



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, NOVEMBER 20, 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
 - a. October 23, 2014 Regular Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – None
 - b. Organizational Capacity – None
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - b. Vice President for Global Initiatives

11. Information Items:
 - a. Human Resources Updates
12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Disposal of Surplus Property
 - d. Request for Support from the TC3 Foundation for Strategic Initiatives
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
 - 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. Board Dialogue – Prevention and Response to Sexual Assault/Harassment – Title IX
15. Executive Session to Discuss Collective Bargaining Matter (no action to be taken)
16. Upcoming Events:
 - a. December Graduate Recognition Ceremony – December 12, 2014
 - b. College Holiday – College Closed – December 24, 2014 to January 1, 2015
 - c. Faculty Return – January 15, 2015
 - d. Next Meeting – January 22, 2015
 - e. Classes Begin – January 22, 2015
17. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
OCTOBER 23, 2014
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, John Daniels, Judy Davison, Navjot Kaur, Arthur Kuckes, and Raymond Schlather

ABSENT: Dammi Herath and Matt McSherry

COUNTY

LIAISONS: Mike Lane

STAFF: John Connors, Susan Dewey, Robert Earle, Carl Haynes, Carl Penziul, Bruce Ryan, Shari Shapleigh, Shari Tackill, Blixy Taetzsch, Jim Turner, Patty Tvaroha, Peter Voorhees, and Gregg Weatherby

GUESTS: Sarah Vaber, *The Cortland Standard*; Carl Feuer, Tompkins County Workers Center

1. **Call to Order:** The meeting was called to order at 5:34 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:** Mr. Daniels moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** Robert Earle, an adjunct instructor and member of the TC3 community, spoke on behalf of the Organizing Committee of the TC3 Adjunct Association. He asked for the floor to speak on Agenda #14A – Board of Trustees Retreat. Privilege of the floor was granted. Mr. Earle mentioned that the tenure track faculty, as well as professional and support staff have had union representation for some time and the Committee feels it is their turn. The Committee sees it as a benefit for TC3 and feels union representation and a fair contract is crucial in recruiting and retaining adjunct instructors. He said that the Committee urges the Board to respect their wishes for voluntary recognition of the TC3 Adjunct Association. Carl Feuer, co-founder of Tompkins County Workers Center, also spoke on behalf of the Organizing Committee of the TC3 Adjunct Association. He said the Workers Center is concerned about the right of workers to organize. He mentioned that the Tompkins County Legislature had voted to support and endorse workers being allowed to freely choose representation. Gregg Weatherby, an adjunct instructor and member of the TC3 community, provided a handout of a note requesting that the Board voluntarily recognize the TC3 Adjunct Association, which was signed by all of the members of the Organizing Committee.
6. **Approval of Minutes – September 18, 2014:** Ms. Davison moved that the minutes of the September 18, 2014, regular meeting be approved as presented; seconded by Mr. Daniels; carried unanimously.

7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **College-wide Goals:**

- a. **Student Success – Performance/Success of Pathways’ Students – Patty**

Tvaroha: Patty Tvaroha, Coordinator of the Pathways Program, shared information from the 2013-2014 Pathway’s Annual Report, which summarizes the successes of the students in the program. There is a 76% success rate for students in the Pathways program, which is well above the national average for success. There is a cap of 80 students in the program and there were nearly three times the applications as slots available. Two of our graduates who participated in the Pathways program are receiving full scholarships to attend Cornell. Of our Pathways scholars, we have about a 90% success rate for completion. In order to be eligible for the Pathways program, an individual needs to be at least 24 years of age and not have attempted more than 15 credits in the last five years. The focus is on individuals who have never attended or have been out of school for many years. Currently, the oldest Pathways student is 68 years old, never attended college, and is holding a 4.0 GPA. The scholarship comes with financial support for 4 full-time semesters or 8 part-time semesters. There is also staff support to assist the students with their needs. This is modeled after the PACE program. Staff are able to refer these students to the appropriate agencies and outside resources in the communities for other help that might be needed. Staff also makes presentations at external agencies to provide information on the program.

- b. **Organizational Capacity – Health Center Update – Shari Shapleigh:** Shari Shapleigh, Director of Health Services, spoke to the TC3 Health Services Functional Area Review. Student fees are used to fund the Health Center. She said that Health Services directly supports the College’s mission by promoting health and wellness for the individual and campus community. According to the National College Health Assessment (NCHA), and the TC3 Student Success and Intervention Survey, student health challenges have a negative effect on academic outcomes including grade achievement and completion. Conversely, when students consistently receive accessible, confidential and evidenced-based health care, wellness, and promotion services, they are better able to reach and maintain academic goals and be better prepared for citizenship in a global society. Approximately 2,000 students are seen in the Health Center annually. The Health Center is full-service and does provide prescriptions. Ms. Shapleigh also spoke about preparedness in light of Ebola concerns. She said that the CDC and State Department have put in effect very strict guidelines and protocol with respect to the Ebola virus.

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

- a. **Provost and Vice President of the College –** Provost Conners spoke to his written report. He also mentioned the lockdown at SUNY Canton caused by comments on YIK YAK (social media). Mr. Lane asked if we had a plan in place for a lockdown

here. Provost Connors responded that there have been meetings with several different groups on campus about the protocols that are in place and we have been educated in the means we are going to use should there be an incident. An active shooter drill will be planned for the near future. We have e-mail, texting, reverse 911, interior and exterior speakers as several ways to communicate if there is an incident.

- b. **Vice President for Global Initiatives** – Vice President Poland was unable to attend, but provided a written report.

11. Information Items:

- a. **Human Resources Updates** – No discussion.
- b. **Annual Contracts 2014-2015** – Mr. Schlather asked if we have been able to reduce our trash because of composting. Mr. Turner said we haven't reduced costs, but we have reduced what goes to the landfill.

12. Consent Agenda (Action Items):

Highlights of the Consent Agenda were discussed during the meeting. Mr. Schlather moved that the Consent Agenda be approved as presented; seconded by Ms. Davison; carried unanimously.

- a. **Capital Payments** – We will need an Executive Committee meeting to approve payments in December because we moved the December meeting to November 20.
- b. **Appointment of Personnel** – No discussion.
- c. **Approval to Increase Contingency For Campus Master Plan General Construction Services** – A 10% contingency had been approved, but due to unforeseen issues, it is necessary to ask for another 5% contingency.
- d. **Approval to Increase Contingency For Campus Master Plan Civil Construction Services** – Mr. Turner said that the increase is due to several unplanned issues that arose during construction. We did not have a copy of all of the drawings for construction in earlier years which caused the need to make some changes to plans. All of the increases in contingency are within the bottom line of the original budget. Mr. Turner said we are taking steps to make sure that these construction plans/drawings will be preserved so there won't be similar issues for future construction projects.
- e. **Approval of Position Description – Director of Advancement** – This is just a change in the title for this position. The position title was originally Director of Philanthropy. When the new person began here, he felt that the title Director of Advancement was a more appropriate way to reference his job duties and he felt it would work better in the field.

13. Standing Reports:

- a. **College Forum** – Corrina Struzick and Jonathan Walz, Co-Chairs of the College Forum were unable to attend the meeting. The following written report was provided: The College Forum has met two times – September 26th with a presentation by John Connors on the Diversification of the Full-time Faculty Proposal with a Question and answer session; and on October 17th with discussions on the Fall Day topics, Master plan updates, and an information session about Degree works with Jonathan Walz. The next meeting is November 7th and Deb Mohlenhoff will present information on the cafeteria area improvement plans.

- b. Faculty Student Association** – No report.
- c. Tompkins Cortland Community College Foundation, Inc.** – A Board member will be appointed to fill Dr. Dalton’s role as Liaison to the Tompkins Cortland Community College Foundation.
- d. Chairperson’s Report** – Chairperson Burns reported on the Board retreat agenda. Materials will be developed and sent out ahead of time in preparation for the discussion at the retreat. The proposed list of dialogue topics will also be sent out for review prior to the retreat.
- e. Liaison Report (Cortland County)** – None.
- f. Liaison Report (Tompkins County)** – Mr. Lane shared that the Tompkins County Legislature has adopted a tentative budget, with a reasonable 2.5 percent increase in the tax levy, which will go to public hearing. No services will need to be cut, and the budget is below the tax cap. There was continued concern about TC3’s budget. He said that the Legislature thanks TC3 for the work being done to respond to the decline in enrollment. Dooly Kiefer, Tompkins County Legislator, suggested the Legislature reach out to the Cortland County Legislature to close TC3’s budget gap, but that was not approved.
- g. Student Trustee’s Report** – Ms. Kaur reported that the Student Government Association continues to meet on Fridays at noon. New Vice Presidents have been appointed for the Finance, Student Services, Communications, Student Involvement, and Elections Committees. At the first meeting, all of the students expressed an interest in learning more about the construction on campus. The Elections Committee is planning a “Meet the President” event in April. Ms. Kaur asked that the Board let her know of any issues/messages they would like her to convey to the students. President Haynes said we can help facilitate a guest speaker for one of the SGA meetings to provide more information on the campus construction.
- h. President’s Report** – President Haynes spoke to his written report. He mentioned that the solar panel construction will start next week. He also spoke about the TC3 Foundation proposals that will be shared with the Board in November for endorsement. Upon endorsement by the Board, President Haynes will then take the proposals to the Foundation Board for their endorsement and support. There were approximately 15 ideas which were reviewed and four of those ideas will be taken to the Foundation Board: the Faculty Diversification Initiative; Daycare Improvements; an idea relating to student success and completion; and an idea relating to curriculum for the creative aspects of computer technology to attract students and/or help grow the program. President Haynes said he hopes to bring a resolution to the Board at the November meeting seeking endorsement of the four ideas. Dean Ryan said that for the past 10-15 years, the Foundation has been focused on real estate/properties and they are ready to get back into fund raising for initiatives at the College. He also mentioned that there are plans to hold an annual event to bring the two Boards (Board of Trustees and Foundation Board) together for discussion and fellowship.

President Haynes also spoke to a SUNY initiative that is very controversial among community colleges around the state. SUNY will be charging each of the 64

campuses an amount of money which will help fund SUNY Systems Administration's budget deficit. They are doing a pilot program for the first year. NYCCT and NYCCAP have reached an agreement regarding this pilot year with the understanding that the Chancellor will meet to discuss this initiative further with NYCCAP and NYCCT. The North Country Community College Board of Trustees has refused to support the pilot year. A legal challenge has been asserted as to whether or not SUNY has the right to charge community colleges. Chairperson Burns wanted to make sure if we agree to pay this year, that it is not precedent setting. The challenge that SUNY has is that they haven't had an increase in their budget since 1994. They have been living on reserves and will run out of those reserves by 2017. The payment we are being asked to make to SUNY this year is \$7,600. The original proposal was that we would pay \$7,600 for four years and in the fifth year, our payment would be \$37,000. The size of the payments was all scaled to the size of the college. President Haynes said there is a level of concern for the amount of support for community colleges if we were not to support the initiative. Senator LaValle sent a letter to Chancellor Zimpher and SUNY Board of Trustees Chairman McCall questioning the authority to do this and NYCCAP has thanked Senator LaValle for his support. Invoices have not been sent.

14. Upcoming Events: No discussion.

15. Executive Session for Discussion of Personnel Items (no action to be taken) – Ms. Buck moved that the meeting convene in executive session for discussion of personnel items, with no action to be taken; seconded by Mr. Daniels; carried unanimously. The meeting convened into executive session at 7:35 p.m.

The meeting reconvened in regular session at 8:18 p.m.

16. Adjournment: Mr. Daniels moved that the meeting be adjourned; seconded by Dr. Coates; carried unanimously. The meeting adjourned at 8:19 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Connors

Date: November 12, 2014

Re: November report

Nursing program and Seamless Transfer – The waiver submitted to SUNY last Spring requesting that our Nursing program be allowed to exceed 64 credits was rejected in July. In response, the Nursing faculty has recommended that the TC3 general education requirement of ENGL 201/204 be waived in light of the extensive work done by students throughout the curriculum in developing and refining their interpersonal communication skills. After great deliberation and debate, the Curriculum Committee has voted 10 – 3 in favor of the proposal; I have accepted that recommendation. We will now submit to SUNY a second waiver request, this time asking that the program be allowed to require 65 credits. This issue posed a very difficult challenge for all involved and the proposal has created significant controversy within the faculty. I will take a few minutes at the November Board meeting to provide more details.

Faculty diversification – In consultation with my ad hoc group of advisors, and with the expert help of our new Director of Advancement Paul Brenner, I have finalized a proposal for a program to diversify the full-time teaching faculty. I devoted the October faculty meeting to discussion of key questions and concerns that had been raised, making clear to all that I am fully behind this initiative and that, while I welcome suggestions, I have moved past the stage of considering whether to go forward with the proposal. While it is clear that there will always be some of our colleagues who disagree with the direction I am suggesting, I believe that the majority support it.

Registration Day – Tuesday, November 11 was our Registration Day for Spring 2015. Despite very hard work by all involved, we have fallen short of our goal for the day. 1,383 students registered (down from 1,580 last November) for a total of 575 FTE (down from 669). The FTE number is 93% of our goal of 620 FTE. Our colleagues have begun immediately to address the shortfall by working to contact and assist all students who have not yet registered. Katrina Campbell mentioned to me that a fairly large number of students have not yet registered because of outstanding bills, so we will devote energy specifically to counseling those students.

Global Initiatives
Report to Trustees
November 20, 2014

- Vice President Poland attended a planning meeting with SUNY's Director of Mexico Office in preparation for future non-credit ESL projects from Mexico and other Central and South American governments. This meeting was held at Nassau Community College.
- Vice President Poland participated in and was the key note speaker for the public launch of UAOTEC in Cali, Colombia. Presentations were made to the University community, the students of UAOTEC, representatives from education, business, industry, and press of Cali. Vice President Poland was also interviewed by the largest radio station in Colombia regarding this new model of Technical Education.
- 30 Mexican University students and faculty (22 students and 8 faculty) have arrived at TC3 to participate in an intensive four week program in English as a Second Language. Also, they will travel to sites in New York State and our region during their time at TC3.
- The Red Mutis network meeting for November 2014 was held at TC3 this past week. Presentations and discussions took place regarding our solar project as well as Farm to Bistro. They enjoyed lunch and a tour at Coltivare, they also toured the Farm and discussed program development with the key faculty and staff. They were "greatly impressed".
 - Also, the Rector of UAO signed an Agreement of Cooperation with SUNY Environmental Sciences and Forestry (ESF) and met with the Dean of the Madden School of Business at LeMoyne College to discuss potential degree collaborations.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of November 11, 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	Hired Kenneth Reynolds 11/03/14
Computer Support Associate	November 3, 2014	September 15, 2014	October 10, 2014	Interviewing
Student Success Advisor	November 10, 2014	September 17, 2014	October 10, 2014	Interviewing
Technical Specialist Biology Lab Manager	January 15, 2015	September 19, 2014	October 20, 2014	Interviewing

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	Hired Deborah Fedenko
Enrollment Services Specialist, FT Perm.	Enrollment Services Center Financial Aid	November 17, 2014	Interviews Completed

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	Hired Zachary McMullin 10/13/14
Assistant Teacher/Program Coordinator	Childcare Center	October 15, 2014	Hired Karli Wusthoff 10/20/13

BISTRO

Assistant General Manager	TC3 Bistro	October 27, 2014	Hired Lauren Lowman 11/03/14 Interviewing for Additional Asst. General Manager
Bartender	TC3 Bistro	October 27, 2014	Interviewing
Server	TC3 Bistro	October 27, 2014	Interviewing
Host/Hostess	TC3 Bistro	October 27, 2014	Interviewing
Sous Chef	TC3 Bistro	October 27, 2014	Interviewing
Line Cook	TC3 Bistro	October 27, 2014	Interviewing
Dish Washer	TC3 Bistro	October 27, 2014	Interviewing

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.		
Faculty Association Membership	.5 FTE Student Success Advisor - Work Violates Section 8.20a	The Association has requested that the College increase the position to .75 FTE. Currently at Stage 3 of grievance procedure.

PAA

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

	Amount	Subtotal	Grand Total
<i>Master Plan</i>			
Electrical			
Finger Lakes Electrical Invoice 751564-1, Supplies	\$284.16		
Matco Electric Corp. (PO #29977) Application #5, Electrical	\$29,260.00		
Total Electrical		\$29,544.16	
General Construction			
Bouley Associates, Inc. (PO #29974) Application #5, General Construction	\$414,213.30		
Total General Construction		\$414,213.30	
Mechanical/HVAC			
Tag Mechanical Systems (PO #29975) Invoice #14147-04, Mechanical/HVAC	\$196,175.00		
Total Mechanical/HVAC		\$196,175.00	
Network Upgrade			
The Computing Center (PO#29752) Invoice #298016, Engineering Services	\$120.00		
Total Network Upgrade		\$120.00	
Plumbing			
Brosch Mechanical (PO #29976) Application #4, Plumbing	\$6,365.00		
Total Plumbing		\$6,365.00	
<hr/> Total Master Plan		\$646,417.46	

Amount

Subtotal

Grand Total

SUNY Project

**C34161 Digital Media Center
TV Studio Equipment**

Video Corp of America (PO #30049)
Invoice #133407, Equipment

\$127,268.50

**Total C34161 Digital Media Center
TV Studio Equipment**

\$127,268.50

**C34162 Computer/Tech Upgrades
Part II Movable Set**

Uniset Company (PO #29980)
Invoice #0144, Studio Set System

\$45,970.00

**Total C34162 Computer/Tech Upgrades
Part II Movable Set**

\$45,970.00

Total SUNY Project

\$173,238.50

Capital Payments Grand Total

\$819,655.96

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-17**

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 20th day of November 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 20th day of November 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**Appointment of Personnel
Tuesday, November 11, 2014
Presented to the Board of Trustees**

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
August					
Filipowski, Eliza	Coverision of PARA/PARC255-Angel to Blackboard	Adjunct	N/A	\$150.00	08/20/14 - 12/19/14
Schrag, Kimberly	Identify/Arrange for/Schedule Models for ART120	Adjunct	N/A	\$972.90	08/27/14 - 12/18/14
Vescherevich, Radmil	Independent Study-RSN280-M49C - 1 Student	Adjunct	N/A	\$471.00	08/27/14 - 12/18/14
October					
Jones, Maxine	Independent Study - MATH100-M14 - 6 students	Adjunct	N/A	\$2,826.00	10/02/12 - 12/18/14
Carr, Kyle	COMM265	Adjunct	N/A	\$1,386.00	10/02/14 - 12/18/14
Rosekrans, Linda	Additional student in ENGL100-AL4	Adjunct	N/A	\$100.00	10/02/14 - 12/18/14
Dickerson, Nancy	Facilitate DASA Workshop	Adjunct	N/A	\$300.00	10/18/14
McGee, Louise	Infection Control & Barrier Precautions	Adjunct	N/A	\$300.00	10/23/14
November					
Dickerson, Nancy	Facilitate DASA Workshop	Adjunct	N/A	\$300.00	11/01/14
Dickerson, Nancy	Facilitate DASA Workshop	Adjunct	N/A	\$300.00	11/08/14
McIntyre, David	HRMG105-V03, HRMG105-V02	Adjunct	N/A	\$1,740.00	11/11/14 - 11/12/14
Pask, Margery	CAPS133-M01, CAPS131-IE62	Adjunct	N/A	\$2,649.09	11/12/14 - 12/18/14
Wells, Frances	CAPS111-AL5	Adjunct	N/A	\$1,324.55	11/12/14 - 12/18/14
Burns, Frank	HRMG107-V03	Adjunct	N/A	\$925.00	11/14/14

Employee Count 14

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

November 11, 2014

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Donna Wendt	December 19, 2014	Resignation

FACULTY STUDENT ASSOCIATION

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-18**

DISPOSAL OF SURPLUS PROPERTY

WHEREAS, Tompkins Cortland Community College desires to dispose of its surplus property, and

WHEREAS, the Administration has identified the equipment, on the list attached to this resolution as obsolete, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to dispose of the equipment according to appropriate College polices and legal requirements.

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 20th day of November 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 20th day of November 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixxy Taetzsch

From: Kevin Caveney

Date: November 6, 2014

Re: Disposal of Surplus Items Report

Upon advisement and in coordination with the Buildings and Grounds Department, and the using Department(s), the following items have been determined to be obsolete and of no further use to the College. The items are unusable due to non-function, wear, or breakage.

Disposed:

- 1 - Spot Light Stand
- 5 - Chairs
- 1 - Animation Table
- 1 - Overhead Projector (non-computer)
- 1 - Vacuum Cleaner

Upon advisement of Campus Technology, and due to equipment upgrades, the following computer equipment has been determined to be obsolete and/or non-functioning, and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the college is normally designated for placement with non-profit agencies if possible. The remaining items have been designated for e-waste/ recycling with Regional Computer Recycling and Recovery. Prior to disposal, proper security measures are completed and documented. Designated drives are destroyed and the items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, items are removed from the College's inventory.

Disposed:

- 3 - Computers
- 2 - Monitors
- 1 - Biopac/Biotek System (nursing lab)
- 1 - Printer
- 3 - POS Units

Donated:

- 12 - Computers

Upon advisement of Campus Technology, the following audio-visual equipment has been determined to be of no further use to the College and of no value due to obsolescence. The items have been designated for disposal.

Disposed:

- 16 - Overhead Projectors (non-computer)
- 1 - Video Projector (non-functioning)
- 2 - Televisions
- 1 - VCR

The above items have been removed from the College's inventory.

