



## 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, OCTOBER 17, 2013  
RONALD W. SPACE BOARD ROOM – 5:30 P.M.

## AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – September 12, 2013
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. Executive Session to Discuss a Real Estate Matter (no action to be taken)
10. 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 – *Canaries Reflect on the Mine: Dropouts' Stories of Schooling* – Jeanne Cameron
  - b. Organizational Capacity – New Athletics Website – Bob Edgecomb and Mick McDaniel
11. 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. 2013-2014 Annual Contractual Agreements
  
12. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Treasurer's Report – July 31, 2013
  - c. Appointment of Personnel
  - d. Approval of Position Description - Director of Financial Aid
  
13. Standing Reports:
  - a. College Forum – Mary Sheldon and Corrina Struzick, Co-Chairs
  - b. Faculty Student Association – Walter Poland
  - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - d. Chairperson's Report – Elizabeth Burns
    - i. Board Retreat Agenda
  - e. Liaison Report (Cortland County) – Anthony Pace
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee's Report – Cheyenne Gorton
  - h. President's Report
  
14. Upcoming Events:
  - a. Board of Trustees Retreat – November 7, 2013
  - b. Thanksgiving Holiday – College Closed – November 28/29, 2013
  - c. Next Meeting – December 5, 2013
  - d. Graduation Ceremony – December 6, 2013
  
15. Executive Session (to discuss collective bargaining – action to be taken in regular session)
  - a. 2013-2016 Tompkins Cortland Community College Faculty Association Agreement
  
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  
SEPTEMBER 12, 2013  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Judy Davison, Cheyenne Gorton, Arthur Kuckes, Matt McSherry, and Raymond Schlather

**ABSENT:** Dammi Herath

**COUNTY  
LIAISONS:** Mike Lane

**STAFF:** Alicia Aiken, Chris Armitage, Karla Block, Marty Christofferson, John Conners, Susan Dewey, Carl Haynes, Gregg Kiehl, Barbara Moose, Michelle Nightingale, Cathy Northrop, Walter Poland, Brandon Seager, Mary Sheldon, Corrina Struzick, Blixxy Taetzsch, Amy Trueman, Jim Turner, Peter Voorhees, and Khaki Wunderlich

**GUESTS:** Matt Leader, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 5:32 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:** Chairperson Burns asked that a brief presentation on the "Master Plan – Board Room" be added as the presentation for agenda item #9 and that an Executive Session to discuss a real estate matter (no action to be taken) be added as item #9a. Ms. Davison moved that the agenda be approved with these modifications; seconded by Mr. Daniels; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes**
  - a. **July 18, 2013 – Board of Trustees – Annual and Regular Meetings:** Ms. Davison moved that the minutes of the July 18, 2013, annual and regular meetings be approved as presented; seconded by Mr. Daniels; carried unanimously.
7. **Introduction of New Employees:** The following new employees were introduced to the Board of Trustees – Chris Armitage, Barbara Moose, Brandon Seager, and Alicia Aiken. Those unable to attend the meeting for introductions were Suri Seymour, Coordinator of Multicultural Services, and Deborah Fedenko, receptionist for the Campus Technology Department.
8. **Communications:** None.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) – Master Plan – Board Room:** Jim Turner provided an update of the design work for the new Board Room. President Haynes said that the full master plan designs will be discussed at a future meeting. There was discussion of the technology needs and capabilities needed for the Board Room

and the idea of the “U” shaped table was discussed. It was suggested that the “U” shape is a constraint and that having plugs in the floor is a huge advantage.

- a. **Executive Session for Discussion of a Real Estate Matter (no action to be taken):** Mr. McSherry moved that the meeting convene into Executive Session for discussion of a real estate matter; seconded by Mr. Daniels; carried unanimously. The meeting convened into Executive Session at 5:56 p.m.

The meeting reconvened in regular session at 6:20 p.m.

## 10. College-wide Goal – Student Success:

- a. **Student Success – Redesigned Orientation Program – Michelle Nightingale:** Dean Wunderlich introduced Michelle Nightingale, Coordinator of Student Success Services, who spoke to new student orientation, the goals of orientation and recent changes to the program, together with data on the number of students who attended this year and the input from students on the orientation program. Anecdotal evidence from faculty, staff, and students indicates a more engaged and prepared group of new students this year. Ms. Nightingale said that the orientation program is a collaboration of many different offices throughout the College.
- b. **Organizational Capacity – Electronic Library Services – Gregg Kiehl:** Gregg Kiehl, Library Director, introduced Karla Block. Mr. Kiehl and Ms. Block provided information including the number of books in the “Ebrary” academic collection, usage data, databases, video capturing services, and distance/hybrid & enhanced classroom video services. The hours the library is open are Monday through Thursday 8:00 a.m. – 9:00 p.m., Friday 8:00 a.m. – 4:00 p.m., and Saturday and Sunday 12:00 noon – 4:00 p.m.

## 11. Vice Presidents’ Reports (highlight Consent Agenda items and updates on major initiatives):

- a. **Provost and Vice President of the College –** Provost Connors spoke to his written report. Mr. Kuckes asked about the budget impact of the farm to bistro. Provost Connors said the College feels we will see an increase in our enrollment with the new programs, as well as create energy about the college from a promotional aspect. President Haynes added that he had included the financial aspect of the initiative in his report. He said the initiative is to be self-sustaining.
- b. **Vice President for Global Initiatives –** Vice President Poland spoke to his written report.

## 12. Information Items:

- a. **Human Resources Updates –** No discussion.
- b. **Compliance Report –** President Haynes, spoke to the compliance report. There was a net decrease in the hours needed to be in compliance for this year. We are in full compliance.
- c. **Professional Development Report –** President Haynes discussed the range of professional development experiences and mentioned the importance we place on professional development and the fact that we are still providing funding for our faculty and staff to participate. There were 143 different people listed in this

report who did participate, which is just about 50 percent of our employment base.

13. **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. Davison; carried unanimously.
  - a. **Capital Payments** – No discussion.
  - b. **Appointment of Personnel** – No discussion.
  - c. **2013-2014 Cleaning Supplies Bid Award** – No discussion.
  - d. **Amended College Forum Bylaws** – President Haynes mentioned that the bylaws with the recommendations highlighted are attached to the resolution.
  
14. **Standing Reports:**
  - a. **College Forum** – Mary Sheldon and Corrina Struzick, Co-Chairs of the College Forum, reported that the first meeting of the College Forum for the fall will be held the following day. The Co-Chairs said they do approve the President's recommendation to the proposed changes to the Bylaws.
  
  - b. **Faculty Student Association** – No report yet. First meeting will be held soon.
  
  - c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Foundation Board of Directors met on September 3 and Jeanne Cameron, Professor of Sociology presented on her book ***Canaries Reflect on the Mine: Dropouts' Stories of Schooling.*** Julie Gerg, Development Coordinator reported that the 2012-2013 raised \$221,000, surpassing the goal of \$195,000, which concluded August 31. This does not include Mr. Arthur Kuckes' gift of \$3 million and a restricted library gift of \$116,000 from an estate. A total of 567 gifts were received from 490 donors. To date, the 2013-2014 annual campaign has raised \$7,500. The Foundation Board Retreat will take place on Friday, November 1 at Hope Lake Lodge. Kathy Cole from West Wind Consulting, Ithaca will be the facilitator. As of July 31, the TC3 Foundation had financially supported students in the amount of \$319,819 and the College in the amount of \$269,499 for a total of \$589,318. The Foundation Board will hold a joint meeting with the Bistro Advisory Board, John Julian and Todd McLean on October 15 to further discuss the Farm to Bistro project. Remedial work to building E has been completed and approved by the structural engineer that was hired by the Foundation. The joining of Buildings A & B is in process. The Foundation's website is currently being restructured. The Foundation's Annual Meeting and a regular meeting are scheduled for December 3.
  
  - d. **Chairperson's Report** – Chairperson Burns did attend the global commencement. Ray Schlather made arrangements for the Board retreat at the Ithaca Country Club. If anyone has anything they would like to see on the agenda, please let President Haynes and Ms. Northrop know.
  
  - e. **Liaison Report (Cortland County)** – None.
  
  - f. **Liaison Report (Tompkins County)** – Mr. Lane reported on budget and mentioned that they are looking at renovating the jail to convert to a dormitory and recreation space, which we hope will provide another seven beds.

- g. **Student Trustee's Report** – Ms. Gorton reported that she spoke at the new student convocation. She is out spreading the word to students about the Board of Trustees.
- h. **President's Report** – President Haynes spoke to his written report and spoke in detail about enrollment/budget. There was discussion about building on our strengths and expanding in unique areas to increase enrollment. There was a brief discussion on the financial aspects of the farm to bistro initiative. The financial risk with this initiative is to the TC3 Foundation. Anyone wanting to learn more about the farm to bistro initiative is welcome to attend the October 15<sup>th</sup> Foundation Advisory Board meeting to go through the financials and the sponsorship plans. Mr. Schlather questioned the development of a CSA and specialty markets and how this will impact the College's relationship with Cortland and Tompkins County farmers. President Haynes said he was able to get letters of support from both county farm bureaus and the State Department of Agriculture. There has been discussion with several local farms and our farm is not going to be able to fully supply all of the fruits and vegetables needed for our culinary center, so we will be using local goods in addition to what our farm can provide. We have a culinary advisory board but not a farm advisory board as of yet. Chairperson Burns feels it is important to include Cortland more in this process and on the advisory boards.

**15. Executive Session for Discussion of Collective Bargaining (action to be taken in regular session)** – Ms. Buck moved that the meeting convene in executive session for discussion of collective bargaining, with action to be taken upon return to regular session; seconded by Mr. Daniels; carried unanimously. The meeting convened into executive session at 7:43 p.m.

The meeting reconvened in regular session at 8:05 p.m.

- a. **2013-2016 Tompkins Cortland Community College Professional Administrators Association Agreement:** Mr. Daniels moved that resolution 2013-2014-11, 2013-2016 Tompkins Cortland Community College Professional Administrators Association Agreement, be approved; seconded by Ms. Buck; carried unanimously.

**16. Upcoming Events:** No discussion.

**17. Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Mr. Daniels; carried unanimously. The meeting adjourned at 8:07 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: October 10, 2013

Re: October report

Kaleidoscope & OER – We continue to expand our involvement in Kaleidoscope. Four faculty members – in Business, Computer Information Systems, Economics, and Mathematics – will serve on teams developing new OER course offerings. Also, once the Faculty Association contract is settled, I have agreements in place with the union to support the work of faculty in adopting Kaleidoscope courses that have already been developed.

Academic Planning meetings – During September, Carl Penziul, Jane Hammond, Kris Altucher and I met with several groups of faculty members with programs and/or individual course sections characterized by consistently low enrollment numbers. During those sessions, we discussed a variety of ways to address the problem, ranging from elimination of some required courses, to consolidation of two or more degree programs, to – in more extreme cases – the potential discontinuation of a program. We will revisit these issues later in the semester and will formulate action plans.

SUNY Chief Academic Officer meetings – I have just returned from the Fall meeting of SUNY Chief Academic Officers. Much of the time was devoted to presentations by members of Systems Administration on a wide array of SUNY-wide initiatives. Carl and I have provided you with information about these initiatives on a few occasions in the past, and we will continue to keep you informed about their impact upon our campus.

Global Initiatives  
Walter Poland, Vice President  
Report to the Board of Trustees  
October 16, 2013

- The Global Office has been notified that Cornell University would like TC3 to extend its ESL services for graduate students into the Spring 2014 semester. Discussions regarding the details of the extension are underway.
- October 7<sup>th</sup> to 11<sup>th</sup> – the Rectors of four out of the seven Mutis Universities, as well as the Executive Director of the network, participated in a program of meetings organized by TC3.

Monday October 7<sup>th</sup>:

Jorge Huayhuaca and Vice President Poland met with Dr. Luis H. Perez of UAO in New York City to discuss and finalize an agreement to establish and support the Centrao Integrado de Formación Tecnológica (CIFT) which will enroll its first students in January 2014.

Tuesday October 8<sup>th</sup>:

We were joined by the Rectors of Ibague, Manizales, and Uniminuto, as well as the Executive Director, and traveled to Albany to meet with System Administration of SUNY – Office of International Programs. This included the Associate Vice Chancellor for Global Affairs and the Director of the SUNY Mexico City Office who discussed the structure and breadth of SUNY as a system.

Wednesday October 9<sup>th</sup>:

Meeting was scheduled at TC3 and included discussions regarding Mutis Network business and program development, including capacity building and implementation of a grant from the Ford Foundation.

Thursday October 10<sup>th</sup> and Friday October 11<sup>th</sup>:

Included meetings with the staff of Progressive Expert Consulting (PEC) regarding their virtual language training platform and methodology. This was followed on Friday with a productive meeting with the staff of Centerstate Corporation for Economic Opportunity (Centerstate CEO).

Both meetings were dynamic and of great interest to the Mutis Rectors. Agreements of Cooperation will be signed among TC3, Mutis, and the two Syracuse organizations in the near future.



PEC and Mutis will explore possible mutually beneficial projects in the area of virtual language instruction.

Centerstate CEO and Mutis will develop projects in the area related to import-export opportunities flowing from the Free Trade Act, as well as connecting specific companies and products to respective industries. Also, relationship building between CEO and Colombian Chambers of Commerce, the export division of the government, as well as assisting in opening doors for Colombian University graduates to area graduate studies programs, will be considered as future areas of interest for project development.

Friday was capped off with further discussions with the Vice President of Enrollment Management at SUNY College of Environmental Sciences and Forestry. Potential capacity building projects such as joint and dual Ph.D. programs, study abroad, joint research projects, availability of Graduate Programs for Mutis University graduates were discussed with the intention of moving forward in each area.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
Human Resources Updates - Status of Open Positions  
as of October 9, 2013

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Director of Student Activities and the Student Center	August 2013	June 19, 2013	July 8, 2013	Hired Jason Boring 9/23/13

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Principal Account Clerk	Budget and Finance	October 2013	Kori Post 10/28/13

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Substitute Teacher, PT, Temp.	Child Care Center	As needed basis	Hired Danielle Swarm 10/15/13
Assistant Coach, Volleyball	Athletics	9/3/13	Terminated search

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of October 9, 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.

The Faculty Association agrees to extend time requirement while waiting for a response from Tompkins County.

**PAA**

TO: Blixy Taetzsch  
FROM: Kevin Caveney  
DATE: October 2, 2013  
RE: 2013-2014 Annual Contractual Agreements

Annually the administration provides the Board of Trustees with a list of contracts that will be generated each year for the services below. The contractual agreements for the fiscal year 2013-2014 are outlined below.

I. Outside Groups Using Tompkins Cortland Facility:

A. Tompkins Community Action (Head Start Programs)

Dryden Head Start has leased the Farm House facility since 1979. In 2011 we updated and renewed a five-year contract with annual increases calculated using the upward change, if any, for the Consumer Price Index for All Urban Customers, U.S. City Average. Rental income for 2012-2013 was \$7,590.02. The charge for Sept. 1, 2013 through August 31, 2014 is \$7,749.41.

B. Food and Vending Services

Due to the investment and collaboration by American Food and Vending in the implementation of a student food plan, and the remodeling of the food services area, the contract for Food and Vending Services was extended by 12 years in 2009. A summary of the original agreement is stated below;

In Fiscal Year 2005-2006 RFP's were solicited by the College for a five-year Food and Vending Services Contract. Five proposals were received, and after initial review, three of the vendors were invited to make formal presentations. After evaluations, site visits, reference checks, and presentations, the recommended vendor was American Food and Vending. The Board of Trustees made the award to American Food and Vending (Resolution # 2005-2006-50). The original period of this contract was June 1, 2006 through May 31, 2011.

## II. Other:

### A. EMT/AEMT Program

The College has contracted with Dryden Ambulance, and Tully Ambulance District, in agreements to permit faculty coordinator, members, and students in the EMT/AEMT programs to use educational experiences relative to the objectives of the EMT/AEMT courses. The agencies are to provide clinical field experience. The period of these contracts are extended for the current fiscal/scholastic year.

### B. Employee Assistance Program

The College has contracted with the Family and Children's Service of Ithaca's Employee's Assistance Program for many years. This organization provides employee assistance in the area of counseling, career and life skills, family issues, and related services. In 2012-2013 the College paid \$3,450.00 for these services. The cost for the period of 9/1/13 through 12/31/14 is \$3,500.

### C. Trash Removal

The College will contract with Casella Waste Services of Newfield, New York for Trash and Recycling Services in 2013-2014, at an approximate estimated cost of \$15,300.00. The 2013-14 Request for Bid included a one year extension option for 2014-15, for which Casella offered no increase in pricing. Four Requests for Bid were sent to potential local vendors, and were publicly advertised. Of the four vendors contacted, two vendors provided bids, with Casella being the lowest for overall services.

In 2009 the College began looking at the feasibility of a composting program in partnership with Cayuga Compost and Tompkins County in an attempt to offset costs, and to help meet the sustainability objectives of the College. This has been implemented and is to be continued at a projected cost of approximately \$2,000 for the 2013-14 Fiscal Year.

#### D. Snow Removal

We will again contract with Becker Industries for snow removal. The charges will be \$80/hour for a plow truck and \$85/hour for a front-end loader. A salt spreader at \$90 per hour may be used as alternate equipment, but not in lieu of base equipment specified. The 2013-14 Request for Quote included a one year extension option for 2014-15, for which an approximate 4% increase was proposed. Four RFQ's were sent to Tompkins and Cortland County vendors; Only Becker Industries responded. The College spent \$1,969.25 for snow removal from an outside contractor (Becker) in the winter of 2012-2013.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
OCTOBER 2013 CAPITAL PAYMENT

New Master Plan - Administrative	Amount	Subtotal	Total
HOLT Architects, P.C.			
Invoice #213034003			
Master Plan Design Services, PO #29384	\$4,764.58		
Invoice #213034004			
Master Plan Design Services, PO #29384	\$38,679.45		
Total New Master Plan - Administrative		\$43,444.03	
<b>Total</b>			<b>\$43,444.03</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

July 31, 2013



TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JULY 31, 2013

NARRATIVE HIGHLIGHTS	PAGE 1-2
BALANCE SHEET	PAGE 3
APPROPRIATIONS	PAGE 4-6
REVENUES	PAGE 7
CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$4,104,239 in a money market savings account averaging .20% interest earnings for July and \$1,211,382 in savings. The maximum amount available for investment will fluctuate with a peak of \$7,100,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,589,199 is a decrease from \$3,477,504. 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 \$64,016. The interfunds account balance of \$1,630,099 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 July 31, total expenditures amounted to \$33,424,033 or 89.16% of the 2012-2013 budget. Comparable expenditures for period one last year were \$32,477,281 or 90.4% of the 2011-2012 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$37,500,309 are 100% of the revenue budget. Prior year revenues were \$35,877,122 are 99.9% 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 July 2013, \$36,441,704 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2013**

	Current Month 7/31/2013	Previous Month 6/30/2013	Previous Year 7/31/2012
<b>ASSETS</b>			
Cash in Demand Deposit	\$1,211,382	\$460,268	\$628,082
Cash in Time Deposits	4,104,239	3,477,504	2,895,810
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,589,199	2,980,698	2,320,195
Accounts Receivable--Misc.	268,481	621,266	717,746
Prepaid Expenses	(23,880)	(20,029)	(94,019)
Due From Other Funds	1,910,192	1,630,099	2,277,839
Due From Sponsor Governments	0	0	0
Due From State Governments	0	1,006,626	84,423
Due From Other Governments	64,016	405,910	109,770
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$10,125,359</b>	<b>\$10,564,072</b>	<b>\$8,941,576</b>
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<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$0	\$0	\$996
Payroll Liabilities	1,734,021	1,675,613	1,524,917
Student Financial Aid Liabilities	1,387,321	133,090	125,674
Accrued Liabilities	763,808	819,440	2,187,435
Due to Other Funds	1,087,899	1,547,815	131,749
Due to State Governments	0	0	
Student Tuition Collected in Advance	526,252	72,327	740,819
Fund Balance	1,246,822	1,496,822	1,487,168
Revenue Over (Under) Expenditures	3,379,236	4,818,965	2,742,818
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$10,125,359</b>	<b>\$10,564,072</b>	<b>\$8,941,576</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2012-2013  
 FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2013**

				PER CENT YEAR	92.00%
	<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	9,794,981	9,812,600	9,318,696	493,904	94.97%
Equipment	0	8,925	7,622	1,303	0.00%
Contractual Expenses	4,444,993	4,361,672	4,729,103	(367,431)	108.42%
Employee Benefits	<u>4,689,986</u>	<u>4,689,986</u>	<u>3,240,686</u>	<u>1,449,300</u>	69.10%
<b>Total Instruction</b>	<u>18,929,960</u>	<u>18,873,183</u>	<u>17,296,107</u>	<u>1,577,076</u>	<u>91.64%</u>
<b>Public Service</b>					
Personal Services	18,347	18,347	10,095	8,252	55.02%
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>3,509</u>	<u>2,546</u>	57.95%
<b>Total Public Service</b>	<u>24,877</u>	<u>24,552</u>	<u>13,604</u>	<u>10,948</u>	<u>55.41%</u>
<b>Academic Support</b>					
Personal Services	1,587,808	1,614,468	1,419,760	194,708	87.94%
Equipment	0	62,000	8,772	53,228	0.00%
Contractual Expenses	272,660	242,292	198,952	43,340	82.11%
Employee Benefits	<u>507,014</u>	<u>507,014</u>	<u>487,265</u>	<u>19,749</u>	<u>96.10%</u>
<b>Total Academic Support</b>	<u>2,367,482</u>	<u>2,425,774</u>	<u>2,114,749</u>	<u>311,025</u>	<u>87.18%</u>
<b>Libraries</b>					
Personal Services	429,489	441,244	417,490	23,754	94.62%
Equipment	0	2,331	2,330	1	0.00%
Contractual Expenses	165,491	154,949	147,499	7,450	95.19%
Employee Benefits	<u>141,731</u>	<u>141,731</u>	<u>144,847</u>	<u>(3,116)</u>	<u>102.20%</u>
<b>Total Libraries</b>	<u>736,711</u>	<u>740,255</u>	<u>712,166</u>	<u>28,089</u>	<u>96.21%</u>

**APPROPRIATIONS 2012-2013(Cont.)**

PER CENT YEAR

92.00%

	<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	3,070,757	3,133,500	2,826,810	306,690	90.21%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,379,482	1,375,456	1,130,298	245,158	82.18%
Employee Benefits	<u>983,347</u>	<u>983,347</u>	<u>988,968</u>	<u>(5,621)</u>	<u>100.57%</u>
<b>Total Student Services</b>	<u>5,433,586</u>	<u>5,492,303</u>	<u>4,946,076</u>	<u>546,227</u>	<u>90.05%</u>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,273,617	2,290,880	2,028,625	262,255	88.55%
Equipment	0	11,277	11,277	0	0.00%
Contractual Expenses	1,085,476	1,015,924	627,615	388,309	61.78%
Employee Benefits	<u>748,357</u>	<u>748,357</u>	<u>704,878</u>	<u>43,479</u>	<u>94.19%</u>
<b>Total Maintenance and Operation of Plant</b>	<u>4,107,450</u>	<u>4,066,438</u>	<u>3,372,395</u>	<u>694,043</u>	<u>82.93%</u>
<b>Institutional Support</b>					
Personal Services	1,606,982	1,601,751	1,335,611	266,140	83.38%
Equipment	0	0	0	0	0.00%
Contractual Expenses	327,039	288,537	236,475	52,062	81.96%
Employee Benefits	<u>528,144</u>	<u>528,144</u>	<u>456,986</u>	<u>71,158</u>	<u>86.53%</u>
<b>Total Institutional Support</b>	<u>2,462,165</u>	<u>2,418,432</u>	<u>2,029,072</u>	<u>389,360</u>	<u>83.90%</u>
<b>General Institutional Services</b>					
Personal Services	1,811,382	1,698,595	1,596,310	102,285	93.98%
Equipment	142,549	80,549	102,863	(22,314)	0.00%
Contractual Expenses	894,167	1,090,248	672,493	417,755	61.68%
Employee Benefits	<u>576,755</u>	<u>576,755</u>	<u>568,198</u>	<u>8,557</u>	<u>98.52%</u>
<b>Total General Institutional Services</b>	<u>3,424,853</u>	<u>3,446,147</u>	<u>2,939,864</u>	<u>506,283</u>	<u>85.31%</u>
<b>TOTAL APPROPRIATIONS</b>	<u>37,487,084</u>	<u>37,487,084</u>	<u>33,424,033</u>	<u>4,063,051</u>	<u>89.16%</u>

**2012-2013 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 83.00%

	<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	165,347	34,653	0.00%
State Employee's Retirement	1,125,000	1,125,000	1,041,842	83,158	92.61%
State Teacher's Retirement	250,000	250,000	240,329	9,671	96.13%
Optional Retirement Fund	1,200,000	1,200,000	988,695	211,305	82.39%
Social Security	1,542,223	1,542,223	1,401,786	140,437	90.89%
Workers Compensation	160,000	160,000	172,627	(12,627)	107.89%
Misc Employee Benefits	110,000	110,000	103,474	6,526	94.07%
Disability Insurance	13,000	13,000	8,684	4,316	66.80%
Hospital and Medical Insurance	3,254,000	3,254,000	3,004,081	249,919	92.32%
Employee Tuition Benefits	165,000	165,000	114,852	50,148	69.61%
Life Insurance	10,000	10,000	10,371	(371)	103.71%
Vacation Benefits	60,000	60,000	55,000	5,000	91.67%
Unemployment Insurance	35,000	35,000	20,586	14,414	0.00%
<b>Total Employee Benefits</b>	<b>8,124,223</b>	<b>8,124,223</b>	<b>7,327,674</b>	<b>796,549</b>	<b>90.20%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**REVENUE 2012-13**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2013**

PER CENT YEAR 92.00%

	<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	\$15,078,029	\$15,078,029	15,756,729	(678,700)	104.50%
Winter	\$0	\$0	47,775		
Summer	1,363,794	1,363,794	1,108,307	255,487	81.27%
Nonresident Tuition	1,286,500	1,286,500	1,444,563	(158,063)	112.29%
Student Fee Revenue (Tech Fee)	1,200,000	1,200,000	1,260,196	(60,196)	105.02%
<b>Total Tuition</b>	<b><u>18,928,323</u></b>	<b><u>18,928,323</u></b>	<b><u>19,617,570</u></b>	<b><u>(641,472)</u></b>	<b><u>103.64%</u></b>
<b>Government Appropriations</b>					
New York State	9,432,480	9,432,480	9,427,152	5,328	99.94%
Local Sponsors	4,297,464	4,297,464	3,899,947	397,517	90.75%
Appropriated Cash Surplus			250,000	(250,000)	
Charges to Other Counties	4,086,000	4,086,000	<u>3,720,111</u>	365,889	<u>91.05%</u>
<b>Total Government Appropriations</b>	<b><u>17,815,944</u></b>	<b><u>17,815,944</u></b>	<b><u>17,297,210</u></b>	<b><u>518,734</u></b>	<b><u>97.09%</u></b>
<b>Other Revenues</b>					
Service Fees	154,865	154,865	112,770	42,095	72.82%
Interest Earnings	6,000	6,000	7,309	(1,309)	121.82%
Rental of Real Property	20,000	20,000	24,841	(4,841)	124.21%
Contract Courses	118,000	118,000	74,493	43,507	63.13%
Noncredit Tuition	259,436	259,436	190,592	68,844	73.46%
Grant Offsets	136,033	136,033	123,160	12,873	90.54%
Unclassified Revenues	48,483	48,483	52,363	(3,880)	108.00%
<b>Total Other Revenues</b>	<b><u>742,817</u></b>	<b><u>742,817</u></b>	<b><u>585,528</u></b>	<b><u>157,289</u></b>	<b><u>78.83%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$37,487,084</u></b>	<b><u>\$37,487,084</u></b>	<b><u>\$37,500,308</u></b>	<b><u>\$34,551</u></b>	<b><u>100.04%</u></b>



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
JULY 2013 TO NOVEMBER 2013**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$3,939,502</b>	<b>\$5,317,351</b>	<b>\$3,104,866</b>	<b>\$7,144,563</b>	<b>\$2,889,563</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$1,150,346	\$500,000	\$250,000.00	\$1,000,000.00	\$1,000,000.00
Student Financial Aid	\$2,262,377		\$5,000,000.00	\$2,500,000.00	\$2,500,000.00
Sponsor Payments	\$676,850	\$397,515			
Chargebacks to Other Counties	\$300,884	\$10,000		\$600,000.00	\$800,000.00
State Aid			\$2,479,697.00	\$0.00	\$0.00
Repayment of Grant Fund Advances	\$20,448	\$50,000	\$50,000.00	\$50,000.00	\$50,000.00
Repayment of Capital Fund Advances					
Other Receipts	\$66,377	\$100,000	\$85,000.00	\$110,000.00	\$125,000.00
<b>Projected Cash Receipts</b>	<b><u>\$4,477,282</u></b>	<b><u>\$1,057,515</u></b>	<b><u>\$7,864,697</u></b>	<b><u>\$4,260,000</u></b>	<b><u>\$4,475,000</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$235,171	\$10,000	\$10,000.00	\$4,200,000.00	\$400,000.00
Accounts Payable	\$1,210,493	\$1,500,000	\$2,000,000.00	\$2,500,000.00	\$1,700,000.00
Payroll and Fringe Benefits	\$1,563,344	\$1,750,000	\$1,800,000.00	\$1,800,000.00	\$2,800,000.00
Grant Fund Advances	\$25,871	\$10,000	\$15,000.00	\$15,000.00	\$15,000.00
Capital Fund Advances	<u>\$64,554</u>				
<b>Projected Cash Disbursements</b>	<b><u>\$3,099,433</u></b>	<b><u>\$3,270,000</u></b>	<b><u>\$3,825,000</u></b>	<b><u>\$8,515,000</u></b>	<b><u>\$4,915,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$5,267,344</b>	<b>\$3,054,859</b>	<b>\$7,094,556</b>	<b>\$2,839,555</b>	<b>\$2,399,555</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,008</u></b>	<b><u>\$50,008</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$5,317,351</b>	<b>\$3,104,866</b>	<b>\$7,144,563</b>	<b>\$2,889,563</b>	<b>\$2,449,563</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING JULY 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>
<b><u>CAPITAL CONSTRUCTION 1994-95</u></b>						
Campus Master Plan	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<b>TOTAL</b>	<b>8,689,572</b>	<b>7,439,572</b>	<b>7,439,572</b>	<b>0</b>	<b>7,439,572</b>	<b>0</b>
<b><u>CAPITAL CONSTRUCTION 2000-2001</u></b>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<b>TOTAL</b>	<b>5,571,250</b>	<b>7,071,250</b>	<b>7,068,658</b>	<b>0</b>	<b>7,068,658</b>	<b>2,592</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>30,267,212</b>	<b>34,653,376</b>	<b>34,397,936</b>	<b>0</b>	<b>34,397,936</b>	<b>171,987</b>
<b>CLASSROOM PROJECT 2008-2009</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>1,601,779</b>	<b>0</b>	<b>1,601,779</b>	<b>398,221</b>
<b>ELECTRICAL PANEL PROJECT 2009-2010</b>	<b>1,600,000</b>	<b>606,000</b>	<b>441,989</b>	<b>0</b>	<b>441,989</b>	<b>164,011</b>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE -JULY 1, 2013</u></b>						
Campus Master Plan Money Market	50,914					
Cash in time Deposits	1,129,699					
		<b>\$1,180,613</b>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility						
Savings Reimburse Advance from Operat					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					0	
<b><u>CASH BALANCE -JULY 31, 2013</u></b>						
Campus Master Plan Money Market					50,923	
Cash in Time Deposits					1,170,308	
		<b>\$40,618</b>				<b>\$1,221,231</b>
<b><u>CASH RECEIPTS</u></b>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	49					
Investment Income - CMP	9					
Chargeback Revenue	40,560					

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-13**

**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 17<sup>th</sup> day of October 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 17<sup>th</sup> day of October 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College  
Appointment of Personnel  
October 9 2013  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
August 2013					
Carr, Kyle	Open Education Resources	OER Colloquium	Adjunct	N/A	500.00 8/01/13 - 10/03/13
MacDowell, Gary	Coordinate Health courses	Fall 2013	Adjunct	N/A	748.72 8/15/13 - 12/16/13
MacDowell, Gary	Coordiante Fitness courses	w/Patrick Mercer	Adjunct	N/A	343.18 8/15/13 - 12/16/13
Olson, Richard	Engineering duties in the TV studio		Adjunct	N/A	13,000.00 8/15/13 - 08/14/13
Perkins, Donald	Engineering duties in the Radio studio		Adjunct	N/A	1,400.00 8/15/13 - 12/16/13
Price, S. Lee	Program Chair	EMT Program	Adjunct	N/A	2,775.00 8/15/13 - 12/16/13
Drake, Melvin	Independent Study	MSI 118-M01, 128-M01	Adjunct	N/A	1,824.00 8/22/13 - 12/23/13
Lipa, Thomas	Additional students in	CDSC 101	Adjunct	N/A	300.00 8/22/13 - 12/13/13
Meyer, Denise	Independent Study	ART 276-M49	Adjunct	N/A	1,824.00 8/22/13 - 12/13/13
Morris, Kathy	Independent Study	ART 290-M19	Adjunct	N/A	456.00 8/22/13 - 12/13/13
Rosekrans, Linda	Additional students in	ENGL 100	Adjunct	N/A	100.00 8/22/13 - 12/13/13
Seyfried, Lisa	NRUS	110-M23	Adjunct	N/A	6,475.00 8/22/13 - 12/13/13
Seyfried, Matt	Additional students in	ENGL 201	Adjunct	N/A	350.00 8/22/13 - 12/13/13
Stevenson, David	SPMT	190, SPMT 195	Adjunct	N/A	616.98 8/22/13 - 12/13/13
Stremlin, Tatiana	Independent Study	MUSI 127-M01, 130-M01	Adjunct	N/A	2,432.00 8/22/13 - 12/13/13
Sutton, Levi	DRAF	107, MATH 100	Adjunct	N/A	5,596.25 8/22/13 - 12/13/13
Raethka, Tim	CPR for Nursing Students	workshop	Adjunct	N/A	184.00 8/24/13
September 2013					
Hassett, Joseph	Professional tutoring, Synergy Program		Adjunct	N/A	3,225.24 9/01/13 - 08/31/14
Haffenden, Trena	Cornell AEGS Program		Adjunct	N/A	3,821.80 9/03/13 - 12/06/13
Martin, Angela	Cornell AEGS Program		Adjunct	N/A	3,931.25 9/03/13 - 12/06/13
Marvin, Tracy	Cornell AEGS Program		Adjunct	N/A	3,697.50 9/03/13 - 12/06/13
Myers, Melissa	Cornell AEGS Program		Adjunct	N/A	7,177.50 9/03/13 - 12/06/13
van der Ver	Cornell AEGS Program		Adjunct	N/A	8,496.82 9/03/13 - 12/06/13
Cornish, Erin	Proctoring Exams		Adjunct	N/A	1,850.10 9/09/13 - 12/06/13
Epstein, Judith	Professional Tutoring, Synergy Program		Adjunct	N/A	778.32 9/09/13 - 12/06/13
LaRosa, Laura	Professional Tutoring, Synergy Program		Adjunct	N/A	925.05 9/09/13 - 12/06/13
Need, Barbara	Professional tutoring, Synergy Program		Adjunct	N/A	317.16 9/09/13 - 12/06/13
Ryan, Jessica	Proctoring Exams		Adjunct	N/A	1,357.92 9/09/13 - 12/06/13
Samplaski, Arthur	Professional Tutoring, Synergy Program		Adjunct	N/A	1,321.50 9/09/13 - 12/06/13
Tambascio, Theresa	Professional Tutoring, Synergy Program		Adjunct	N/A	2,088.24 9/09/13 - 12/06/13
Triplett, Amanda	Professional Tutoring, Synergy Program		Adjunct	N/A	596.64 9/09/13 - 12/06/13
Troyer, John	Professional Tutoring, Synergy Program		Adjunct	N/A	1,789.92 9/09/13 - 12/06/13
Whitaker, John	Professional Tutoring, Synergy Program		Adjunct	N/A	1,491.60 9/09/13 - 12/06/13
Lamson, Harold	MATH	095 M-02 and M04	Adjunct	N/A	7,385.40 9/09/13 - 12/13/13
Edgecomb, Patricia	CAPS	123, CAPS 131, CAPS 133	Adjunct	N/A	3,711.06 9/26/13 - 12/13/13
McGory, Randy	CAPPS	111, CAPS 121	Adjunct	N/A	2,474.04 9/26/13 - 12/13/13
Wormuth, Courtney	HLTH	126	Adjunct	N/A	925.00 9/26/13 - 11/01/13
October 2013					
Burns, Frank	HRMG	107-M01	Adjunct	N/A	870.00 10/11/13
McIntyre, David	HRMG	105-M01, M02	Adjunct	N/A	1,740.00 10/11/13 - 11/08/13
McGee, Louise	Infection Control/Barrier Precautions	workshop	Adjunct	N/A	240.00 10/19/13
Post, Kori	Budget and Finance	Principal Account Clerk	I	*46,251.81	10/28/13

\*Annual salary to be prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 9, 2013

Resignations/Retirements/Separations

NAME	EFFECTIVE DATE	REASON
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None

FACULTY STUDENT ASSOCIATION

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-14**

**APPROVAL OF POSITION DESCRIPTION  
DIRECTOR OF FINANCIAL AID**

**WHEREAS**, the College has determined, based on a review and analysis of the functions in the Financial Aid area, that there is a need to revise the Director of Financial Aid position description, and

**WHEREAS**, the attached Director of Financial Aid position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the Director of Financial Aid position description be approved in accordance with the position description attached to this resolution, and be it further

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

**STATE OF NEW YORK:**  
**SS:**                 **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of  
                              Tompkins Cortland Community College, **DO HEREBY  
CERTIFY** that the foregoing resolution is a true copy of a  
**COUNTY OF TOMPKINS:**        resolution duly adopted by the Board of Trustees of  
Tompkins Cortland Community College at a special meeting of said Board on the 17<sup>th</sup> of  
October 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 17<sup>th</sup> day of October 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## **TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Director of Financial Aid

**GRADE**

5

**PAGE**

1 of 3

**ORGANIZATIONAL UNIT**

Operations and Enrollment  
Management

**REPORTS TO**

Dean of Operations  
Enrollment Management

**APPROVED BY**

Board of Trustees

**SUMMARY**

The Director of Financial Aid is responsible for the creation and maintenance of a student aid program that maximizes resources for students and the College. Communications, programs, and services provided to students, prospective students, parents, and other college stakeholders are developed in collaboration with appropriate college personnel and designed to support access to education, student learning and academic success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Directs and oversees the administration of federal, state, and local financial aid programs, including the submission of reports to funding agencies and applications for funding.
2. Responsible for the development and maintenance of a comprehensive communications strategy to students, prospective students, and parents regarding financial aid programs.
3. Maintains internal controls, systems, and procedures and establishes policies for all financial aid programs to ensure fiscal integrity and compliance with applicable laws and regulations.
4. Responsible for the management and direction of the specialized financial aid software; directs the implementation and maintenance of computerized financial aid records in conjunction with the Campus Technology group.
5. Responsible for establishing and leading a comprehensive, cross-functional student loan default management program.
6. Oversees the student accounts function of the college, including the administration of financial aid disbursement, student refunds, third party payments, and book deferral accounts.
7. Administers TC3 Foundation scholarship and grant funds.
8. Oversees the College's student employment programs (work-study and non work-study), including the coordination of the needs of employers with available students and resources.
9. Responsible for long range planning to position the Financial Aid Office to best serve the college and its student population; advises the Executive group of the College regarding changes in regulations and policy related to Financial Aid.
10. Responsible for the implementation of Standards of Satisfactory Progress for Federal and State financial aid programs.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b> Director of Financial Aid	<b><u>GRADE</u></b> 5	<b><u>PAGE</u></b> 2 of 3
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<b><u>ORGANIZATIONAL UNIT</u></b> Operations and Enrollment Management	<b><u>REPORTS TO</u></b> Dean of Operations Enrollment Management	<b><u>APPROVED BY</u></b> Board of Trustees
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- 11. Represents the College to federal, state, and local agencies and organizations in matters of financial aid. Actively participates in the development and recommendation of student financial aid policy and systems at the state and federal level.
- 12. Maintains transparency through the use of an electronic policy and procedure manual.
- 13. Serves as a member of the leadership team in Enrollment Services; directs the coordination of services with other College functions and personnel.
- 14. Counsels students on an individual basis concerning the solution of financial aid problems, available aid programs, application processing, and financial planning for transfer to four-year institutions.
- 15. Analyzes the financial status of a student and/or family to determine eligibility for financial aid. Re-evaluates information, as necessary to correct for application errors and/or changes in the family financial situation. Develops a financial aid package to meet the needs of the individual student within available resources.
- 16. Directs the financial aid staff of the enrollment services office. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
- 17. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
- 18. Serves on various college committees and performs other related tasks as assigned.

**SUPERVISION**

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, students, etc.

Indicate number of direct reports in each category:

- 2   # of Classified Staff
- 4   # of Administrative
- # of Faculty
- # of Adj. faculty, students, etc.



**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Director of Financial Aid

**GRADE**

5

**PAGE**

3 of 3

**ORGANIZATIONAL UNIT**

Operations and Enrollment  
Management

**REPORTS TO**

Dean of Operations  
Enrollment Management

**APPROVED BY**

Board of Trustees

**MINIMUM QUALIFICATIONS**

Bachelor's Degree and a minimum of eight years of progressive financial aid experience, including a minimum of 3 years of supervisory experience.

Must not be in default on any federal student or parent loan.

Must not be convicted of, or have entered an Alford Plea or plea of nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of federal, state, or local government funds, -or- be administratively or judicially determined to have committed fraud or any other material violation of law involving federal, state, or local government funds.

**DESIRED QUALIFICATIONS**

Master's Degree preferred.



TO: Board of Trustees  
FROM: Carl E. Haynes, Ph.D., President  
DATE: October 14, 2013  
SUBJECT: President's Report to the Board

### **FALL DAY**

On Friday, October 11, 2013, we held our 9<sup>th</sup> annual “Fall Day” College-wide retreat. Our primary focus this year was to provide opportunities for faculty, staff, and students across the campus to provide presentations and highlight initiatives under way in providing their respective functions or services to our students. I provided opening remarks celebrating “Where we’ve been, where we are, and where we are going.”

In terms of where we have been, I shared the Rod Serling video that was produced in 1975 at the time when our current main building in Dryden was new. My remarks included information on current enrollment patterns, retention data, together with video clips highlighting graduates who provided comments at the time of commencement last May. A copy of the presentation is attached.

### **FARM TO BISTRO**

Since my report to you of last month, we have received State Education Department approval for the Culinary Arts Program and expect to receive the same for the Sustainable Farming and Food Systems Program in the near future. Both programs have been previously approved by SUNY. In addition, we are currently actively seeking sponsorship support for various aspects of our Farm to Bistro initiative. We were very pleased to learn that our Farm to Bistro project received a “top priority” rate with the maximum allowable points by the Southern Tier Regional Economic Development Council and has been submitted to the State for their review for funding.

### **MASTER PLAN**

Jim Turner and the architects continue to meet with several groups on campus to fine-tune design and space allocation considerations. I had previously mentioned we would have an update on this at the October Board meeting, but we have deferred that to the December Board meeting at which time we will have a more complete plan for your review.

### **OTHER MATTERS**

On September 16, Jody Manning, Superintendent of OCM BOCES, along with a couple of his staff, attended TC3 to provide a presentation on the “New Tech Model.” Those participating in the meeting along with me were Provost Connors, Deans Penziul and Ryan, Karl Madeo, and Victoria Zeppelin.

On September 17, I hosted Dr. Jeffrey Matteson, new Superintendent of TST BOCES. Provost Conners, Dean Ryan, Karl Madeo, and Victoria Zeppelin joined me in discussing our respective collaborative work.

On September 18 and 19, I travelled to New York City to attend the Chancellor's meeting with SUNY Presidents. I also attended a meeting of the President's Association (NYCCAP) that was held immediately following the Chancellor's meeting.

On September 24, I hosted Chris Pettograsso, new Superintendent of the Lansing School District. Lansing High School Principal, Colleen Ledley, also attended. Again, Provost Conners, Dean Ryan, Karl Madeo and Victoria Zeppelin joined me in welcoming Superintendent Pettograsso and discussing possible opportunities for collaboration.

On September 25, I attended the Cortland Chamber of Commerce Business After Hours event in Cortland.

From September 30 – October 2, I attended the fall meeting of the Higher Education Research Development Institute in Seattle, Washington (expenses paid by HERDI) where I participated in three panel discussions. The Institute helps evaluate and provide feedback to organizations that are developing or expanding services to either community colleges or higher education in general.

On October 3, we participated in the Completion Week SUNY-wide initiative. Our Phi Theta Kappa chapter took the lead with several initiatives on campus supporting and encouraging students to "commit to complete" their degree.

On October 8 – 11, the Rectors from Columbia who are part of the Red MUTIS Network were on campus. In addition to participating in the Board meeting with the group, Sue and I hosted them to dinner at our home on October 10. Vice President Poland will provide additional details on the Rectors' visit in his report to the Board.

On October 12, we held our annual College-wide retreat, which I reported on earlier in this report.

On October 14, I attended the United Way Kickoff lunch for the beginning of TC3's United Way campaign which will run through November 15<sup>th</sup>.

On October 15, I hosted a meeting with the new President at Onondaga Community College, Dr. Casey Crabill, together with members of her staff, Cathleen McColgin, Provost and Senior Vice President, Educational Services, Amy Kremenek, VP, HR & External Relations, and Emmanuel Awuah, VP, Academic and Global Initiatives. The purpose of the meeting was to welcome Dr. Crabill to the area and discuss possible opportunities for collaboration between our two institutions. Those joining in the meeting included Provost Conners, Vice President Poland, and Dean Ryan.