
New York State	8,922,342	8,770,831	6,580,929	2,189,902	75.03%
Local Sponsors	4,254,915	4,254,915	2,797,607	1,457,308	65.75%
Appropriated Cash Surplus				0	
Charges to Other Counties	<u>3,729,000</u>	<u>3,755,500</u>	<u>3,436,230</u>	319,270	<u>91.50%</u>
<b>Total Government Appropriations</b>	<b><u>16,906,257</u></b>	<b><u>16,781,246</u></b>	<b><u>12,814,766</u></b>	<b><u>3,966,480</u></b>	<b><u>76.36%</u></b>
<b>Other Revenues</b>					
Service Fees	134,500	134,500	117,599	16,901	87.43%
Interest Earnings	7,000	7,000	6,872	128	98.17%
Rental of Real Property	26,500	26,500	14,704	11,796	55.49%
Contract Courses	105,000	105,000	30,697	74,303	29.24%
Noncredit Tuition	120,000	170,000	80,083	89,917	47.11%
Grant Offsets	151,000	151,000	105,354	45,646	69.77%
Unclassified Revenues	<u>50,000</u>	<u>46,438</u>	<u>35,979</u>	<u>10,459</u>	<u>77.48%</u>
<b>Total Other Revenues</b>	<b><u>594,000</u></b>	<b><u>640,438</u></b>	<b><u>391,288</u></b>	<b><u>249,150</u></b>	<b><u>61.10%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$35,906,257</u></b>	<b><u>\$35,906,257</u></b>	<b><u>\$32,496,228</u></b>	<b><u>\$3,410,029</u></b>	<b><u>90.50%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
MAY 2012 TO SEPT 2012**

	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$5,230,470</b>	<b>\$2,912,173</b>	<b>\$3,966,515</b>	<b>\$3,316,665</b>	<b>\$4,010,244</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$678,021	\$500,000	\$1,100,000	\$1,600,000	\$500,000
Student Financial Aid	\$272,262	\$650,000	\$900,000	\$350,000	\$6,000,000
Sponsor Payments	\$0	\$393,579	\$670,150	\$393,579	\$0
Chargebacks to Other Counties	\$420,478	\$450,000	\$200,000	\$110,000	\$25,000
State Aid	\$0	\$2,210,763		\$0	\$2,364,081
Repayment of Grant Fund Advances	\$0	\$50,000	\$50,000	\$100,000	\$0
Repayment of Capital Fund Advances				\$0	\$0
Other Receipts	<u>\$250,202</u>	<u>\$50,000</u>	<u>\$30,000</u>	\$175,000	\$150,000
<b>Projected Cash Receipts</b>	<b><u>\$1,620,963</u></b>	<b><u>\$4,304,342</u></b>	<b><u>\$2,950,150</u></b>	<b><u>\$2,728,579</u></b>	<b><u>\$9,039,081</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$179,675	\$150,000	\$500,000	\$85,000	\$2,000,000
Accounts Payable	\$1,282,000	\$1,300,000	\$1,300,000	\$150,000	\$2,150,000
Payroll and Fringe Benefits	\$2,464,778	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
Grant Fund Advances	\$12,275	\$0		\$0	\$5,000
Capital Fund Advances	<u>\$532</u>	<u>\$0</u>		\$0	\$0
<b>Projected Cash Disbursements</b>	<b><u>\$3,939,260</u></b>	<b><u>\$3,250,000</u></b>	<b><u>\$3,600,000</u></b>	<b><u>\$2,035,000</u></b>	<b><u>\$5,955,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$2,862,171</b>	<b>\$3,916,512</b>	<b>\$3,266,663</b>	<b>\$3,960,241</b>	<b>\$7,044,321</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,002</u></b>	<b><u>\$50,003</u></b>	<b><u>\$50,002</u></b>	<b><u>\$50,003</u></b>	<b><u>\$50,004</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$2,912,173</b>	<b>\$3,966,515</b>	<b>\$3,316,665</b>	<b>\$4,010,244</b>	<b>\$7,094,325</b>



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL FUND SUMMARY  
FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2012**

	<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	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements ( Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction ( Phase 1B)	15,546,945	15,854,487	15,664,691	0	15,664,691	189,796
Interior Renovations ( Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations ( Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations ( Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
<b>TOTAL</b>	<b><u>30,267,212</u></b>	<b><u>34,653,376</u></b>	<b><u>34,397,936</u></b>	<b><u>0</u></b>	<b><u>34,397,936</u></b>	<b><u>171,987</u></b>
<b>CLASSROOM PROJECT 2008-2009</b>	<b><u>2,000,000</u></b>	<b><u>2,000,000</u></b>	<b><u>1,601,779</u></b>	<b><u>0</u></b>	<b><u>1,601,779</u></b>	<b><u>398,221</u></b>
<b>ELECTRICAL PANEL PROJECT 2009-2010</b>	<b><u>1,600,000</u></b>	<b><u>606,000</u></b>	<b><u>409,159</u></b>	<b><u>0</u></b>	<b><u>409,159</u></b>	<b><u>196,841</u></b>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE - MAY 1, 2012</u></b>						
Campus Master Plan Money Market	50,783					
Cash in time Deposits	<u>635,998</u>					
		<u>\$686,781</u>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility						
Savings Reimburse Advance from Operati					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					<u>0</u>	
<b><u>CASH BALANCE -MAY 31, 2012</u></b>						
Campus Master Plan Money Market					50,792	
Cash in Time Deposits					<u>949,707</u>	
						<u>\$1,000,499</u>
<b><u>CASH RECEIPTS</u></b>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	104					
Investment Income - CMP	9					
Chargeback Revenue	<u>313,605</u>					
		<u>\$313,718</u>				

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JUNE 30, 2012

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JUNE 30, 2012

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,560,792 in money market savings account averaging .20% interest earnings for June \$337,411 in demand deposits. The maximum amount available for investment will fluctuate with a peak of \$7,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,171,025 is down from \$4,083,687. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers. Due from NYS of \$2,902,248 is 4th quarter aid payment.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$62,692. The interfunds account balance of \$2,093,054 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 June 30, total expenditures amounted to \$30,064,404 or 83.7% of the 2011-2012 budget. Comparable expenditures for period one last year were \$28,082,819 or 79.4% of the 2010-2011 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$35,700,902 are 99.4% of the revenue budget. Prior year revenues were \$35,090,200 are 99.2% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

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

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

The 2002-2011 Capital Construction Budgets totals \$37,259,376. As of June 2012, \$36,408,874 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
June 2012**

	Current Month 6/30/2012	Previous Month 5/31/2012	Previous Year <u>06/30/2011</u>
<b>ASSETS</b>			
Cash in Demand Deposit	\$337,411	\$450,119	\$344,285
Cash in Time Deposits	1,560,792	2,460,324	2,585,155
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	3,171,025	4,083,687	2,648,792
Accounts Receivable--Misc.	881,890	243,402	842,136
Prepaid Expenses	(99,506)	(100,586)	(133,092)
Due From Other Funds	2,093,054	2,176,692	1,789,638
Due From Sponsor Governments	0	0	0
Due From State Governments	2,902,248	810,807	2,981,338
Due From Other Governments	62,692	540,929	\$366,785
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$10,911,336</b>	<b>\$10,667,104</b>	<b>\$11,426,767</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$2,297	\$2,297	\$80,523
Payroll Liabilities	1,482,542	672,207	1,183,609
Student Financial Aid Liabilities	133,422	135,234	123,698
Accrued Liabilities	2,505,388	3,072,920	2,222,570
Due to Other Funds	131,749	131,784	51,266
Due to State Governments	0	0	0
Student Tuition Collected in Advance	108,707	97,636	(2,181)
Fund Balance	1,487,168	1,487,168	1,317,741
Revenue Over (Under) Expenditures	5,060,063	5,067,858	6,449,541
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$10,911,336</b>	<b>\$10,667,104</b>	<b>\$11,426,767</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2011-2012**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2012**

	PER CENT YEAR					83.30%
	<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	9,303,403	9,314,265	8,535,296	778,969	91.64%	
Equipment	7,000	13,089	9,156	3,933	0.00%	
Contractual Expenses	4,012,448	4,005,712	3,965,344	40,368	98.99%	
Employee Benefits	<u>4,456,070</u>	<u>4,650,377</u>	<u>2,985,428</u>	<u>1,664,949</u>	64.20%	
<b>Total Instruction</b>	<u>17,778,921</u>	<u>17,983,443</u>	<u>15,495,224</u>	<u>2,488,219</u>	<u>86.16%</u>	
<b>Public Service</b>						
Personal Services	17,925	17,925	8,523	9,402	47.55%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	475	475	475	475	0.00%	
Employee Benefits	<u>5,915</u>	<u>5,915</u>	<u>2,983</u>	<u>2,932</u>	50.43%	
<b>Total Public Service</b>	<u>24,315</u>	<u>24,315</u>	<u>11,506</u>	<u>12,809</u>	<u>47.32%</u>	
<b>Academic Support</b>						
Personal Services	1,494,240	1,517,597	1,268,732	248,865	83.60%	
Equipment	50,000	39,660	7,601	32,059	0.00%	
Contractual Expenses	283,445	282,545	172,365	110,180	61.00%	
Employee Benefits	<u>475,753</u>	<u>475,753</u>	<u>468,361</u>	<u>7,392</u>	<u>98.45%</u>	
<b>Total Academic Support</b>	<u>2,303,438</u>	<u>2,315,555</u>	<u>1,917,059</u>	<u>398,496</u>	<u>82.79%</u>	
<b>Libraries</b>						
Personal Services	428,158	437,814	386,150	51,664	88.20%	
Equipment	0	2,275	3,053	(778)	0.00%	
Contractual Expenses	161,143	158,868	121,257	37,611	76.33%	
Employee Benefits	<u>136,648</u>	<u>136,648</u>	<u>135,152</u>	<u>1,496</u>	<u>98.91%</u>	
<b>Total Libraries</b>	<u>725,949</u>	<u>735,605</u>	<u>645,612</u>	<u>89,993</u>	<u>87.77%</u>	

**APPROPRIATIONS 2011-2012(Cont.)**

PER CENT YEAR

83.30%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Student Services</b>					
Personal Services	2,949,030	3,015,374	2,523,428	491,946	83.69%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,294,056	1,303,756	942,607	361,149	72.30%
Employee Benefits	<u>940,863</u>	<u>940,863</u>	<u>883,200</u>	<u>57,663</u>	<u>93.87%</u>
<b>Total Student Services</b>	<b><u>5,183,949</u></b>	<b><u>5,259,993</u></b>	<b><u>4,349,235</u></b>	<b><u>910,758</u></b>	<b><u>82.69%</u></b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,196,492	2,215,946	1,910,188	305,758	86.20%
Equipment	0	9,004	8,930	74	0.00%
Contractual Expenses	1,218,856	1,209,852	669,610	540,242	55.35%
Employee Benefits	<u>715,840</u>	<u>715,840</u>	<u>669,885</u>	<u>45,955</u>	<u>93.58%</u>
<b>Total Maintenance and Operation of Plant</b>	<b><u>4,131,188</u></b>	<b><u>4,150,642</u></b>	<b><u>3,258,613</u></b>	<b><u>892,029</u></b>	<b><u>78.51%</u></b>
<b>Institutional Support</b>					
Personal Services	1,345,694	1,345,694	1,163,800	181,894	86.48%
Equipment	0	0	0	0	0.00%
Contractual Expenses	329,839	334,589	244,803	89,786	73.17%
Employee Benefits	<u>442,097</u>	<u>437,320</u>	<u>407,330</u>	<u>29,990</u>	<u>93.14%</u>
<b>Total Institutional Support</b>	<b><u>2,117,630</u></b>	<b><u>2,117,603</u></b>	<b><u>1,815,933</u></b>	<b><u>301,670</u></b>	<b><u>85.75%</u></b>
<b>General Institutional Services</b>					
Personal Services	1,836,633	1,713,307	1,459,175	254,132	85.17%
Equipment	50,000	61,090	51,291	9,799	0.00%
Contractual Expenses	1,004,888	1,004,888	569,888	435,000	56.71%
Employee Benefits	<u>749,346</u>	<u>539,816</u>	<u>490,871</u>	<u>48,945</u>	<u>90.93%</u>
<b>Total General Institutional Services</b>	<b><u>3,640,867</u></b>	<b><u>3,319,101</u></b>	<b><u>2,571,225</u></b>	<b><u>747,876</u></b>	<b><u>77.47%</u></b>
<b>TOTAL APPROPRIATIONS</b>	<b><u>35,906,257</u></b>	<b><u>35,906,257</u></b>	<b><u>30,064,407</u></b>	<b><u>5,841,850</u></b>	<b><u>83.73%</u></b>



**2011-2012 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 83.30%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	350,000	350,000	340,775	9,225	97.36%
State Employee's Retirement	1,025,000	1,025,000	893,222	131,778	87.14%
State Teacher's Retirement	200,000	200,000	197,724	2,276	98.86%
Optional Retirement Fund	1,145,000	1,145,000	919,587	225,413	80.31%
Social Security	1,497,225	1,497,225	1,299,848	197,377	86.82%
Workers Compensation	130,000	130,000	148,961	(18,961)	114.59%
Misc Employee Benefits	110,000	110,000	100,397	9,603	91.27%
Disability Insurance	13,000	13,000	9,080	3,920	69.85%
Hospital and Medical Insurance	2,968,000	2,968,000	2,527,445	440,555	85.16%
Employee Tuition Benefits	165,000	165,000	111,398	53,602	67.51%
Life Insurance	10,000	10,000	7,585	2,415	75.85%
Vacation Benefits	60,000	60,000	50,000	10,000	83.33%
Unemployment Insurance	55,000	55,000	51,712	3,288	94.02%
<b>Total Employee Benefits</b>	<b>7,728,225</b>	<b>7,728,225</b>	<b>6,657,734</b>	<b>1,070,491</b>	<b>86.15%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2011-2012**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2012**

PER CENT YEAR 83.30%

	<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	\$14,992,530	\$14,955,398	14,548,960	406,438	97.28%
Summer	1,128,470	1,125,675	1,166,117	(40,442)	103.59%
Nonresident Tuition	1,185,000	1,303,500	1,537,570	(234,070)	117.96%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	1,102,207	(2,207)	100.20%
<b>Total Tuition</b>	<b><u>18,406,000</u></b>	<b><u>18,484,573</u></b>	<b><u>18,354,854</u></b>	<b><u>129,719</u></b>	<b><u>99.30%</u></b>
<b>Government Appropriations</b>					
New York State	8,922,342	8,770,831	8,672,370	98,461	98.88%
Local Sponsors	4,254,915	4,254,915	3,861,335	393,580	90.75%
Appropriated Cash Surplus				0	
Charges to Other Counties	<u>3,729,000</u>	<u>3,755,500</u>	<u>3,436,230</u>	319,270	<u>91.50%</u>
<b>Total Government Appropriations</b>	<b><u>16,906,257</u></b>	<b><u>16,781,246</u></b>	<b><u>15,969,935</u></b>	<b><u>811,311</u></b>	<b><u>95.17%</u></b>
<b>Other Revenues</b>					
Service Fees	134,500	134,500	118,339	16,161	87.98%
Interest Earnings	7,000	7,000	7,358	(358)	105.11%
Rental of Real Property	26,500	26,500	19,556	6,944	73.80%
Contract Courses	105,000	105,000	29,844	75,156	28.42%
Noncredit Tuition	120,000	170,000	149,550	20,450	87.97%
Grant Offsets	151,000	151,000	105,354	45,646	69.77%
Unclassified Revenues	<u>50,000</u>	<u>46,438</u>	<u>36,113</u>	<u>10,325</u>	<u>77.77%</u>
<b>Total Other Revenues</b>	<b><u>594,000</u></b>	<b><u>640,438</u></b>	<b><u>466,114</u></b>	<b><u>174,324</u></b>	<b><u>72.78%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$35,906,257</u></b>	<b><u>\$35,906,257</u></b>	<b><u>\$34,790,903</u></b>	<b><u>\$1,115,354</u></b>	<b><u>96.89%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
JUNE 2012 TO OCT 2012**

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCTOBER</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$2,912,173</b>	<b>\$1,899,934</b>	<b>\$3,482,182</b>	<b>\$4,175,761</b>	<b>\$7,259,842</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$395,177	\$1,100,000	\$1,600,000	\$500,000	\$500,000
Student Financial Aid	\$10,372	\$900,000	\$350,000	\$6,000,000	\$3,575,000
Sponsor Payments	\$1,063,729	\$0	\$393,579	\$0	\$0
Chargebacks to Other Counties	\$414,488	\$200,000	\$110,000	\$25,000	\$40,000
State Aid	\$0	\$2,902,248	\$0	\$2,364,081	\$0
Repayment of Grant Fund Advances	\$209,515	\$50,000	\$100,000	\$0	\$0
Repayment of Capital Fund Advances			\$0	\$0	\$0
Other Receipts	<u>\$153,740</u>	<u>\$30,000</u>	\$175,000	\$150,000	\$50,000
<b>Projected Cash Receipts</b>	<b><u>\$2,247,021</u></b>	<b><u>\$5,182,248</u></b>	<b><u>\$2,728,579</u></b>	<b><u>\$9,039,081</u></b>	<b><u>\$4,165,000</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$81,464	\$500,000	\$85,000	\$2,000,000	\$4,500,000
Accounts Payable	\$1,550,209	\$1,300,000	\$150,000	\$2,150,000	\$2,250,000
Payroll and Fringe Benefits	\$1,612,941	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
Grant Fund Advances	\$10,738		\$0	\$5,000	\$15,000
Capital Fund Advances	<u>\$3,908</u>		\$0	\$0	\$0
<b>Projected Cash Disbursements</b>	<b><u>\$3,259,260</u></b>	<b><u>\$3,600,000</u></b>	<b><u>\$2,035,000</u></b>	<b><u>\$5,955,000</u></b>	<b><u>\$8,565,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$1,849,931</b>	<b>\$3,432,180</b>	<b>\$4,125,758</b>	<b>\$7,209,838</b>	<b>\$2,809,838</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,003</u></b>	<b><u>\$50,002</u></b>	<b><u>\$50,003</u></b>	<b><u>\$50,004</u></b>	<b><u>\$50,004</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$1,899,934</b>	<b>\$3,482,182</b>	<b>\$4,175,761</b>	<b>\$7,259,842</b>	<b>\$2,859,842</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL FUND SUMMARY  
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2012**

	<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	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements ( Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction ( Phase 1B)	15,546,945	15,854,487	15,664,691	0	15,664,691	189,796
Interior Renovations ( Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations ( Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations ( Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
<b>TOTAL</b>	<b><u>30,267,212</u></b>	<b><u>34,653,376</u></b>	<b><u>34,397,936</u></b>	<b><u>0</u></b>	<b><u>34,397,936</u></b>	<b><u>171,987</u></b>
<b>CLASSROOM PROJECT 2008-2009</b>	<b><u>2,000,000</u></b>	<b><u>2,000,000</u></b>	<b><u>1,601,779</u></b>	<b><u>0</u></b>	<b><u>1,601,779</u></b>	<b><u>398,221</u></b>
<b>ELECTRICAL PANEL PROJECT 2009-2010</b>	<b><u>1,600,000</u></b>	<b><u>606,000</u></b>	<b><u>409,159</u></b>	<b><u>0</u></b>	<b><u>409,159</u></b>	<b><u>196,841</u></b>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE - JUNE 1, 2012</u></b>						
Campus Master Plan Money Market	50,792					
Cash in time Deposits	<u>949,707</u>					
		<u>\$1,000,499</u>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility						
Savings Reimburse Advance from Operati					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					<u>0</u>	
<b><u>CASH BALANCE -JUNE 30, 2012</u></b>						
Campus Master Plan Money Market					50,800	
Cash in Time Deposits					<u>1,013,570</u>	
<b>CASH RECEIPTS</b>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	115					
Investment Income - CMP	8					
Chargeback Revenue	<u>63,748</u>					
		<u>\$63,871</u>				
						<u>\$1,064,370</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-2**

**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 a regular meeting of said Board on the 19<sup>th</sup> day of July 2012, 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 19<sup>th</sup> day of July 2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College  
 Appointment of Personnel  
 July 10, 2012  
 Presented to the Board of Trustees

January 2012

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Cattan, Charmain	BUAD261 GC2 Disney Program	Adjunct	N/A	\$2,940.00	1/15/12 - 6/29/12

May 2012

Kotlove, Rachael	Facuilitation of pre-enrollment orientation sessions	Adjunct	N/A	\$6,900.00	5/29/12 - 8/24/12
Ahmed, Ahmed	CHEM107 M15	Adjunct	N/A	\$4,725.00	5/31/12 - 6/29/12
Almann, Nancy	BUAD215 M15	Adjunct	N/A	\$3,150.00	5/31/12 - 6/29/12
Anderson, Christopher	ESL 103 M18	Adjunct	N/A	\$6,440.00	5/31/12 - 6/29/12
Andrews, Patricia	Independent Study PSYC 103	Adjunct	N/A	\$2,145.00	5/31/12 - 6/29/12
Andrews, Patricia	PSYC103 M25 PSYC103 M15	Adjunct	N/A	\$6,300.00	5/31/12 - 8/03/12
Bartlett, Heather	ENGL101 C29 ENGL100 C19	Adjunct	N/A	\$5,130.00	5/31/12 - 8/03/12
Bieber, Erin	HSTY201 C19	Adjunct	N/A	\$2,940.00	5/31/12 - 6/29/12
Bosco, Sam	ENVS149 M15	Adjunct	N/A	\$1,131.83	5/31/12 - 6/29/12
Brown, Stan	MATH200 ME58	Adjunct	N/A	\$3,150.00	5/31/12 - 7/25/12
Buchanan, Patricia	ENGL201 ME58	Adjunct	N/A	\$3,150.00	5/31/12 - 7/25/12
Calabretti, Marci	The Lucille S. Baker Center for Learning	Tutor	N/A	\$492.16	5/30/12 - 8/03/12
Carr, Kyle	COMM111 M15 COMM112 M15	Adjunct	N/A	\$1,995.57	5/31/12 - 6/29/12
Coleman, Cynthia	SOCI205 AL1	Adjunct	N/A	\$3,150.00	5/31/12 - 7/25/12
Davis, Andrew	HLTH126 AL2	Adjunct	N/A	\$915.00	5/31/12 - 6/29/12
DeRado, Dennis	SPAN101 C19 SPAN102 C29	Adjunct	N/A	\$7,350.00	5/31/12 - 8/03/12
Dickerson, Nancy	HUMS110 M15	Adjunct	N/A	\$2,940.00	5/31/12 - 7/25/12
Dickerson, Nancy	Independent Study HUMN 230	Adjunct	N/A	\$858.00	5/31/12 - 8/03/12
Earley, Bernard	ENGL101 AL3 ENGL101 AL2	Adjunct	N/A	\$6,300.00	5/31/12 - 8/03/12
Echavarria, Bernardo	BUAD111 M16	Adjunct	N/A	\$2,940.00	5/31/12 - 6/29/12
Emilian, Catherine	DRAF118 ME58	Adjunct	N/A	\$3,633.75	5/31/12 - 7/25/12
Gammage-Sikora, Gina	SPAN101 M25 SPAN101 IE61	Adjunct	N/A	\$9,450.00	5/31/12 - 8/03/12
Garrighan, Patricia	ENGL201 M26 ENGL204 M15 ENGL204 M25	Adjunct	N/A	\$9,450.00	5/31/12 - 8/03/12
Gillis, Andrew	ART 111 ME58	Adjunct	N/A	\$3,430.00	5/31/12 - 7/25/12
Gillis, Andrew	Independent Study ART 290	Adjunct	N/A	\$858.00	5/31/12 - 7/25/12
Granison, Henry	PARA101 AL1 PARC101 AL1	Adjunct	N/A	\$2,940.00	5/31/12 - 8/03/12
Green, Judith	ENVS149 M15	Adjunct	N/A	\$1,131.83	5/31/12 - 6/29/12
Han, Man Young Peter	Independent Study SPMT	Adjunct	N/A	\$429.00	5/31/12 - 8/03/12
Hassett, Joseph	HLTH126 M15	Adjunct	N/A	\$980.00	5/31/12 - 6/29/12
Hazard, Andrea	CHEM101 M15	Adjunct	N/A	\$3,847.50	5/31/12 - 6/29/12
Hazard, Andrea	Independent Study BIOL 104	Adjunct	N/A	\$1,144.00	5/31/12 - 8/03/12
Iacobucci, Alaina	The Lucille S. Baker Center for Learning	Tutor	N/A	\$1,845.60	5/31/12 - 8/03/12
Kobre, Michael	BIOL114 M15	Adjunct	N/A	\$3,150.00	5/31/12 - 6/29/12
Kyle, John	BUAD212 M25 BUAD111 M15 BUAD212 M15	Adjunct	N/A	\$9,450.00	5/31/12 - 8/03/12
Lapp, Julia	ENVS149 M15	Adjunct	N/A	\$1,202.13	5/31/12 - 6/29/12
Lattimore, Kathy	ENGL101 IE61	Adjunct	N/A	\$3,150.00	5/31/12 - 7/25/12
Lovelace-Ross, Kristin	MATH200 IE61	Adjunct	N/A	\$2,745.00	5/31/12 - 7/25/12
Marie, Jill	ENGL103 M25 ENGL201 CE65	Adjunct	N/A	\$6,300.00	5/31/12 - 8/03/12
Martin, Angela	ESL 101 M15	Adjunct	N/A	\$6,440.00	5/31/12 - 8/03/12
Meyer, Denise	ART 130 M15	Adjunct	N/A	\$3,675.00	5/31/12 - 6/29/12
Morris, Kathy	ART 106 M15	Adjunct	N/A	\$3,675.00	5/31/12 - 6/29/12
Onishi, Deidre	ESL 103 M17	Adjunct	N/A	\$6,840.00	5/31/12 - 8/03/12
Parks, Paul	ART 102 M15	Adjunct	N/A	\$2,940.00	5/31/12 - 6/29/12
Pospisil, Pamela	MATH200 M15	Adjunct	N/A	\$2,940.00	5/31/12 - 6/29/12
Price, S. Lee	Administraton of EMT program	Adjunct	N/A	\$2,565.00	5/31/12 - 8/03/12
Rhea, Robert	BUAD215 ME58 BUAD217 M16 BUAD217 M25	Adjunct	N/A	\$8,820.00	5/31/12 - 8/03/12
Richards, David	BUAD201 M25 BUAD201 M16	Adjunct	N/A	\$6,300.00	5/31/12 - 8/03/12

May 2012 continued

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Rogala, Matthew	MATH095 M25 MATH090 M15 MATH100 M25	Adjunct	N/A	\$8,855.00	5/31/12 - 8/03/12
Rolston, Simon	ENGL100 M15	Adjunct	N/A	\$2,565.00	5/31/12 - 8/03/12
Ross, Ronald	BUAD106 M15 BUAD108 M15	Adjunct	N/A	\$ 5,490.00	5/31/12 - 6/29/12
Rukavena, Peter	BUAD203 ME58 BUAD204 M15	Adjunct	N/A	\$ 5,880.00	5/31/12 - 8/03/12
Sananikone, Kathy	MATH095 ME58 BIOL101 M25	Adjunct	N/A	\$ 6,412.50	5/31/12 - 8/03/12
Sanford, Thomas	CONT208 M25 CONT115 M15	Adjunct	N/A	\$ 5,032.50	5/31/12 - 8/03/12
Savoie, Raymond	ENGL101 M18	Adjunct	N/A	\$ 2,745.00	5/31/12 - 8/03/12
Schettino, Joseph	PHSC105 M25 PHSC104 M15	Adjunct	N/A	\$ 9,450.00	5/31/12 - 8/03/12
Schrag, Kimberly	ART 120 M15	Adjunct	N/A	\$ 3,675.00	5/31/12 - 6/29/12
Schultz, Shirley	SOC1101 M15	Adjunct	N/A	\$ 3,150.00	5/31/12 - 6/29/12
Sewell, Patrick	ENVS102 M15	Adjunct	N/A	\$ 2,565.00	5/31/12 - 6/29/12
Seyfried, Matthew	ENGL204 AL2 ENGL204 AL1	Adjunct	N/A	\$ 5,880.00	5/31/12 - 8/03/12
Seyfried, Matthew	Additional students in ENGL 204-AL1	Adjunct	N/A	\$150.00	5/31/12 - 8/03/12
Sheehan, John	GEOG115 M25 GEOG115 M15	Adjunct	N/A	\$ 5,880.00	5/31/12 - 8/03/12
Sheehan, John	Independent Study ANTH 202	Adjunct	N/A	\$429.00	5/31/12 - 8/03/12
Sinclair, Lorraine	ENGL100 M16 ENGL101 M15	Adjunct	N/A	\$ 5,490.00	5/31/12 - 8/03/12
Sloan, Cindy	SOCI101 AL1	Adjunct	N/A	\$ 2,940.00	5/31/12 - 7/25/12
Spence, Jeff	ENGL100 M18 ENGL101 M16	Adjunct	N/A	\$ 5,880.00	5/31/12 - 8/03/12
Tackill, Sherry	ESL 103 M15 ENGL100 IE61	Adjunct	N/A	\$ 9,405.00	5/31/12 - 8/03/12
Tkachuck, Richard	BIOL101 M15	Adjunct	N/A	\$ 3,675.00	5/31/12 - 6/29/12
Tovar Gasca, Sandra Lorena	BUAD215 M25 BUAD203 M15	Adjunct	N/A	\$ 5,130.00	5/31/12 - 8/03/12
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	\$ 2,745.00	5/31/12 - 7/25/12
Wavle, Sharon	CIS 213 AL1	Adjunct	N/A	\$ 3,430.00	5/31/12 - 7/25/12
Weatherby, Gregg	ENGL100 M17	Adjunct	N/A	\$ 2,745.00	5/31/12 - 8/03/12
Westlake, Winfield	GEOG115 ME58	Adjunct	N/A	\$ 3,150.00	5/31/12 - 7/25/12
Williams, Diane	M25	Adjunct	N/A	\$14,962.50	5/31/12 - 8/03/12
Wyatt, Simon	The Lucille S. Baker Center for Learning	Tutor	N/A	\$ 2,768.40	5/31/12 - 8/03/12
Yantz, Patricia	ENGL102 AL2 ENGL103 AL1 ENGL102 AL1	Adjunct	N/A	\$ 9,450.00	5/31/12 - 6/29/12

June 2012

Zallnick, Anthony	Assessment summary for developmental Math	Adjunct	N/A	\$219.87	6/01/12 - 6/22/12
Clay, Merrylyn	Summer Intensive ELS Institute	Adjunct	N/A	\$3,507.50	6/06/12 - 7/13/12
Evans, Christine	Summer Intensive ELS Institute	Adjunct	N/A	\$3,507.50	6/06/12 - 7/13/12
Rolston, Simon	Summer Intensive ELS Institute	Adjunct	N/A	\$3,725.58	6/06/12 - 7/13/12
vander Veur, Shirley	Summer Intensive ELS Institute	Adjunct	N/A	\$3,725.58	6/06/12 - 7/13/12
Kobre, Michael	BIOL 210-ME58 - fill-in for faculty memembr	Adjunct	N/A	\$1,169.70	6/11,14,20,21,25/12
Sanford, Sharon	Borg Warner Testing notification	Adjunct	N/A	\$550.00	6/21/12 - 6/30/12
Maus, Maureen	Borg Warner Testing	Adjunct	N/A	\$2,475.00	6/26/12 - 6/30/12

July 2012

Altmann, Herman	BIOL102 M25	Adjunct	N/A	\$3,675.00	7/5/12 - 8/03/12
Arnold, Melanie	COMM110 M25	Adjunct	N/A	\$1,067.81	7/5/12 - 8/03/12
Cowan, Richard	MATH202 M25 MATH201 I27	Adjunct	N/A	\$8,400.00	7/5/12 - 8/03/12
Edgecomb, Patricia	CAPS131 AL1	Adjunct	N/A	\$1,143.66	7/5/12 - 8/03/12
Farah, Fred	Independent Study ELEC 126-M49C	Adjunct	N/A	\$1,960.00	7/5/12 - 8/03/12
Galezo, David	PHIL101 AL1 PHIL201 AL1	Adjunct	N/A	\$6,300.00	7/5/12 - 8/03/12
Gilbert, Mary	ENGL102 AL3	Adjunct	N/A	\$3,150.00	7/5/12 - 8/03/12
Golden, Joseph	BUAD217 M26 BUAD203 M25	Adjunct	N/A	\$5,880.00	7/5/12 - 8/03/12
Lipa, Thomas	HLTH208 AL1	Adjunct	N/A	\$3,150.00	7/5/12 - 8/03/12
McCabe, Thomas	ENGL201 M25 ENGL099 M25	Adjunct	N/A	\$6,860.00	7/5/12 - 8/03/12
Pitcher, David	BUAD111 M25	Adjunct	N/A	\$2,940.00	7/5/12 - 8/03/12
Pospisil, Pamela	Independent Study MATH 200	Adjunct	N/A	\$2,574.00	7/5/12 - 8/03/12
Reinbolt, Gary	COMM295 M25	Adjunct	N/A	\$5,947.50	7/5/12 - 8/03/12
Squires, Daniel	HLTH126 M25	Adjunct	N/A	\$855.00	7/5/12 - 8/03/12
Whitecraft, Michele	CHEM101 M25 CHEM102 M25	Adjunct	N/A	\$9,450.00	7/5/12 - 8/03/12

<b>Employee</b>	<b>Department</b>	<b>Title/Rank</b>	<b>Grade</b>	<b>Salary</b>	<b>Employment Dates</b>
July 2012 continued					
Williams-DeBottis, Brandy	Student Success Services	Student Success	N/A	*\$53,721.00	7/5/12
Calabretti, Marci	The Lucille S. Baker Center for Learning	Tutor	N/A	\$492.16	7/08/12 - 8/03/12
Cattan, Charmain	BUAD 261-GC2 Disney Program	Adjunct	N/A	\$2,695.00	7/08/12 - 1/04/13
Richards, David	BUAD 261-GC2 Disney Program	Adjunct	N/A	\$2,362.50	7/08/12 - 1/04/13
Perkins, James	Buildings and Grounds	Cleaning	I	*\$43,650.29	07/09/12
Whitmore, Carrie	External Relations	Administrative	J	*\$46,328.15	07/10/12



TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 10, 2012

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Amy Edmond	September 1, 2012	Personal reasons

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-4**

**2012-2013 DUPLICATING PAPER BID AWARD**

**WHEREAS**, Tompkins Cortland Community College requires the purchase of duplicating paper, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for duplicating paper, and

**WHEREAS**, Lindenmeyer Munroe Company of Rochester, New York provided the lowest price in the amount of \$16,664.60; be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the 2012-2013 Duplicating Paper Bid to Lindenmeyer Munroe Company in an amount not to exceed \$16,664.60.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19<sup>th</sup> day of July 2012, and the same is a complete copy of the whole of such resolution.

**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

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19<sup>th</sup> day of July 2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**To: Blixy Taetzsch**

**From: Kevin Caveney**

**Date: June 28, 2012**

**Re: Duplicating Paper Bid**

In consultation with Dan Paolangeli, Duplicating and Print Department Supervisor, we are recommending the award of the Bid for Duplicating Paper for 2012-2013 to Lindenmeyer Munroe Company of Rochester, New York in the amount of \$16,664.60. This represents a reduction of approximately 30% compared to last year's paper purchase, due to a reduction in the college's overall paper usage. The college has also made a successful transition to using 100% recycled paper for 8.5 x 11 copy paper (approximately 85% of the overall paper used).

The bid was advertised in The Ithaca Journal and The Cortland Standard, and posted on the College's website. Bid documents were sent to five vendors. Bids were received from Village Office Supply of Syracuse, New York, and from Lindenmeyer Munroe of Rochester, New York. Lindnemeyer Munroe provided the best overall pricing.

A summary of the bids is attached.

<b>Paper Bid Summary 2012-13</b>						
Thursday, June 28, 2012						
2:00 PM						
<b>Vendor</b>						
		Village Office Supply, Syracuse, NY	Lindenmeyer Munroe, Rochester, NY	Ariva, Albany, NY	Liberty Paper, Los Angeles, CA	Whiteman Tower, Wilkes Barre, PA
<b>ITEM #</b>						
1	350 cases (5000 sheets each case) White Copy Paper 8.5 x 11, 20lb. 100% recycled __\$_____	\$16,152.50	\$14,402.50	No Bid	No Bid	No Bid
2	5 cases (1250 sheets each case) Hammermill or Mohawk Digital Color Copy 60lb.cover 11x17 (No Substitutions) __\$_____	\$437.50	\$324.75	No Bid	No Bid	No Bid
3	5 cases (1250 sheets each case) Hammermill or Mohawk Digital Color Copy 60lb. cover 12x18 (No Substitutions) __\$_____	\$433.45	\$375.30	No Bid	No Bid	No Bid
4	10 cases (1000 sheets each case) Hammermill or Mohawk Digital Color Copy 80lb. cover 12x18 (No Substitutions) __\$_____	\$881.90	\$800.50	No Bid	No Bid	No Bid
5	7 cases (2000 sheets each case) Hammermill or Mohawk Digital Color Copy 28lb. text 11x17 (No Substitutions) __\$_____	\$108.22	\$469.35	No Bid	No Bid	No Bid
6	5 cases (1500 sheets each case) Hammermill or Mohawk Digital Color Copy Gloss pure white 100 text 11x17 (No Substitutions) __\$_____	\$489.45	NO BID	No Bid	No Bid	No Bid
7	4 cases (1500 sheets each case) Hammermill or Mohawk Digital Color Copy Gloss pure white 100 cover 8.5 x 11 (No Substitutions) __\$_____	\$385.96	\$292.20	No Bid	No Bid	No Bid

	TOTAL BID (*Phased delivery) \$-----	\$18,888.98	\$16,664.60	No Bid	No Bid	No Bid
	Non-Collusion Statement	Yes	Yes			
	NOTES					
	* Item # 5 - Based on comparing item #5 with this year's and last year's bid, amount bid by Village Office Supply on this item may be an error. Does not affect overall winning bid.					
	*Item #6 - Winning Bidder did not bid on this item. Does not affect overall bid, so will be removed from bid and purchased separately.					

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-1**

**STUDY ABROAD PROGRAM SCHOLARSHIP**

**WHEREAS**, the College supports opportunities for study abroad programming to help achieve the College mission to engage students in global citizenship, and

**WHEREAS**, the College wishes to enhance funding opportunities to support students interested in study abroad programs, and

**WHEREAS**, from time to time, funding from outside sources for the purpose of supporting faculty study abroad travel becomes available, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the use of funds from the College's operating budget to support the scholarship needs of student in an amount equal to available funding from outside sources, and be it further

**RESOLVED**, that said scholarships be awarded based on the criteria used for the TC3 Foundation Study Abroad Scholarship Fund.

**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 19<sup>th</sup> day of July 2012, 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 19<sup>th</sup> day of July 2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-3**

**INSURANCE CONTRACT AWARD**

**WHEREAS**, Tompkins Cortland Community College desires to procure insurance coverage as follows: (1) comprehensive business package; (II) automobile damage and liability; (III) school professional liability; (IV) international travel liability; (V) boiler & machinery, and

**WHEREAS**, the College solicited proposals for insurance, and

**WHEREAS**, the College reviewed proposals from five insurance companies and narrowed them down to three finalists, and

**WHEREAS**, George B. Bailey, Agency, Inc. of Dryden, New York, provided a proposal showing their commitment to provide services to the College which met the specifications of the College and other said services at the lowest cost, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the contract for insurance for a five-year period beginning with the 2012-2013 fiscal year, with the option to renew for another five year period.

**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 19<sup>th</sup> day of July, 2012, 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 19<sup>th</sup> day of July 2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-5**

**RIGGING FOR TURF FIELD LIGHTING BID AWARD**

**WHEREAS**, Tompkins Cortland Community College requires the Rigging of Turf Field Lighting, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for duplicating paper, and

**WHEREAS**, Rig All Company of Frankfort, New York provided the only bid in the amount of \$29,985.00; be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Rigging of Turf Field Lighting Bid to Rig All Company, in an amount not to exceed \$29,985.00.

**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 19<sup>th</sup> day of July 2012, 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 19<sup>th</sup> day of July 2012.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**To: Blixy Taetzsch**

**From: Kevin Caveney**

**Date: July 6, 2012**

**Re: Rigging for Turf Field Lighting Bid**

In consultation with Director of Facilities, Jim Turner, we are recommending the award of the Bid for **Rigging for Turf Field Lighting** to Rig All of Frankfort, New York in the amount of \$29,985.00.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and posted on the College's website. Bid documents were sent to five vendors. One vendor responded that scheduling conflicts would not allow them to bid. Two vendors indicated that they would submit bids, but only the one from Rig All was received.

Bid documents were sent to the vendors indicated on the attached spreadsheet.

Rigging for Turf Field Lighting  
Bid

7/6/2012 2:00 PM RM248

Contractor

	Bid Amount	Non-Collusive Certification	Corporate Resolution	Insurance Rider
Abet Crane & Rigging Corp, E. Syracuse , NY	No Bid	No Bid	No Bid	No Bid
Associated Crane and Rigging Corp, E. Syracuse, NY	No Bid	No Bid	No Bid	No Bid
<b>Rig All, Frankfurt, NY</b>	<b>\$29,985</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
CP Ward, Scotsville, NY	No Bid	No Bid	No Bid	No Bid
Paolangeli Construction, Ithaca, NY	No Bid	No Bid	No Bid	No Bid