



VISION

*To see strengths and unique potential in every person.
To inspire people to make the courageous choice to learn, grow, and serve.*

MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

BOARD OF TRUSTEES

THURSDAY, JULY 17, 2014

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

NOTICE OF ANNUAL MEETING: The Annual Meeting of the Board of Trustees of Tompkins Cortland Community College will be held in the Ronald W. Space Board Room at the College at 5:30 p.m. on Thursday, July 17, 2014. The regular July monthly meeting will commence immediately following the adjournment of the Annual Meeting.

AGENDA

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

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – June 12, 2014
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
9. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting): No Reports for July
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College

11. Information Items:
 - a. Human Resources Updates

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – June 30, 2014
 - c. Appointment of Personnel
 - d. 2014-2015 Duplicating Paper Bid Award
 - e. Audio Visual Equipment for TV Studio Control Room Bid Award
 - f. Audio Visual Equipment for Audio Recording Studio Bid Award
 - g. Authorization for the Executive Committee to Act on Behalf of The Board of Trustees of Tompkins Cortland Community College
 - h. Approval of Position Description – Coordinator of Global Programs
 - i. Approval of Position Description – Director of Global Operations
 - j. Student Employee Wage Rate Policy – Revision
 - k. Easement for Access to Solar Panel Site Across TC3 Property (to be distributed prior to the meeting)

13. Standing Reports:
 - a. College Forum – No Report
 - b. Faculty Student Association – Walter Poland
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Elizabeth Burns
 - i. Board Evaluation/Retreat
 - e. Liaison Report (Cortland County) – Kevin Whitney
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Navjot Kaur
 - h. President's Report

14. Executive Session (to discuss personnel items – action to be taken)
 - a. Recommendations for Promotions and Continuing Appointments for 2014-2015 Academic Year
 - b. Recommendations for Quality Step Increases and Administrative Appointments for 2014-2015 Academic Year
 - c. Recommendations for Awards for Excellence for 2014

15. Upcoming Events:
 - a. Global Connections Commencement – August 1, 2014
 - b. Faculty Return – August 20, 2014
 - c. Classes Begin – August 27, 2014
 - d. Labor Day – College Holiday – September 1, 2014
 - e. Next Meeting – September 11, 2014
 - f. NYCCT Trustee Institute – September 18 – 21, 2014

16. Adjournment

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

TO: Members of the Board of Trustees

FROM: Elizabeth Burns, Chair
TC3 Board of Trustees

DATE: July 17, 2014

SUBJECT: Proposed Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2014-2015. All meetings will be held at 5:30 p.m. in the Board Room at the College unless otherwise specified.

BOARD OF TRUSTEES MEETINGS

August 2014 – Executive Committee Meeting – date to be determined
September 18, 2014
October 23, 2014
December 4, 2014
January 22, 2015
February 19, 2015
March 19, 2015
April 23, 2015
May 14, 2015
June 18, 2015
July 16, 2015

OTHER IMPORTANT DATES FOR THE 2014-2015 ACADEMIC YEAR

Global Commencement	August 1, 2014
NYCCT Institute	September 18 - 21, 2014
Board of Trustees Retreat	November 6, 2014
December Graduate Ceremony	December 12, 2014
Nursing Pinning Ceremony	May 19, 2015
Commencement	May 21, 2015

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
JUNE 12, 2014
RONALD W. SPACE BOARD ROOM**

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

ABSENT: John Daniels

COUNTY

LIAISONS: Michael Lane

STAFF: John Conners, Sue Dewey, Carl Haynes, Michelle Nightingale, Cathy Northrop, Bruce Ryan, Blixty Taetzsch, Peter Voorhees, Khaki Wunderlich

GUESTS: Nick Reynolds, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Ms. Buck moved that the minutes of the May 15, 2014, Board of Trustees' meeting be approved as presented; seconded by Dr. Herath; carried unanimously.
7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **College-wide Goal – Student Success:**
 - a. **Student Success** – None.
 - b. **Organizational Capacity** – None.

10. **Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):**
 - a. **Provost and Vice President of the College** – Provost Connors spoke to his written report.
 - b. **Vice President for Global Initiatives** – None.
11. **Information Items:**
 - a. **Human Resources Updates** – No discussion.
12. **Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Mr. McSherry moved that the Consent Agenda be approved; seconded by Ms. Davison; carried unanimously.
 - a. **Capital Payments** – No discussion.
 - b. **Treasurer's Report – May 31, 2014** – No discussion.
 - c. **Adoption of Proposed 2014-2015 Operating Budget** – President Haynes mentioned that this is the proposed budget that was presented to the Board last month with the suggestions made by the county sponsors at the budget meeting.
 - d. **2014-2015 Tuition and Fee Schedule** – No discussion.
 - e. **Appointment of Personnel** – No discussion.
 - f. **In Appreciation of Cheyenne Gorton** – Chairperson Burns presented the framed resolution to Ms. Gorton and thanked her for her service. Ms. Gorton thanked the Board for the wonderful opportunity.
 - g. **Discontinuance/Deregistration of the A.A.S. Degree Program in Electrical Technology: Electronics and Computer Systems** – No discussion.
 - h. **Discontinuance/Deregistration of the Certificate in Electrical Technology: Electronics and Computer Systems** – No discussion.
 - i. **Discontinuance/Deregistration of the Certificate in Electrical Technology: Electronics and Computer Systems – Level I** – No discussion.
 - j. **Discontinuance/Deregistration of the Certificate in Electrical Technology: Electronics and Computer Systems – Level II** – No discussion.
 - k. **Discontinuance/Deregistration of the Office Management and Administration A.A.S. Program** – No discussion.
 - l. **Approval of Position Description – Director of Communications** – President Haynes mentioned that this position is not new to the College, but is a modification of an existing position due to restructuring and reallocation of resources.
 - m. **Approval of Position Description – Associate Director of Communications** – President Haynes mentioned that this position is not new to the College, but is a modification of an existing position due to restructuring and reallocation of resources.
 - n. **Approval of Position Description – Public Information Officer/Sports Information Coordinator** – President Haynes mentioned that this position is not new to the College, but is a modification of an existing position due to restructuring and reallocation of resources.

13. Standing Reports:

- a. **College Forum** – Ms. Northrop provided the report for Corrina Struzick, Chair of the College Forum, who was unable to attend. The Forum held their last meetings of the academic year. They heard final year-end reports from the councils. New Forum members were welcomed and the group thanked those who had completed their terms of service. Officers were elected: Secretary: Ashley Ahola and Co-chairs: Corrina Struzick and Jonathon Walz to serve Fall 2014-Spring 2015.
- b. **Faculty Student Association** – None.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Foundation's Alumni Committee recognized the following with TC3 Distinguished Alumni awards at commencement: Jeanne Chapple ('96), Kelly Phillips ('07), and Patty Tvaroha ('98). Karen Van Etten ('03) was recognized with the Community Leadership award. The Foundation Board of Directors met on June 3. Director of Multicultural Services and Student Success Coach, Seth Thompson, presented on the TC3 Mentoring Program. The Board approved five resolutions: Board of Directors for the TC3 Bistro, LLC (Dean Penziul and Dean Taetzsch), proposed 2014-2015 operating and capital Foundation budget, 2014-2015 Farm to Bistro budget, 2014-2015 restricted funds payout, and support to the college for 2014-2015 equipment purchases. A \$25,000 contribution has been received from the Triad Foundation to sponsor five nursing program scholarships. As of June 2, the annual campaign has raised \$191,056 of its \$200,000 goal, excluding the special gift of \$2,000,000. All 10 members of the Board of Trustees have contributed to this year's campaign which ends August 31. Phone interviews will be scheduled with 10 of the 23 applicants for the Director of Philanthropy position. A donor thank you event is scheduled for Monday, June 16 at President Carl and Susan Haynes' home from 5 – 7 p.m. All Board of Trustees are invited to attend. The next Foundation Board meeting will take place on Tuesday, September 2.
- d. **Chairperson's Report** – Chairperson Burns commented that the commencement ceremony was very nice.
 - i. **Nominating Committee** – Trustees Buck and Davison volunteered to be on the Nominating Committee to bring a slate of officers to the Annual meeting in July.
- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – The County has advertised for the replacement for Ray Dalton, whose term is expiring. They hope to have a replacement appointed in the near future.
- g. **Student Trustee's Report** – Ms. Gorton reported she had heard positive feedback on the commencement ceremony.

h. President's Report – President Haynes spoke to his written report. Mr. Lane asked about the anticipated end date for construction of the master plan projects. The anticipated end date is April 2015, with the latest expected date being by Fall 2015. Mr. Kuckes asked about hiring for the positions for the farm to bistro initiative. We are on track with the hiring and most of the senior positions have been filled.

14. Dialogue Session – Student Success Initiatives – Dean Wunderlich and Michelle Nightingale, Director of Student Success Services, provided a PowerPoint presentation to shape the discussion on the breadth and depth of Student Success initiatives and how we, as an institution, are addressing the changing higher education environment. The conversation was framed by the three critical areas making up our Continuing Goal of Student Success; Instruction and Curriculum, Student Engagement, and Community Connections (both internal and external) and included identification of current “headwinds” in each area and current efforts to counter their effect. Information was shared about 13 high impact practices identified by CCCSE (the Center for Community College Student Engagement) in a meta-analysis of data from four national surveys. TC3 has student success initiatives in place for 12 of the 13 areas, and in many areas we are ahead of peer institutions. We feel this is reflected in positive changes in the numbers of students in good academic standing and in improved retention rates in recent years. The next Fall and Mid-Winter Day programs will focus on success for all students enrolled at TC3. There was a suggestion to use recruitment dollars to focus on local high schools; the question is how to entice the students from local schools to attend TC3. Approximately one quarter of the concurrent enrollment students attend TC3. There was also a suggestion to hold academic summer camps or programs specifically targeted at drawing high school students to campus (i.e., math club, etc.) to help strategically market to local high school students.

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

Ms. Davison moved that the meeting convene in executive session for discussion of the President's evaluation, with no action to be taken; seconded by Mr. McSherry; carried unanimously. The meeting convened into executive session at 7:19 p.m.

The meeting reconvened in regular session at 7:34 p.m.

16. Upcoming Events – No discussion.

17. Adjournment: Ms. Gorton moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Connors

Date: July 9, 2014

Re: July Report

Summer enrollment – Summer enrollment is running approximately twelve percent behind last summer's, which itself was down over six percent from 2012. Our recent experience is consistent with that of our colleague institutions in New York State, both community colleges and baccalaureate institutions. Changes in the financial aid system in recent years have contributed to the reduced demand.

Blackboard conversion – Two years ago, Blackboard, which had acquired the Angel learning management system a few years prior, announced that it would end its support of Angel in 2015. As a result, all participants in the SUNY Learning Network are engaged in converting to use of Blackboard. Our first courses using this LMS are being offered this summer, with many more in line for the Fall. Our goal is to have all courses using an LMS converted to Blackboard by Fall 2015. Tony DeFranco and Bob Yavits have been providing training sessions and personal assistance to all faculty members involved in the conversion. At this point, all has gone smoothly.

Prospective faculty recruiting – I have noted previously that with the large number of retirements of teaching faculty members between May 2014 and May 2016, we are faced with both the need to replace many of them and the opportunity to reshape the contours of the faculty to address current and emerging needs. With that in mind, President Haynes and I have tentatively agreed to conduct searches for new faculty members in Nursing, English, and Culinary Arts.

The Nursing position is needed at this time because with the retirement of Linda Pasto in December 2014 – together with our not having replaced a retiring faculty member with a full-time person a few years ago – we must hire a replacement to maintain the level of full-time faculty staffing consistent with accreditation standards. In English, we saw two faculty members retire this May with another leaving us in May 2016; as with Nursing, we have also yet to replace a faculty member in English who retired a few years ago. It is vital to begin the process of hiring new full-time people in this core discipline. The Culinary Arts position will address the emerging needs of our new degree program, which is a key part of the Farm to Bistro project.

Carl and I have recently discussed a likely fourth search. In May, Dianne Hodack, who was in only her second year on the faculty, lost her battle with cancer. In losing the Chair and only full-time faculty member in the Computer Graphics degree program, we will be challenged to maintain the continuity necessary to keep this program running smoothly and effectively in support of a significant number of matriculated students. Thus, Carl and I will soon discuss the potential to search for a replacement for Dianne.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of July 7, 2014

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Director of Philanthropy	August 2014	March 21, 2014	May 2, 2014	Interviews Scheduled

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist, FT, Perm. Student Success	Enrollment Services Center	June 1, 2014	Accepting applications
Enrollment Services Specialist, PT, Perm. .8 FTE Cortland Extension Center	Enrollment Services Center	July 2014	Interviewing
Project Assistant (1)	Admissions	July 1, 2014	Hired Wendy Lyons 7/3/14
Cleaners (3), Full-time, temporary	Buildings and Grounds	July 1, 2014	Hired Eric Oralls 6/23/14 Hired Jamie Schaap 6/23/14 Hired Damon Cochran 6/30/14
Sr. Cleaner	Buildings and Grounds	July 7, 2014	Posted in-house

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	Continuous recruitment
Resident Director, FT, Permanent	Residence Life	6/20/14	Interviewing
Lifeguard, hourly	Athletics and Recreation	6/1/14	Accepting applications
Assistant Teacher	Child Care Center	June 2014	Interviews Scheduled
Athletic Facility Events Coordinator	Athletics	September 1, 2014	Interviewing

BISTRO

Executive Chef	TC3 Bistro	6/1/14	Accepting applications
Restaurant General Manager	TC3 Bistro	6/1/14	Accepting applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of July 7, 2014

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 Ganoe	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.

FACULTY ASSOC.

PAA

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
JULY 2014**

	Amount	Subtotal	Total
Master Plan			
Administrative/Design Services			
HOLT Architects, P.C. (PO #29384) Invoice #213034012 5-31-14, Design Services	\$6,574.33		
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Total Administrative/Design Services		\$6,574.33	
 Civil Construction			
All Around Excavating (PO #29978) Application #1, Excavating Services	\$88,753.75		
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Total Civil Construction		\$88,753.75	
 Electrical			
Graybar (PO #29988) Invoice #973002090, General Cabling	\$1,368.36		
Matco Electric Corp. (PO #29977) Application #1, Electrical	\$10,925.00		
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Total Electrical		\$12,293.36	
 General Construction			
Bouley Associates, Inc. (PO #29974) Application #1, General Construction	\$200,925.00		
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Total General Construction		\$200,925.00	

Signage

TC3 Print Shop, Signs \$22.25

Sellco Industries, Inc. (PO #30009)
Invoice #31983, Parking Lot Signs \$108.00

Total Signage \$130.25

SUNY Project

SUNY Project #34160 Part II

B&H Photo Video (PO #29981)
Equipment for Photography/New Media
Invoice #83858864 \$1,760.90

B&H Photo Video (PO #29981)
Equipment for Photography/New Media
Invoice #83833239 \$2,141.12

Paul C. Buff, Inc.
Equipment for Photography/New Media
Order #717372, Card Payment \$9,532.25

Total SUNY Project #34160 Part II \$13,434.27

Total Capital Payments \$322,110.96

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JUNE 30, 2014

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JUNE 30, 2014

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$410,259 in a money market savings account averaging .20% interest earnings for June \$5,664,890 in savings. The maximum amount available for investment will fluctuate with a peak of \$7,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,480,813 is a decrease from \$4,103,153. 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 \$114,231. The interfunds account balance of \$2,219,834 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

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

Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

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

TOTAL EXPENDITURES - (PAGES 4-6)

As of June 30, total expenditures amounted to \$31,594,922 or 82.6% of the 2013-2014 budget. Comparable expenditures for period three last year were \$31,129,807 or 83.0% of the 2012-2013 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$337,156,544 are 97% of the revenue budget. Prior year revenues were \$36,560,074, are 97.5% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 2013-2018 Campus Master Plan with a budget of \$7,050,000 is under way. As of June 30, 2014 \$4,630,952 in purchase orders have been issued and \$792,093 has been committed for the Campus Master Plan.

The 2003-2008 Capital Construction Budgets for Technology Upgrades totals \$466,272. At June 30, 2014, \$159,730 in purchase orders have been issued and \$13,434 has been committed for these projects.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2014**

	Current Month 6/30/2014	Previous Month 5/31/2014	Previous Year 6/30/2013
ASSETS			
Cash in Demand Deposit	\$410,259	\$451,442	\$460,268
Cash in Time Deposits	5,664,890	2,456,210	3,477,504
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,480,813	4,103,153	2,980,698
Accounts Receivable--Misc.	261,083	(534,012)	621,266
Prepaid Expenses	(994)	(3,008)	(20,029)
Due From Other Funds	2,219,834	2,069,985	1,630,099
Due From Sponsor Governments	0	697,156	0
Due From State Governments	0	981,275	1,006,626
Due From Other Governments	114,231	205,210	405,910
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$11,151,846	\$10,429,141	\$10,564,072
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LIABILITIES AND SURPLUS			
Vouchers Payable	\$5,034	\$5,934	\$0
Payroll Liabilities	2,470,432	2,012,961	1,675,613
Student Financial Aid Liabilities	135,571	128,799	133,090
Accrued Liabilities	1,669,151	1,106,959	819,440
Due to Other Funds	1,293,998	1,533,878	1,547,815
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(31,031)	31,919	72,327
Fund Balance	1,253,269	1,253,269	1,496,822
Revenue Over (Under) Expenditures	4,355,422	4,355,422	4,818,965
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$11,151,846	\$10,429,141	\$10,564,072
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TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2013-2014
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2014

	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>	
Instruction						
Personal Services	9,668,597	9,665,692	8,705,104	960,588	90.06%	
Equipment	3,718	3,718	0	3,718	0.00%	
Contractual Expenses	5,098,607	5,099,301	4,889,996	209,305	95.90%	
Employee Benefits	<u>4,829,316</u>	<u>4,829,316</u>	<u>3,037,390</u>	<u>1,791,926</u>	62.89%	
Total Instruction	<u>19,600,238</u>	<u>19,598,027</u>	<u>16,632,490</u>	<u>2,965,537</u>	<u>84.87%</u>	
Public Service						
Personal Services						
Equipment						
Contractual Expenses						
Employee Benefits						
Total Public Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Academic Support						
Personal Services	1,646,216	1,639,816	1,319,048	320,768	80.44%	
Equipment	145,840	145,782	0	145,782	0.00%	
Contractual Expenses	275,820	278,176	166,954	111,222	60.02%	
Employee Benefits	<u>526,289</u>	<u>526,289</u>	<u>461,667</u>	<u>64,622</u>	<u>87.72%</u>	
Total Academic Support	<u>2,594,165</u>	<u>2,590,063</u>	<u>1,947,669</u>	<u>642,394</u>	<u>75.20%</u>	
Libraries						
Personal Services	433,595	455,137	399,016	56,121	87.67%	
Equipment	0	112	1,862	(1,750)	0.00%	
Contractual Expenses	172,379	172,267	137,883	34,384	80.04%	
Employee Benefits	<u>143,086</u>	<u>143,086</u>	<u>139,655</u>	<u>3,431</u>	<u>97.60%</u>	
Total Libraries	<u>749,060</u>	<u>770,602</u>	<u>678,416</u>	<u>92,186</u>	<u>88.04%</u>	

APPROPRIATIONS 2013-2014(Cont.)

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>
Student Services					
Personal Services	3,073,115	3,138,766	2,664,632	474,134	84.89%
Equipment	3,800	3,800	0	3,800	0.00%
Contractual Expenses	1,411,718	1,395,649	1,128,882	266,767	80.89%
Employee Benefits	<u>988,801</u>	<u>988,801</u>	<u>932,621</u>	<u>56,180</u>	<u>94.32%</u>
Total Student Services	<u>5,477,434</u>	<u>5,527,016</u>	<u>4,726,135</u>	<u>800,881</u>	<u>85.51%</u>
Maintenance and Operation of Plant					
Personal Services	2,272,128	2,286,728	1,822,458	464,270	79.70%
Equipment	5,500	1,661	1,593	68	0.00%
Contractual Expenses	1,035,973	1,034,312	591,706	442,606	57.21%
Employee Benefits	<u>748,856</u>	<u>748,856</u>	<u>637,860</u>	<u>110,996</u>	<u>85.18%</u>
Total Maintenance and Operation of Plant	<u>4,062,457</u>	<u>4,071,557</u>	<u>3,053,617</u>	<u>1,017,940</u>	<u>75.00%</u>
Institutional Support					
Personal Services	1,530,363	1,525,132	1,233,097	292,035	80.85%
Equipment	0	0	0	0	0.00%
Contractual Expenses	333,744	336,044	228,731	107,313	68.07%
Employee Benefits	<u>503,472</u>	<u>503,472</u>	<u>431,584</u>	<u>71,888</u>	<u>85.72%</u>
Total Institutional Support	<u>2,367,579</u>	<u>2,364,648</u>	<u>1,893,412</u>	<u>471,236</u>	<u>80.07%</u>
General Institutional Services					
Personal Services	1,813,394	1,715,856	1,455,354	260,502	84.82%
Equipment	93,243	98,801	97,316	1,485	0.00%
Contractual Expenses	954,280	975,280	591,494	383,786	60.65%
Employee Benefits	<u>595,585</u>	<u>595,585</u>	<u>519,019</u>	<u>76,566</u>	<u>87.14%</u>
Total General Institutional Services	<u>3,456,502</u>	<u>3,385,522</u>	<u>2,663,183</u>	<u>722,339</u>	<u>78.66%</u>
TOTAL APPROPRIATIONS	<u>38,307,435</u>	<u>38,307,435</u>	<u>31,594,922</u>	<u>6,712,513</u>	<u>82.48%</u>

2013-2014 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	100,000	100,000	48,167	51,833	0.00%
State Employee's Retirement	1,244,250	1,244,250	1,050,174	194,076	84.40%
State Teacher's Retirement	266,500	266,500	220,830	45,670	82.86%
Optional Retirement Fund	1,117,716	1,117,716	912,615	205,101	81.65%
Social Security	1,529,214	1,529,214	1,293,343	235,871	84.58%
Workers Compensation	168,000	168,000	199,234	(31,234)	118.59%
Misc Employee Benefits	110,000	110,000	92,888	17,112	84.44%
Disability Insurance	14,300	14,300	2,635	11,665	18.43%
Hospital and Medical Insurance	3,563,130	3,563,130	2,741,371	821,759	76.94%
Employee Tuition Benefits	124,295	124,295	130,360	(6,065)	104.88%
Life Insurance	10,000	10,000	6,925	3,075	69.25%
Vacation Benefits	65,000	65,000	50,000	15,000	76.92%
Unemployment Insurance	23,000	23,000	36,310	(13,310)	0.00%
Total Employee Benefits	8,335,405	8,335,405	6,784,852	1,550,553	81.40%

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

PER CENT YEAR 67.00%

	<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	15,718,540	(455,825)	102.99%
Winter	\$45,500	\$45,500	84,664		
Summer	1,573,851	1,573,851	1,149,512	424,339	73.04%
Nonresident Tuition	1,268,500	1,268,500	1,498,683	(230,183)	118.15%
Student Fee Revenue (Tech Fee)	1,382,130	1,382,130	1,374,436	7,694	99.44%
Total Tuition	<u>19,532,696</u>	<u>19,532,696</u>	<u>19,825,835</u>	<u>(253,975)</u>	<u>101.50%</u>
Government Appropriations					
New York State	9,918,789	9,918,789	9,886,854	31,935	99.68%
Local Sponsors	4,426,388	4,426,388	3,319,771	1,106,617	75.00%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	3,709,800	3,709,800	<u>3,607,115</u>	102,685	<u>97.23%</u>
Total Government Appropriations	<u>18,054,977</u>	<u>18,054,977</u>	<u>16,813,740</u>	<u>1,241,237</u>	<u>93.13%</u>
Other Revenues					
Service Fees	130,865	130,865	114,203	16,662	87.27%
Interest Earnings	6,000	6,000	6,212	(212)	103.53%
Rental of Real Property	23,000	23,000	24,354	(1,354)	105.89%
Café Commissions	45,000	45,000	0		
Contract Courses	115,000	115,000	9,042	105,958	7.86%
Noncredit Tuition	213,700	213,700	197,181	16,519	92.27%
Grant Offsets	136,033	136,033	132,611	3,422	97.48%
Unclassified Revenues	50,164	50,164	32,966	17,198	65.72%
Total Other Revenues	<u>719,762</u>	<u>719,762</u>	<u>516,569</u>	<u>158,193</u>	<u>71.77%</u>
TOTAL REVENUES	<u>\$38,307,435</u>	<u>\$38,307,435</u>	<u>\$37,156,144</u>	<u>\$1,145,455</u>	<u>96.99%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2014**

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,909,382	\$6,076,878	\$7,044,041	\$5,068,475	\$5,806,813
<u>RECEIPTS</u>					
Student Accounts Receivable	\$866,609	\$1,200,000	\$500,000	\$500,000	\$500,000
Student Financial Aid	\$924,111	\$2,400,000		\$6,000,000	\$3,000,000
Sponsor Payments	\$1,106,590	\$697,163	\$409,434	\$0	\$0
Chargebacks to Other Counties	\$180,343	\$300,000	\$10,000	\$25,000	\$600,000
State Aid	\$2,520,827			\$2,538,338	
Repayment of Grant Fund Advances	\$19,483	\$25,000	\$50,000	\$50,000	\$90,000
Repayment of Capital Fund Advances			\$625,000	\$500,000	\$500,000
Other Receipts	\$96,688	\$75,000	\$100,000	\$125,000	\$75,000
Projected Cash Receipts	<u>\$5,714,651</u>	<u>\$4,697,163</u>	<u>\$1,694,434</u>	<u>\$9,738,338</u>	<u>\$4,765,000</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$35,213	\$250,000	\$10,000	\$4,500,000	\$2,500,000
Accounts Payable	\$899,826	\$1,300,000	\$1,500,000	\$2,300,000	\$3,000,000
Payroll and Fringe Benefits	\$1,554,105	\$1,650,000	\$1,650,000	\$1,700,000	\$2,700,000
Grant Fund Advances	\$28,906	\$30,000	\$10,000	\$0	\$0
Capital Fund Advances	<u>\$29,105</u>	<u>\$500,000</u>	<u>\$500,000</u>	<u>\$500,000</u>	<u>\$500,000</u>
Projected Cash Disbursements	<u>\$2,547,155</u>	<u>\$3,730,000</u>	<u>\$3,670,000</u>	<u>\$9,000,000</u>	<u>\$8,700,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$6,026,863	\$6,994,025	\$5,018,458	\$5,756,795	\$1,821,794
CASH IN TIME DEPOSITS	<u>\$50,015</u>	<u>\$50,016</u>	<u>\$50,017</u>	<u>\$50,018</u>	<u>\$50,019</u>
TOTAL CASH IN TIME DEPOSITS	\$6,076,878	\$7,044,041	\$5,068,475	\$5,806,813	\$1,871,813

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL FUND SUMMARY
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2014**

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
PRIOR YEARS APPROVED PROJECTS						
New Media Lab Equipment	30,000	30,000	0	13,434	13,434	16,566
Digital Media Center	286,272	286,272	0		0	286,272
Technology Upgrades	150,000	150,000	0		0	150,000
	<u>466,272</u>	<u>466,272</u>	<u>0</u>	<u>13,434</u>	<u>13,434</u>	<u>452,838</u>
MASTER PLAN 2013-2018						
Administrative/Soft Costs/Network	1,055,240	1,055,240	35,434	130	35,564	1,019,676
Architect/Design Services	557,200	557,200	447,982	6,574	454,556	102,644
General Construction	3,054,700	3,054,700		200,925	200,925	2,853,775
Mechanical/HVAC	800,690	800,690			0	800,690
Plumbing	152,900	152,900			0	152,900
Electrical	460,130	460,130		12,293	12,293	447,837
Civil Construction/Site Work	497,310	497,310		88,754	88,754	408,556
Furniture, Fixtures & Equipment	471,830	471,830			0	471,830
	<u>7,050,000</u>	<u>7,050,000</u>	<u>483,416</u>	<u>308,677</u>	<u>792,093</u>	<u>6,257,907</u>

CAPITAL CASH SUMMARY

CASH BALANCE -JUNE 1, 2014

Campus Master Plan Money Market	784,554
Cash in time Deposits	216,934
	<u>1,001,488</u>

DISBURSEMENTS

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

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	39
Investment Income - CMP	8
Chargeback Revenue	22,925
	<u>\$22,972</u>

CASH BALANCE -JUNE 30, 2014

Campus Master Plan Money Market	784,562
Cash in Time Deposits	239,898
	<u>\$1,024,460</u>

\$1,024,460

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-2**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of July 2014, 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 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
 July 7, 2014
 Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
April 2014					
McDonough, Geraldine	Dept. of Budget and Finance - Farm to Bistro Manager		3	*\$73,507.00	4/18/14
Doe, Michelle	Enrollment Svcs.-Coordinator of Enrollment Operations		3	*\$65,142.00	4/28/14
May 2014					
DeGaetano, Margaret	Master Course Syllabus revision METR 101	Adjunct	N/A	\$33.33	5/08/14
Stremlin, Tatiana	Master Course Syllabus revision MUSI (7)	Adjunct	N/A	\$233.31	5/13/14
Sewell, Patrick	Master Course Syllabus revision ENVS 105, 107	Adjunct	N/A	\$66.66	5/16/14
Ward, Laura	Master Course Syllabus revision PSYC 205-218	Adjunct	N/A	\$66.66	5/16/14
Thompson, Seth	Multicultural Svcs - Director of Multicultural Svcs/Peer Mentor Prg.		5	*\$78,853.00	5/16/14
Price, S. Lee	Administration of EMT Program	Adjunct	N/A	\$2,775.00	5/20/14 - 8/15/14
Caroompas, Alice	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$6,836.50	5/21/14 - 8/19/14
Carr, Kyle	COMM 288-M15	Adjunct	N/A	\$228.00	5/21/14 - 8/19/14
Cooper, Alice	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$2,957.40	5/21/14 - 8/19/14
Jenes, Eric	Dr. Lucille S. Baker Center for Learning - Adjunct Librarian/Tutor		N/A	\$8,402.68	5/21/14 - 8/19/14
Loop, Jill	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,691.52	5/21/14 - 8/19/14
Miranda, Tracy	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$3,286.00	5/21/14 - 8/19/14
Ahmed, Ahmed	Master Course Syllabus revision CHEM 205, 206	Adjunct	N/A	\$66.66	5/22/14
Farkas, Carol	Master Course Syllabus revision FITN 119	Adjunct	N/A	\$33.33	5/22/14
Garrity, Kathleen	Master Course Syllabus revision FITN 204, 205	Adjunct	N/A	\$66.66	5/22/14
Gilbert, Mary	Master Course Syllabus revision ENGL 204	Adjunct	N/A	\$33.33	5/22/14
Kidder, Jennifer	Master Course Syllabus revision ENGL 204	Adjunct	N/A	\$33.33	5/22/14
Webster, Claire	Master Course Syllabus revision FITN 106, 108	Adjunct	N/A	\$66.66	5/22/14
Young, Tammi	Master Course Syllabus revision FITN 170	Adjunct	N/A	\$33.33	5/22/14
Sheehan, John	Master Course Syllabus revision HSTY 110,222,230	Adjunct	N/A	\$99.99	5/23/14
Abdallah, Delbert Abi	Independent Study BIOL 104-M15	Adjunct	N/A	\$3,040.00	5/28/14 - 6/27/14
Ahmed, Ahmed	Independent Study CHEM 205-M49	Adjunct	N/A	\$1,216.00	5/28/14 - 6/27/14
Bartlett, Heather	Independent Study ENGL 100-C19	Adjunct	N/A	\$1,824.00	5/28/14 - 6/27/14
Boden, Brandy	Master course syllabus revision RECR 105, 150	Adjunct	N/A	\$66.66	5/28/14 - 6/27/14
Coleman, Cynthia	Independent Study SOCI 205-AL1	Adjunct	N/A	\$1,824.00	5/28/14 - 6/27/14
Cornish, Erin	Independent Study MATH 132-M15	Adjunct	N/A	\$1,368.00	5/28/14 - 6/27/14
Cornish, Erin	Independent Study MATH 100-M58	Adjunct	N/A	\$1,824.00	5/28/14 - 6/27/14
Crane, Nancy	Independent Study SPAN 101-IE61	Adjunct	N/A	\$2,432.00	5/28/14 - 6/27/14
Cutter, Elizabeth	Independent Study MATH 095-M49C	Adjunct	N/A	\$608.00	5/28/14 - 6/27/14
Dickerson, Nancy	Independent Study HUMS 110-M15	Adjunct	N/A	\$3,192.00	5/28/14 - 6/27/14
Dickerson, Nancy	Independent Study HUMS 239-M49C	Adjunct	N/A	\$1,824.00	5/28/14 - 6/27/14
DiMattei, Michael	Independent Study DRAF 118-M15	Adjunct	N/A	\$1,368.00	5/28/14 - 6/27/14
Eisenberg, Seth	Independent Study PARA/PARC 101-AL1	Adjunct	N/A	\$456.00	5/28/14 - 6/27/14
Gaetano, Linda	Independent Study MATH 095-ME58	Adjunct	N/A	\$2,432.00	5/28/14 - 6/27/14
Gillis, Andrew	Independent Study ART 111-ME58, ART 290-M48	Adjunct	N/A	\$3,648.00	5/28/14 - 6/27/14
Montoya, Jorge	Independent Study CONT 208	Adjunct	N/A	\$2,736.00	5/28/14 - 6/27/14
Morris, Kathy	Independent Study ART 290-M49	Adjunct	N/A	\$1,368.00	5/28/14 - 6/27/14
Parks, Paul	Independent Study HUMN 232-M15	Adjunct	N/A	\$912.00	5/28/14 - 6/27/14
Richards, David	Independent Study POSC 103-AL1	Adjunct	N/A	\$1,824.00	5/28/14 - 6/27/14
Ruoff, Guy	Independent Study HSTY 201-C19	Adjunct	N/A	\$2,736.00	5/28/14 - 6/27/14
Schrag, Kim	Independent Study ART 288-M49	Adjunct	N/A	\$456.00	5/28/14 - 6/27/14
Sewell, Patrick	Independent Study ECHD 102-M49C	Adjunct	N/A	\$2,280.00	5/28/14 - 6/27/14
Sheehan, John	Independent Study HSTY 110-AL1	Adjunct	N/A	\$1,368.00	5/28/14 - 6/27/14
Snyder, Stephen	Independent Study BIOL 101-HY1	Adjunct	N/A	\$2,280.00	5/28/14 - 6/27/14
Stone, Kathryn	Independent Study ENGL 100-IE61	Adjunct	N/A	\$1,368.00	5/28/14 - 6/27/14
Strauf, Dale	Independent Study HLTH 126	Adjunct	N/A	\$912.00	5/28/14 - 6/27/14

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
May 2014 continued					
Watts, Andrew	Independent Study COMM 298-M15	Adjunct	N/A	\$2,052.00	5/28/14 - 6/27/14
Yantz, Patricia	Independent Study ENGL 103	Adjunct	N/A	\$2,280.00	5/28/14 - 6/27/14
Young, Tammi	Independent Study FITN 170-M16	Adjunct	N/A	\$456.00	5/28/14 - 6/27/14
Waffner, Marcia	HRMG 220-SLC2 - Italy Trip	Adjunct	N/A	\$6,243.75	5/31/14 - 6/14/14
June 2014					
Nightingale, Michelle	Student Success - Director of Student Success Services		5	*\$75,915.00	06/02/14
Seymour, Suri	Coord. Of Multicultural Svcs./Student Success Coach		N/A	*\$51,844.00	06/03/14
Archer, Pamela	Cornell summer intensive ESL program	Adjunct	N/A	\$1,111.87	6/04/14 - 7/14/14
Clay, Merryn	Cornell summer intensive ESL program	Adjunct	N/A	\$4,228.80	6/04/14 - 7/14/14
Martin, Angela	Cornell summer intensive ESL program	Adjunct	N/A	\$4,228.80	6/04/14 - 7/14/14
vander Veur, Shirley	Cornell summer intensive ESL program	Adjunct	N/A	\$1,228.80	6/04/14 - 7/14/14
Tvaroha, Patricia	Counseling, Career and Transfer Services - Coord. Pathways Prg.		N/A	*\$55,785.00	06/09/14
Parks, Paul	Master Course Syllabus revision HUMN 232	Adjunct	N/A	\$33.33	06/16/14
Chambala, Bryan	External Relations - Director of Communications		5	*\$72,995.00	06/20/14
Edgecomb, Robert	External Relations - Associate Director of Communications		4	*\$68,518.00	06/20/14
Voorhees, Peter	External Relations - Public Info. Officer/Sports Info. Coordinator		3	*\$61,217.00	06/20/14
Arnold, Melanie	COMM 245-M25	Adjunct	N/A	\$3,180.00	6/30/14 - 8/01/14
Cornish, Erin	MATH 095-M25	Adjunct	N/A	\$3,960.00	6/30/14 - 8/01/14
Cowan, Richard	MATH 207-I27	Adjunct	N/A	\$4,540.00	6/30/14 - 8/01/14
Crane, Nancy	SPAN 101-IE61, SPAN 101-M25	Adjunct	N/A	\$5,107.50	6/30/14 - 8/01/14
Curran, Kerry	ENGL 101-IE61	Adjunct	N/A	\$2,610.00	6/30/14 - 8/01/14
Dengel, Alexis	Counseling, Career and Transfer Services - Coord. of PACE		N/A	*\$82,522.00	06/30/14
Edgecomb, Patricia	CAPS 131-AL1	Adjunct	N/A	\$3,711.06	6/30/14 - 8/01/14
Galezo, David	PHIL 101-AL1, PHIL 201-AL1	Adjunct	N/A	\$6,810.00	6/30/14 - 8/01/14
Gilbert, Mary	ENGL 102-BL3	Adjunct	N/A	\$3,405.00	6/30/14 - 8/01/14
Hillis, Patrick	PSYC 103-M25	Adjunct	N/A	\$2,775.00	6/30/14 - 8/01/14
Lipa, Thomas	HLTH 108-AL1	Adjunct	N/A	\$3,405.00	6/30/14 - 8/01/14
Pitcher, David	BUAD 111-M25	Adjunct	N/A	\$3,180.00	6/30/14 - 8/01/14
Pospisil, Pamela	MATH 200-M25	Adjunct	N/A	\$3,180.00	6/30/14 - 8/01/14
Ross, Ronald	BUAD 108-ME58	Adjunct	N/A	\$3,180.00	6/30/14 - 8/01/14
Sabol, Zenta	ACCT 102-M25	Adjunct	N/A	\$4,540.00	6/30/14 - 8/01/14
Sloan, Cindy	SOCI 101-ME58	Adjunct	N/A	\$3,180.00	6/30/14 - 8/01/14
Squires, Dan	HLTH 126-M25	Adjunct	N/A	\$990.00	6/30/14 - 8/01/14
Underwood, Rehema	PSYC 205-AL1	Adjunct	N/A	\$3,180.00	6/30/14 - 8/01/14
July 2014					
Perkins, Donald	Campus Technology - Computer Support Associate		1	*\$45,941.00	07/01/14
Williams-Debottis, Brandy	Academic Advisement	Adjunct	N/A	\$447.47	7/01/14 - 8/19/14
Dickerson, Nancy	DASA workshop - Dignity for All Students	Adjunct	N/A	\$300.00	07/19/14
August 2014					
Dickerson, Nancy	DASA workshop - Dignity for All Students	Adjunct	N/A	\$300.00	08/01/14
		Adjunct	N/A		

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 7, 2014

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Brandy Williams-Debottis	June 30, 2014	Position ended
Helen Lang	July 8, 2014	Other employment
Walter Poland	August 31, 2015	Retirement
Jorge Huayhuaca	December 31, 2016	Retirement

FACULTY STUDENT ASSOCIATION

Patrick Carroll	July 31, 2014	Other employment
Jackie Sutton	August 31, 2014	Resignation

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-5**

2014-2015 DUPLICATING PAPER BID AWARD

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

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

WHEREAS, Hummel's Office Supply Company of Mohawk, New York, provided the lowest pricing in the total amount of \$22,728.50; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards the 2014-2015 Duplicating Paper Bid to Hummel's Office Supply Company in the amount not to exceed \$22,728.50.

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 17th day of July, 2014, 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 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: July 8, 2014

Re: Duplicating Paper Bid

In consultation with Dan Paolangeli, Duplicating and Print Department Supervisor, we are recommending the award of the Bid for Duplicating Paper for 2014-2015 to Hummel's Office Supply Company of Mohawk, New York in the amount of \$22,728.50.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and posted on the College's website. Bid documents were sent to five vendors. Three bids were received. The above vendor provided the best overall pricing.

A summary of the bids is attached.

Bid for Duplicating Paper

7/7/14 2:00 PM RM248

Vendor	Bid Amount	Non-Collusive Certification	Signature Page
Hummels' Office Plus, Mohawk, NY	\$22,728.50	Yes	Yes
Lindenmeyr Munroe, Rochester, NY	\$25,953.18	Yes	Yes
Staples, Boston, MA	No Bid		
Unisource Worldwide, Jacksonville, FL	No Bid		
W.B. Mason, Brockton, MA	\$23,161.30	Yes	Yes

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-3**

AUDIO VISUAL EQUIPMENT FOR TV STUDIO, CONTROL ROOM BID AWARD

WHEREAS, there is a need for Audio Visual Equipment for the College's Television Studio and Control Room, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Audio Visual Equipment for the College's Television Studio and Control Room, and

WHEREAS, Video Corporation of America, of Somerset, New Jersey has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

WHEREAS, the amount of the Bid for Audio Visual Equipment for the College's Television Studio, Control Room is consistent with probable costs giving consideration to budget allocations, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the Bid for Audio Visual Equipment for the College's Television Studio and Control Room to Video Corporation of America, of Somerset, New Jersey in an amount not to exceed \$254,534.00.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of July 2014, and the same is a complete copy of the whole of such resolution.

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: July 1, 2014

Re: Bid Recommendation for Audio Visual Equipment for TV Studio, Control Room

In consultation with Chris Xaver, Professor of Communication and Media Arts Program at TC3, we are recommending the award of the Bid for Audio Visual Equipment for TV Studio, Control Room, to Video Corporation of America, of Somerset, New Jersey, in the amount of \$254,537.00.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and posted on the College's website. Bid documents were sent to seven vendors. Three bids were received. The above vendor provided the best overall pricing, meeting specifications and requirements.

A summary of the bids is attached.

Audio Visual Equipment for TV Studio, Control Room				
6/26/14 2:00 PM RM248				
Vendor				
	Bid Amount	Non-Collusive Certification	Corporate Resolution	Insurance Rider
Audio-Video Corp., E. Syracuse, NY	\$285,331.00			
Tele-Measurements, Inc., Clifton, NJ	No Bid			
North American Theatrix, Southington, CT	No Bid			
Y & S Technologies, Brooklyn, NY	No Bid			
Com-Tech, Inc., Voorheesville, NY	\$269,547.00			
Video Corp of America, Somerset, NJ	\$254,537.00	Yes	Yes	Yes
AV Solutions, Rochester, NY	No Bid			

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-4**

AUDIO VISUAL EQUIPMENT FOR AUDIO RECORDING STUDIO BID AWARD

WHEREAS, there is a need for Audio Visual Equipment for the College's Audio Recording Studio, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Audio Visual Equipment for the Audio Recording Studio, and

WHEREAS, Ultimate Sound, LLC of Groton, New York has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

WHEREAS, the amount of the Bid for Audio Visual Equipment for the College's Audio Recording Studio is consistent with probable costs giving consideration to budget allocations, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the Bid for Audio Visual Equipment for the College's Audio Recording Studio to Ultimate Sound, LLC of Groton, New York in an amount not to exceed \$52,800.00.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of July 2014, 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 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: July 1, 2014

Re: Bid Recommendation for Audio Visual Equipment for Audio Recording Studio

In consultation with Chris Xaver, Professor of Communication and Media Arts Program at TC3, we are recommending the award of the Bid for Audio Visual Equipment for Audio Recording Studio to Ultimate Sound, LLC, of Groton, New York, in the amount of \$52,800.00.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and posted on the College's website. Bid documents were sent to eight vendors. Two bids were received. The above vendor provided the best overall pricing, meeting specifications and requirements.

A summary of the bids is attached.

Audio Visual Equipment for Audio Recording Studio
 6/27/14 2:00 PM RM248

Vendor	Bid Amount	Non-Collusive Certification	Signature Page/Corporate Resolution	Insurance Rider
Audio-Video Corp., E. Syracuse, NY	No Bid			
Tele-Measurements, Inc., Clifton, NJ	No Bid			
North American Theatrix, Southington, CT	No Bid			
Y & S Technologies, Brooklyn, NY	No Bid			
Ultimate Sound, LLC, Groton, NY	\$52,800.00	Yes	Yes	
Subcat Studios, Syracuse, NY	No Bid			
AV Solutions, Rochester, NY	\$68,759.00	Yes	Yes	
Diversified Concepts, Inc., Marcellus, NY	No Bid			

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-1**

**AUTHORIZATION FOR THE EXECUTIVE COMMITTEE TO ACT ON BEHALF OF
THE BOARD OF TRUSTEES OF TOMPKINS CORTLAND COMMUNITY COLLEGE**

WHEREAS, the Bylaws of the Board of Trustees of Tompkins Cortland Community College, dated October 2003, states in Article IV, Section 3, "The Executive Committee shall have authority to act on behalf of the Board, whenever so authorized by the Board", and

WHEREAS, in order to keep construction of the various campus master plan activities on schedule, it may be necessary for the Executive Committee to make decisions related to the awarding of bids or approval of capital payments to vendors, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes the Executive Committee of the Board of Trustees to award bids and authorize payments to vendors in those special circumstances where time is of the essence and the action cannot wait until the next regularly-scheduled meeting of the Board of Trustees. This authority to act on such items will expire in September 2015.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **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 17th day of July, 2014, 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 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-6**

**APPROVAL OF POSITION DESCRIPTION
COORDINATOR OF GLOBAL PROGRAMS**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Global Office, that there is a need to revise the Global Initiatives Coordinator position description and title, and

WHEREAS, the attached Coordinator of Global Programs position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Coordinator of Global Programs 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:

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 17th day of July 2014, 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 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Coordinator of Global Programs

GRADE

2

PAGE

1 of 2

ORGANIZATIONAL UNIT

Global Initiatives

REPORTS TO

Director of Global Operations

APPROVED BY

SUMMARY

Responsible for the coordination and logistics related to the College's summer global programs and international students' stay at TC3. The Coordinator ensures good communication with all academic and administrative departments, processing all paperwork related to the summer program, and coordination of all extracurricular activities and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the effective coordination of Summer Global programs in collaboration with other departments on-campus.
2. Works with academic advisors to monitor students' academic progress through program completion (English language transition, etc.) including utilization of an individual Student Education Plan.
3. Assists with the determination of course equivalencies for articulated programs, in collaboration with department chairs and the Dean of Instruction's office.
4. Develops and recommends internal administrative processes to achieve effectiveness and efficiency in providing quality service to students and partner institutions. Assists in the follow-up and coordination of service to partners and students.
5. Collaborates and communications with internal and external partners on programmatic and other student issues, including travel emergencies.
6. Develops and participates in project-related workshops and orientation programs.
7. In the absence of the Director, may assist with solving problems that arise and make decisions based on knowledge of current operations and routinely follow-up to ensure tasks are completed in a timely fashion.
8. Provides support to cross-functional councils and other college groups to ensure that communications, programs, and services provided to students, faculty, and staff are developed collaboratively and are designed to promote and support the internationalization of the college.
9. Collaborates with faculty and other college departments to advocate for the development,

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Coordinator of Global Programs

GRADE

2

PAGE

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ORGANIZATIONAL UNIT

Global Initiatives

REPORTS TO

Director of Global Operations

APPROVED BY

implementation, and use of new technology initiatives to ensure that international student communications, orientation, intervention and other support services are current with new technology and strategies for recruiting internal students and retaining current and prospective students to the College's international programs.

10. 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.
11. Serves on various college and community 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
- 1-2 # of Adj. faculty, students, etc.
(student interns)

MINIMUM QUALIFICATIONS

Bachelor's degree and two years related work experience.

PREFERRED QUALIFICATIONS

Fluency in second language (able to fluently read, write, and converse), experience with the support and/or development of customized programs for international students.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-7**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF GLOBAL OPERATIONS**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Global Office, that there is a need to create a Director of Global Operations position description, and

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

RESOLVED, that the Director of Global Operations 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:

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 17th day of July 2014, 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 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Director of Global Operations	<u>GRADE</u> 4	<u>PAGE</u> 1 of 3
<u>ORGANIZATIONAL UNIT</u> Global Initiatives	<u>REPORTS TO</u> Vice President Global Initiatives	<u>APPROVED BY</u>

SUMMARY

Responsible for the administration and academic operations of the Global Initiatives office. Provides leadership to the College's efforts toward globalization. Responsible for the grant sponsored special programs and contracts including the Summer Institute ESL Institute (SIEI) and English as a Second Language (ESL). The Director is responsible for the ongoing development and administration of Study Abroad Programs working in collaboration with faculty, key partners, participants and other college departments. Engages in the College's internationalization through supporting international student visa advising, cross-cultural competency training with faculty and staff, and serves as a point of contact for college personnel on international student related issues.

ESSENTIAL DUTIE AND RESPONSIBILITIES

1. Develops and maintains administrative and academic processes, policies and procedures to achieve effectiveness and efficiency in providing quality service to international students and partner institutions in collaboration with faculty, deans and other college staff. Responsible for the follow-up with partner institutions, faculty and students.
2. Responsible for the administration, coordination, development, marketing and facilitation of the College's Study Abroad program. Works directly with department heads, directors, faculty and deans in the development of effective systems and procedures related to TC3's study abroad programs.
3. Responsible for program development and oversight of the Global ESL initiatives including but not limited to contract training and non-credit ESL programs in collaboration with the Vice President and the chair of ESL courses. Manages and evaluates TC3's local ESL initiatives, including Summer Intensive ESL Institute and other local off campus contracts.
4. Supports faculty advisors of international students with regard to academic transitions and visa related requirements to maintain status and engage in cross-cultural support.
5. Serves as the College's Primary Designated School Official (PDSO). Engages with the team of Designated School Officials (F-1 visas) and Alternate Responsible Officers (J-1 visas) for immigration advising, including but not limited to maintaining SEVIS records, monitoring student status, providing updates to necessary forms and documents needed for student OPT, CPT, RCL and other requests to SEVIS records. Keeps current with applicable Federal Regulations related to F-1 and J-1.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Global Operations	4	2 of 3
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Global Initiatives	Vice President Global Initiatives	

6. Responsible for the onsite operations of the Summer Global Connections program.
7. Provides support to cross-functional councils and other college groups to ensure that communications, programs, and services provided to students, faculty, and staff are developed collaboratively and are designed to promote and support the internationalization of the college.
8. Collaborates with faculty and other college departments to advocate for the development, implementation, and use of new technology initiatives to ensure that international student communications, orientation, intervention and other support services are current with new technology and strategies for recruiting internal students and retaining current and prospective students to the College's international programs.
9. Builds and maintains a network of professionals in the field of international education through other colleges and professional organizations. Represents the College to partner institutions, ministries of Education, appropriate U.S. Government agencies, potential students and collaborators.
10. Provides service to international students related to ongoing programming and assistance.
11. Directs the staff of the Global Initiatives 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.
12. Assures the efficient use of material resources by assessment of department and institutional needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
13. Serves on various college and community committees and performs other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Global Operations

GRADE

4

PAGE

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ORGANIZATIONAL UNIT

Global Initiatives

REPORTS TO

Vice President
Global Initiatives

APPROVED BY

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
(Project assistant)
- 1 # of Administrative
- # of Faculty
- 4-6 # of Adj. faculty, students, etc.
(student interns)

MINIMUM QUALIFICATIONS

Master's degree in higher education, international education, modern languages (including TESOL and ESL), or applicable education or humanities discipline and two years related work experience. Bachelor's degree and four years related work experience. Qualified to obtain a valid international travel passport.

PREFERRED QUALIFICATIONS

Fluency in second language (able to fluently read, write, and converse), experience with project management and the development of customized programs. Experience with F and J Visa processing and Federal regulations is desirable. Study abroad or an international academic experience desirable.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-8**

STUDENT EMPLOYEE WAGE RATE POLICY - REVISION

WHEREAS, the College employs students through federal financial aid and its own resources, and

WHEREAS, student employees provide valuable services for the College through its work program, and

WHEREAS, the College work program provides jobs for students who need financial assistance, and who must earn part of their educational expenses, and

WHEREAS, student employees must maintain satisfactory academic progress to remain in the program, and

WHEREAS, College students must be paid at least the federal minimum wage and are not eligible for the subminimum wage, be it therefore

RESOLVED, that for any scheduled increase in the federal or state minimum wage, the College will automatically adjust its wage scale to whichever of the two is greater, and be it further

RESOLVED, that the attached policy was reviewed and recommended by the Executive Council and the President, and be it further

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the College administration to automatically adjust the student wage scale as appropriate in relation to the federal or state minimum wage rates, and be it further

RESOLVED, that this change in policy shall become effective January 1, 2015.

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 17th day of July 2014, 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 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Student Employee Wage Rate Policy

For any scheduled increase in the federal or [state minimum wage](#), the College will automatically adjust its wage scale to whichever of the two is greater.

The Board of Trustees of Tompkins Cortland Community College hereby authorizes the College administration to adjust automatically the student wage scale as appropriate in relation to the federal or state minimum wage rate.

5/17/90 – Resolution #1989-90-76 – Student Employee Wage Rate Policy

7/17/14 – Resolution #2014-2015 - Revised

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-9**

ACCESS EASEMENT FOR SOLAR ENERGY PROJECT

WHEREAS, Tompkins Cortland Community College entered into a power purchase agreement with NextEra Energy Resources for the purpose of supplying solar energy to the college campus, and

WHEREAS, via Resolution 2013-2014-16, the Tompkins Cortland Community College Board of Trustees requested the assistance of the TC3 Foundation, Inc. for the lease of 10 acres of land located at 80 Cortland Road, Dryden, New York, to the College for the purpose of constructing a solar array on said property, and

WHEREAS, the College holds a beneficial interest in certain real properties containing a thoroughfare known as Bahar Drive in the Town of Dryden referenced as Parcels 1, 2 and 3 on maps entitled "Ingress & Egress Easement Bahar Drive Parcel Nos. 1 and 2" by Ammon A. Bush, L.L.S. dated June 11, 2014 ("Parcel 1 & 2 Map") and Parcel 3 on a map of the same date entitled "Ingress & Egress Easement Bahar Drive Parcel No. 3" ("Parcel 3 Map") with such parcels more fully described in deeds from the Dormitory Authority of the State of New York to Tompkins County and Cortland County and recorded in the office of the Tompkins County Clerk at Liber 484 Page 1034 of Deeds, Liber 535 Page 317 of Deeds, and Liber 558 Page 91 of Deeds, ("Bahar Drive Parcels"), and

WHEREAS, there is a need for an access easement over portions of the Bahar Drive Parcels consisting only of Bahar Drive and an area identified as "P.O.B. Parcel 2" (the "Access Easement") or such alternate location as is determined by the Board to be necessary for the grantee to construct, operate, maintain and decommission the solar energy project located on TC3 Foundation owned property, provided any such alternate location be adequately described and limited to the aforementioned purposes; and

WHEREAS, pursuant to Education Law §6306(4) and (5), title to the Bahar Drive Parcels is vested in and held by Tompkins County and Cortland County in trust for the uses and purposes of the College as beneficiary, be it therefore

RESOLVED, that the President of the College be and hereby is authorized to seek and obtain such consents, approvals and/or authorizations, if any, as may be required from the College's sponsoring counties, and each of them, which may be necessary and appropriate to allow the College to grant the Access Easement, and be it further

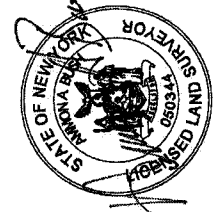
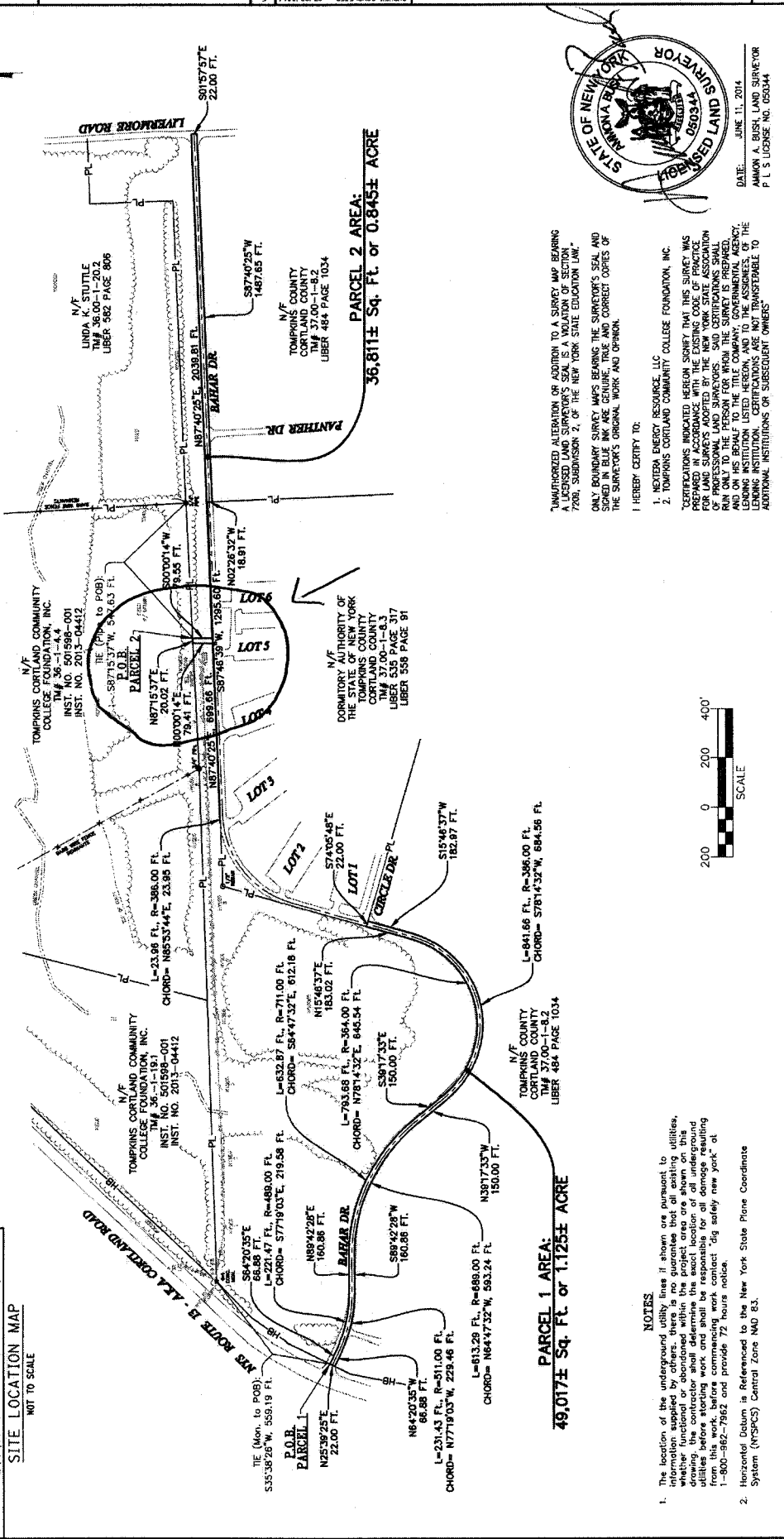
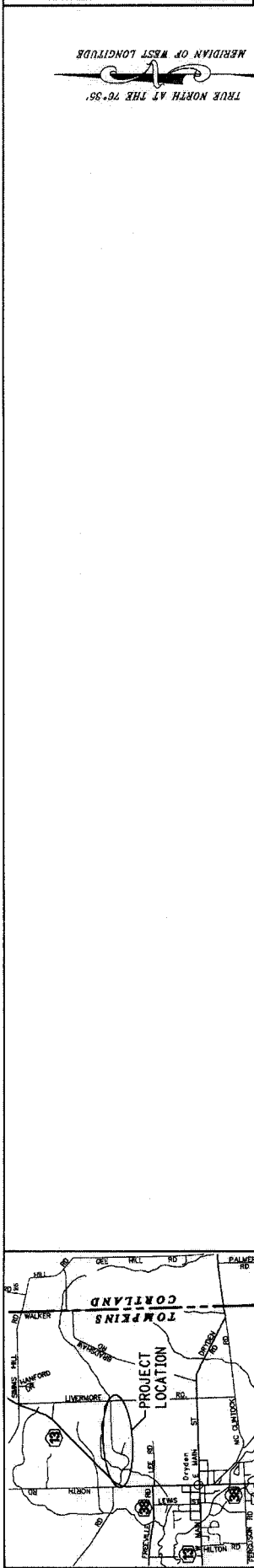
RESOLVED, that the President hereby is authorized to execute any and all agreements pertaining to said access easement.

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 17th day of July 2014, 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 17th day of July 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

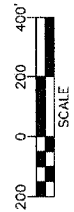


DATE: JUNE 11, 2014
 AMNON A. BUSH, LAND SURVEYOR
 P.L.S. LICENSE NO. 65034

I HEREBY CERTIFY TO:

1. MODERN ENERGY RESOURCE, LLC
2. TOMPKINS CORTLAND COMMUNITY COLLEGE FOUNDATION, INC.

CERTIFICATIONS INDICATED HEREON SURVEY THAT THIS SURVEY WAS PERFORMED IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYING AND MAPPING LAW ENACTED BY THE LEGISLATURE OF THE STATE OF NEW YORK AND THE ASSOCIATION OF PROFESSIONAL LAND SURVEYORS. SAID CERTIFICATIONS SHALL RUN ONLY TO THE PERSON FOR WHOM THE SURVEY IS PREPARED, AND NO INSTRUMENT LISTED HEREON AND TO THE ASSIGNEE, THE LENDING INSTITUTION, CERTIFICATIONS ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.



NOTES

1. The location of the underground utility lines if shown are pursuant to information supplied by others. There is no guarantee that all existing utilities, whether functional or abandoned within the project area are shown on this map. The contractor shall be responsible for all damage resulting from utilities before starting work and shall be responsible for all damage resulting from this work, before commencing work contact "dig safely" new york" at 1-800-962-7962 and provide 72 hours notice.
2. Horizontal Datum is Referenced to the New York State Plane Coordinate System (NAD83) Central Zone NAD 83.

TO: Board of Trustees
FROM: Carl E. Haynes, Ph.D., President
DATE: July 15, 2014
SUBJECT: President's Report to the Board

ENROLLMENT/BUDGET

Enrollment for the fall semester continues to be approximately 4% less than our budgeted goal for the fall semester. There are a number of initiatives that the Enrollment Service Center staff are employing to attempt to close this gap before the beginning of the fall semester.

FARM TO BISTRO

I provided my detailed monthly report to both our Foundation Board and Board of Trustees on July 2 and I will be happy to answer any questions or provide clarifications at our meeting on Thursday evening.

MASTER PLAN

All contracts, insurances and bonds have been received from the contractors. Work has started at the front entrance with the demolition of the sculpture and the walls at the Forum as well as the electrical and heating systems in the Forum. During the demolition mastic was discovered on the insulation and was found to contain asbestos. This has been removed. The existing water line was found to be not where it was shown on the drawings but almost directly under the new foundation that is to be installed. It will need to be relocated. Work has started and great progress has been made on the changes in the drainage patterns between the parking lots. The new retention areas/drainage ditches will improve the conditions of runoff and relieve the pressure on the parking lots that currently exists where the runoff is accumulating under the parking areas. The demolition and reconstruction of the ductwork that will be supplying the new enrollment services area has started.

OTHER MATTERS

On June 13, Jim Turner and I met with Mark Baumann, Project Engineer for the Culinary Center construction. The discussion focused on how to ensure that the academic spaces will be available for the beginning of the fall semester. Mark provided options to address the delay in schedule, which included approximately \$20,000 in overtime costs, which is within our contingency budget.

On June 18 and 19, I attended the New York Community College Association of Presidents annual meeting in New Paltz, New York. Walter Bumphus, President of

AACC, provided a presentation on AACC initiatives. There was also other discussion on a wide range of topics including the concurrent enrollment and updates from SUNY.

On June 23, I attended the Tompkins County Budget, Capital & Personnel Committee, where they acted on our 2014-2015 budget.

On June 26, I attended the Cortland County Legislature meeting where our 2014-2015 operating budget was unanimously approved.

On July 1, Carl Penziul, Martha Hubbard, and I met with Heather Filiberto, Vice President and Director of Economic Development Services for Tompkins County Area Development, and Julia Mattick, Executive Director of the Tompkins County Workforce Investment Board, for a discussion on workforce/economic development.

Also on July 1, I attended the Tompkins County Legislature meeting where our 2014-2015 operating budget was unanimously approved.

On July 4, the College was closed in celebration of the Fourth of July holiday.

On July 9, Blix Taetzsch, Sue Dewey, and I met with Marty Murphy, Cortland County Administrator and Carolyn Kennedy, Deputy Treasurer, and Joe Mareane, Tompkins County Administrator and Rick Snyder, Finance Director, for clarification on the process for Capital Payments.