



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, MARCH 21, 2013
RONALD W. SPACE BOARD ROOM
5:30 P.M.
AGENDA

CANCELLED DUE TO LACK OF QUORUM

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – February 21, 2013
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – None
 - b. Organizational Capacity – None
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

11. Information Items:
 - a. Human Resources Updates
 - b. Professional Development Report
12. Consent Agenda (Action Items):
 - a. Treasurer's Report – January 31, 2013
 - b. Treasurer's Report – February 28, 2013
 - c. Appointment of Personnel
13. Standing Reports:
 - a. College Forum – Victoria Zeppelin, Chair
 - b. Faculty Student Association – Walter Poland
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Elizabeth Burns
 - i. Friend of the College
 - e. Liaison Report (Cortland County) – Anthony Pace
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Jacqueline Matza
 - h. President's Report
14. Dialogue Session
 - a. Periodic Review Report – Susan Ceretanni and Kathleen McDonough
15. Upcoming Events:
 - a. Next Board Meeting – April 25, 2013
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
FEBRUARY 21, 2013
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Judy Davison, Joanne Florino, Jacqueline Matza, Matt McSherry, and Raymond Schlather

ABSENT: Elizabeth Burns, Ray Dalton, John Daniels, and Dammi Herath

COUNTY

LIAISONS: Mike Lane and Tony Pace

STAFF: Mary Bronfenbrenner, Susan Cerretani, John Conners, Mary Ellen Ensign, Sophia Georgiakaki, Darlene Gold, Christine Guest, Carl Haynes, Karl Madeo, Cathy Northrop, Carl Penziul, Walter Poland, Anna Regula, Blixty Taetzsch, Peter Voorhees, Khaki Wunderlich, and Victoria Zeppelin

GUESTS: Devin Hance, Drew Johnson, and Maddie Lozana, students; Scott Conroe, *The Cortland Standard*; Heather Sheridan-Thomas, Assistant Superintendent, TST BOCES

1. **Call to Order:** The meeting was called to order at 5:34 p.m. by Vice Chair Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Vice Chair Schlather welcomed guests.
4. **Approval of Agenda:** Ms. Davison moved that the agenda be approved as presented; seconded by Ms. Buck; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – January 31, 2013:** Mr. McSherry moved that the minutes of the January 31, 2013, meeting be approved as presented; seconded by Ms. Davison; carried unanimously.
7. **Communications:** President Haynes provided a presentation to a group at Kendall, and Daniel Sisler, retired Cornell professor sent a “thank you” note to President Haynes. Dr. Sisler stated in his note that he had “scores of TC3 transfer students in his classes and virtually all of them excelled and brought a new dimension to the classroom.”
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):**
 - a. **Broadcast Production Students – Hollywood Trip:** Devin Hance, Drew Johnson, and Maddie Lozano, students in the COMM 249 course, spoke about

the class trip to Hollywood. This is a six-credit special topics course for Broadcast and Communications students. There is a 7½ week on-campus component that is used in preparation for the Hollywood trip, and then the Hollywood trip where they received hands on experience. There was a selection process for choosing the ten students for the course. The selection process called for students to have a GPA of 3.2 or better, be in good standing in the program, and write an essay about what they planned to accomplish by going to Hollywood. Students prepared their own mini-biographies on video, blogged, prepared call sheets, and worked on creating a documentary, which when completed will be entered in various film festivals. One student said that this was the most informative and life-changing class he had ever taken. The students interviewed over 20 people in the industry, heard from 35 guest speakers, and sat in the audience of “The Big Bang Theory” and toured the set for “NCIS.” Each of the students then met with a mentor, and several students received job offers while they were in Hollywood. President Haynes mentioned the e-mail he had received from Michael Kehoe, a director/writer and owner of a craft services company, who is originally from Trumansburg. The students pay \$3,200 as a lab fee (which can be claimed on financial aid) which covers their air fare, room and board, trip to Disneyland, travel while there, and guest speaker meals. All of the tours are free through Ms. Guest’s contacts.

9. College-wide Goal – Student Success:

a. Student Success – College Teaching Center Mentoring Program:

Darlene Gold, College Teaching Center (CTC) Coordinator, spoke about the partnership between full-time faculty and part-time and/or first year faculty. This mentoring partnership lasts for one semester and the mentor/mentee usually meet weekly to discuss teaching ideas, administrative processes, college information, etc. There have been 66 partnerships since 2008. Mary Ellen Ensign, Instructor of Mathematics, shared her experience as the mentee and now mentor. Mary Bronfenbrenner shared her mentee experience. Mentors/mentees are paired by meeting another faculty member or by asking the CTC Coordinator for recommendations. Provost Conners said that most of the new faculty members do go through the Mentoring Program and find it extremely helpful, particularly learning about advisement processes. Everyone who goes through the program writes a one-page reflection on the experience. There is no formal assessment of the program.

b. Organizational Capacity – None.

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 mentioned that the Board dialogue in March will be on the Periodic Review Report (PRR) and briefly mentioned that the PRR is a required report mid-way in the ten-year reaccreditation process. The PRR is a fifty-page report where the College reports on progress made on the recommendations from the most recent reaccreditation visit, reflects on any changes at the College, and provides direction for starting our next self-study in 2018. The

process has been ongoing for over two years. Provost Conners also reported that the “Seamless Transfer Resolution” was approved by the SUNY Board of Trustees. This means that all of our A.A. and A.S. programs must satisfy, in totality, the entire SUNY General Education requirements. In doing so, our students will be accepted with full junior status at the four-year SUNY institution. It will also be necessary for the student to take a certain number of courses in the degree program they will be transferring into. We will need to develop some tracks within general studies, requiring students to complete a three/four/five course sequence to help them move in a direction to propel them into a specific baccalaureate program. This must be operational in fall 2014. We really wanted our students to have more flexibility to explore different courses in their first two years, but this will be extremely difficult under the requirements of the new “Seamless Transfer Resolution.”

- b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report. He also mentioned that the Study Abroad Program continues to grow.

11. Information Items:

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

- 12. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Buck moved that the Consent Agenda be approved; seconded by Ms. Florino; carried unanimously.

- a. Appointment of Personnel** – No discussion.

13. Standing Reports:

- a. College Forum** – Victoria Zeppelin, Chair of the College Forum, reported that before spring break the Forum will host a College-wide meeting for discussion of the PRR. The Forum will also be discussing the possibility of an amendment of the bylaws to allow membership of adjunct faculty to serve on the Forum.

- a. Faculty Student Association** – There has been discussion related to sending out a “request for proposals” for bookstore service at the College. We do not have any concerns with Follett, but it has been ten years since we have reviewed providers of that service. Follett and two other companies, Mando Books of Cortland and Barnes and Noble, have responded to that RFP.

- b. Tompkins Cortland Community College Foundation, Inc.** – No report.

- c. Chairperson’s Report** – Vice Chair Schlather shared that he had attended an event where John Rudd, President and CEO of Cayuga Medical Center, had spoken and had praised the quality of TC3’s nursing program. This is Joanne Florino’s last meeting as a member of the Board of Trustees and Vice Chair Schlather thanked her for her service.

- d. Liaison Report (Cortland County)** – Mr. Pace mentioned that the county had received an additional \$6 million grant on their communication system. The Legislature has reviewed the Governor’s proposed budget. There have been discussions on other issues such as gun control, contracts, and the windmill project. The Byrne Dairy project is still on track.
 - e. Liaison Report (Tompkins County)** – Mr. Lane mentioned that the county had received a \$2.5 million grant toward their communication system. He mentioned that the Tompkins and Cortland County emergency coordinators are working on communication between Dryden and Cortland County police. The new economic development committee has started meeting. The Legislature has begun the process of finding a replacement for Joanne Florino and hope to have that person in place by the time Joanne leaves.
 - f. Student Trustee’s Report** – Ms. Matza provided a brief report on student government and activities.
 - g. President’s Report** – President Haynes spoke to his written report and mentioned that he will be the Commencement Speaker at a partner institution in Honduras. He also mentioned that he has spoken with Senator Seward and Assemblywoman Lifton and there seems to be support for community colleges.
- 14. Dialogue Session – SUNY Task Force on Remediation (Sprole Conference Room)** – Karl Madeo provided an overview on the SUNY Task Force on Remediation and highlighted some of the initiatives that relate to the findings and recommendations of the Task Force. Vice Chair Schlather asked about initiatives in regard to issues other than academic/curricular (i.e., behavioral). Some initiatives include Synergy and Freshman Seminar course. Some high schools now have college and career readiness labs in place of study halls. Once students have completed homework, there are a variety of other options in reading review and SAT prep available to students. Vice Chair Schlather asked if it is a question of skill or a question of capacity. Mr. Madeo mentioned that the majority of students who tested into remediation and who moved to college-level courses, with supports, were successful. The metrics that the College is required to adopt are first-time, full-time students and because of those kind of metrics, there are states around the country linking financial aid with graduation rates, and some linking success to graduation rate of first-time, full-time students. Vice Chair Schlather asked what more can be done to make this an even better inspirational environment. Of importance is connectivity, programming, and innovative programming. President Haynes mentioned two documents – one stating that it is now considered almost unusual that a student would start and finish at the same college and that students are “swirling” around in the higher education system, and another document discussing access, success, and completion and the fact that the whole mission of community colleges 20-30 years ago was access, but it is now switching to success. President Haynes thanked those who participated in the dialogue.
- 15. Upcoming Events:** Board Retreat will be held in the Ronald W. Space Board Room at 2:00 p.m. on Monday, March 4, 2013.

16. Adjournment: Mr. McSherry moved that the business meeting be adjourned with the Dialogue Session to take place immediately following in the Sprole Conference Room; seconded by Ms. Buck; carried unanimously. The meeting adjourned to continue the Dialogue Session at 6:57 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

TO: Board of Trustees
FROM: John R. Conners
DATE: March 12, 2013
SUBJECT: March report

Faculty Association discussions – I have completed the first stage of our process in working with the Faculty Association. In that stage, I work with the union's leadership to reach agreement on several elements of their working conditions, as well as to collaborate in the development of projects, such as the expansion of OER and our upcoming conversion from the Angel platform to Blackboard. This is the third contract for which we have used this approach and, as before, I believe we have set the stage well for the next, more formal step.

Middle States visit – On March 26, Dr. Lisa McCauley, Senior Director of Accreditation Operations for Middle States, will visit our Cortland extension center. Such a visit is part of the process by which we seek approval of a substantive change, such as the recent move to a new location, and the purpose is to ensure that we have all the necessary elements in place (e.g., facilities, staffing, finances) to support a successful operation. While here, she will meet with the staff of the center, a group of faculty and a group of students, and will have some time for discussion with President Haynes, Dean Penziul, Dean Ryan, and me. Martha Hubbard is coordinating the visit on our end.

Faculty Council of Community Colleges – As I mentioned in last month's report, in early March we hosted Tina Good, the president of the Faculty Council of Community Colleges, a body that represents the faculty of community colleges within the SUNY system. Our representatives to FCCC, Melissa Schmidt and Tina Stavenhagen-Helgren, coordinated Tina's visit, which included a dinner meeting, individual meetings with Karl Madeo and with me, and a meeting with the faculty as a whole.

Global Initiatives
Walter Poland, Vice President
Report to the Board of Trustees
March 21, 2013

- February 26th – Jenna Lenhardt (Director of Global Initiatives) made a presentation at Groton High School regarding Study Abroad options in general and at TC3 in specific. She emphasized that attendance at a community college makes this opportunity still possible prior to attendance at a University.
- March 5th – 8th – President Haynes and Jorge Huayhuaca (Director of Global Programs) visited the Technical University – UNITEC in Honduras and met with University Rector and Vice-Rectors to re-energize the partnership. In addition, President Haynes was the commencement speaker at their graduation ceremony for undergraduates.
- March 8th – The Global Office, in collaboration with SUNY Cortland, provided information packets to Education USA centers around the World. Education USA is a function of the State Department generally located in U.S. Embassies.
- March 25th-29th – Preparations are complete for the visit of Dr. Modibbo, visiting Humphrey Scholar from the University of Washington. His program of activities will include collaboration with TC3 Faculty, visiting and presenting in classes and groups at TC3, as well as Cornell University and SUNY Environmental Sciences and Forestry College.
- Program registrations for the Summer Global Connections, Summer Intensive English Institute, Disney, and Spring Study Abroad are all looking strong. Study Abroad has 39 students enrolled in programs in Italy, Colombia, & Spain.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of March 11, 2013

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Professor of Nursing	August 15, 2012	November 27, 2012	January 16, 2012	Final Interviews Scheduled
Instructor of Wine Marketing	August 15, 2012	November 27, 2012	January 16, 2012	First Round of Interviews Completed
Librarian, .8 FTE	August 15, 2012	November 27, 2012	January 16, 2012	Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist, FT, Permanent	Enrollment Services	1/2/2013	Hired Janita Moricette 2/20/13
Secretary, FT, Permanent	Cortland Extension Center	3/1/13	Hired Amy Lang-Wenke 3/7/13
Project Assistant	Global Initiatives	2/1/13	Reviewing Applications
Payroll Specialist	Budget & Finance	3/1/13	Interviewing
Secretary, FT, Permanent	Counseling, Career & Transfer	3/25/13	Canvassing Civil Service list

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Head Teacher	Child Care Center	2/18/13	Dawn Knapp 3/18/13
Residence Director	Residence Life	Summer 2013	Accepting Applications
Office Operations Coordinator	Athletics	4/1/13	Accepting Applications
Assistant Coach – Baseball	Athletics	1/15/13	Hired Daniel Zambito 1/15/13
Assistant Coach – Lacrosse 2/18/13	Athletics	2/18/13	Hired Zachary McMullin

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of March 11, 2013

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.
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

TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2012 - December 31, 2012

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
Fall 2012	Greener, Susan	Leadership Tompkins	Ithaca, NY
Fall 2012	Hubbard, Martha	Leadership Cortland	Cortland, NY
07/01/12-08/24/12	Nightingale, Michelle	Supervision of NODA Intern, Co-coordination of NODA Intern "exchange"	TC3 (plus IC, Cornell, UB, Cortland)
07/01/12-12/31/12	Nightingale, Michelle	NODA Two-Year College Network Co-Chairperson	Remotely
07/23/12	Nightingale, Michelle	Academic Success/Support Training for Residence Directors	TC3
08/24/12	Hubbard, Martha	Leadership Tools for Women Conference: Creating the Right Mentoring Environment for You	SUNY Empire State College, Syracuse NY
10/05/12-12/31/12	Nightingale, Michelle	NODA Regional Conference Planning Committee - Registration Co-Chairperson	Remotely
10/10/12	Drumluk, Sandy	SUNY Op Inform	SUNY IT
10/10/12	Streb, Tom	SUNY Op Inform	SUNY Cortland
10/10/12	Toxey, Kar-Leam	SUNY Op Inform	SUNY Cortland
10/12/12	Drumluk, Sandy	SUNY Op Inform	SUNY Cortland
10/16/12	Yang, Lucy	IDS Western NY Regional User Group Meeting	Rochester Regional Library Council, Fairport, NY
10/18/12	Doane, Brent	SUNY Op Inform	Empire State College
10/19/12-10/31/12	Johnson, Kimari	PTK NY Region Annual Leadership Conference	New York City
10/23/12	Drumluk, Sandy	SUNY Op Inform	FIT
10/26/12	Doane, Brent	SUNY Op Inform	Sullivan CC
11/04/12-11/09/12	Sarah Hicks	Chair Academy	Charlotte, NC
11/04/12-11/09/12	Dovi, Sharon	Chair Leadership Academy - Week #2	Charlotte, NC
11/05/12-11/09/12	Chambala, Bryan	Chair Leadership Academy	Ontario, Canada
11/05/12-11/09/12	Gerg, Julie	Chair Academy	Charlotte, North Carolina
11/13/12	Yang, Lucy	IDS Sharing Meeting, SUNY Cortland	SUNY Cortland
11/26/12	Drumluk, Sandy	TC3 Summit on Student Success	TC3
11/26/12	Toxey, Kar-Leam	TC3 Summit on Student Success	TC3
11/26/12	Zeppelin, Victoria	TC3 Summit on Student Success	TC3
11/27/12-11/28/12	Yavits, Bob	Workshop on the Role of Staff & Faculty in Student Success at TC3 - Session 1 & 2	TC3
12/14/12	Yang, Lucy	IDS Sharing Meeting, SUNY Cortland	TC3

TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2012 - December 31, 2012

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

DATE	EMPLOYEE	PROGRAM	LOCATION
07/06/12-07/10/12	Doskal-Scaffido, Darese	ACUHO-I National Conference	Anaheim, CA
7/18/2012	Janke, James	Veterans Council Planning Meeting via conference call	TC3
07/19/12-07/22/12	Donenko, Wendy	Power of NSLDS– NSLP Webinar	Chicago, Il
07/19/12-07/22/12	Karowski, Sharon	Power of NSLDS– NSLP Webinar	Chicago, Il
07/19/12-07/22/12	Oliver, Tammy	Power of NSLDS– NSLP Webinar	Chicago, Il
07/19/12-07/23/12	Pasto, Linda	Nurse Educators Conference	Breckenridge, CO
07/24/12	Cochran, Ryan	Investigation Officer Involved Shooting (Det. Alan Cruise, Seattle PD)	TC3
07/24/12	Cosgrove, Israel	Investigation Officer Involved Shooting	TC3
07/24/12	Finnerty, William	Investigation Officer Involved Shooting	TC3
07/24/12	Jerome, Joseph	Investigation Officer Involved Shooting	TC3
07/24/12	Saul, Beau	Investigation Officer Involved Shooting	TC3
07/24/12	Thornton, Michael	Investigation Officer Involved Shooting	TC3
07/26/12	Dovi, Sharon	Crucial Conversations Across Cultures	Webinar
07/26/12	Janke, James	USA Funds Borrower Connect Enhancements Webinar	TC3
08/01/12	Cochran, Ryan	Bath Salts (DEA)	Elmira Psychiatric Center
08/01/12	Cosgrove, Israel	Bath Salts (DEA)	Elmira Psychiatric Center
08/01/12	Gebo, John	Bath Salts (DEA)	Elmira Psychiatric Center
08/05/12	Gilewski, Amber	American Psychological Association Convention - Presenter	Orlando, FL
08/09/12	Greener, Susan	TC3.biz Retreat - TEAMBUILDING	Wegmans & Taughannock State Park
08/09/12	Hubbard, Martha	TC3.biz Retreat - TEAMBUILDING	Wegmans & Taughannock State Park
08/09/12	Lang-Wenke, Amy	TC3.biz Retreat - TEAMBUILDING	Wegmans & Taughannock State Park
08/09/12	Lopez, Michele	TC3.biz Retreat - TEAMBUILDING	Wegmans & Taughannock State Park
08/09/12	Maus, Maureen	TC3.biz Retreat - TEAMBUILDING	Wegmans & Taughannock State Park
08/09/12	Munson, Gail	TC3.biz Retreat - TEAMBUILDING	Wegmans & Taughannock State Park
08/09/12	Sanford, Sharon	TC3.biz Retreat - TEAMBUILDING	Wegmans & Taughannock State Park
08/09/12	Whitmore, Carrie	TC3.biz Retreat - TEAMBUILDING	Wegmans & Taughannock State Park
08/17/12	Kowalski-Oltz, Rhonda	CollegeNow Professional Development Conference	TC3
08/17/12	Madeo, Karl	CollegeNow Professional Development Conference	TC3

08/17/12	Moore, Renae	CollegeNow Professional Development Conference	TC3
08/17/12	Zeppelin, Victoria	CollegeNow Professional Development Conference	TC3
08/28/12	Nightingale, Michelle	Webinar: Student Mindset	TC3
09/01/12	Penziul, Carl	Sloan Consortium/Sloan C Online Institute Workshop - Text Messaging in Teaching	Web
09/01/12	Penziul, Carl	Sloan Consortium/Sloan C Online Institute Workshop - Using Twitter for Teaching and Learning	Web
09/06/12-09/07/12	Haynes, Carl	SUNY Chancellor's Presidents' Meeting and NYCCAP Committees	New York City
09/10/12	Zeppelin, Victoria	Broadening the Benefits of Dual Enrollment: Reaching Underachieving and Underrepresented Students with Career-Focused Programs	Webinar
09/12/12	McDonough, Gerry	Professional Ethics: Tips for Working with People with Disabilities	TC3 Resident Life Program
09/14/12	Campbell, Katrina	2012 NY Transfer Summit	Cayuga CC
09/18/12	Williams-DeBottis, Brand	StrengthsQuest Educator Workshop	TC3
09/20/2012	Janke, James	Official CDRs are Published – Webinar	TC3
9/20/12-09/23/12	Northrop, Cathy	NYCCT Annual Conference	Saratoga Springs
09/21/12	Haynes, Carl	NYCCT Annual Conference	Saratoga Springs
09/23/12-09/24/12	Snyder, David	NYS Bar Association Conference - Presenter	New York City
09/24/12	Williams-DeBottis, Brand	Completion: Our Community's Next Promise	Monroe CC
10/01/12-10/06/12	Moser, Sandy	Laerdal Simulation: User Network National Conference	Phoenix, AZ
10/01/12	Penziul, Carl	Sloan Consortium/Sloan C Online Institute Workshop - Successful Online Outcomes: Group Work	Web
10/02/12-10/05/12	Gerg, Julie	CASE - Community College Advancement	San Diego, CA
10/02/12-10/05/12	Abbey, Sheila	CASE - Community College Advancement	San Diego, CA
10/02/12-10/04/12	Hallisey, Mary	Laerdal Simulation: User Network National Conference	Phoenix, AZ
10/04/12-10/06/12	Campbell, Katrina	NACADA National Conference	Nashville, TN
10/04/12-10/07/12	Williams-DeBottis, Brand	NACADA National Conference	Nashville, TN
10/05/12	Eldridge, Kristen	NEACUHO Fall Drive-in Conf. & Board Meeting	Springfield, MA
10/06/12-10/10/12	McCabe, Tim	NACCE Conference	Chicago, IL
10/08/12	Dovi, Sharon	2012 Survey of College & University HR Officers	Webinar
10/09/12	Abbey, Sheila	Fall Day	TC3
10/09/12	Chambala, Bryan	Fall Day	TC3
10/09/12	Doskal-Scaffido, Darese	Fall Day	TC3
10/09/12	Eldridge, Kristen	Fall Day	TC3
10/09/12	Gerg, Julie	Fall Day	TC3
10/09/12	Greener, Susan	Fall Day	TC3
10/09/12	Hubbard, Martha	Fall Day	TC3
10/09/12	Kowalski-Oltz, Rhonda	Fall Day	TC3
10/09/12	Lawrence, Janice	Fall Day	TC3
10/09/12	Lopez, Michele	Fall Day	TC3
10/09/12	Madeo, Karl	Fall Day	TC3
10/09/12	McDonough, Gerry	Fall Day	TC3
10/09/12	Moore, Renae	Fall Day	TC3
10/09/12	Petrella-Baum, Jennica	Fall Day	TC3
10/11/12	Taetzsch, Blix	Fall Day	TC3

10/09/12	Van Sant, Susanna	Fall Day	TC3
10/09/12	Vorhees, Peter	Fall Day	TC3
10/09/12	Whitmore, Carrie	Fall Day	TC3
10/09/12	Williams-DeBottis, Brand	Fall Day	TC3
10/09/12	Zeppelin, Victoria	Fall Day	TC3
10/11/12-10/12/12	Wright, Lauren	SUNYRA Fall conference	Rochester, NY
10/14/17	Dewey, Susan	EACUBO Annual Meeting	Boston, MA
10/14/12-10/17/12	Taetzsch, Blix	EACUBO Professional Conference	Boston, MA
10/16/12-10/18/12	Gilewski, Amber	Open Education (OER) Conference	Vancouver, BC
10/16/12	Dovi, Sharon	SHRMTC: Attracting a Diverse Staff - Exploring Emerging Recruiting Strategies	Ithaca, NY
10/17/12-10/19/12	Gerg, Julie	Student Success Workshop	TC3
10/18/12-10/19/12	Haynes, Carl	NYCCAP Meeting	Albany, NY
10/19/13	Cameron, Jeanne	NYS Sociological Conference	Potsdam, NY
10/19/12-10/21/12	Millman, Keith	KNOW - Filmmaking Workshop	Philadelphia, PA
10/20/13	Georgiakaki, Sophia	MAA Seaway Meeting	Elmira, NY
10/22/12-10/26/12	Conroy, Colleen	National Student Employment Association Conference	Portland, ME
10/24/12-10/25/12	McDonough, Gerry	SUNY Chief Enrollment Officers Meeting	Albany, NY
10/24/12-10/25/12	Taetzsch, Blix	SUNY Chief Enrollment Officers Meeting	Albany, NY
10/24/12-10/26/12	McDonough, Kathleen	NYS Criminal Justice Educators Annual Conference	Poughkeepsie, NY
10/24/12-10/26/12	Ochs, Scott	NYS Criminal Justice Educators Annual Conference	Poughkeepsie, NY
10/25/13	Kleitz, Bill	NYSETA Conference	Rochester, NY
10/26/12-10/31/12	Nightingale, Michelle	NODA (National Orientation Directors Association) Annual Conference	Las Vegas, NV
10/27/13	Ensign, Mary Ellen	NYSMATYC Regional Conf	Broome CC
10/27/13	Georgiakaki, Sophia	NYSMATYC Regional Conf	Broome CC
10/27/13	Putnam, Nancy	NYSMATYC Regional Conf	Broome CC
10/27/13	Putnam, Tim	NYSMATYC Regional Conf	Broome CC
10/28/12-10/30/12	Zeppelin, Victoria	NACEP Conference (National Alliance of Concurrent Enrollment Partnerships)	Seattle, WA
10/28/12-10/30/12	Madeo, Karl	NACEP Conference (National Alliance of Concurrent Enrollment Partnerships)	Seattle, WA
11/01/12	Penziul, Carl	Sloan Consortium/Sloan C Online Institute Workshop - Successful Online Outcomes: Improved Discussions	Web
11/06/12	Doane, Brent	Lean Office	TC3
11/06/12	Drumluk, Sandy	Lean Office	TC3
11/7/12-11/09/12	Greener, Susan	2012 CEANY Annual Conference	Saratoga Springs
11/7/12-11/09/12	Hubbard, Martha	2012 CEANY Annual Conference	Saratoga Springs
11/08/12	Block, Karla	Focusing on User Experience: SpringShare Virtual Conference	Web
11/13/12	Christofferson, Marty	SUNY Wizard Conference	Syracuse, NY
11/14/12	Hersey, Olivia	SUNY Wizard Conference	Syracuse, NY
11/15/12-11/19/12	Piery, Miguel	ACTFL - Foreign Languages Conference	Philadelphia, PA
11/07/12-11/14/12	Sturmer, Tova	Heartland Campus Solutions User Conference	Tampa, FL
11/04/12-11/09/12	Donovan, Joan	Academy for Leadership and Development	Charlotte, NC
11/08/12-11/11/12	McMinn, Glenna	National Organization for Associate Degree Nursing (NOADN)	New Orleans, LA
11/08/12-11/09/12	Mercer, Patrick	Cortland Recreation Conference	SUNY Cortland
11/09/12-11/12/12	Smith, Joe	Council on Social Work Education Annual Conference	Washington, DC
11/15/12	Doskal-Scaffido, Darese	Presented Webinar on Residence Life at Community Colleges	Online-papeclip.com

11/24/12-12/01/12	Donenko, Wendy	Federal Student Aid Training Conference	Orlando, FL
11/24/12-12/01/12	Karwowski, Sharon	Federal Student Aid Training Conference	Orlando, FL
11/24/12-12/01/12	Oliver, Tammy	Federal Student Aid Training Conference	Orlando, FL
11/26/12 & 11/28/12	Donovan, Joan	Influencer Training	TC3
11/26/12	Abbey, Sheila	Student Success Workshop	TC3
11/27/12	Gerg, Julie	Student Success Workshop	TC3
11/28/12	Hubbard, Martha	Creating an Adult-Friendly Campus	San Diego, CA
12/06/12	Greener, Susan	SUNY Best	Binghamton, NY
12/06/12-12/07/12	Haynes, Carl	MSCHE (Middle States) Annual Conference	Philadelphia, PA
12/07/12	Cerretani, Susan	Middle States	Philadelphia, PA
12/07/12	McDonough, Kathleen	Middle States	Philadelphia, PA
12/07/12	Carroll, Pat	NEACUHO Residential Operations Conference	Ithaca College
12/07/12	Cowart, Stacy	NEACUHO Residential Operations Conference	Ithaca College
12/07/12	Doskal-Scaffido, Darese	NEACUHO Residential Operations Conference	Ithaca College
12/07/12	Eldridge, Kristen	NEACUHO Residential Operations Conference	Ithaca College
12/07/12	Rashid, Amin	NEACUHO Residential Operations Conference	Ithaca College
12/12/12	Whitmore, Carrie	Writing Effective Course Descriptions - LERN	Webinar

TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2012 - December 31, 2012

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

DATE	EMPLOYEE	PROGRAM	LOCATION
Bi-weekly	Yavits, Bob	Conference Calls w/ SUNY Learning Network Instructional Designers Group	TC3
Fall 2012	Azotea, Patty	Ongoing OneCard training	TC3
Fall 2012	Ahola, Ashley	Caps 121-Intro to Spreadsheets	TC3
07/24/12	Yavits, Bob	Meet MIYO ("Make it Your Own") from Flatworld	TC3
07/26/12	Gebo, John	Annual Firearms Training	Ithaca, NY
07/26/12	Kelly, Jake	Annual Firearms Training	Ithaca, NY
07/26/12	Thornton, Michael	Annual Firearms Training	Ithaca, NY
07/27/12	Finnerty, William	Annual Firearms Training	Ithaca, NY
07/27/12	Howard, Michael	Annual Firearms Training	Ithaca, NY
07/27/12	Saul, Beau	Annual Firearms Training	Ithaca, NY
07/27/12	Walz, Jonathan	Windows 8 Development Camp	Rochester, NY
08/08/12	Yavits, Bob	SUNY Learning Network Instructional Designers Workshop	TC3
08/08/12	DeFranco, Tony	SLN Instructional Design Institute	TC3
08/08/12	Ansbro, Mimi	Creating Rubrics in Angel	TC3
08/13/12	Conroy, Colleen	Powerfaids Webinar	Dryden, NY
08/13/12	Donenko, Wendy	Powerfaids Webinar	Dryden, NY
08/13/12	Oliver, Tammy	Powerfaids Webinar	Dryden, NY
8/13/12-12/31/12	Tuetken, Michelle	NYS DCJS Basic Police Academy Training	Elmira, NY
08/14/12	Van Sant, Susanna	SCRLC Leadership Luncheon: Library as Platform: Unlocking the Potential of Our Communities	Webinar
08/15/12	Williams-DeBottis, Brandy	Advisor Training	TC3
08/23/12	Yavits, Bob	The Basics of Self-Paced Polling	TC3
Sept. 2012	Turner, James	Annual Building Code Update	Albany, NY
Sept. 2012	Perkins, James	CPR Training	Ithaca, NY
Sept-Oct 2012	Lopez, Michele	Introduction to Databases	ed2go
09/01/12	Carroll, Pat	Working with Persons with Disabilities - Racker Center training	Res Life
09/01/12	Caza, Laticia	Working with Persons with Disabilities - Racker Center training	Res Life
09/01/12	Cowart, Stacy	Working with Persons with Disabilities - Racker Center training	Res Life
09/01/12	Doskal-Scaffido, Darese	Working with Persons with Disabilities - Racker Center training	Res Life
09/01/12	Eldredge, Kristen	Working with Persons with Disabilities - Racker Center training	Res Life
09/01/12	Hill, Sidney	Working with Persons with Disabilities - Racker Center training	Res Life
09/01/12	Kessler, Kim	Working with Persons with Disabilities - Racker Center training	Res Life
09/01/12	Rashid, Amin	Working with Persons with Disabilities - Racker Center training	Res Life
09/13/12	Kessler, Kim	ACUHO-I Virtual Roundtable: Alcohol Education Programs	Online

09/24/12	Moore, Paula	NCLEX Item Analysis Workshop	Boston, MA
09/27/12	Conroy, Colleen	NYSFAAA Regional meeting	Oswego, NY
09/27/12	Hicks, Sarah	NYSFAAA Regional meeting	Oswego, NY
09/27/12	Janke, James	NYSFAAA Regional meeting	Oswego, NY
09/27/12	Karwowski, Sharon	NYSFAAA Regional meeting	Oswego, NY
09/27/12	Oliver, Tammy	NYSFAAA Regional meeting	Oswego, NY
09/28/12	DeFranco, Tony	Salient 5.0 training	TC3
Oct. 2012	Perkins, James	AED Training	Ithaca, NY
Oct. 2012	Perkins, James	Inservice Security Guard Training	Ithaca, NY
10/08/13	Pasto, Linda	NYS Associate Degree Council Meeting	Albany, NY
10/11/12	Kessler, Kim	ACUHO-I Virtual Roundtable: Programming Trends	Online
10/15/12	Conroy, Colleen	EASFAA Webinar	Dryden, NY
10/15/12	Hicks, Sarah	EASFAA Webinar	Dryden, NY
10/15/12	Janke, James	EASFAA Webinar	Dryden, NY
10/15/12	Karwowski, Sharon	EASFAA Webinar	Dryden, NY
10/15/12	Oliver, Tammy	EASFAA Webinar	Dryden, NY
10/18/12-10/19/12	Van Sant, Susanna	Ex Libris Northeast User Group Conference	Ithaca College
10/19/12	Campbell, Katrina	Lean Office Workshop - Academic Plan	TC3
10/19/12	Nightingale, Michelle	Lean Office - New Student Process	TC3
10/23/12	DeFranco, Tony	Competency-Based Online Higher Education: Marginal or Mainstream?	TC3
10/24/12	Rees, Douglas	Extron Electronics' "School of Designing Digital Systems that Work"	Rochester, NY
10/31/12	Yavits, Bob	Go To Meeting video capture presentation	TC3
Nov. 2012	Turner, James	Hazardous/Toxic Waste Management	Online
Nov. 2012	Perkins, James	Certified Pool Operator	Syracuse, NY
11/01/12	Gilewski, Amber	Using OER in Kaleidoscope and Carnegie Mellon OLI Projects - Presenter	TC3
11/02/12	Conroy, Conroy	NYSFAAA Regional meeting	Oswego, NY
11/07/12-11/14/12	Sturmer, Tova	Heartland Campus Solutions User Conference	Tampa, FL
11/08/12	Kessler, Kim	ACUHO-I Virtual Roundtable: Room Selection Processes	Online
11/08/12-11/11/12	Spencer, Becky	NOADN National Conference	New Orleans, LA
11/08/12-11/11/12	Spencer, Becky	Respiratory Care Symposium	New Orleans, LA
11/09/12	Wendt, Donna	Managing Hazardous Waste in NY Workshop	Rochester, NY
11/09/12-11/11/12	Stafford, Sue	International Hotel, Motel and Restaurant Show	New York City
11/14/12	Ansbro, Mimi	International Students Panel Discussion	TC3
11/15/12	Yavits, Bob	FACT2 Campus Representative Meeting	TC3
11/27/12	Yavits, Bob	TechSmith Video Capture Presentation	TC3
11/28/12	Gilewski, Amber	Using OER in the Classroom - Attendee	TC3
Dec. 2012	Avery, Julianne	Right to Know	TC3
Dec. 2012	Cochrane, John W.	Right to Know	TC3
Dec. 2012	Conway, Teresa A.	Right to Know	TC3
Dec. 2012	Ellis, Robert	Right to Know	TC3
Dec. 2012	Ganoe, Billy	Right to Know	TC3
Dec. 2012	Ganoe, Sylvia	Right to Know	TC3
Dec. 2012	Henson, Debra	Right to Know	TC3

Dec. 2012	Hill, Lawrene	Right to Know	TC3
Dec. 2012	Hollenbeck, Robert	Right to Know	TC3
Dec. 2012	Janke, Emil S.	Right to Know	TC3
Dec. 2012	Keane, Thomas	Right to Know	TC3
Dec. 2012	Merrill, Sam	Right to Know	TC3
Dec. 2012	Norton, Patty	Right to Know	TC3
Dec. 2012	Parker, Elwood F., Jr.	Right to Know	TC3
Dec. 2012	Perkins, James	Right to Know	TC3
Dec. 2012	Robinson, Stephanie	Right to Know	TC3
Dec. 2012	Sutfin, Gene	Right to Know	TC3
Dec. 2012	Vanatta, David	Right to Know	TC3
Dec. 2012	Warner, Robert	Right to Know	TC3
Dec. 2012	Warner, William W.	Right to Know	TC3
Dec. 2012	Waterman, Tom	Right to Know	TC3
Dec. 2012	Weber, William	Right to Know	TC3
Dec. 2012	Wood, Alan R.	Right to Know	TC3
12/01/12	Fairand, Kevin	8 Hour In Service Security Guard Training	TC3
12/01/12	Genson, Michelle	8 Hour In Service Security Guard Training	TC3
12/05/12	Yavits, Bob	The Road Ahead of Blackboard	TC3
12/13/12	Kessler, Kim	ACUHO-I Virtual Roundtable: Using Social Media in Housing	Online
12/17/12	Gebo, John	NYS DCJS Breath Analysis Recertification	Online

TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2012 - December 31, 2012

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

DATE	EMPLOYEE	PROGRAM	LOCATION
Nov. 2012	Hersey, Olivia	BS in Business and Management w/ emphasis on Computer Information Systems	Empire State College
	Arseneault, Sarah	MS - Nursing	SUNY Delhi
	Hill, Cynthia	TC3 - Associate Degree	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2012 - December 31, 2012**

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

DATE	EMPLOYEE	PROGRAM	LOCATION
Various	Zeppelin, Victoria	College Teaching Center Roundtables (9/12, 9/26, 10/3, 10/15)	TC3
Semester	Doskal-Scaffido, Darese	ACUHO-I Community College Committee Chair	
Semester	Doskal-Scaffido, Darese	NEACUHO - Finance Reform Task Force	
Semester	Eldridge, Kristen	NEACUHO WNY Representative to Board	
Semester	Mercer, Patrick	FITN 204, Karate I	TC3
Semester	Pastorello, Karen	Manuscript <i>The Progressives: Activism and Reform in American Society, 1893-1917</i> (Forthcoming, Boston: John Wiley and Sons, 2013)	
07/05/12	Flaten, David	Planning Luncheon with the Rectors of RED MUTIS	TC3
07/06/12	Flaten, David	Celebration with the RED MUTIS Rectors	Ithaca, NY
07/20/12	Eldridge, Kristen	NEACUHO Board Meeting & Committee Planning Day	Albany, NY
08/08/12	Conroy, Colleen	Conference Call - Next Gen Web Solutions (Student Employment)	Dryden, NY
08/17/12	Campbell, Katrina	Speaker - Dr. Bill Coplin - "A Skills Approach to College and Career Readiness"	TC3
08/28/12	Campbell, Katrina	Webinar: "The Modern Student's Mindset"	TC3
09/06/12	Lawrence, Janice	Lincoln on the Civil War: Selected Speeches; Adult Reading & Discussion Group	Southworth Library, Dryden
09/16/12-09/22/12	Lawrence, Janice	Southworth Library Book Sale set up	Southworth Library, Dryden
09/21/12-09/22/12	Lawrence, Janice	Southworth Library Book Sale	Southworth Library, Dryden
09/21/12	Hersey, Olivia	FrontRunner Open House	Rochester, NY
09/17/12	Yavits, Bob	"Angel Mobile" - CTC Roundtable	TC3
10/04/12	Lawrence, Janice	Lincoln on the Civil War: Selected Speeches; Adult Reading & Discussion Group	Southworth Library, Dryden
10/08/12-10/18/12	Nightingale, Michelle	Child Care Center Teacher Search Committee	TC3
10/09/12-10/13/12	Flaten, David	Hosted Drs Jorge Orejuela and Ana Marie Echevery	Ithaca, NY
10/16/12	Madeo, Karl	NYCEP Meeting (New York Alliance of Concurrent Enrollment Partnerships)	Monroe CC
10/16/12	Zeppelin, Victoria	NYCEP Meeting (New York Alliance of Concurrent Enrollment Partnerships)	Monroe CC
10/18/12	Lawrence, Janice	Lincoln on the Civil War: Selected Speeches; Adult Reading & Discussion Group	Southworth Library, Dryden
10/24/12	Yavits, Bob	"What New Research Shows About Increasing Rates of Autism" - CTC Roundtable	TC3
10/24/12	Yavits, Bob	"Vision of Oz" - CTC Roundtable	TC3
10/18/12	DeFranco, Tony	The Future of ANGEL 8.0	TC3
10/19/12-10/24/12	Ford, Lisa	27th Annual Fort Lauderdale International Film Festival	Fort Lauderdale, FL
11/14/12	Ansbro, Mimi	Int'l Education Week Keynot Speech - Parvaneh Bahar	TC3

11/01/12	Lawrence, Janice	Lincoln on the Civil War: Selected Speeches; Adult Reading & Discussion Group	Southworth Library, Dryden
11/01/12	Flaten, David	Planning for 5 Quich Mayan Guatemelans visit	Ithaca, NY
11/27/12	Van Sant, Susanna	TC3 Summit on Student Success	TC3
11/27/12-11/28/12	Nightinagle, Michelle	Success Workshops with Idahlyn Karre	TC3
11/29/12	Lawrence, Janice	Lincoln on the Civil War: Selected Speeches; Adult Reading & Discussion Group	Southworth Library, Dryden
12/01/12	Flaten, David	Participated in two Fulbright Scholarship Webinars	Webinar
12/13/12	Conroy, Colleen	Conference Call - Next Gen Web Solutions (Student Employment)	Dryden, NY
12/27/12-12/31/12	Taetzsch, Blix	Limited Liability Companies - CPE	Self Study, 10 credits
12/27/12-12/31/12	Taetzsch, Blix	Accounting for Investments - CPE	Self Study, 2 credits
12/27/12-12/31/12	Taetzsch, Blix	Financial Implications of Federal Healthcare Reform - CPE	Self Study, 6 credits
12/27/12-12/31/12	Taetzsch, Blix	Employment Issues and the Law - CPE	Self Study, 8 credits

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JANUARY 31, 2013

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,643,907 in a money market savings account averaging .20% interest earnings for Jan and \$576,052 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,800,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$12,091,606 is an decrease from \$12,443,908. 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 \$21,658. The interfunds account balance of \$2,362,921 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

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

FUND BALANCE - (PAGE 3)

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

TOTAL EXPENDITURES - (PAGES 4-6)

As of Jan 31, total expenditures amounted to \$15,094,764 or 40.3% of the 2012-2013 budget. Comparable expenditures for period one last year were \$14,556,876 or 40.52% of the 2011-2012 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$23,734,505 are 63.3% of the revenue budget. Prior year revenues were \$23,197,473 are 64.6% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

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

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

The 2002-2011 Capital Construction Budgets totals \$37,259,376. As of Jan 2013, \$36,441,704 has been committed.

TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
 January 2013

	Current Month 1/31/2013	Previous Month 12/31/2012	Previous Year 1/31/2012
ASSETS			
Cash in Demand Deposit	\$576,052	\$467,683	\$417,634
Cash in Time Deposits	1,643,907	1,103,255	2,465,992
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	12,091,606	12,443,908	12,060,878
Accounts Receivable--Misc.	192,315	217,232	120,094
Prepaid Expenses	(18,408)	(3,079)	(74,943)
Due From Other Funds	2,362,921	2,251,387	1,723,994
Due From Sponsor Governments	0	0	0
Due From State Governments	0	2,350,570	1,616
Due From Other Governments	21,658	145,279	390,977
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$16,871,781	\$18,977,965	\$17,107,972
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LIABILITIES AND SURPLUS			
Vouchers Payable	\$8,849	\$12,849	\$9,567
Payroll Liabilities	1,168,488	1,964,685	1,356,584
Student Financial Aid Liabilities	407,622	336,066	590,622
Accrued Liabilities	5,531,090	5,873,086	1,481,692
Due to Other Funds	81,632	81,641	4,255,806
Due to State Governments	0	98,461	0
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,496,822	1,496,822	1,487,168
Revenue Over (Under) Expenditures	8,177,278	9,114,355	7,926,533
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TOTAL LIABILITIES AND SURPLUS	\$16,871,781	\$18,977,965	\$17,107,972
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TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2012-2013
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2013

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
				PER CENT YEAR	42.00%
Instruction					
Personal Services	9,794,981	9,794,981	4,300,066	5,494,915	43.90%
Equipment	0	0	601	(601)	0.00%
Contractual Expenses	4,444,993	4,369,908	2,047,389	2,322,519	46.85%
Employee Benefits	<u>4,689,986</u>	<u>4,689,986</u>	<u>1,504,953</u>	<u>3,185,033</u>	32.09%
Total Instruction	<u>18,929,960</u>	<u>18,854,875</u>	<u>7,853,009</u>	<u>11,001,866</u>	<u>41.65%</u>
Public Service					
Personal Services	18,347	18,347	4,716	13,631	25.70%
Equipment	0	0	0	0	0.00%
Contractual Expenses	475	150	0	150	0.00%
Employee Benefits	<u>6,055</u>	<u>6,055</u>	<u>1,651</u>	<u>4,404</u>	27.27%
Total Public Service	<u>24,877</u>	<u>24,552</u>	<u>6,367</u>	<u>18,185</u>	<u>25.93%</u>
Academic Support					
Personal Services	1,587,808	1,587,808	636,800	951,008	40.11%
Equipment	0	0	0	0	0.00%
Contractual Expenses	272,660	234,910	126,901	108,009	54.02%
Employee Benefits	<u>507,014</u>	<u>507,014</u>	<u>222,886</u>	<u>284,128</u>	<u>43.96%</u>
Total Academic Support	<u>2,367,482</u>	<u>2,329,732</u>	<u>986,587</u>	<u>1,343,145</u>	<u>42.35%</u>
Libraries					
Personal Services	429,489	429,489	157,531	271,958	36.68%
Equipment	0	1,300	550	750	0.00%
Contractual Expenses	165,491	155,980	110,060	45,920	70.56%
Employee Benefits	<u>141,731</u>	<u>141,731</u>	<u>55,136</u>	<u>86,595</u>	<u>38.90%</u>
Total Libraries	<u>736,711</u>	<u>728,500</u>	<u>323,277</u>	<u>405,223</u>	<u>44.38%</u>

APPROPRIATIONS 2012-2013(Cont.)

PER CENT YEAR

42.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,070,757	3,070,757	1,268,414	1,802,343	41.31%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,379,482	1,363,637	422,566	941,071	30.99%
Employee Benefits	<u>983,347</u>	<u>983,347</u>	<u>444,009</u>	<u>539,338</u>	<u>45.15%</u>
Total Student Services	<u>5,433,586</u>	<u>5,417,741</u>	<u>2,134,989</u>	<u>3,282,752</u>	<u>39.41%</u>
Maintenance and Operation of Plant					
Personal Services	2,273,617	2,273,617	898,283	1,375,334	39.51%
Equipment	0	0	4,673	(4,673)	0.00%
Contractual Expenses	1,085,476	1,027,201	278,701	748,500	27.13%
Employee Benefits	<u>748,357</u>	<u>748,357</u>	<u>314,399</u>	<u>433,958</u>	<u>42.01%</u>
Total Maintenance and Operation of Plant	<u>4,107,450</u>	<u>4,049,175</u>	<u>1,496,056</u>	<u>2,553,119</u>	<u>36.95%</u>
Institutional Support					
Personal Services	1,606,982	1,606,982	601,485	1,005,497	37.43%
Equipment	0	0		0	0.00%
Contractual Expenses	327,039	310,105	98,238	211,867	31.68%
Employee Benefits	<u>528,144</u>	<u>528,144</u>	<u>210,520</u>	<u>317,624</u>	<u>39.86%</u>
Total Institutional Support	<u>2,462,165</u>	<u>2,445,231</u>	<u>910,243</u>	<u>1,534,988</u>	<u>37.23%</u>
General Institutional Services					
Personal Services	1,811,382	1,811,382	714,575	1,096,807	39.45%
Equipment	142,549	142,549	10,019	132,530	0.00%
Contractual Expenses	894,167	1,106,592	404,288	702,304	36.53%
Employee Benefits	<u>576,755</u>	<u>576,755</u>	<u>255,354</u>	<u>321,401</u>	<u>44.27%</u>
Total General Institutional Services	<u>3,424,853</u>	<u>3,637,278</u>	<u>1,384,236</u>	<u>2,253,042</u>	<u>38.06%</u>
TOTAL APPROPRIATIONS	<u>37,487,084</u>	<u>37,487,084</u>	<u>15,094,764</u>	<u>22,392,320</u>	<u>40.27%</u>

2012-2013 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 42.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	200,000	200,000	87,478	112,522	0.00%
State Employee's Retirement	1,125,000	1,125,000	448,447	676,553	39.86%
State Teacher's Retirement	250,000	250,000	111,342	138,658	44.54%
Optional Retirement Fund	1,200,000	1,200,000	456,340	743,660	38.03%
Social Security	1,542,223	1,542,223	630,833	911,390	40.90%
Workers Compensation	160,000	160,000	173,697	(13,697)	108.56%
Misc Employee Benefits	110,000	110,000	78,096	31,904	71.00%
Disability Insurance	13,000	13,000	4,704	8,296	36.18%
Hospital and Medical Insurance	3,254,000	3,254,000	1,357,513	1,896,487	41.72%
Employee Tuition Benefits	165,000	165,000	93,984	71,016	56.96%
Life Insurance	10,000	10,000	6,138	3,862	61.38%
Vacation Benefits	60,000	60,000	25,000	35,000	41.67%
Unemployment Insurance	35,000	35,000	6,398	28,602	0.00%
Total Employee Benefits	8,124,223	8,124,223	3,479,970	4,644,253	42.83%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2012-13
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 2013**

PER CENT YEAR 42.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,078,029	\$15,078,029	13,735,121	1,342,908	91.09%
Winter	\$0	\$0	48,215		
Summer	1,363,794	1,363,794	0	1,363,794	0.00%
Nonresident Tuition	1,286,500	1,286,500	1,528,721	(242,221)	118.83%
Student Fee Revenue (Tech Fee)	1,200,000	1,200,000	1,147,331	52,669	95.61%
Total Tuition	<u>18,928,323</u>	<u>18,928,323</u>	<u>16,459,388</u>	<u>2,517,150</u>	<u>86.96%</u>
Government Appropriations					
New York State	9,432,480	9,432,480	4,726,012	4,706,468	50.10%
Local Sponsors	4,297,464	4,297,464	676,850	3,620,614	15.75%
Appropriated Cash Surplus				0	
Charges to Other Counties	4,086,000	4,086,000	<u>1,759,920</u>	2,326,080	<u>43.07%</u>
Total Government Appropriations	<u>17,815,944</u>	<u>17,815,944</u>	<u>7,162,782</u>	<u>10,653,162</u>	<u>40.20%</u>
Other Revenues					
Service Fees	154,865	154,865	15,337	139,528	9.90%
Interest Earnings	6,000	6,000	2,901	3,099	48.35%
Rental of Real Property	20,000	20,000	12,006	7,994	60.03%
Contract Courses	118,000	118,000	26,850	91,150	22.75%
Noncredit Tuition	259,436	259,436	46,359	213,077	17.87%
Grant Offsets	136,033	136,033	0	136,033	0.00%
Unclassified Revenues	48,483	48,483	8,882	39,601	18.32%
Total Other Revenues	<u>742,817</u>	<u>742,817</u>	<u>112,335</u>	<u>630,482</u>	<u>15.12%</u>
TOTAL REVENUES	<u>\$37,487,084</u>	<u>\$37,487,084</u>	<u>\$23,734,505</u>	<u>\$13,800,794</u>	<u>63.31%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
JAN 2013 TO JUNE 2013**

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$1,572,668	\$2,221,689	\$4,840,618	\$3,947,910	\$2,920,425	\$1,232,275
<u>RECEIPTS</u>						
Student Accounts Receivable	\$1,427,462	\$441,414	\$525,000	\$600,000	\$700,000	\$400,000
Student Financial Aid	\$73,006	\$8,000,000	\$3,000,000	\$150,000	\$300,000	
Sponsor Payments	\$676,850	\$397,515	\$676,850	\$397,515	\$676,850	\$397,515
Chargebacks to Other Counties	\$117,129	\$50,000	\$275,000	\$900,000	\$500,000	\$450,000
State Aid	\$2,252,109	\$0	\$2,375,442			\$2,375,442
Repayment of Grant Fund Advances	\$12,866	\$120,000	\$5,000	\$50,000		\$200,000
Repayment of Capital Fund Advances	\$23,557	\$0				
Other Receipts	<u>\$95,067</u>	<u>\$115,000</u>	\$50,000	\$150,000	<u>\$250,000</u>	<u>\$150,000</u>
Projected Cash Receipts	<u>\$4,678,046</u>	<u>\$9,123,929</u>	<u>\$6,907,292</u>	<u>\$2,247,515</u>	<u>\$2,426,850</u>	<u>\$3,972,957</u>
<u>DISBURSEMENTS</u>						
Payments to Students	\$163,715	\$4,000,000	\$5,000,000	\$250,000	\$200,000	\$100,000
Accounts Payable	\$2,499,015	\$1,000,000	\$1,000,000	\$1,200,000	\$1,300,000	\$1,600,000
Payroll and Fringe Benefits	\$1,366,046	\$1,500,000	\$1,800,000	\$1,800,000	\$2,600,000	\$1,500,000
Grant Fund Advances	\$249	\$5,000	\$0	\$25,000	\$15,000	\$10,000
Capital Fund Advances	<u>\$0</u>	<u>\$0</u>	\$0			
Projected Cash Disbursements	<u>\$4,029,025</u>	<u>\$6,505,000</u>	<u>\$7,800,000</u>	<u>\$3,275,000</u>	<u>\$4,115,000</u>	<u>\$3,210,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$2,171,687	\$4,790,615	\$3,897,906	\$2,870,420	\$1,182,269	\$1,945,225
CASH IN TIME DEPOSITS	<u>\$50,002</u>	<u>\$50,003</u>	<u>\$50,004</u>	<u>\$50,005</u>	<u>\$50,006</u>	<u>\$50,007</u>
TOTAL CASH IN TIME DEPOSITS	\$2,221,689	\$4,840,618	\$3,947,910	\$2,920,425	\$1,232,275	\$1,995,232

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JAN 31, 2013

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
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
TOTAL	30,267,212	34,653,376	34,397,936	0	34,397,936	171,987
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,601,779	0	1,601,779	398,221
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	441,989	0	441,989	164,011
<u>CAPITAL CASH SUMMARY</u>						
<u>CASH BALANCE - JAN 1, 2013</u>						
Campus Master Plan Money Market	74,417					
Cash in time Deposits	1,343,774					
		\$1,418,191				
<u>DISBURSEMENTS</u>						
Athletic Facility						
Savings Reimburse Advance from Operating					0	
Debt Service Payment					285,000	
MM Reimburse Advane from Oper					23,557	
HVAC Replacement					0	
Campus Master Plan					0	
					308,557	
<u>CASH BALANCE -JAN 31, 2013</u>						
Campus Master Plan Money Market					74,429	
Cash in Time Deposits					1,050,406	
CASH RECEIPTS						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	97					
Investment Income - CMP	12					
Chargeback Revenue	15,092					
		\$15,201				
						\$1,124,835

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

FEBRUARY 28, 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

FEBRUARY 28, 2013

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CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$11,061,283 in a money market savings account averaging .20% interest earnings for Feb and \$447,922 in savings. The maximum amount available for investment will fluctuate with a peak of \$7,600,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,555,576 is an decrease from \$12,091,606. 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 \$12,754. The interfunds account balance of \$2,117,073 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 Feb 28, total expenditures amounted to \$18,704,084 or 49.9% of the 2012-2013 budget. Comparable expenditures for period one last year were \$18,486,185 or 51.46% of the 2011-2012 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$26,424,841 are 70.5% of the revenue budget. Prior year revenues were \$25,828,554 are 71.9% 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 Feb 2013, \$36,441,704 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
February 2013**

	Current Month 2/28/2013	Previous Month 1/31/2013	Previous Year 2/28/2012
ASSETS			
Cash in Demand Deposit	\$447,923	\$576,052	\$202,028
Cash in Time Deposits	11,061,283	1,643,907	10,569,740
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,555,576	12,091,606	2,463,503
Accounts Receivable--Misc.	231,912	192,315	157,890
Prepaid Expenses	(13,646)	(18,408)	(85,835)
Due From Other Funds	2,117,073	2,362,921	1,571,659
Due From Sponsor Governments	0	0	0
Due From State Governments	0	0	1,616
Due From Other Governments	12,754	21,658	335,241
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$16,414,605	\$16,871,781	\$15,217,572
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$3,306	\$8,849	\$9,567
Payroll Liabilities	1,612,400	1,168,488	1,460,439
Student Financial Aid Liabilities	492,885	407,622	666,399
Accrued Liabilities	5,515,370	5,531,090	1,495,421
Due to Other Funds	81,474	81,632	3,508,972
Due to State Governments	0	0	0
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,496,822	1,496,822	1,487,168
Revenue Over (Under) Expenditures	7,212,348	8,177,278	6,589,606
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$16,414,605	\$16,871,781	\$15,217,572
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2012-2013
FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2013

	PER CENT YEAR					50.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	9,794,981	9,794,981	5,084,555	4,710,426	51.91%	
Equipment	0	0	601	(601)	0.00%	
Contractual Expenses	4,444,993	4,369,908	3,304,875	1,065,033	75.63%	
Employee Benefits	<u>4,689,986</u>	<u>4,689,986</u>	<u>1,779,524</u>	<u>2,910,462</u>	37.94%	
Total Instruction	<u>18,929,960</u>	<u>18,854,875</u>	<u>10,169,555</u>	<u>8,685,320</u>	<u>53.94%</u>	
Public Service						
Personal Services	18,347	18,347	5,654	12,693	30.82%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	475	150	0	150	0.00%	
Employee Benefits	<u>6,055</u>	<u>6,055</u>	<u>1,979</u>	<u>4,076</u>	32.68%	
Total Public Service	<u>24,877</u>	<u>24,552</u>	<u>7,633</u>	<u>16,919</u>	<u>31.09%</u>	
Academic Support						
Personal Services	1,587,808	1,587,808	761,692	826,116	47.97%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	272,660	234,910	132,517	102,393	56.41%	
Employee Benefits	<u>507,014</u>	<u>507,014</u>	<u>266,598</u>	<u>240,416</u>	<u>52.58%</u>	
Total Academic Support	<u>2,367,482</u>	<u>2,329,732</u>	<u>1,160,807</u>	<u>1,168,925</u>	<u>49.83%</u>	
Libraries						
Personal Services	429,489	429,489	192,044	237,445	44.71%	
Equipment	0	1,300	2,330	(1,030)	0.00%	
Contractual Expenses	165,491	155,980	113,295	42,685	72.63%	
Employee Benefits	<u>141,731</u>	<u>141,731</u>	<u>67,215</u>	<u>74,516</u>	<u>47.42%</u>	
Total Libraries	<u>736,711</u>	<u>728,500</u>	<u>374,884</u>	<u>353,616</u>	<u>51.46%</u>	

APPROPRIATIONS 2012-2013(Cont.)

PER CENT YEAR

50.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,070,757	3,070,757	1,511,030	1,559,727	49.21%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,379,482	1,363,637	522,598	841,039	38.32%
Employee Benefits	<u>983,347</u>	<u>983,347</u>	<u>528,925</u>	<u>454,422</u>	<u>53.79%</u>
Total Student Services	<u>5,433,586</u>	<u>5,417,741</u>	<u>2,562,553</u>	<u>2,855,188</u>	<u>47.30%</u>
Maintenance and Operation of Plant					
Personal Services	2,273,617	2,273,617	1,072,066	1,201,551	47.15%
Equipment	0	0	5,669	(5,669)	0.00%
Contractual Expenses	1,085,476	1,027,201	334,906	692,295	32.60%
Employee Benefits	<u>748,357</u>	<u>748,357</u>	<u>375,223</u>	<u>373,134</u>	<u>50.14%</u>
Total Maintenance and Operation of Plant	<u>4,107,450</u>	<u>4,049,175</u>	<u>1,787,864</u>	<u>2,261,311</u>	<u>44.15%</u>
Institutional Support					
Personal Services	1,606,982	1,606,982	711,969	895,013	44.30%
Equipment	0	0		0	0.00%
Contractual Expenses	327,039	310,105	110,847	199,258	35.74%
Employee Benefits	<u>528,144</u>	<u>528,144</u>	<u>249,189</u>	<u>278,955</u>	<u>47.18%</u>
Total Institutional Support	<u>2,462,165</u>	<u>2,445,231</u>	<u>1,072,005</u>	<u>1,373,226</u>	<u>43.84%</u>
General Institutional Services					
Personal Services	1,811,382	1,811,382	848,187	963,195	46.83%
Equipment	142,549	142,549	12,194	130,355	0.00%
Contractual Expenses	894,167	1,106,592	408,606	697,986	36.92%
Employee Benefits	<u>576,755</u>	<u>576,755</u>	<u>299,796</u>	<u>276,959</u>	<u>51.98%</u>
Total General Institutional Services	<u>3,424,853</u>	<u>3,637,278</u>	<u>1,568,783</u>	<u>2,068,495</u>	<u>43.13%</u>
TOTAL APPROPRIATIONS	<u>37,487,084</u>	<u>37,487,084</u>	<u>18,704,084</u>	<u>18,783,000</u>	<u>49.89%</u>

2012-2013 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 50.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	200,000	200,000	101,997	98,003	0.00%
State Employee's Retirement	1,125,000	1,125,000	530,899	594,101	47.19%
State Teacher's Retirement	250,000	250,000	132,916	117,084	53.17%
Optional Retirement Fund	1,200,000	1,200,000	529,858	670,142	44.15%
Social Security	1,542,223	1,542,223	752,091	790,132	48.77%
Workers Compensation	160,000	160,000	173,697	(13,697)	108.56%
Misc Employee Benefits	110,000	110,000	80,387	29,613	73.08%
Disability Insurance	13,000	13,000	4,704	8,296	36.18%
Hospital and Medical Insurance	3,254,000	3,254,000	1,630,063	1,623,937	50.09%
Employee Tuition Benefits	165,000	165,000	103,514	61,486	62.74%
Life Insurance	10,000	10,000	6,138	3,862	61.38%
Vacation Benefits	60,000	60,000	30,000	30,000	50.00%
Unemployment Insurance	35,000	35,000	6,398	28,602	0.00%
Total Employee Benefits	8,124,223	8,124,223	4,082,662	4,041,561	50.25%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2012-13
FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 2013**

PER CENT YEAR 50.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,078,029	\$15,078,029	14,878,224	199,805	98.67%
Winter	\$0	\$0	48,215		
Summer	1,363,794	1,363,794	0	1,363,794	0.00%
Nonresident Tuition	1,286,500	1,286,500	1,937,289	(650,789)	150.59%
Student Fee Revenue (Tech Fee)	1,200,000	1,200,000	1,146,009	53,991	95.50%
Total Tuition	<u>18,928,323</u>	<u>18,928,323</u>	<u>18,009,737</u>	<u>966,801</u>	<u>95.15%</u>
Government Appropriations					
New York State	9,432,480	9,432,480	4,726,012	4,706,468	50.10%
Local Sponsors	4,297,464	4,297,464	1,751,216	2,546,248	40.75%
Appropriated Cash Surplus				0	
Charges to Other Counties	4,086,000	4,086,000	<u>1,759,920</u>	2,326,080	<u>43.07%</u>
Total Government Appropriations	<u>17,815,944</u>	<u>17,815,944</u>	<u>8,237,148</u>	<u>9,578,796</u>	<u>46.23%</u>
Other Revenues					
Service Fees	154,865	154,865	18,352	136,513	11.85%
Interest Earnings	6,000	6,000	3,180	2,820	53.00%
Rental of Real Property	20,000	20,000	12,445	7,555	62.23%
Contract Courses	118,000	118,000	4,577	113,423	3.88%
Noncredit Tuition	259,436	259,436	57,393	202,043	22.12%
Grant Offsets	136,033	136,033	72,864	63,169	53.56%
Unclassified Revenues	48,483	48,483	9,145	39,338	18.86%
Total Other Revenues	<u>742,817</u>	<u>742,817</u>	<u>177,956</u>	<u>564,861</u>	<u>23.96%</u>
TOTAL REVENUES	<u>\$37,487,084</u>	<u>\$37,487,084</u>	<u>\$26,424,841</u>	<u>\$11,110,458</u>	<u>70.49%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
FEB 2013 TO JUNE 2013**

	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,221,689	\$11,510,936	\$7,618,228	\$6,590,743	\$4,902,593
<u>RECEIPTS</u>					
Student Accounts Receivable	\$419,502	\$525,000	\$600,000	\$700,000	\$400,000
Student Financial Aid	\$9,973,829	\$3,000,000	\$150,000	\$300,000	
Sponsor Payments	\$1,074,365	\$676,850	\$397,515	\$676,850	\$397,515
Chargebacks to Other Counties	\$8,094	\$275,000	\$900,000	\$500,000	\$450,000
State Aid	\$0	\$2,375,442			\$2,375,442
Repayment of Grant Fund Advances	\$9,304	\$5,000	\$50,000		\$200,000
Repayment of Capital Fund Advances	\$0				
Other Receipts	\$0	\$50,000	\$150,000	<u>\$250,000</u>	<u>\$150,000</u>
	\$134,703				
Projected Cash Receipts	<u>\$11,619,797</u>	<u>\$6,907,292</u>	<u>\$2,247,515</u>	<u>\$2,426,850</u>	<u>\$3,972,957</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$128,476	\$8,000,000	\$250,000	\$200,000	\$100,000
Accounts Payable	\$507,391	\$1,000,000	\$1,200,000	\$1,300,000	\$1,600,000
Payroll and Fringe Benefits	\$1,692,303	\$1,800,000	\$1,800,000	\$2,600,000	\$1,500,000
Grant Fund Advances	\$2,380	\$0	\$25,000	\$15,000	\$10,000
Capital Fund Advances	<u>\$0</u>	<u>\$0</u>			
Projected Cash Disbursements	<u>\$2,330,550</u>	<u>\$10,800,000</u>	<u>\$3,275,000</u>	<u>\$4,115,000</u>	<u>\$3,210,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$11,460,933	\$7,568,224	\$6,540,738	\$4,852,587	\$5,615,543
CASH IN TIME DEPOSITS	<u>\$50,003</u>	<u>\$50,004</u>	<u>\$50,005</u>	<u>\$50,006</u>	<u>\$50,007</u>
TOTAL CASH IN TIME DEPOSITS	\$11,510,936	\$7,618,228	\$6,590,743	\$4,902,593	\$5,665,550

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL FUND SUMMARY
FINANCIAL REPORT FOR THE PERIOD ENDING FEB, 2013**

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
TOTAL	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,068,658</u>	<u>0</u>	<u>7,068,658</u>	<u>2,592</u>
TOTAL	<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>
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
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		246,750	-49
Furniture Fixtures & Equipment	<u>1,452,803</u>	<u>1,452,803</u>	<u>1,471,398</u>	<u>0</u>	<u>1,471,398</u>	<u>-18,595</u>
TOTAL	<u>30,267,212</u>	<u>34,653,376</u>	<u>34,397,936</u>	<u>0</u>	<u>34,397,936</u>	<u>171,987</u>
CLASSROOM PROJECT 2008-2009	<u>2,000,000</u>	<u>2,000,000</u>	<u>1,601,779</u>	<u>0</u>	<u>1,601,779</u>	<u>398,221</u>
ELECTRICAL PANEL PROJECT 2009-2010	<u>1,600,000</u>	<u>606,000</u>	<u>441,989</u>	<u>0</u>	<u>441,989</u>	<u>164,011</u>

CAPITAL CASH SUMMARY

CASH BALANCE - FEB 1, 2013

Campus Master Plan Money Market	74,429
Cash in time Deposits	<u>1,050,406</u>

\$1,124,835

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	82
Investment Income - CMP	8
Chargeback Revenue	<u>810</u>

\$900

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operating	0
Debt Service Payment	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	<u>0</u>
	0

CASH BALANCE -FEB 28, 2013

Campus Master Plan Money Market	74,437
Cash in Time Deposits	<u>1,051,298</u>

\$1,125,735

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2012-2013-18**

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, LISA M. DORAN, DEPUTY CLERK of the Board of Trustees of Tompkins Cortland Community College,

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 21st day of March 2013, 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 21st day of March 2013.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
Appointment of Personnel
Presented to the Board of Trustees
January 2013

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Janik, Carol	Academic Advisement	Adjunct	N/A	739.58	1/14/13 - 1/25/13
Jenes, Eric	The Dr. Lucille S. Baker Center for Learning	Tutor	N/A	10,188.22	1/17/13 - 5/16/13
Rozek, Rebecca	The Dr. Lucille S. Baker Center for Learning	Tutor	N/A	11,240.06	1/17/13 - 5/16/13
Clay, Merryn	Cornell AEGS Program	Adjunct	N/A	5,845.00	1/21/13 - 5/03/13
Evans, Christine	Cornell AEGS Program	Adjunct	N/A	5,552.99	1/21/13 - 5/03/13
Martin, Angela	Cornell AEGS Program	Adjunct	N/A	3,548.75	1/21/13 - 5/03/13
van der Veur, Shirley	Cornell AEGS Program	Adjunct	N/A	8,565.00	1/21/13 - 5/03/13
Baker, Dodi	NURS 225-M24 supervise student with meds	Adjunct	N/A	357.90	1/24/13 - 5/17/13
Drake, Melvin	Independent Study MUSI 118-M49, MUSI 128-M49	Adjunct	N/A	1,764.00	1/24/13 - 5/17/13
Gillis, Andrew	Independent Study ART-290-M46	Adjunct	N/A	441.00	1/24/13 - 5/17/13
McGee, Louise	Nursing 225 clinical/supervision	Adjunct	N/A	11,990.00	1/24/13 - 5/17/13
Myer, Denise	Independent Study ART 276-M49	Adjunct	N/A	1,764.00	1/24/13 - 5/17/13
Millman-Brown, Randy	Independent Study ART 290-M47	Adjunct	N/A	441.00	1/24/13 - 5/17/13
Pluta, Jennifer	Forum Secretary	Adjunct	N/A	868.76	1/24/13 - 5/21/13
Price, S. Lee	EMT 729-ME73	Adjunct	N/A	750.00	1/24/13 - 5/21/13
Quick, R.C.	Additional student in BUAD 204-AL1	Adjunct	N/A	50.00	1/24/13 - 5/17/13
Schrag, Kimberly	Independent Study ART 288-M48	Adjunct	N/A	441.00	1/24/13 - 5/17/13
Stevenson, David	Additional students in SPMT 190/195, team taught	Adjunct	N/A	267.00	1/24/13 - 5/17/13
Stremelin, Tatiana	Independent Study MUSI 127-M49, MUSI 130-M49	Adjunct	N/A	2,940.00	1/24/13 - 5/17/13
Sutton, Jaclyn	Additional students in SPMT 190/195, team taught	Adjunct	N/A	267.00	1/24/13 - 5/17/13
Williams, Diane	BIOL 101-ME50, BIOL 101-ME51	Adjunct	N/A	7,630.00	1/24/13 - 5/17/13
Williamson, Mark	ART 102-M02	Adjunct	N/A	3,060.00	1/24/13 - 5/17/13
Wilson, Valerie	Medication Nurse	Adjunct	N/A	3,305.90	1/24/13 - 5/17/13
Winnett, Monique	PSYC 207-CE66	Adjunct	N/A	2,670.00	1/24/13 - 5/17/13
Wolff, Christopher	ART 120-M01, ART 200-M01	Adjunct	N/A	7,140.00	1/24/13 - 5/17/13
Woodhams, William	ART 111-M01, ART 111-M05	Adjunct	N/A	5,845.00	1/24/13 - 5/17/13
Gaetano, Linda	Tutoring service for Synergy Program	Adjunct	N/A	2,684.25	1/28/13 - 5/10/13
LaRosa, Laura	Tutoring service for Synergy Program	Adjunct	N/A	953.63	1/28/13 - 5/10/13
Martin, June	Tutoring service for Synergy Program	Adjunct	N/A	1,907.25	1/28/13 - 5/10/13
Need, Barbara	Tutoring service for Synergy Program	Adjunct	N/A	572.18	1/28/13 - 5/10/13
Tambascio, Theresa	Tutoring service for Synergy Program	Adjunct	N/A	2,684.25	1/28/13 - 5/10/13
Whitaker, John	Tutoring service for Synergy Program	Adjunct	N/A	2,147.40	1/28/13 - 5/10/13

February 2013

Svensson, John	Farm to Bistro, Event Planning Budget work	Adjunct	N/A	2040.00	2/15/13 - 5/17/13
Waffner, Marcia	Farm to Bistro, Event Planning Budget work	Adjunct	N/A	2505.00	2/15/13 - 5/17/13
Decker, Aaron	ENGL 101-M15	Adjunct	N/A	356.00	2/19/13 - 2/28/13
Stone, Kathryn	ENGL 102-M10	Adjunct	N/A	356.00	2/19/13 - 2/28/13
Tacktil, Sherry	ENGL 101-M16	Adjunct	N/A	380.00	2/19/13 - 2/28/13
Martin, June	ENGL 099-M02	Adjunct	N/A	474.37	2/20/13 - 3/04/13
Moricette, Janita	Enrollment Services Center - Enrollment Services Specialist		G	*41,031.16	2/20/2013
Tkachuck, Richard	BIOL 101-M01	Adjunct	N/A	763.00	2/25/13 - 3/13/13
Chapman, Robert	BIOL 102-M03	Adjunct	N/A	285.00	2/26/13 - 3/14/13
Morris, Carol	BIOL 102-M02	Adjunct	N/A	763.00	2/26/13 - 3/14/13
Sewell, Patrick	BIOL 102-M03	Adjunct	N/A	356.00	2/26/13 - 3/14/13
Arnold, Melanie	Independent Study COMM 110-M02	Adjunct	N/A	735.00	2/28/13 - 4/11/13
Pask, Margery	CAPS 105, CAPS 131, CAPS 133	Adjunct	N/A	7,630.00	2/28/13 - 5/17/13
Wormuth, Courtney	HLTH 126-AL2	Adjunct	N/A	890.00	2/28/13 - 4/11/13

Tompkins Cortland Community College
 Appointment of Personnel
 Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
March 2013					
Burns, Frank	HRMG 107-M01	Adjunct	N/A	835.00	03/01/13
McIntyre, David	HRMG 105-M01	Adjunct	N/A	835.00	03/01/13
Lauzon, Michelle	Supervise student administering medications	Adjunct	N/A	419.60	3/01/13 - 3/31/13
Lang-Wenke, Amy	Cortland Extension Center	Secretary	G	*41,031.16	03/07/13
April 2013					
Lee, Inshik	Clean Energy Entrepreneurship workshop-Ithaca	Adjunct	N/A	825.00	4/22,29,5/6,13/13
Lee, Inshik	Clean Energy Entrepreneurship workshop-Cortland	Adjunct	N/A	550.00	4/23,30,5/7,14/13

*Annual salary to be prorated
 Appt of Personnel Feb 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

March 11, 2013

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Connie Murray	March 29, 2013	Relocating

FACULTY STUDENT ASSOCIATION

Chuck Little	March 11, 2013	Personal
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Friend of the College

The Board of Trustees of Tompkins Cortland Community College intends to recognize the contributions of members of the community through an annual award known as “Friend of the College Award.” This award is to be presented to individuals who have provided exceptional service to the College.

FRIEND OF THE COLLEGE RECIPIENTS

1987 Manley Thaler
1988 Ralph Jordan
1989 Robert Sprole, Sr.
1990 Barbara Clark
1991 Robert Bruce
1992 Arlene Sadd
1993 Fred Martin
1994 Nick Renzi
1995 James Clark
1996 Ronald Space
1997 Marty Luster
1998 Sandy Gay
1999 Dr. Corey
2000 None
2001 Virginia Swartwout
2002 Jean McPheeters
2003 Harley Albro
2004 Ronald Dougherty
2005 None
2006 Mike Lane
2007 Lucille Baker
2008 Roger Wood
2009 Arthur Kuckes
2010 Robert Baxter
2011 Beverly Baker and William Raynor
2012 Carol Kammen

TO: Board of Trustees

FROM: Carl E. Haynes, Ph.D., President

DATE: March 20, 2013

SUBJECT: President's Report to the Board

BUDGET FOR 2013-2014

The Governor and the Legislature seem to be close to a consensus on the State budget for next year. For community colleges, it appears that there is agreement on a \$150/FTE base aid increase and full restoration of the initial proposed cuts to child care centers. Details on other items are lacking at this writing. We believe there will be a significant increase in contract training money. Other major items under discussion are changes in chargeback rate calculation, the career program proposal, and new language on remediation. Language on all these matters have changed significantly in recent days and no clarity has emerged at this time.

OTHER MATTERS

On February 23-25, I attended the CCID Conference in Atlanta, Georgia. While there I attended the Board meeting and other sessions on Saturday and Sunday, and departed on Monday.

On February 28, I provided my State of the College Report to the Cortland County Legislature.

On March 1, we held our Annual Mid-Winter Day College-wide Retreat. Idahlynn Karre conducted a series of discussions during the morning, and in the afternoon faculty and staff had the opportunity to attend a variety of concurrent sessions offered by their colleagues.

On March 4, we held our first Board of Trustees Spring Retreat facilitated by Idahlynn Karre.

On March 6-9, I traveled to Honduras. Jorge Huayhuaca joined my in a series of meetings with UNITEC senior leadership, including their Rector as well as several meetings with prospective students and parents. On Friday evening I was honored to deliver the commencement address to an audience of approximately 2,000 people. UNITEC has been a good partner for a few years and has a renewed interest in growing our relationship. It appears we are already nearly doubling our expected enrollment for this summer from 18 or so to nearly 40, and there are plans to expand again next year. It was a very worthwhile trip.

On March 11, we held our Spring PTK induction ceremony. Approximately 28 students were inducted. Dan Pukstas was the keynote speaker with John Conners and I each providing brief remarks.

On March 19, Todd McLean and I attended the Cortland County Agriculture Celebration Banquet. This was the first time for this approach to their celebration. There were approximately 170 people in attendance. I spoke briefly on our Farm to Bistro initiative. Carl Byrne updated the group on their plans and progress. Pat Hooker, Director of Agriculture spoke on the growth of various sectors of agriculture in our State and around the country.

PRR Subcommittees and Their Charge(s)

Res Life/Co-Curricular Development

Hal Brown – Coordinator

Deb Mohlenhoff, Kristen Eldridge, Mick McDaniels

Will address:

Middle States Team recommendation, MS Standard 9: Student Support Services.
Recommendation-

- *Develop a plan to address the recommendations and priorities given by its consultant for the residential dormitories.*

Self-Study recommendation, MS Standard 9: Continue Residential Campus Development.
Recommendation-

- *Strengthen integration of curricular, co-curricular, social/recreational, and residential life services and programming.*

Resources & Planning/Budget/Enrollment

Gary Ford – Coordinator

Sue Dewey, Sharon Karwowski, Gerry McDonough

Will address:

Middle States Team recommendation,

MS Standard 1: Mission, Goals, and Objectives

MS Standard 2: Planning, Resource Allocation, and Institutional Renewal

MS Standard 3: Institutional Resources.

Recommendations-

- *Document actions taken to improve communications and actively involve faculty and staff in the budget priority process.*
- *Identify and assess how resource allocation and budget decisions support the College's mission and goals.*

Self-Study recommendation, MS Standard 3: Alignment of Resources and Planning.
Recommendations-

- *Complete implementation of the new planning, assessment, and resources allocation structure and processes. In particular, unit-level planning must incorporate new College goals, and the budget process must be explicitly aligned with the planning process.*
- *Increase attempts to involve more staff in planning process, assessment, and resource allocation.*

College Governance

Danielle Bethoney – Coordinator
Tim Densmore, Travis VandeBerg, Jeanne Cameron

Will address:

Self-Study recommendation, MS Standard 4: Enhance Role and Effectiveness of Governance.

Recommendations-

- *Establish an active and more visible presence on the campus web site.*
- *Assess the effectiveness of the current governance structure. In particular, determine the reasons for the apparent decline in staff involvement and engagement with governance, and, if indicated, explore alternative governance systems that might foster greater participation.*

Student Advisement/ Transition

Carol Sammis – Coordinator
Hal Brown, Danielle Bethoney

Will address:

Self-Study recommendation, MS Standard 8: Continue to Improve Student Advisement and Expand Student Transition Programming.

Recommendations-

- *Continue improvements in advisement processes to address new and diverse needs of our changing student population, including training and assessment.*
- *Consider all of the time between first contact and the end of the first semester to be “orientation” time, and develop programming extending across that timeframe to help students gain the skills and knowledge they need to succeed in the academic culture.*
- *Provide consistent information in all publications and advisement sessions about General Education and transfer requirements.*

Student Community Connections

Kristen Eldridge – Coordinator
Deb Mohlenhoff, Mick McDaniels

Will address:

Self-Study recommendation, MS Standard 13: Increase Student and Community Connections.

Recommendations-

- *Increase the number, variety, timing, and accessibility (including transportation necessary for participation) of social and co-curricular opportunities for all students, including online and extension center students.*
- *Consider increased opportunities for integration of service learning and internship experiences into curricular and co-curricular programming.*
- *Regularly review “related educational activities and programs” to ensure responsiveness to the greater college community’s needs and alignment with the College’s vision, mission, values, and goals.*

Integrating Global into the Community

Kris Altucher – Coordinator
Susan Cerretani

Will address:

Self-Study recommendation, Recognize Both Opportunities and Challenges of Growth.

Recommendation-

- *Better integrate TC3 Global into the academic culture of the College, including increased communication and a more active presence of TC3 Global staff on campus.*

Academic Assessment

Jeanne Cameron – Coordinator

Amber Gilewski, Travis VandeBerg, Danielle Bethoney, Susan Cerretani, Carol Sammis

Will address:

Middle States Team Recommendations, MS Standard 11: Educational Offerings
Recommendations-

- *That the College develop a plan of action for the implementation of recommendations generated by the current outcomes assessment and program review processes.*
- *Assessment of Liberal Arts General Studies undergo a formal outcomes assessment and/or program review.*

Middle States Team Recommendations, MS Standards 7 & 14: Continue Development of Meaningful Assessment Process.
Recommendation-

- *Need to close loop at the institutional, departmental, program, and course level by using the data collected for improvement. After **setting goals, collecting data, and making changes** in response to data, the College should **repeat the assessment cycle** to see if the changes have been effective. (cross listed with the Institutional Assessment committee)*

Self-Study recommendation, MS Standards 7 & 14: Continue Development of Meaningful Assessment Process.
Recommendations-

- *Design, implement, and use critical thinking assessments in all academic programs to produce meaningful assessment of SUNY and program-critical thinking outcomes.*
- *Organize a Liberal Arts/General Studies committee to revise program outcomes, develop an assessment plan, and revise program requirements as necessary.*
- *Examine all academic and non-academic programs to ensure current effective assessment plans.*

PRR Handbook, Section 5 (pp 3 -6)

Institutional Assessment

Melissa Schmidt – Coordinator

Kris Altucher, Kathleen McDonough, Jake Jacob, Lyn Thompson, Tim Densmore

Will address:

Middle States Team Recommendations, MS Standard 7: Institutional Assessment and MS Standard 14: Assessment of Student Learning.
Recommendations-

- *Create a formalized and systematized process for collecting and evaluating data relating to achievement of the College's mission and goals. This work has begun with the College-wide Indicators of Goal Achievement and will be coordinated through the work of CPAC. Results should be communicated to college community and institutional stakeholders and used for institutional improvement. In addition, this will facilitate linking institutional assessment to resource allocation.*
- *Need to close loop at the institutional, departmental, program, and course level by using the data collected for improvement. After **setting goals, collecting data, and making changes** in response to data, the College should **repeat the assessment cycle** to see if the changes have been effective. (cross listed with the Academic Assessment Committee)*

Self-Study recommendation, MS Standards 7 & 14: Continue Development of Meaningful Assessment Process.

Recommendation-

- *Commit resources necessary to make the data access project a success.*
- *Examine all academic and non-academic programs to ensure current effective assessment plans.*

PRR Handbook, Sections 5 and 6 (pp 3 -6)