



VISION

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

MISSION

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

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

BOARD OF TRUSTEES

THURSDAY, OCTOBER 23, 2014
RONALD W. SPACE BOARD ROOM – 5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – September 18, 2014
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – Performance/Success of Pathways' Students – Alexis Dengel and Patty Tvaroha
 - b. Organizational Capacity – Health Center Update – Shari Shapleigh
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - b. Vice President for Global Initiatives

11. Information Items:
 - a. Human Resources Updates
 - b. Annual Contracts 2014-2015

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Approval to Increase Contingency For Campus Master Plan General Construction Services
 - d. Approval to Increase Contingency For Campus Master Plan Civil Construction Services
 - e. Approval of Position Description – Director of Advancement

13. Standing Reports:
 - a. College Forum – Corrina Struzick and Jonathan Walz, Co-Chairs
 - b. Faculty Student Association – Walter Poland
 - c. Tompkins Cortland Community College Foundation, Inc.
 - d. Chairperson's Report – Elizabeth Burns
 - i. Board Retreat Agenda
 - 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. Upcoming Events:
 - a. Board of Trustees Retreat – November 6, 2014 – 1:00 p.m. – Coltivare
 - b. Thanksgiving Holiday – College Closed – November 27/28, 2014
 - c. Next Meeting – ~~December 4, 2014~~ CHANGED TO November 20, 2014
 - d. December Graduate Recognition Ceremony – December 12, 2014

15. Executive Session for Discussion of Personnel Item (no action to be taken)

16. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
SEPTEMBER 18, 2014
RONALD W. SPACE BOARD ROOM**

PRESENT: Elizabeth Burns, John Daniels, Judy Davison, Dammi Herath, Matt McSherry, and Raymond Schlather

ABSENT: Roxann Buck, Chad Coates, Navjot Kaur, Arthur Kuckes

COUNTY

LIAISONS: None

STAFF: Shannon Allen, David Benevides, Marty Christofferson, John Connors, Pam Davis, Susan Dewey, Lisa Doran, Dave Flaten, Carl Haynes, Chris Jones, Gregg Kiehl, Mick McDaniel, Maria Nissi, Walter Poland, Ken Reynolds, Don Perkins, Dave Stevenson, Bruce Ryan, Corrina Struzick, Blixly Taetzsch, Amy Trueman, Peter Voorhees, Kelly Wessell, Victoria Zeppelin

GUESTS: Sarah Vaber, *The Cortland Standard*; Dr. Jorge Enrique Orejuela Gartner, Visiting Fulbright Scholar from Universidad Autónoma de Occidente (UAO) in Cali, Colombia

1. **Call to Order:** The meeting was called to order at 6:50 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Doran called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Chairperson Burns asked that Resolution 2014-2015-12, Approval of Position Description – Student Success Advisor, be added as agenda item 13F. J. Davison moved that the agenda be approved with this addition; seconded by M. McSherry; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – July 17, 2014 Annual Meeting; July 17, 2014 Regular Meeting; August 12, 2014 Executive Committee Meeting:** R. Schlather moved that the minutes of the July 17, 2014 Annual meeting, the July 17, 2014 Regular meeting, and the August 12, 2014 Executive Committee meeting be approved as presented; seconded by J. Daniels; carried unanimously.
7. **Introduction of New Employees:** The following new employees were introduced to the Board: Shannon Allen, David Benevides, Pam Davis, Chris Jones, Maria Nissi, and Don Perkins. In addition, Walter Poland introduced Dr. Jorge Enrique Orejuela Gartner, a Visiting Fulbright Scholar from Universidad Autónoma de Occidente (UAO) in Cali, Colombia. Dr. Orejuela Gartner is the College's very first Fulbright Scholar. He will be here for the semester teaching two courses and working with Dave Flaten and Kelly

Wessell on a three-way agreement between TC3, Universidad Autónoma de Occidente (UAO), and SUNY College of Environmental Science and Forestry.

8. **Communications:** President Haynes passed around the “Thank You” card from Ms. Buck for the thoughtfulness of the Board members upon the passing of her mother.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.

10. College-wide Goals:

- a. **Student Success – Academic Success of Athletes – Mick McDaniel and Dave Stevenson:** Dean Trueman introduced Mick McDaniel, Director of Athletics and Dave Stevenson, Assistant Director of Athletics. Mr. McDaniel reviewed the information sheet that was provided in the Board packet. He stated that we have been tracking student-athletes’ academic performance, as well as each team’s academic performance, for eleven years now. Prior to that, we had a lot of turnover in student-athletes who played on a team that carried over from the fall to spring semester, i.e. basketball, volleyball. Many students were academically eligible in the fall, but then were not academically eligible in the spring. He noted that at the end of 2013-2014, the overall team GPA for all TC3 sports was 2.73 with 24 student-athletes being named to the Dean’s List, 2 student-athletes receiving the SUNY Chancellor’s Award, and one student-athlete receiving the SUNY Chancellor’s Student-Athlete Award for Men’s Soccer. Mr. Stevenson explained the method that they use to keep track of student-athletes’ academic progress. He has a lot of face-to-face meetings with students and faculty members when needed and the student-athletes are required to submit weekly progress reports which must be signed by the faculty members teaching each student’s classes. He noted that he has a 95 percent turn-in rate. Since implementing the weekly progress reports, we have had an increase in the retention rate from fall to spring. Over the past six or seven years, it has increased to 96-97 percent. Success in the classroom is as important, if not more important, than success on the field/court. If necessary, the Athletics’ staff will tell a student that it is academically in his/her best interest to hold off participating in a sport until a future semester, even if that recommendation is not necessarily in the best interest of the team. We want students to succeed academically. President Haynes noted that the other part of what our Athletics’ staff does that is very important is host a lot of non-TC3 athletic events and we consistently receive accolades for the way that other teams are treated when they are on our campus.
- b. **Organizational Capacity – Library Services Update – Gregg Kiehl:** Gregg Kiehl spoke to his power point presentation. He reviewed where we are currently with library services and the direction we are heading. He noted that we currently have over 100,000 e-books that are available 24/7 and that we purchase e-books upon request. The library also provides the service of shipping books to students, which includes a return shipping label to return the books to us. The library offers a chat/text service for students to ask questions or get assistance with the various library services. It has 60+ Nook e-readers and a state-of-the-art document scanning station so that students can scan documents directly to their e-mail, smart phone or the cloud. New to library services is the ability to record and save a lecture to a USB

drive and then upload to the library's video processing server for posting to Angel or Blackboard. These recorded lectures can then be used for online courses or as a supplement to courses taught in the classroom. We can also record guest lecturers from anywhere and then post to Angel or Blackboard. We have a mobile application for Android and IOS that will record from the smart phone and then send to the server. Also new is a green-screen studio in which we have recorded over 100 students from our speech classes. The other new service is wirecast mobile which integrates with Gotomeeting and Skype. It allows us to broadcast live events directly to the internet and simultaneously record each video feed plus the live presentation for editing later.

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

- a. Provost and Vice President of the College** – Provost Conners spoke to his written report regarding Seamless Transfer implementation, faculty diversification, and active shooter training. Regarding SUNY's Seamless Transfer policy, he discussed the fact that only three of our degree programs exceed the 64-credit limit imposed by SUNY, one being the nursing program. We submitted a waiver request for this program to remain at 68 credits, but our request was denied. The nursing faculty and the curriculum committee will work this semester to look at ways of eliminating the excess credits, most likely though a reduction in liberal arts credits. Provost Conners also reported that we currently have five computer-oriented career or transfer degree programs currently with four full-time teaching faculty. After planned retirements, we will be down to two full-time teaching faculty in computer-orientated programs. Due to the College's financial and enrollment challenges, coupled with lower enrollments in two of the five, we are looking at eliminating the web design and computer forensics degree programs. In doing so, we would incorporate some of the course offerings from these two degree programs into the other three. The Faculty is very supportive of this concept. This concept will all go through the curriculum committee, will be voted on by the faculty, and then resolutions will be prepared for a future Board of Trustees meeting.
- b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report regarding Mexico Initiative "Proyecta 100,000 ESL", Partnership with Universidad San Ignacio deLoyola, new partnerships, assisting USIL, and plans for the grand opening of UAO-TEC in Cali, Colombia. Vice President Poland also reported that we just received congratulations from the Foreign Minister in Mexico. We are one of many colleges in the United States that has been accepted for Project 100K. Through this program, the Mexican government will sponsor 7,500 students to study in the United States. TC3 will have approximately 30 students/faculty members here studying ESL for the month of November. The official grand opening of UAO-TECH in Cali, Colombia is scheduled for late October.

12. Information Items:

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

- b. **Compliance Report** – President Haynes reported that this is the first year that we are in 100 percent compliance with all items and that he added a summary indicating the hours/year and cost/year by reference to law.
- c. **Professional Development Report** – President Haynes provided a brief overview of the professional development report.

13. Consent Agenda (Action Items): Highlights of the Consent Agenda were discussed during the meeting. J. Daniels moved that the Consent Agenda be approved as amended; seconded by D. Herath; carried unanimously.

- a. **Capital Payments** – No discussion.
- b. **Appointment of Personnel** – No discussion.
- c. **Treasurer’s Report – July 31, 2014** – No discussion.
- d. **Disposal of Surplus Property** – No discussion.
- e. **Ratification of August 12, 2014, Executive Committee Action** – No discussion.
- f. **Approval of Position Description – Student Success Advisor** – President Haynes noted that this is just a change in the qualifications and a very minor change in the actual job description.

14. Standing Reports:

- a. **College Forum** – Corrina Struzick reported that the College Forum met for the first time this semester on Friday, September 12, 2014. The Forum has begun the committee search for the Chancellors Award Committees and has scheduled the following presentations: Diversification of the Full-Time Teaching Initiative –John Conners, September 26, 2014; New Technology Program Update - Carl Penziul, October 17, 2014; and Cafeteria Improvements - Deb Mohlenhoff, November 7, 2014. The following are future topics for discussion: update on Start-Up NY, update on Farm to Bistro, update on the campus master plan, update on the solar panel project, and update on active shooter training. After hearing Mr. Kiehl’s presentation about library services, Ms. Struzick feels that it might also be a good topic for a future Forum meeting.
- b. **Faculty Student Association** – Vice President Poland reported that the FSA Board held its first meeting of the semester earlier in the day. They are in the process of closing out the 2013-2014 budget year and working on the potential budget deficit for 2014-2015. This is the fourth year in a row that we have had a deficit budget which parallel’s the recent years of declining enrollment. The deficit in the operating budget over the last couple of years has been resolved by using the FSA’s surplus funds. The FSA will be looking at ways to reduce the budget now so that it does not need to use the surplus funds at the end of the year to balance the budget. Vice President Poland was pleased to see all of the student Board members at their first meeting. In past years, the election of student members did not take place until September so there were very few students elected by the September Board meeting. This year the elections took place in May before the end of the spring semester. The FSA Personnel Committee is working on a promotion structure for its employees that will parallel the promotional opportunities of other college employees.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that we need a member of the Board of Trustees to become a member of the

Foundation Board of Directors. Please let her know if you are interested in serving in this capacity.

- d. **Chairperson's Report** – Chairperson Burns commended President Haynes, Dean Taetzsch and Susan Dewey, Director of Budget and Finance, on their great job in working with Cortland County on the campus master plan bonding issue. President Haynes commended Chairperson Burns, as well, for all of her efforts to help resolve this issue.
- e. **Liaison Report (Cortland County)** – None.
- f. **Liaison Report (Tompkins County)** – None.
- g. **Student Trustee's Report** – Ms. Kaur is attending the NYCCT Institute and Conference, so was not able to attend this meeting and provide a report.
- h. **President's Report** – President Haynes spoke to his written report. He reminded Board members that the Board retreat will be held on November 6, at 1:00 p.m. He encouraged all members of the Board to reserve this date/time on their calendars. This will be an all-afternoon session. Further details on the topics for discussion at the Board retreat will be available in the Executive Session part of the October Board meeting. Regarding Farm to Bistro, enrollment in the culinary program is higher than expected with approximately 50 students enrolled; sustainable farming is also a little higher than expected with 17 students enrolled.

15. **Executive Session for Discussion of Personnel Items (no action to be taken)** – J. Davison moved that the meeting convene in executive session for discussion of personnel items, with no action to be taken upon return to regular session; seconded by M. McSherry; carried unanimously. The meeting convened into executive session at 7:28 p.m.

The meeting reconvened in regular session at 7:45 p.m.

16. **Upcoming Events:** No discussion.
17. **Adjournment:** J. Daniels moved that the meeting be adjourned; seconded by J. Davison; carried unanimously. The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Lisa M. Doran
Deputy Clerk of the Board of Trustees

Global Initiatives
Report to TC3 Board of Trustees
October 23, 2014

- Partnership development with LeMoyne College similar in design to RIT.
 - Pending Final Action:
 - 2+2 Transfer agreement with the Madden School of Business, LeMoyne College
 - Pending Final Action:
 - Global “Bridge” Agreement with the Madden School of Business, LeMoyne College to ensure a smooth transition for Global Connections graduates holding the Bachelor’s Degree to enter Graduate Programs in Business, especially the MBA.
- Finalized Memorandum of Agreement (MOU) with St. Aloysius College in Mangalore, India, which includes a broad range of possible collaborations.
- Finalized Memorandum of Agreement (MOU) with the PAMER System of Education, Lima, Peru. A private system of K-12 schools in Lima and other cities in Peru. This Global Connections Partnership is intended to bring students to TC3 programs immediately following High School Graduation.
- Jorge Huayhuaca attended administrative and Trustee’s meetings at the Don Ignacio College of the Universidad San Ignacio de Loyola (USIL) located in Miami, Florida. He was assisting our Global partner, USIL, with the internationalization of the College in Miami. In addition, he was serving as an advisor to the Founding Rector, Raul Diez Canseco Terry, as well as the campus executive, Dr. Omar Pagan. Dr. Pagan was referred to this position through our “connections” with the University of Nevada Las Vegas School of Hotel Management.
- Global Initiatives has been recently notified that its application to participate in the Mexican Program “Proyecto 100,000 – ESL Fall 2014” has been approved. In addition, on Monday, October 13, we were notified that TC3 will receive 30 participants in this 4 week intensive ESL experience. Of these 30, 8 will be faculty of the Technical University of Durango and 22 will be students of the same University. This program is coordinated through the Mexican Foreign Ministry and the Mexican Agency for International Cooperation for Development. More to come regarding information and students

- Global Initiatives is currently reviewing two additional Intensive ESL requests:
 - UAO – Cali, Colombia requesting TC3 to provide a 2 month program of Intensive ESL for 30 Colombian Military Personnel between now and late December. Available faculty and Residence Hall space is making a positive response unlikely at this time.
 - In addition, we are in review of an opportunity to re-engage with the Brazilian Program which brought TC3 some 23 University students during Fall 2013. This program may take place in Summer 2015.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of October 14, 2014

UNCLASSIFIED STAFF

| <u>POSITION</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>ADVERTISED</u> | <u>APPLICATION DEADLINE</u> | <u>CURRENT STATUS</u> |
|---|--------------------------------|--------------------|-----------------------------|------------------------|
| Systems Administrator | November 3, 2014 | September 15, 2014 | September 26, 2014 | Internal Posting |
| Computer Support Associate | November 3, 2014 | September 15, 2014 | October 10, 2014 | Accepting Applications |
| Student Success Advisor | November 10, 2014 | September 17, 2014 | October 10, 2014 | Accepting Applications |
| Technical Specialist Biology Lab Manager | January 15, 2015 | September 19, 2014 | October 20, 2014 | Accepting Applications |

CLASSIFIED STAFF

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>CURRENT STATUS</u> |
|---|--|--------------------------------|------------------------|
| Secretary | Adjunct Office/ Academic Records | October 27, 2014 | Canvassing CS List |
| Enrollment Services Specialist, FT Perm. | Enrollment Services Center Registration and Billing | November 4, 2014 | Hired Corrina Struzick |
| Enrollment Services Specialist, FT Perm. | Enrollment Services Center Financial Aid | November 17, 2014 | Internal Posting |

FACULTY STUDENT ASSOCIATION

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>CURRENT STATUS</u> |
|--|-------------------|--------------------------------|------------------------|
| Fitness Center Assistant | Fitness Center | October 2014 | Accepting Applications |
| Assistant Teacher/Program Coordinator | Childcare Center | October 15, 2014 | Accepting Applications |

BISTRO

| | | | |
|-------------------------------|------------|-------------------|---------------------------------|
| Executive Chef | TC3 Bistro | June 1, 2014 | Hired Richard Brosseau 10/08/14 |
| Sales & Marketing Coordinator | TC3 Bistro | September 1, 2014 | Hired Annie Quach 09/23/14 |
| Assistant General Manager | TC3 Bistro | October 27, 2014 | Accepting Applications |
| Bartender | TC3 Bistro | October 27, 2014 | Accepting Applications |
| Server | TC3 Bistro | October 27, 2014 | Accepting Applications |
| Host/Hostess | TC3 Bistro | October 27, 2014 | Accepting Applications |

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of October 14, 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 Ganoë | MedCo - Change in provider changed prescription co-pay. | Would like matter fully researched by Tompkins County. |

FACULTY ASSOC.

PAA

TO: Blixy Taetzsch
FROM: Kevin Caveney
DATE: October 15, 2014
RE: 2014-2015 Annual Contractual Agreements

Annually the administration provides the Board of Trustees with a list of contracts that will be generated each year for the services below. The contractual agreements for the fiscal year 2014-2015 are outlined below.

I. Outside Groups Using Tompkins Cortland Facility:

A. Tompkins Community Action (Head Start Programs)

The agreement with Dryden Head Start to lease the Farm House facility has been terminated as of August 2014.

B. Food and Vending Services

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

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

II. Other:

A. EMT/AEMT Program

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

B. Employee Assistance Program

The College has contracted with the Family and Children's Service of Ithaca's Employee's Assistance Program for many years. This organization provides employee assistance in the area of counseling, career and life skills, family issues, and related services. The College paid \$4,545.00 for these services for 2013-2014. The estimated cost for 2014-2015 is \$4,000.

C. Trash Removal

The College will extend the contract with Casella Waste Services of Newfield, New York for Trash and Recycling Services for 2014-2015, at an approximate estimated cost of \$15,300.00. The 2013-14 Request for Bid included a one year extension option for 2014-15, for which Casella offered no increase in pricing. Four Requests for Bid were sent to potential local vendors, and were publicly advertised. Of the four vendors contacted, two vendors provided bids, with Casella being the lowest for overall services.

In 2009 the College began looking at the feasibility of a composting program in partnership with Cayuga Compost and Tompkins County in an attempt to offset costs, and to help meet the sustainability objectives of the College. This has been implemented and is to be continued at a projected cost of approximately \$2,000 for the 2014-2015 Fiscal Year.

D. Snow Removal

We will again contract with Becker Industries as an on-call contractor for snow removal as needed. The charges will be \$82/hour for a plow truck and \$90/hour for a front-end loader. A salt spreader at \$95 per hour may be used as alternate equipment, but not in lieu of base equipment specified. The 2013-2014 Request for Quote included a one year extension option for 2014-2015, for which an approximate 4% increase was proposed. Four RFQ's were sent to Tompkins and Cortland County vendors; Only Becker Industries responded. The College did not require snow removal from an outside source in 2013-14, as the College's grounds crew handled all of the snow removal.

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

| | Amount | Subtotal | Grand Total |
|---|---------------|-----------------|--------------------|
| Administrative/Design Services | | | |
| HOLT Architects, P.C. (PO #29384) Invoice #213034015, Design Services | \$15,060.04 | | |
| HOLT Architects, P.C. (PO #29384) Invoice #213034016, Design Services | \$12,598.84 | | |
| Total Administrative/Design Services | | \$27,658.88 | |
| Civil Construction | | | |
| All Around Excavating (PO #29978) Application #4, Excavating Services | \$12,084.95 | | |
| Total Civil Construction | | \$12,084.95 | |
| Electrical | | | |
| Matco Electric Corp. (PO #29977) Application #4, Electrical | \$12,967.50 | | |
| Total Electrical | | \$12,967.50 | |
| General Construction | | | |
| Bouley Associates, Inc. (PO #29974) Application #4, General Construction | \$250,466.55 | | |
| Total General Construction | | \$250,466.55 | |

| | Amount | Subtotal | Grand Total |
|--|-------------|-------------|---------------------|
| Materials Testing | | | |
| SJB Services (PO #29983) | | | |
| Inspections Services, Invoice #CORT-14-252 | \$1,572.00 | | |
| SJB Services (PO #29983) | | | |
| Inspections Services, Invoice #CORT-14-266 | \$1,852.80 | | |
| SJB Services (PO #29983) | | | |
| Inspections Services, Invoice #CORT-14-278 | \$2,558.00 | | |
| SJB Services (PO #29983) | | | |
| Inspections Services, Invoice #CORT-14-312 | \$1,105.00 | | |
| Total Materials Testing | | \$7,087.80 | |
| Mechanical/HVAC | | | |
| Tag Mechanical Systems (PO #29975) | | | |
| Invoice #14147-03, Mechanical/HVAC | \$50,293.00 | | |
| Total Mechanical/HVAC | | \$50,293.00 | |
| Network Upgrade | | | |
| The Computing Center (PO#29752) | | | |
| Invoice #297171, Engineering Services | \$540.00 | | |
| Total Network Upgrade | | \$540.00 | |
| Plumbing | | | |
| Brosch Mechanical (PO #29976) | | | |
| Application #3, Plumbing | \$17,812.50 | | |
| Total Plumbing | | \$17,812.50 | |
| Studio | | | |
| Ultimate Sound (PO #30048) | | | |
| Invoice #1082, Audio Studio Equipment | \$36,960.00 | | |
| Total Studio | | \$36,960.00 | |
| Grand Total | | | \$415,871.18 |

Appointment of Personnel
 Tuesday, October 14, 2014
 Presented to the Board of Trustees

| Employee | Department | Title/Rank | Grade | Salary | Employment Dates |
|--------------------|--|------------|-------|-------------|---------------------|
| August | | | | | |
| Eisenberg, Seth | Conversion of PARA/PARC101 Course from Angel | Adjunct | N/A | \$150.00 | 08/20/14 - 12/19/14 |
| Granison, Henry | Coverision of PARA/PARC101 course from Angel to | Adjunct | N/A | \$150.00 | 08/20/14 - 12/19/14 |
| Gillis, Andrew | Indpendent Study ART290-M48 | Adjunct | N/A | \$3,405.00 | 08/27/14 - 12/18/14 |
| Grimm, Mark | ART298-M49 | Adjunct | N/A | \$471.00 | 08/27/14 - 12/18/14 |
| Keefe, Robert | MUSI118-M01 and MUSI128-M01 | Adjunct | N/A | \$1,884.00 | 08/27/14 - 12/18/14 |
| Martin, Angela | Independent Study ESL101-M01/ | Adjunct | N/A | \$2,512.00 | 08/27/14 - 12/18/14 |
| Martin, Angela | Independent Study ESL101-M01 | Adjunct | N/A | \$5,024.00 | 08/27/14 - 12/18/14 |
| McCabe, Lindsey | Additional students in ENGL101-AL2 | Adjunct | N/A | \$100.00 | 08/27/14 - 12/18/14 |
| Meyer, Denise | ART276-M49 | Adjunct | N/A | \$1,884.00 | 08/27/14 - 12/18/14 |
| Rosekrans, Linda | Additional student in ENGL100-AL2 | Adjunct | N/A | \$50.00 | 08/27/14 - 12/18/14 |
| Seyfried, Lisa | NURS208-M21 FLD | Adjunct | N/A | \$10,175.00 | 08/27/14 - 12/18/14 |
| Sloan, Cindy | Additional student in SOCI101-AL2 | Adjunct | N/A | \$50.00 | 08/27/14 - 12/18/14 |
| Stanton, Dawn | Additional student in CDSC201-AL1 | Adjunct | N/A | \$100.00 | 08/27/14 - 12/18/14 |
| Stremlin, Tatiana | MUSI115-M01 | Adjunct | N/A | \$157.00 | 08/27/14 - 12/18/14 |
| Stremlin, Tatiana | MUSI127-M01 and MUSI130-M01 | Adjunct | N/A | \$1,256.00 | 08/27/14 - 12/18/14 |
| Vazenios, George | Additional students in BUAD103-AL1 | Adjunct | N/A | \$100.00 | 08/27/14 - 12/18/14 |
| Wolff, Christopher | ART282-M49 | Adjunct | N/A | \$471.00 | 08/27/14 - 12/18/14 |
| Almann, Nancy | BIOL131 M02 BIOL131 M01 | Adjunct | N/A | \$8,512.50 | 8/27/14 - 12/18/14 |
| Arnold, Melanie | COMM110 ME50 COMM245 M01 COMM115 | Adjunct | N/A | \$8,127.02 | 8/27/14 - 12/18/14 |
| Carr, Kyle | COMM120 M03 COMM120 M01 COMM111 | Adjunct | N/A | \$4,620.33 | 8/27/14 - 12/18/14 |
| Lipa, Thomas | CDSC220 HY1 CDSC101 AL1 | Adjunct | N/A | \$3,405.00 | 8/27/14 - 12/18/14 |
| Pask, Margery | CAPS123 M01 CAPS131 M07 CAPS111 | Adjunct | N/A | \$3,973.64 | 8/27/14 - 12/18/14 |
| Stevenson, David | SPMT195 M01 SPMT190 M01 | Adjunct | N/A | \$2,504.70 | 8/27/14 - 12/18/14 |
| September | | | | | |
| Burns, Frank | HRMG107 V01 | Adjunct | N/A | \$925.00 | 9/19/14 - 9/19/14 |
| Dickerson, Nancy | Facilitate DASA Workshop | Adjunct | N/A | \$300.00 | 09/20/14 |
| Burns, Frank | Facilitate workshop-ServSafe Alcohol | Adjunct | N/A | \$500.00 | 09/29/14 |
| October | | | | | |
| Need, Barbara | Provide students w/ coaching, tutoring, academic | Adjunct | N/A | \$933.57 | 10/01/14 - 12/12/14 |
| Wormuth, Courtney | HLTH126 AL2 | Adjunct | N/A | \$990.00 | 10/2/14 - 11/10/14 |
| Edgecomb, Patricia | CAPS133 AL2 CAPS131 AL2 CAPS123 AL1 | Adjunct | N/A | \$3,711.06 | 10/2/14 - 12/18/14 |
| Kearns, Paul | CULI101 VE50 | Adjunct | N/A | \$4,241.25 | 10/2/14 - 12/18/14 |
| McGory, Randy | CAPS121 CE66 CAPS111 CE66 | Adjunct | N/A | \$2,474.04 | 10/2/14 - 12/18/14 |
| Dickerson, Nancy | Facilitate DASA Workshop | Adjunct | N/A | \$300.00 | 10/04/14 |
| Martin, Angela | Assist w/ development of 4-week intensive ESL | Adjunct | N/A | \$1,057.20 | 10/06/14 - 11/07/14 |

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 14, 2014

Resignations/Retirements/Separations

| <u>NAME</u> | <u>EFFECTIVE DATE</u> | <u>REASON</u> |
|-------------|-----------------------|---------------|
| Paul Slocum | January 9, 2015 | Retirement |

FACULTY STUDENT ASSOCIATION

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-15**

**APPROVAL TO INCREASE CONTINGENCY FOR CAMPUS MASTER PLAN
GENERAL CONSTRUCTION SERVICES**

WHEREAS, via Resolution # 2013-2014-58 the Board of Trustees awarded the Campus Master Plan Civil Construction Services bid to Bouley Associates of Auburn, New York in the amount of \$2,777,000 with a contingency budget not to exceed 10% of this work, and

WHEREAS, certain field conditions that were not known at the time of the design and bidding process have occurred during the construction, and

WHEREAS, these certain field conditions will result in additional costs that will exceed the approved 10% contingency budget, and

WHEREAS, these additional costs will not result in an increase in the overall Campus Master Plan budget that was previously approved by the Board of Trustees, be it therefore

RESOLVED, that the contingency budget for the Campus Master Plan General Construction Services be increased by 5% to a total of 15% to complete the work of this contract.

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 23rd day of October 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 23rd day of October 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-16**

**APPROVAL TO INCREASE CONTINGENCY FOR CAMPUS MASTER PLAN
CIVIL CONSTRUCTION SERVICES**

WHEREAS, via Resolution # 2013-2014-62 the Board of Trustees awarded the Campus Master Plan Civil Construction Services bid to All Around Excavating of Johnson City, New York in the amount of \$452,100 with a contingency budget not to exceed 10% of this work, and

WHEREAS, certain field conditions that were not known at the time of the design and bidding process have occurred during the construction, and

WHEREAS, these field conditions will result in additional costs that will exceed the approved 10% contingency budget, and

WHEREAS, these additional costs will not result in an increase in the overall Campus Master Plan budget that was previously approved by the Board of Trustees, be it therefore

RESOLVED, that the contingency budget for the Campus Master Plan Civil Construction Services be increased by 10% to a total of 20% to complete the work of this contract.

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 23rd day of October 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 23rd day of October 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Advancement

GRADE

5

PAGE

1 of 3

ORGANIZATIONAL UNIT BY

External Relations

REPORT TO

Dean of External Relations

APPROVED

Board of Trustees

SUMMARY

Develops, leads, and evaluates a comprehensive major gifts, individual giving, and corporate giving program that aligns with and supports the College's strategic initiatives. Engages in all aspects of the gifts cycle, from prospect research to cultivation to solicitation and stewardship. Develops and maintains effective relationships with key internal and external constituents including donors and prospects. Represents the College to external individuals, groups, and organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for a comprehensive major gifts program that supports key strategic needs of the College and ensures alignment with donor needs and gift vehicles. Leads and engages in all aspects of the gifts cycle, including prospect research and analysis, initiating contacts, developing and implementing cultivation strategies, moving prospects toward solicitation, soliciting gifts, and practicing effective stewardship. Develops of an overall donor strategy and manages a full portfolio of prospects.
2. Builds and maintains effective relationships with prospects, donors, community leaders, the Foundation board and the Board of Trustees, and college faculty and staff. Engages in highly-sensitive conversations and solicits gifts from prospective individual/corporate donors.
3. Collaborates with the Director of Strategic Corporate and Community Partnerships to optimize strategic external relationships, to achieve strategic objectives for the College and the Foundation, and coordinate external contacts.
4. Represents the College and shares its stories and key initiatives to a variety of external audiences, including individuals, community groups, business and industry leaders, and prospective donors.
5. Provides leadership and technical guidance to campus leadership for developing and evaluating fundraising goals and objectives. Establishes performance measures, monitors results, and helps Foundation committees and the Board evaluate the success of the Foundation's fund development programs. Meets or exceeds established performance measures.
6. Works collaboratively with, and in support of, volunteers and other college staff to cultivate and solicit donors.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Advancement

GRADE

5

PAGE

2 of 3

ORGANIZATIONAL UNIT BY

External Relations

REPORT TO

Dean of External Relations

APPROVED

Board of Trustees

7. Develops and leads the College's planned giving program. Ensures that planned giving is fully integrated into the individual giving program. Develops a menu of planned gift options and provides effective stewardship for planned giving donors.
8. Provides leadership for the design and maintenance of donor and prospect records, gift management systems, and informational reports. Ensures the highest standards of fiscal responsibility, data integrity, and donor confidentiality. Works with database administrators to ensure accurate tracking of all gift activity.
9. Develops policies and procedures to guide giving programs and ensures compliance with all relevant laws.
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. Assures the efficient use of material resources by assessment of needs, development of budget recommendations, revenue generation, and management of all budgets within the area.
12. Serves on various college committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
 Administrative
 Faculty
 Non-credit adjunct faculty,
students, etc.

Indicate number in each category:

- 1 # of Classified Staff
 # of Administrative
 # of Faculty
 # of Non-credit adjunct faculty,
students, etc.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Advancement

GRADE

5

PAGE

3 of 3

ORGANIZATIONAL UNIT BY

External Relations

REPORT TO

Dean of External Relations

APPROVED

Board of Trustees

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of five years of demonstrated success in a comprehensive development program. Ability to travel to offsite locations.

DESIRED QUALIFICATIONS

Master's degree preferred. Experience in major gifts or capital campaigns, development in higher education including personal solicitation, and knowledge of planned giving.