



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, DECEMBER 5, 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
 - a. October 17, 2013 Regular Meeting
 - b. November 7, 2013 Special Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Master Plan – James Turner
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 – Learning Communities – New Media/Sociology
 - b. Organizational Capacity – Realignment Initiative – Bruce Ryan and Blixxy Taetzsch
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
12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – September 30, 2013
 - c. Appointment of Personnel
 - d. Approval of Position Description – Director of CollegeNow
 - e. Approval of Position Description – Associate Director of CollegeNow
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
 - 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. Board Dialogue – Our Students: A Multicultural Perspective
15. Executive Session to Discuss Personnel Issue (no action to be taken)
16. Upcoming Events:
 - a. December Graduate Recognition Ceremony – December 6, 2013
 - b. College Holiday – College Closed – December 24, 2013 to January 2, 2014
 - c. Faculty Return – January 16, 2014
 - d. Next Meeting – January 16, 2014
 - e. Classes Begin – January 23, 2014
17. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
OCTOBER 17, 2013
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, John Daniels, Judy Davison, Cheyenne Gorton, Dammi Herath, Arthur Kuckes, and Raymond Schlather

ABSENT: Elizabeth Burns, Ray Dalton, Matt McSherry

COUNTY

LIAISONS: Mike Lane

STAFF: Jeanne Cameron, John Conners, Susan Dewey, Bob Edgecomb, Carl Haynes, Mick McDaniel, Cathy Northrop, Scott Ochs, Jennica Petrella-Baum, Walter Poland, Bruce Ryan, Mary Sheldon, Blixy Taetzsch, Jim Turner, Peter Voorhees, and Khaki Wunderlich

GUESTS: None

- 1. Call to Order:** The meeting was called to order at 5:33 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:** Vice Chair Schlather asked that in Item 16 - Executive Session – an update on a personnel matter with no action to be taken be included in the Executive Session. Ms. Buck moved that the agenda be approved with this modification; seconded by Ms. Davison; carried unanimously.
- 5. Public Comment:** Scott Ochs, Chair of the Criminal Justice Program and President of the Faculty Association, on behalf of the Faculty Association, thanked the Board for their support of our academic programs and for our faculty. He said that the faculty really appreciate the Board's support. Vice Chair Schlather asked that Professor Ochs take the message to faculty of how proud, pleased, and lucky TC3 is to have the caliber of faculty that we have.
- 6. Approval of Minutes – September 12, 2013, Board of Trustees Meeting:** Mr. Daniels moved that the minutes of the September 12, 2013, meeting be approved as presented; seconded by Ms. Buck; carried unanimously.
- 7. Communications: None**

8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **Executive Session for Discussion of a Real Estate Matter (no action to be taken):** Mr. Daniels moved that the meeting convene into Executive Session for discussion of a real estate matter; seconded by Ms. Davison; carried unanimously. The meeting convened into Executive Session at 5:36 p.m.

The meeting reconvened in regular session at 5:51 p.m.

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

- a. **Student Success – *Canaries Reflect on the Mine: Dropouts' Stories of Schooling* – Jeanne Cameron:** Dr. Cameron shared a copy of her book and mentioned that John Sinsabaugh, who had attended TC3 for graphic design, had designed the book cover. She stated that the book came out of research she had undertaken while on sabbatic in 2009 and it offers a different approach on educating our children well. The book has won numerous awards. Vice Chair Schlather asked what insights the book provides on how to respond/react to students who drop out of school and what changes should the College be making pedagogically to address the concerns raised in the book. Dr. Cameron said there are four main themes that came out of the research – students want to be known by faculty/other people in the institution; to feel valued; to be treated as adults; and to see the purpose of their course work. She said that she believes TC3 does the first three things exceptionally well, but that the SUNY mandated thirty-credit hour general education requirement does not always serve students' self-identified purposes. However, TC3 has no direct control over this. Dr. Cameron again thanked the Board for the sabbatic opportunity.
- b. **Organizational Capacity – New Athletics Website – Bob Edgecomb** presented information on the development of the new athletics web site. In October 2012, we launched the updated main web site and have been reworking the panther site until its launch a month ago. With the design of the new main web site (and panther web site), we worked to minimize the maintenance of the site and the time involved in updating available information. In developing the new panther web site, Jennica Petrella-Baum looked at several other sites and was given the direction that we wanted a site that had more "Grrrr." The information we had about people visiting the athletics site previously was that people clicking on the panther site did not go to any other page on the TC3 site. One of the goals was to make it easier to get to other pages on the TC3 site, and we will measure how successful this is in getting people to other pages on the TC3 site from the panther site. We are able to track how many times a page is viewed, as well as put an overlay on a page to see where people click on the page, and track anonymous users to see which pages they visit. This information is useful in gauging what sections are connected to each other. The main web site is a very clean design (but it

doesn't have the "Grrrr" effect) and it is easy to find what someone is looking for. We have hired student workers/interns from our office management and new media programs to assist with data input and design for the web site. Mick McDaniel mentioned that one of our soccer alumni is on campus for a few days and he is very impressed with the changes we have made on campus and on the web site. He is able to keep up with what is happening at TC3, specifically in athletics, by going to our web site.

- 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. The SUNY seamless transfer initiative was briefly discussed in respect to the lack of unrestricted elective opportunities in some programs because of the general education requirements. Mr. Kuckes spoke about the presentation he attended at the NYCCT Conference where the degree programs were developed to the specifications of the business. He said it was a very interesting presentation but felt that method proved to be disappointing in the lack of latitude for what classes students could take. Provost Connors said that we prepare our students not just for entry level positions, but for career progress.
 - b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report.
- 12. Information Items:**
 - a. Human Resources Updates** – No discussion.
 - b. 2013-2014 Annual Contractual Agreements** – No discussion.
- 13. 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 Mr. Daniels; carried unanimously.
 - a. Capital Payments** – No discussion.
 - b. Treasurer's Report – July 31, 2013** – No discussion.
 - c. Appointment of Personnel** – No discussion.
 - d. Approval of Position Description – Director of Financial Aid** – No discussion.
- 14. Standing Reports:**
 - a. College Forum** – Mary Sheldon, Co-Chair of the College Forum, reported that the Forum has met twice this semester. The Forum members now have a better understanding of their role and are looking for better ways to educate the College Community about their role. They are in the process of forming an ad hoc committee to review the bylaws to address vacancy policies, bylaw change policies, and potential meeting date frequency clarification. Two initiatives being followed closely are the Carbon Offset Program (particularly what costs will be mandatory to students and/or staff), and the Smoke Free Campus initiative. The

committee feels both of these have a great impact on TC3 as a whole, and they will need input from the Forum if and when they near implementation.

- b. Faculty Student Association** – Vice President Poland reported that the FSA just held its first meeting of the semester. A lot of updating of information was provided and one decision was made to expand the FSA awards for excellence to two, with one award for program development and one award for program support.
- c. Tompkins Cortland Community College Foundation, Inc.** – Ms. Northrop read the Foundation Report. The Foundation Board of Directors held a special meeting with the Culinary Advisory members and Todd McLane on October 15 regarding the Farm to Bistro project. The fall Scholarship Ceremony will take place on Monday, October 21. A Property Management Committee meeting is scheduled for October 22 and an Investment Committee meeting is scheduled for October 30. The Foundation’s Board Retreat will take place on Friday, November 1 at Hope Lake Lodge with Kathy Cole from West Wind Consulting as the facilitator. The next Board meeting will take place on Tuesday, December 3, at 4:00 p.m.
- d. Chairperson’s Report** – Vice Chair Schlather mentioned that the Board Retreat will be held Thursday, November 7, at 5 at the Country Club of Ithaca.
 - i. Board Retreat Agenda** – The agenda will include discussion of the Board and President evaluations, and ideas for dialogue topics for Board meetings for the coming year. President Haynes will be sharing the presentation he will be giving at the Foundation Board retreat. 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)** – None.
- g. Student Trustee’s Report** – Ms. Gorton reported that participation in student government has expanded from approximately 5 students a few years ago to 15 to 20 students currently. The Executive Committee of the SGA currently consists of 8 students. There has also been an increase in the number of student government committees, which allows for non-student government members to have an opportunity to be involved in a smaller group of students within the student government before making a commitment to weekly meetings. Committees include: Finance Committee which reviews requests from student clubs for funding, approves funds for club programs or travel, oversees the SGA budget; Student Involvement Committee which leads workshops and leadership events, helps staff the hub located near the cafeteria, and promotes student involvement; Panther Zone which promotes TC3 spirit and runs halftime games

and certain sporting events; Elections Committee which coordinates campus voter registrations, encourages participation on local and national issues; Social Media Team which updates SGA and the TC3 campus by using a blog, social media and newsletters (the following link will take you to the SGA blog tc3sga.wordpress.com); and Stress Free Zone which organizes a stress free event every semester.

- h. President's Report** – President Haynes spoke to his written report and spoke more about the College-wide fall day retreat. He mentioned that the “Rod Serling” film was shared at the retreat and it may be something that the Board might be interested in seeing. We may be able to share that prior to a future Board meeting. He said the film outlined the vision of the community college, which is the same as today.

15. Upcoming Events: No discussion.

16. Executive Session for Discussion of Collective Bargaining (action to be taken in regular session) – Ms. Davison moved that the meeting convene in executive session for discussion of collective bargaining, with action to be taken upon return to regular session, and discussion of a personnel issue with no action to be taken; seconded by Ms. Buck; carried unanimously. The meeting convened into executive session at 6:59 p.m.

The meeting reconvened in regular session at 7:29 p.m.

- a. 2013-2016 Tompkins Cortland Community College Faculty Association Agreement:** Dr. Herath moved that resolution 2013-2014-15, 2013-2016 Tompkins Cortland Community College Faculty Association Agreement, be approved; seconded by Ms. Davison; carried unanimously.

17. Adjournment: Ms. Davison moved that the meeting be adjourned; seconded by Ms. Gorton; carried unanimously. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
SPECIAL MEETING
BOARD OF TRUSTEES
NOVEMBER 7, 2013
Country Club of Ithaca**

PRESENT: Roxann Buck, Elizabeth Burns, Ray Dalton, Judy Davison, Cheyenne Gorton, Dammi Herath, Matt McSherry, and Raymond Schlather

ABSENT: John Daniels and Arthur Kuckes

COUNTY
LIAISONS: None

STAFF: Carl Haynes, Cathy Northrop, and Jim Turner

GUESTS:

1. **Call to Order:** The meeting was called to order at 5:55 p.m. by Chairperson Burns at the Country Club of Ithaca in Ithaca, New York.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Approval of Agenda:** Chairperson Burns asked that Item C – Authorization for President to Sign Contract with NextEra Energy Resources for the Purpose of Supplying Solar Energy to the College Campus Pending Attorney Recommendation – be added to the agenda. Mr. McSherry moved that the agenda be approved with this addition; seconded by Ms. Davison; carried unanimously.
4. **Public Comment:** None.
5. **Action Items**
 - a. **Capital Payments:** President Haynes mentioned that this payment is part of the Master Plan. This did go out to competitive bid and came in under the State contract price. Mr. Schlather moved that the Capital Payments be approved; seconded by Ms. Buck; carried unanimously.
 - b. **Request for Assistance From Tompkins Cortland Community College Foundation, Inc. – Solar Array:** President Haynes said there have been discussions with committees of the TC3 Foundation Board, Foundation attorney, and College attorneys regarding the solar array opportunity. Ms. Buck moved that Resolution 2013-2014-16 be approved; seconded by Ms. Davison; carried unanimously.

c. Authorization for President to Sign Contract with NextEra Energy Resources for the Purpose of Supplying Solar Energy to the College Campus:

President Haynes said that as President, he is authorized to enter into agreements for the College. He did ask that the Board approve a motion of support for him to enter into this agreement, pending attorney recommendation. Mr. Turner provided an update on contract discussions. A couple of members of the Foundation committees suggested that we contact Cornell, as they are going through a similar process. We had already addressed any concerns that Cornell staff mentioned. The Foundation and College attorneys have reviewed the proposed contract and are in agreement with signing the updated contract. Mr. Schlather asked about maintenance, insurance, and security for the solar array. Mr. Turner said the company will put a fence around the solar array and that maintenance of the fence and solar array will be the company's responsibility. For security, that will be the responsibility of the company. However, in doing routine checks of the campus, our campus police are to report any security issues for the array to local police and/or the company. We will ask for a key to the fence to have access to the area if needed. We will need to provide a certificate of insurance, and they will need to provide us with a certificate of insurance.

Mr. Schlather moved that President Haynes be given authorization to sign a contract with NextEra Energy Resources for the purpose of supplying solar energy to the College Campus, pending attorney recommendation; seconded by Dr. Herath; carried unanimously.

- 6. Adjournment:** Mr. Schlather moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 6:12 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees
From: John R. Conners
Date: November 15, 2013
Subject: December report

Residence hall renovations – Using funds made available through last year's rebonding, we are now in the process of building an addition to Tompkins and Cortland Halls that will connect these buildings and provide much improved facilities. These are our oldest residence halls, and as such they currently lack the modern laundry facilities, lounges, and meetings rooms that are in the other buildings. While these buildings will still feature narrower hallways and somewhat smaller rooms than the newer buildings (obviously, features that cannot be changed), the addition will improve quality for the residents.

Academic program review – We are now in the second year of the current round of academic degree program reviews. This process provides a comprehensive review of all major elements of a program and its outcomes, involving not only faculty, students and administrators on our campus, but also outside reviewers. In the past, chairs have used the review process to reflect upon their programs and to determine how to improve them. This round of reviews is scheduled to be completed by May 2017, a year before the completion of our next Middle States Self-Study process.

SUNY Seamless Transfer – Here is what I had drafted in early November:
“Responding to requests for reconsideration from the Faculty Council of Community Colleges and other groups, SUNY’s Interim Provost has reaffirmed the timetable for implementation of the Seamless Transfer policy. That is, any minor program changes (i.e., those that are of sufficiently small scope that they will not require SUNY and SED reregistration of the program) must be implemented by Fall 2014. Those of larger scope face an implementation deadline of Fall 2015. Jane Hammond is working with program chairs to plan changes for consideration of the Curriculum Committee early in the Spring 2014 semester.”

I am pleased to report that in a conference call with Chief Academic Officers on November 8, SUNY’s Interim Provost determined that no program changes will be required in Fall 2014; instead, all will be due the following year. This is very welcome news, as it will provide two types of relief: 1) On each individual campus, we will have the time necessary to redesign programs optimally. 2) Faculty members will now have the time necessary to work, within their disciplines and across sectors, to agree on degree paths that will better meet the needs of students.

Global Initiatives
Report to Board of Trustees
December 5, 2013

- October 21st – Visiting Fulbright Scholar, Dr. Larbi Touaf from Morocco gave a presentation entitled “Current Events in the Middle East and the Arab Spring: Between secularism and religion.”
- October 24th – Meeting with representatives of the South East Asia program at Cornell took place with Global Initiatives staff regarding possible collaborations and participation in future grant outreach activities by the program.
- October 30th – November 1st – Vice President Poland attended the first national conference and stake-holders meeting of the SUNY UCosmic software group at the SUNY Global Center in New York City.
- November 11th – 15th – Jorge Huayhuaca and Vice President Poland participated in recruiting activities and program development meetings at PUCMM and UNPEC Universities in Santo Domingo, Dominican Republic.
- November 18th – 22nd – TC3 celebrated the International Education Week (IEW-2013). The week included an International Student Panel discussion, soccer tournament, bake sale (to benefit the Dryden Food Pantry), Silent Auction (to benefit the Study Abroad Scholarship Fund), special roundtable with the Quiche Mayan Family from Guatemala, and many other events as outlined on the attached “rack card”.

The week culminated in a dinner sponsored by Professor David Flaten and family.

- December 2nd – Vice President Poland met with Ms. Cheng Fu of Cornell University to discuss her interests and ideas for recruiting Chinese students to TC3.
- December 3rd – Meeting with President Haynes to discuss the long awaited agreements with Universidad Autonoma de Occidente, Cali, Colombia regarding the formation and development of the “Technical College” to be sponsored by the University and TC3 – agreement signed



INTERNATIONAL EDUCATION WEEK

U.S. Department of State/U.S. Department of Education

MONDAY NOV 18th

Book Sale and Book Demonstration
Book sale 8:30 - 11:30 a.m. calligraphy demonstration 10:30 a.m.
TC3 Main Entrance | Proceeds will go to Oxfam Hunger Banquet
Sponsored by SAGE, Intercultural Connections Club, and Global
Initiatives Council

International Student Panel | noon - 12:50 p.m.
Room 210 | Open to all

Soccer Tournament | 7 a.m. | Borg Warner Field House
Sign up in the Global office, the student center, or the athletic
office.

Silent Auction Begins - benefits the Study Abroad
Scholarship Fund | 10 a.m. | Global office, room 230

CAN-struction Build | 3 - 9 p.m. | TC3 Student Center

Silent Auction continues | 10 a.m. | Global Office, room 230

Special International Education Week Roundtable
with members of the Quiche Mayan Family
noon - 12:50 p.m. | 280B | Open to all

Multicultural Book Club | 1 a.m. - 2 p.m. | TC3 Eatery ("The Brick")

Silent Auction closes | 3 p.m. | Global office, room 230

Oxfam Hunger Banquet | 6 - 7:30 p.m. | the student center

14 Strings, Filipino Rondalla | Information center and
tea while listening to live traditional Filipino music | 7:30 - 8 p.m.
(following the Hunger Banquet) | TC3 Eatery

Silent auction and trivia contest winners announced

**Hunger Banquet earnings and food donation
boxes announced**

World Trivia Contest via email | Every day through Friday.
There will be prizes for the daily winners and one grand prize
awarded Friday, Nov. 22.

Library display related to food insecurity and Oxfam Hunger.

**Quiche Mayan family from Guatemala attending classes and
other International Education Week activities all week.**

International foods in the TC3 Eatery.

*International Education Week 2013 at TC3 is sponsored by
The Global Initiatives Council. The Oxfam Hunger Banquet is sponsored by DEAC,
the Sustainability Council, the Global Initiatives Council, and Student Activities.*

Join us for TC3's first

Oxfam Hunger Banquet

Experience the inequalities of hunger

NOVEMBER 21 | 6 – 7:30 P.M.
THE TC3 STUDENT CENTER

Followed by tea, information, and a performance by
14 Strings Filipino Music Ensemble



FREE ENTRY
with cash donation or any
non-perishable food item.
All proceeds go to
the Dryden Food Pantry.

GRAB YOUR FORK

Join us for food as well as
an in-depth discussion
about poverty and hunger

Pick up a fork at any of the following locations:

Global Initiatives Office
Office of Multicultural Services
Student Center | Baker Commons



TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of November 21, 2013

UNCLASSIFIED STAFF

EMPLOYMENT POSITION	DESIRED DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Director of Financial Aid	April 2014	November 2013	December 2, 2013	Accepting applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaner	Buildings & Grounds	11/20/13	Hired Joseph Burlingame 11/20/13 – was temporary
Cleaner	Buildings & Grounds	11/20/13	Hired Deborah Ellis 11/20/13 – was temporary
Cleaner	Buildings & Grounds	11/20/13	Hired John Pachai, III 11/20/13 – was temporary
Secretary, Full-time, Temporary	Multicultural Services	11/25/13	Hired Jessica Schifilliti 11/25/13
Enrollment Services Specialist (3) 1 full-time, temporary through January 2014 1 full-time, temporary through March 2014 1 full-time, provisional	Enrollment Services Center	11/2013	Scheduling interviews

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Substitute Teacher, PT, Temp.	Child Care Center	As needed basis	Continuous recruitment

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of November 21, 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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
DECEMBER 2013 CAPITAL PAYMENT**

New Master Plan

	Amount	Subtotal	Total
Administrative/Design Services			
HOLT Architects, P.C. Invoice #213034005, Design Services PO #29384,	\$29,175.88		
Invoice #213034005, Design Services PO #29384	<u>\$21,500.00</u>		
Total Administrative/Design Services		\$50,675.88	
 Network Upgrade			
Computer Cable Store Invoice #0291911-IN, Cable, PO #29708	\$558.96		
Teracai Invoice #8037112, Firewall/Security, PO #29683	\$12,436.79		
Installer Parts, Inc. Invoice #0001344, Cable Management	<u>\$288.22</u>		
Total Network Upgrade		<u>\$13,283.97</u>	
<hr/> Total			<u><u>\$63,959.85</u></u>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

September 30, 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

SEPTEMBER 30, 2013

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,849,156 in a money market savings account averaging .20% interest earnings for September \$5,748,878 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 \$4,275,067 is a increase from \$1,599,266. 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 \$29,411. The interfunds account balance of \$3,315,697 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 September 30, total expenditures amounted to \$3,460,016 or 9.03% of the 2013-2014 budget. Comparable expenditures for period one last year were \$3,534,914 or 9.43% of the 2012-2013 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$11,700,595 are 30.54% of the revenue budget. Prior year revenues were \$11,860,360 are 31.64% 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 September 2013, \$36,441,704 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2013**

	Current Month 9/30/2013	Previous Month 8/31/2013	Previous Year 9/30/2012
ASSETS			
Cash in Demand Deposit	\$1,849,156	\$589,210	\$3,101,232
Cash in Time Deposits	5,748,878	4,972,897	4,723,559
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	4,275,067	1,599,266	3,160,831
Accounts Receivable--Misc.	521,536	353,552	711,233
Prepaid Expenses	33,101	300,750	(17,621)
Due From Other Funds	3,346,741	1,272,053	3,974,053
Due From Sponsor Governments	0	0	0
Due From State Governments	2,526,788	0	2,375,442
Due From Other Governments	29,411	53,362	49,688
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$18,332,408	\$9,142,820	\$18,080,147
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LIABILITIES AND SURPLUS			
Vouchers Payable	\$55,722	\$140,707	\$47,812
Payroll Liabilities	2,076,627	2,256,738	1,673,048
Student Financial Aid Liabilities	1,831,542	1,649,339	1,854,877
Accrued Liabilities	1,689,364	967,436	4,874,060
Due to Other Funds	3,499,348	975,474	90,157
Due to State Governments	43,622	43,622	98,461
Student Tuition Collected in Advance	0	1,856,235	0
Fund Balance	1,253,269	1,253,269	1,496,822
Revenue Over (Under) Expenditures	7,882,914		7,944,910
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$18,332,408	\$9,142,820	\$18,080,147
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2013-2014
FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2013

	PER CENT YEAR					8.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction			7,236,400			
Personal Services	9,668,597	9,668,597	0	9,668,597	0.00%	
Equipment	3,718	3,718	0	3,718	0.00%	
Contractual Expenses	5,098,607	5,088,666	1,209,704	3,878,962	23.77%	
Employee Benefits	<u>4,829,316</u>	<u>4,829,316</u>	<u>660,332</u>	<u>4,168,984</u>	13.67%	
Total Instruction	<u>19,600,238</u>	<u>19,590,297</u>	<u>1,870,036</u>	<u>17,720,261</u>	<u>9.55%</u>	
Public Service						
Personal Services			2,526,788			
Equipment			0			
Contractual Expenses			0			
Employee Benefits			<u>0</u>			
Total Public Service	<u>0</u>	<u>0</u>	<u>2,526,788</u>	<u>0</u>		
Academic Support						
Personal Services	1,646,216	1,646,216	11,660	1,634,556	0.71%	
Equipment	145,840	145,782	699	145,083	0.00%	
Contractual Expenses	275,820	278,761	0	278,761	0.00%	
Employee Benefits	<u>526,289</u>	<u>526,289</u>	<u>0</u>	<u>526,289</u>	<u>0.00%</u>	
			<u>31,385</u>			
Total Academic Support	<u>2,594,165</u>	<u>2,597,048</u>	<u>14,386</u>	<u>2,584,689</u>	<u>0.55%</u>	
			3,305			
			<u>5,936</u>			
Libraries						
Personal Services	433,595	433,595	37,122	396,473	8.56%	
Equipment	0	112	0	112	0.00%	
Contractual Expenses	172,379	172,267	38,911	133,356	22.59%	
Employee Benefits	<u>143,086</u>	<u>143,086</u>	<u>11,667</u>	<u>131,419</u>	<u>8.15%</u>	
Total Libraries	<u>749,060</u>	<u>749,060</u>	<u>87,700</u>	<u>661,360</u>	<u>11.71%</u>	

APPROPRIATIONS 2013-2014(Cont.)

PER CENT YEAR

8.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,073,115	3,073,115	176,227	2,896,888	5.73%
Equipment	3,800	3,800	0	3,800	0.00%
Contractual Expenses	1,411,718	1,411,718	203,663	1,208,055	14.43%
Employee Benefits	<u>988,801</u>	<u>988,801</u>	<u>61,679</u>	<u>927,122</u>	<u>6.24%</u>
Total Student Services	<u>5,477,434</u>	<u>5,477,434</u>	<u>441,569</u>	<u>5,035,865</u>	<u>8.06%</u>
Maintenance and Operation of Plant					
Personal Services	2,272,128	2,277,128	85,585	2,191,543	3.76%
Equipment	5,500	0	0	0	0.00%
Contractual Expenses	1,035,973	1,035,973	26,018	1,009,955	2.51%
Employee Benefits	<u>748,856</u>	<u>748,856</u>	<u>29,955</u>	<u>718,901</u>	<u>4.00%</u>
Total Maintenance and Operation of Plant	<u>4,062,457</u>	<u>4,061,957</u>	<u>141,558</u>	<u>3,920,399</u>	<u>3.48%</u>
Institutional Support					
Personal Services	1,530,363	1,530,363	99,603	1,430,760	6.51%
Equipment	0	0	0	0	0.00%
Contractual Expenses	333,744	333,744	34,722	299,022	10.40%
Employee Benefits	<u>503,472</u>	<u>503,472</u>	<u>34,861</u>	<u>468,611</u>	<u>6.92%</u>
Total Institutional Support	<u>2,367,579</u>	<u>2,367,579</u>	<u>169,186</u>	<u>2,198,393</u>	<u>7.15%</u>
General Institutional Services					
Personal Services	1,813,394	1,808,394	111,337	1,697,057	6.16%
Equipment	93,243	98,801	0	98,801	0.00%
Contractual Expenses	954,280	961,280	240,924	720,356	25.06%
Employee Benefits	<u>595,585</u>	<u>595,585</u>	<u>37,202</u>	<u>558,383</u>	<u>6.25%</u>
Total General Institutional Services	<u>3,456,502</u>	<u>3,464,060</u>	<u>389,463</u>	<u>3,074,597</u>	<u>11.24%</u>
TOTAL APPROPRIATIONS	<u>38,307,435</u>	<u>38,307,435</u>	<u>5,640,686</u>	<u>35,195,564</u>	<u>14.72%</u>

2013-2014 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 8.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	100,000	100,000	166	99,834	0.00%
State Employee's Retirement	1,244,250	1,244,250	82,173	1,162,077	6.60%
State Teacher's Retirement	266,500	266,500	22,863	243,637	8.58%
Optional Retirement Fund	1,117,716	1,117,716	80,765	1,036,951	7.23%
Social Security	1,529,214	1,529,214	104,629	1,424,585	6.84%
Workers Compensation	168,000	168,000	201,048	(33,048)	119.67%
Misc Employee Benefits	110,000	110,000	14,677	95,323	13.34%
Disability Insurance	14,300	14,300	0	14,300	0.00%
Hospital and Medical Insurance	3,563,130	3,563,130	285,400	3,277,730	8.01%
Employee Tuition Benefits	124,295	124,295	54,974	69,321	44.23%
Life Insurance	10,000	10,000	0	10,000	0.00%
Vacation Benefits	65,000	65,000	5,000	60,000	7.69%
Unemployment Insurance	23,000	23,000		23,000	0.00%
Total Employee Benefits	8,335,405	8,335,405	851,695	7,483,710	10.22%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2013-2014
FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2013

PER CENT YEAR 100.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,262,715	\$15,262,715	7,236,400	8,026,315	47.41%
Winter	\$45,500	\$45,500	0		
Summer	1,573,851	1,573,851	0	1,573,851	0.00%
Nonresident Tuition	1,268,500	1,268,500	1,209,704	58,796	95.36%
Student Fee Revenue (Tech Fee)	1,382,130	1,382,130	660,332	721,798	47.78%
Total Tuition	<u>19,532,696</u>	<u>19,532,696</u>	<u>9,106,436</u>	<u>10,380,760</u>	<u>46.62%</u>
Government Appropriations					
New York State	9,918,789	9,918,789	2,526,788	7,392,001	25.47%
Local Sponsors	4,426,388	4,426,388	0	4,426,388	0.00%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	3,709,800	3,709,800	0	3,709,800	0.00%
Total Government Appropriations	<u>18,054,977</u>	<u>18,054,977</u>	<u>2,526,788</u>	<u>15,528,189</u>	<u>13.99%</u>
Other Revenues					
Service Fees	130,865	130,865	11,660	119,205	8.91%
Interest Earnings	6,000	6,000	699	5,301	11.65%
Rental of Real Property	23,000	23,000	0	23,000	0.00%
Café Commissions	45,000	45,000	0		
Contract Courses	115,000	115,000	31,385	83,615	27.29%
Noncredit Tuition	213,700	213,700	14,386	199,314	6.73%
Grant Offsets	136,033	136,033	3,305	132,728	2.43%
Unclassified Revenues	50,164	50,164	5,936	44,228	11.83%
Total Other Revenues	<u>719,762</u>	<u>719,762</u>	<u>67,371</u>	<u>607,391</u>	<u>9.36%</u>
TOTAL REVENUES	<u>\$38,307,435</u>	<u>\$38,307,435</u>	<u>\$11,700,595</u>	<u>\$26,516,340</u>	<u>30.54%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
SEPT 2013 TO JANUARY 2014**

	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$5,563,836	\$7,599,763	\$5,864,460	\$6,149,460	\$5,514,157
<u>RECEIPTS</u>					
Student Accounts Receivable	\$439,642	\$1,000,000	\$600,000	\$400,000	\$1,500,000
Student Financial Aid	\$6,451,763	\$2,500,000	\$3,500,000	\$200,000	\$100,000
Sponsor Payments					\$697,163
Chargebacks to Other Counties	\$22,431	\$600,000	\$900,000	\$160,000	\$120,000
State Aid	\$0	\$2,479,697	\$0	\$2,479,697	\$0
Repayment of Grant Fund Advances	\$34,948	\$50,000	\$50,000	\$15,000	\$10,000
Repayment of Capital Fund Advances				\$25,000	\$0
Other Receipts	\$127,770	\$150,000	\$200,000	\$100,000	\$100,000
Projected Cash Receipts	<u>\$7,076,554</u>	<u>\$6,779,697</u>	<u>\$5,250,000</u>	<u>\$3,379,697</u>	<u>\$2,527,163</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$952,819	\$4,200,000	\$300,000	\$200,000	\$160,000
Accounts Payable	\$2,372,002	\$2,500,000	\$2,000,000	\$2,000,000	\$2,000,000
Payroll and Fringe Benefits	\$1,705,744	\$1,800,000	\$2,650,000	\$1,800,000	\$1,650,000
Grant Fund Advances	\$577	\$15,000	\$15,000	\$15,000	\$10,000
Capital Fund Advances	\$9,485				
Projected Cash Disbursements	<u>\$5,040,627</u>	<u>\$8,515,000</u>	<u>\$4,965,000</u>	<u>\$4,015,000</u>	<u>\$3,820,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$7,549,756	\$5,814,452	\$6,099,452	\$5,464,148	\$4,171,310
CASH IN TIME DEPOSITS	<u>\$50,007</u>	<u>\$50,008</u>	<u>\$50,008</u>	<u>\$50,009</u>	<u>\$50,010</u>
TOTAL CASH IN TIME DEPOSITS	\$7,599,763	\$5,864,460	\$6,149,460	\$5,514,157	\$4,221,320

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 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>
CAPITAL CONSTRUCTION 1994-95						
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
CAPITAL CONSTRUCTION 2000-2001						
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
CAPITAL CONSTRUCTION 2002-2009						
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
CAPITAL CASH SUMMARY						
CASH BALANCE -SEPTEMBER 1, 2013						
Campus Master Plan Money Market	50,932					
Cash in time Deposits	1,173,668					
		\$1,224,600				
CASH RECEIPTS						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	48					
Investment Income - CMP	8					
Chargeback Revenue	1,520					
		\$1,576				
DISBURSEMENTS						
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	
CASH BALANCE -SEPTEMBER 30, 2013						
Campus Master Plan Money Market					50,940	
Cash in Time Deposits					1,175,236	
						\$1,226,176

Tompkins Cortland Community College
 Appointment of Personnel
 November 21, 2013
 Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
August 2013					
Curtis, Ben	Independent Study CONT 115-M49C	Adjunct	N/A	304.00	8/22/13 - 12/13/13
Gammage-Sikora, Gina	Independent Study SPAN 202-M49C	Adjunct	N/A	1,824.00	8/22/13 - 12/13/13
Hogben, Bernard	Independent Study HUMS 218-M49C	Adjunct	N/A	456.00	8/22/13 - 12/13/13
Lipa, Thomas	CDSC 220-M49C	Adjunct	N/A	2,724.00	8/22/13 - 12/13/13
Perkins, Donald	Independent Study COMM285-HY1	Adjunct	N/A	2,280.00	8/22/13 - 12/13/13
Perkins, Donald	Independent Study COMM-280-M49C	Adjunct	N/A	456.00	8/22/13 - 12/13/13
Pospisil, Pamela	Independent Study MATH 200-M49C	Adjunct	N/A	1,368.00	8/22/13 - 12/13/13
Ross, Ronald	Independent Study BUAD 215-M49C	Adjunct	N/A	456.00	8/22/13 - 12/13/13
Sidhu, Surinder	Independent Study ENGL 105-M49C	Adjunct	N/A	1,824.00	8/22/13 - 12/13/13
Strauf, Dale	Independent Study FITN 120-M01	Adjunct	N/A	912.00	8/22/13 - 12/13/13
Vescherevich, Radmila	Independent Study RUSN 280-M49C	Adjunct	N/A	1,368.00	8/22/13 - 12/13/13
Gammage-Sikora, Gina	Concurrent Enrollment Spanish/French Depts.	Adjunct	N/A	1,989.96	8/26/13 - 11/1/13
Stremlin, Tatiana	Concurrent Enrollment Music Department	Adjunct	N/A	568.56	8/26/13 - 11/1/13
Westlake, Winfield	Concurrent Enrollment Business Admin. Dept.	Adjunct	N/A	284.28	8/26/13 - 11/1/13
September 2013					
Sheehan, John	Preparations for Pyrotek workshop	Adjunct	N/A	766.05	9/1/13 - 9/10/13
Clay, Meryn	Cornell AEGS Program	Adjunct	N/A	1,740.00	9/3/13 - 12/6/13
Ryan, Patrick	Additional students in PSYC 103-AL4	Adjunct	N/A	150.00	9/26/13 - 12/13/13
October 2013					
Carr, Kyle	Add closed captioning for videos	Adjunct	N/A	300.00	10/13/13 - 11/13/13
November 2013					
Dickerson, Nancy	Dignity for All Students workshops	Adjunct	N/A	1,200.00	11/2/9,16,23/13
Haaland, Andrew	Additional Students in CAPS 131-AL3	Adjunct	N/A	50.00	11/4/13 - 12/13/13
Burlingame, Joseph	Buildings and Grounds	Cleaner	B	*34,238.63	11/20/13
Ellis, Deborah	Buildings and Grounds	Cleaner	B	*34,238.63	11/20/13
Pachai, III, John	Buildings and Grounds	Cleaner	B	*34,238.63	11/20/13
Schefilliti, Jessica	Multicultural Services	Secretary	G	*41,645.81	11/25/13

*Annual salary to be prorated

Appt of Personnel Nov 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

November 21, 2013

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Joan Barrows	December 31, 2013	Retirement
Karl Madeo	March 14, 2014	Retirement

FACULTY STUDENT ASSOCIATION

None

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of CollegeNow	5	1 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
External Relations	Dean of External Relations	Board of Trustees

SUMMARY

Responsible for the quality, image, and growth of CollegeNow programs for high school students, including concurrent enrollment, online courses for high school students, and other College/school district partnerships. Develops, implements, and evaluates various partnerships with regional public school districts. Markets the program to prospective students, parents, and school officials. Maintains effective oversight of CollegeNow curriculum development and faculty approval, and manages the CollegeNow budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the broad vision, strategic planning, overall direction and effectiveness of all CollegeNow programs.
2. Builds and maintains effective collaborative relationships between CollegeNow and partner school districts. Works directly with school district superintendents, principals, counselors, and teachers. Must solve complex administrative problems and use discretion in regular communication with school administrators.
3. Develops strategies to grow the CollegeNow program. Recruits new partner school districts and oversees the development of new initiatives.
4. Directs the Faculty Liaison program, including assignment of liaisons, oversight of liaison responsibilities, monitoring liaison site visits and instructor communications, and assessing impact of liaison program on concurrent enrollment partnerships.
5. Works with TC3 faculty and academic departments to establish courses and criteria for concurrent enrollment offerings at partner high schools. Must work within the College's academic standards and requirements to maintain a viable concurrent enrollment program.
6. Develops and executes CollegeNow marketing plan in concert with college marketing staff.
7. Promotes CollegeNow programs through large and small group presentations to faculty, administrators, school boards, as well as at regional and national conferences.
8. Writes promotional materials, letters to parents and school district officials, grant applications, reports to internal and external constituencies, and establishes policies and procedures for CollegeNow programs.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Director of CollegeNow	<u>GRADE</u> 5	<u>PAGE</u> 2 of 2
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<u>ORGANIZATIONAL UNIT</u> External Relations	<u>REPORTS TO</u> Dean of External Relations	<u>APPROVED BY</u> Board of Trustees
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9. Stays current and engaged with research, government initiatives, funding opportunities, and organizations in the field of college-school relationships.
10. Develops and directs program evaluation, including requirements for program accreditation through NACEP (National Alliance of Concurrent Enrollment Partnerships).
11. Directs the staff of CollegeNow. 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.
12. Assures the efficient use of material resources by assessment of CollegeNow needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
13. 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 in each category:

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

MINIMUM QUALIFICATIONS

Master's Degree and three years of professional experience in education or Bachelor's Degree and five years experience. Requires travel to off-site rural locations, must demonstrate the ability to meet the transportation requirements of the position.

DESIRED QUALIFICATIONS

Experience with successfully building mutually beneficial partnerships in an educational setting, particularly with programs that are similar to CollegeNow programs.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Director of CollegeNow

GRADE

3

PAGE

1 of 2

ORGANIZATIONAL UNIT

External Relations

REPORTS TO

Director of CollegeNow

APPROVED BY

Board of Trustees

SUMMARY

Develops, maintains, and evaluates partnerships with regional public school systems in concert with the Director of CollegeNow. Leads new initiatives and directs particular components of the CollegeNow / Concurrent Enrollment Program, including planning and implementing professional development programs for concurrent enrollment instructors. Develops and maintains effective relationships with employers, school districts, college faculty, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works in concert with the Director of CollegeNow to develop a broad vision for all CollegeNow programs.
2. Responsible for the assessment of existing programs, including annual distribution and analysis of assessment tools such as student surveys, instructor evaluations, and reports required for concurrent enrollment program accreditation through NACEP (National Alliance of Concurrent Enrollment Partnerships). Makes recommendations to the Director for program improvement based on results of program assessment.
3. Assists in developing new and facilitating existing initiatives with school districts that support the mission of the College and the CollegeNow program.
4. Directs professional development programs and training sessions for concurrent enrollment instructors and school counselors. Works with school district administrators, teachers, and College faculty to plan, schedule, and administer annual professional development offerings. Visits participating schools to provide information and training sessions.
5. Builds and maintains effective working relationships between the College, partner school districts, and employers. Communicates and works directly with TC3 faculty liaisons, high school concurrent enrollment faculty, school counselors, and administrators. Handles issues as they arise with partner school districts, which may be sensitive in nature.
6. Promotes and supports CollegeNow and TC3 through site visits to partner schools, presentations to faculty and students about CollegeNow programs or may assist with course advisement and registrations.
7. Advises and supports high school age students, including home schooled students, taking TC3 courses directly (on campus, extension centers, or online).

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Associate Director of CollegeNow	3	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
External Relations	Director of CollegeNow	Board of Trustees

- 8. Collaborates with the Perkins Title I coordinator on development and support of partnerships that link secondary schools to the College.
- 9. Develops grant proposals for funding in support of partnerships with school districts.
- 10. May serve as Director of CollegeNow in his/her absence.
- 11. 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.
- 12. 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:

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

MINIMUM QUALIFICATIONS: Bachelor’s Degree and three years full-time professional experience in education is required. Requires travel to off-site rural locations, must demonstrate the ability to meet the transportation requirements of the position.

DESIRED QUALIFICATIONS: Master’s Degree preferred. Experience as a high school teacher, counselor, public school administrator, or administrator of a college program that falls within the CollegeNow initiative including Tech Prep and Dual Credit, or other related professional experience in education is desired. Successful grant writing experience desired.

TO: Board of Trustees
FROM: Carl E. Haynes, Ph.D., President
DATE: December 5, 2013
SUBJECT: President's Report to the Board

MIDDLE STATES ACCEPTS PERIODIC REVIEW REPORT

We received official notice that Middle States has taken the following action regarding our Periodic Review Report: "To accept the Periodic Review Report and to reaffirm accreditation. To commend the institution for the quality of the Periodic Review Report. The next evaluation visit is scheduled for 2017-2018."

This is the best outcome an institution can achieve. I want to thank Provost Conners for leading and facilitating this entire two-year process. Additionally, Susan Cerretani and Kathy McDonough provided superb leadership in producing a PRR that has both impressed our colleagues at Middle States and established a framework for our accreditation efforts in the future.

FARM TO BISTRO

We continue to actively seek sponsorship support for our Farm to Bistro initiative. We have submitted five proposals, with other proposals in various stages of completion. We recently learned that the Governor will be announcing the Regional Economic Development Council (REDC) Awards at 10:30 a.m. on December 11 in Albany. I will not be attending the announcement, but will be watching the announcement on live web stream. Again, our project was rated as a top priority project by the Southern Tier Regional Economic Development Council and we remain hopeful that our project will be ranked among the projects to be funded. Our requested funding from the REDC was \$1.3 million of our \$7 million project.

Additionally, we continue to work with Andy Ramsgard of Ramsgard Architectural Design, Ken Schon, the developer, and internal stakeholders on the design and branding of the culinary center, in particular. We also have recently completed a video that we will be using to help promote the project to potential sponsors and students. I hope to have the video available to show at the Board meeting on Thursday evening.

MASTER PLAN

Jim Turner will be attending the Board of Trustee meeting to provide an updated report on our Master Plan projects that are currently in the design phase. There have been numerous meetings over the past few months with several groups on campus whose offices are directly or indirectly affected by the Master Plan projects. At this time, consensus has been reached on the broader aspects of the proposed modifications. At the Board meeting on Thursday, Jim will be available to highlight the changes and address any questions that the Board may have.

OTHER MATTERS

On October 21, we held our annual fall scholarship ceremony during which we awarded more than \$40,000 to 66 deserving students. (Interesting fact: Since the 2003-04 academic year, the Foundation has been able to award more than \$755,180 in scholarships and grants to 979 students.)

On October 28, I traveled to New York City, along with Trustee Arthur Kuckes to attend the SUNY Chancellor's first "Chancellor's Society" reception. At this event, Arthur was recognized for his generosity, along with other major philanthropists who have supported SUNY campuses, by Chancellor Nancy Zimpher and the Chair of the SUNY Board of Trustees, Carl McCall.

On October 29 to 30, Khaki Wunderlich, Kris Altucher, and I attended the SUNY Critical Issues in Higher Education Conference "Building a Smarter University – Big Data, Innovation, and Ingenuity" in New York City.

On November 1, we held the TC3 Foundation Board of Directors' retreat.

On November 7, we held the Board of Trustees annual retreat, at which time I also provided an update on the major ideas that came from the Foundation Board retreat that will be the basis for the next five year strategic plan for the Foundation.

On November 6 thru 10, TC3 hosted for the third year, the National Women's Soccer Championships. Eight teams from Massachusetts, Maryland, Minnesota, New Jersey, Texas, and New York traveled here and were housed at Hope Lake Lodge. I provided a welcome at the Championship Banquet at Hope Lake Lodge on November 6, with Provost Connors, Vice President Poland, and Dean Trueman attending representing the College. There were 200 people in attendance at the banquet. Responses from the attendees were uniformly very positive regarding our facilities and particularly the great service/support they received from our Athletic/facilities staff. From Thursday through Sunday, we had approximately 750 fans attend the championship games, with Sunday's final between Brookdale and Mohawk Valley drawing the largest crowd of the week. In addition, we had over 10,000 people watch our on-line broadcasts during the Championship Week through NJCAA TV.

On November 18, we held our annual Pathways Ceremony at which time 24 of the recipients and their guests attended. Trustee Arthur Kuckes was there and had the opportunity to meet with several of the award recipients.

On November 19 and 20, Dr. Joyce Romano, Vice President for Student Affairs, and Dr. Kurt Ewen, Assistant Vice President, Institutional Effectiveness and Planning, both from Valencia College in Florida, visited campus and met with the Executive Council, me, and approximately forty other faculty and staff at the College in helping us to assess a broad range of student success and completion initiatives. We anticipate receiving their report and recommendations in the early part of the spring semester.

On November 22, we held our Annual Campaign in-house kickoff. There were over 70 people in attendance, with over \$25,000 in gifts and pledges raised since November 18 from our employees. This is a great start to our Campaign that now reaches out to our Boards, Alumni, and the community.