



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, FEBRUARY 19, 2015
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. January 22, 2015, Regular Board of Trustees 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 – Financial Aid Overview – LaSonya Griggs, Director of Financial Aid
 - b. Organizational Capacity – No report.
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. Professional Development Report

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – December 31, 2014
 - c. Treasurer's Report – January 31, 2015
 - d. Appointment of Personnel
 - e. Approval of Position Description – Assistant Director of Facilities

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. – Elizabeth Burns
 - 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 – Co-Curricular Assessment

15. Upcoming Events:
 - a. Next Board Meeting – March 19, 2015

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
JANUARY 22, 2015
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, Judy Davison, Navjot Kaur, Matt McSherry, and Raymond Schlather

ABSENT: John Daniels, Dammi Herath, and Arthur Kuckes

COUNTY

LIAISONS: Mike Lane

STAFF: Carolyn Boone, Susan Dewey, Carl Haynes, Cathy Northrop, Carl Penziul, Walter Poland, Bruce Ryan, Blixxy Taetzsch, Amy Trueman, Peter Voorhees, Johnathan Walz, Marilyn Webb, and Khaki Wunderlich

GUESTS: Sarah Vaber, *The Cortland Standard*; Jerry Mickelson and Colleen Stannard of Ciaschi, Dietershagen, Little, Mickelson & Company; TJ Keegan, Student

1. **Call to Order:** The meeting was called to order at 5:37 p.m. by Chairperson Burns in the Sprole Conference Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Chairperson Burns asked that an Executive Session to Discuss a Collective Bargaining Matter (no action to be taken) be added following Item #14. Ms. Buck moved that the agenda be approved as amended; seconded by Mr. Schlather; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – November 20, 2014 Regular Meeting and December 19, 2014 Executive Committee Meeting:** Mr. McSherry moved that the minutes of the November 20, 2014, regular meeting and the December 19, 2014, Executive Committee meeting be approved as presented; seconded by Mr. Schlather; carried unanimously.
7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):**
 - a. **2013-2014 Audit –** Jerry Mickelson, and Colleen Stannard of Ciaschi, Dietershagen, Little, Mickelson & Company provided a report on the audit of the College's financial statements. He stated that the primary responsibility of his firm is to render an opinion and the college's responsibility is to have an internal control structure with appropriate levels of checks and balances and the separation of duties and responsibilities of those in the financial office. The College received an unqualified opinion on financial

statements and there were no instances of non-compliance, no material weaknesses, no significant deficiencies, and no comments. He said the Board should be comfortable that the information that is provided to them during the year is sound. Over the years, we have had consistent findings.

Mr. Schlather asked for clarification on GASB68. Mr. Mickelson said that this will affect the 14-15 fiscal year and there will not be a need for any funding with operating money, other than if there is a deficit, it would affect future contribution rates and there could be a liability reflected in our financial statements next year.

President Haynes commended Dean Taetzsch, Susan Dewey, Director of Budget and Finance, the staff in the Budget and Finance Office, LaSonya Griggs, Director of Financial Aid, and the staff in the Financial Aid Office, for the terrific work done throughout the year and during the audit process which led to this successful audit.

9. College-wide Goals: both of these topics came out of the board retreat

- a. Student Success – Advisory Committees:** Dean Penziul provided information on academic program advisory committees. He said that advisory committees/boards are formed to gather information to allow the scope of that degree program to be consistent and competitive with other programs, and to provide input on the plan to get students from program entry to successful completion and possible employment. Members of industry, and in some cases from sister institutions, help us shape what the curricula should look like. We have 21 AAS degree programs and all have advisory boards in place. The makeup of these boards range in size from as few of 4 to as many as 21. One advisory board, the Paralegal Advisory Board, includes student representation. More than half of the advisory board members have some college affiliation as well. Most of these representatives bring to the table ideas for course changes, path changes, and some provide internships. There are only 4 AAS degree programs that don't have an internship and/or coop. Most committees meet minimally once a year. The committees could meet two or three times a year if the program is undergoing a review or a major change. It is important to keep course content consistent with today's market and provide opportunities for employment that students would not have had. Mr. Schlather asked what input the advisory board had regarding the two program deregistrations. Dean Penziul said that the two deregistrations came about as a recommendation from the advisory boards. The recommendation was that due to low enrollments in the programs, it would be better to incorporate the current course content into an existing program rather than start another track. There is no difficulty recruiting individuals to serve on advisory boards because quite often faculty know people in the business, and sometimes others on an advisory board may recommend colleagues.
- b. Organizational Capacity – Students with Disabilities: Organizational Capacity – Students with Disabilities:** Carolyn Boone, Coordinator of Access and Equity Services, Marilyn Webb, Coordinator of Tutorial and Accommodation Services, and Kaylin Lemchak, Access & Equity Adjunct, presented information about Students with Disabilities at TC3. They demonstrated the "Smart Pen" and Premier software. The "Smart Pen" has the ability to provide a digital copy of handwritten notes together with a recording of the lecture. Syracuse University provides this tool to all of their student athletes. Dr. Coates asked about the faculty's response to having their lecture

recorded. For any student who is approved for recording, the accommodation memos state this alerting the faculty, and the student signs a waiver stating they will only use the recording for their own educational purposes. Premier software reads back any digital text. Therefore, for any student who needs to have tests read to them, the test is sent digitally (or scanned) and the student is put in a test room with the digital copy of the test, the test is then loaded on the computer and read to the student. There is also Dragon software available which provides a speech to text function. Of the students with disabilities at the College, approximately 33 percent have a learning disability such as attention deficit disorder, dyslexia, etc.; approximately 20 percent have a mental health impairment; approximately 3 percent have a sensory disability such as hearing or vision issues, etc.; and approximately 4 or 5 percent have mobility issues. The College is totally accessible for students with mobility issues except one small area in the cafeteria. We do have Braille outside most of the doors. We did have an orientation and mobility professional view the facility and this individual said we were doing great with the signage. We have not had any students using Braille in several years, but we are set up with a refreshable Braille system to use as needed. We also work with students with their own technology. One of the reasons it is important to stay up and current with technology is that we want students to be familiar with services that are available when they leave and become employed. Through our Counseling, Career, and Transfer Services Office, we also provide information to students with disabilities about how to navigate outside TC3 in their personal lives and in the business sector.

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

- a. **Provost and Vice President of the College** – Provost Conners was unable to attend the meeting, but had provided a written report.
- b. **Vice President for Global Initiatives** – Vice President Poland spoke to his written report. He also mentioned that we just received notice today of a scholarship from the State University Office of Diversity Equity and Inclusion that was awarded to one of our nursing students which will cover a majority of the cost for the student's participation in the Study Abroad Nicaragua program. This is the first time we submitted a student's name for this program.

11. Information Items:

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

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

- a. **Capital Payments** – No discussion.
- b. **Treasurer's Report – September 30, 2014** – Dr. Coates mentioned that there was an error in accounts receivable "3.3 million is an increase from 11 million" – it should read "3.3 million is an increase from 1 million". The change will be made.
- c. **Treasurer's Report – October 31, 2014** – Dr. Coates mentioned that Total expenditure amount "7.6 or 119.6 percent increase" seemed incorrect. It should have been "7.6 or 19.6 percent increase". The change will be made.

- d. **Treasurer's Report – November 30, 2014** – No discussion.
- e. **Appointment of Personnel** – No discussion.
- f. **2013-2014 Audit** – Discussion was held during the presentation portion of the meeting.
- g. **Discontinuance/Deregistration of the A.A.S. Degree Program in Web Design** – No discussion.
- h. **Discontinuance/Deregistration of the A.A.S. Degree Program in Computer Forensics** – No discussion.
- i. **Ratification of December 19, 2014, Executive Committee Action** – No discussion.

13. Standing Reports:

- a. **College Forum** – Jonathan Walz, Co-Chair of the College Forum, stated that the first meeting of the semester is scheduled for tomorrow.
- b. **Faculty Student Association** – Vice President Poland mentioned that there was no report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – The TC3 Foundation annual meeting took place on December 2. Two Tompkins County residents joined the board of directors: attorney Leslie Danks-Burke and Harper Watters, Treasurer of Cornell University. Leslie will serve on the Stewardship Committee and Harper will remain on the Finance Committee. Immediately following the annual meeting the regular board meeting took place. Long-time Investment Committee member and friend of the Foundation, Paul Steiger, passed away on December 18. Paul will be greatly missed. A Stewardship Committee meeting took place on January 9 and an Investment Committee meeting is scheduled for January 26. The annual campaign in-house kickoff is scheduled for January 28. Approximately forty-six percent of in-house staff regularly contribute to the annual campaign. A board of directors meeting is scheduled for March 3.
- d. **Chairperson's Report** – Chairperson Burns reported that she has volunteered to be the Board of Trustee liaison to the TC3 Foundation Board.
- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – It was necessary for Mr. Lane to leave the meeting early, so no report was provided.
- g. **Student Trustee's Report** – Ms. Kaur reported that she will be working with the Office of Multicultural Services as a mentor. She said that mentors will be staffing a table near the cafeteria for the next week to assist new students on campus who have enrolled for the spring. Peer mentors and ambassadors in the Peer mentoring program will also be working with students who are enrolled in pre-college math classes. This assistance is open to the entire TC3 community with the goal of working with students who are really struggling and on academic probation. It was felt that some of these students may need help with studying techniques. She also mentioned that the Student Government Association will also be staffing a table in the cafeteria for the purpose of recruiting and informing students on campus about SGA and how to become more involved on campus.

h. President's Report – President Haynes spoke to his written report and a copy of the President's 2013-2014 Annual Report was distributed. A copy of the printed brochure will be provided when it is available. President Haynes will be presenting his state of the college report to the legislatures in late February/early March. He spoke briefly about enrollment stating that we are challenged again, but not for lack of a whole range of initiatives from staff in the Enrollment Services Center, faculty, and other staff. By next month, we will have been through our drop/add period and will have done an analysis of the impact on budget. He also mentioned the Governor's proposed budget and the focus of NYCCAP's lobbying efforts, which will be on base aid. President Haynes also mentioned the Tompkins County Chamber event being held the following week during which TC3 will be honored as the Distinguished Business of the Year.

14. Upcoming Events: No discussion.

Executive Session to Discuss Collective Bargaining Matter (no action to be taken) (added to the agenda) – Mr. McSherry moved that the meeting convene in executive session for discussion of a collective bargaining matter, with no action to be taken; seconded by Dr. Coates; carried unanimously. The meeting convened into executive session at 7:23 p.m.

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

15. Adjournment: Ms. Davison moved that the meeting be adjourned; seconded by Ms. Kaur; carried unanimously. The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: February 11, 2015

Re: February report

Campus Technology leadership transition – I have attached a memo sent this week to the College community, providing information about our plans for replacing Marty Christofferson when he retires. As you will see, our plan will result in a reduction of both the size of the executive staff of the College and administrative costs.

E-mail system conversion – Over the weekend of February 7 and 8, the staff of Campus Technology converted the College's e-mail system. This very complicated and imposing task was accomplished in a timely and smooth fashion through the efforts of the entire group. Our system now provides users with significantly improved features, especially a much larger individual storage capacity for maintaining files of important communications.

Degree program proposal – Joe Smith has proposed that we offer a new A.S. degree program in Human Services to complement our A.A.S. program. Designed to meet the requirements of the SUNY Seamless Transfer system, this program would provide students who desire a bachelor's degree with a clear transfer path to pursue it. The proposal has been recommended by the Curriculum Committee and will be presented to the entire faculty at its February 13 meeting.

To: The College Community

From: John R. Conners

Date: February 10, 2015

Re: Changes in Campus Technology and Global Initiatives

I am sure you are all aware that both Walter Poland and Marty Christofferson will be retiring later this year after long and very successful careers at the College. I want to inform you about our plans for the future of the areas they lead. While the College is losing two valuable and effective leaders, I do want to note that in anticipation of their retirements we are redesigning administrative structures to capitalize on talent that already exists at the College and – frankly – to reduce costs.

After Marty's retirement, Campus Technology will be led by a Chief Information Officer. This individual will be responsible generally for the range of activities currently under Campus Technology and will report directly to me to maintain the centrality of technology as a consideration in all that we do. We will be conducting an internal job search for this position and – once the new administrator is in place - will be considering the subsequent modification of other positions within Campus Technology and the addition of an entry-level person. Over the past few months, I have consulted President Haynes, Marty, the staff of Campus Technology, and Provost's Council and I am confident that this is a direction that will serve our needs effectively.

While Walter (the College's lone remaining original employee) will be ending his full-time work several months from now, he has agreed to remain with us in a per diem consulting capacity for the next two years. In doing so, he will both contribute his expertise and wisdom in sustaining the important work of the Global Initiatives office and will allow us to proceed with a significant reconfiguration of positions. His efforts will be externally focused and devoted to sustaining relationships with our international partners.

Instead of our hiring a replacement for Walter at this time, Carl Penziul has embraced the challenge of adding administrative responsibilities for the Global Initiatives office to his already considerable range of activities. In the time that he and Walter will collaborate, we will proceed with plans for the permanent staffing of the office. In short, we will not be hiring anyone in Global Initiatives at this point but will plan to do so around the time when Walter's consulting assignment ends. In late 2016, Jorge Huayhuaca will also be retiring, so our plan will be to hire a single individual to carry on the work of Walter and Jorge, in collaboration with Carl and the rest of the Global Initiatives staff. The new position will focus on continuing and expanding international partnerships while working closely with colleagues on campus.

Also, in the relatively near future and in consultation with the FSA Board, we will be deciding on the disposition of another of Walter's duties, as President of the Faculty Student Association. Because of Walter's continuing work at the College, he will be heavily involved in transition planning in both the Global Initiatives office and the Faculty Student Association.

With the implementation of these changes, the executive staff of the College will be reduced by one vice president and one dean, with the resulting structure consisting of a President, a Provost/Vice President, and five Deans. I am confident that we will have the right people in the right places so that we may proceed with our work effectively and efficiently.

I want to end by thanking Walter and Marty for being such outstanding leaders, colleagues, and friends who continue to contribute greatly to the College's success.

Global Initiatives
Report to Trustees
February 12, 2015

- Preliminary discussions are underway regarding a Trilateral Agreement to include TC3, ESF, and PUCMM in the Dominican Republic. The agreement will emphasize dual degree options in areas related to the Environmental Sciences. In addition, coordination of the agreement between ESF and UAO, Cali is underway. Visiting UAO will be the head of the Landscape Architecture Program and the Provost.
- TC3 is applying for additional grant options for ESL training for students from Technical Universities in Mexico (Proyecto 100,000). Three groups are anticipated in Summer 2015, early Fall 2015, and late Fall 2015/early winter.
- On Wednesday February 18th, the Vice President and the Director of TC3 Global Programs discussed the future of UAOTEC and the U.S. Community College model with two high level consultants (Dr. Jose Joaquin Brummer and Dr Jamil Salmi) advising UAO regarding a long range plan to 2030.
- Recruiting activities and events are underway regarding the Summer Global Connections Program as well as the Summer Intensive English Institute for faculty and administrators from partner universities.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of February 10, 2015

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Instructor of Culinary Arts	August 19, 2015	December 17, 2014	January 15, 2015	Reviewing applications
Instructor of English	August 19, 2015	December 17, 2014	January 15, 2015	Accepting applications
Instructor of Graphic Design	August 19, 2015	December 17, 2014	February 16, 2015	Accepting applications
Assistant Professor of Nursing	August 19, 2015	December 17, 2014	January 15, 2015	Conducting phone interviews
Technical Specialist – Biology Lab Manager & Chemical Hygiene Officer	August 19, 2015	December 17, 2014	January 15, 2015	Reviewing applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Enrollment Services Specialist, FT Perm.	Enrollment Services Center Registration and Billing/Collections	January 21, 2015	Reviewing Civil Service Canvass
Secretary, FT Perm.	Faculty Suites/Various Academic/ Administrative Offices	February 23, 2015	Internal Posting
Cleaner, 1 st Shift	Buildings and Grounds	March 1, 2015	Internal Posting

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Recreation Assistant	Athletics	February 2015	Internal Posting
Teacher Aide	Child Care	January 2015	Interviewing
Asst. Golf Coach	Athletics	January 2015	Hired: Mark Ewing
Asst. Lacrosse Coach	Athletics	January 2015	Hired: Trevor Caughey and Paul Armideo
Asst. Baseball Coach	Athletics	January 2015	Hired: Billy Crowe and Jarrod Surine

BISTRO

POSITION	DESIRED EMPLOYMENT DATE	DEPARTMENT	CURRENT STATUS
Server	December 2014	TC3 Bistro	Interviewing for additional Servers
Host/Hostess	December 2014	TC3 Bistro	Interviewing for additional Host/Hostess Hired: Stacey Preston
Line Cook	December 2014	TC3 Bistro	Interviewing for additional Line Cook Hired: Carlos Gonzalez and Cooper Harbourt

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of February 10, 2015

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2014 - December 31, 2014**

LEADERSHIP SKILLS/DEVELOPMENT - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

DATE	EMPLOYEE	PROGRAM	LOCATION
July 2014	Cameron, Jeanne	Institute for Writing and Thinking, week-long workshop	Bard College
July 2014	Regula, Anna	Institute for Writing and Thinking, week-long workshop	Bard College
August 2014	Cameron, Jeanne	Institute for Writing and Thinking, 2-day workshop	TC3
August 2014	Regula, Anna	Institute for Writing and Thinking, 2-day workshop	TC3
09/24/14-09/26/14	Nightingale, Michelle	PEAKS Leadership Retreat	Minnowbrook Conference Center (Blue Mountain Lake)
October 2014	Cameron, Jeanne	Institute for Writing and Thinking, 1-day workshop	TC3
October 2014	Regula, Anna	Institute for Writing and Thinking, 1-day workshop	TC3
10/17/14	Donovan, Joan	8th Annual NY State Career Directors' Summit	Skaneateles, NY
10/24/14	Donovan, Joan	SUNY Career Development Organization Directors' Meeting	Syracuse, NY
10/31/14	Nightingale, Michelle	PEAKS Leadership Retreat	OCC
November 2014	Cameron, Jeanne	Institute for Writing and Thinking, 1- day workshop	Bard College
November 2014	Regula, Anna	Institute for Writing and Thinking, 1- day workshop	Bard College
12/04/14	Nightingale, Michelle	PEAKS TC3 Cohort Meeting	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2014 - December 31, 2014**

CONFERENCE/SEMINARS - includes internal and external conferences, seminars, and workshops.

DATE	EMPLOYEE	PROGRAM	LOCATION
Fall 2014	Vande Berg, Travis	Bard Writing to Learn Seminar (ongoing)	TC3
07/09/14	Doskal, Darese	Title IX - SUNY Updates	Albany, NY
07/29/14-08/02/14	Stafford, Susan	International Council of Hotel Restaurant & Institutional Education (ICHRIE)	San Diego, CA
08/04/14	Seymour, Suri	CSPA-NYS, Community College Institute: Minority Student Success in the Community College	Broome CC
08/04/14-08/07/14	Jacob, James	CCURI Fields Methods Workshop: Implementing Cameral Traps and Citizens Research Coyote Survey	Finger Lakes CC
08/15/14	Schmidt, Melissa	Faculty Council of Community Colleges Planning Meeting	Albany, NY
08/20/14-08/21/14	Ensign, Mary Ellen	Bard Writing to Learn Seminar	TC3
08/25/14	Block, Karla	NLM's Online Playground: Health & Science Resources from the National Library of Medicine, National Network of Libraries of Medicine, Middle Atlantic Region	Online
09/09/14	Block, Karla	Adding to Your Teaching Toolkit, National Network of Libraries of Medicine, Middle Atlantic Region	Online
09/11/14	Kessler, Kim	A Day In the Life of a CHO	Online, ACUHO-I
09/15/14	Doskal, Darese	Reefer Insanity Presentation	Ithaca, NY
09/18/14-09/20/14	Northrop, Cathy	New York Community College Trustees Conference	Saratoga Springs, NY
09/19/14-09/20/14	Schmidt, Melissa	Faculty Council of Community Colleges Shared Governance Conference	Saratoga, NY
09/26/14-09/29/14	Jacob, James	Posters on Congressional Hill: Comm College Undergraduate Research Initiative National Conference	Washington, DC
October 2014	McCabe, Tim	North American Community College for Entrepreneurialism Conference	Phoenix, AZ
10/06/14	Doane, Brent	SUNY OpInform	SUNY Binghamton
10/07/14, 10/09/14	Ray, Juliene	SUNYRA Fall Conference	Lake Placid, NY
10/09/14	Benevides, David	Fall Day	TC3
10/09/14	Campbell, Katrina	Fall Day	TC3
10/09/14	Doskal, Darese	Fall Day	TC3
10/09/14	Ewing, Mark	Fall Day	TC3
10/09/14	Lawrence, Janice	Fall Day	TC3
10/09/14	Mix, Teresa	Fall Day	TC3
10/09/14	Nightingale, Michelle	Fall Day	TC3
10/09/14	Payne, Lisa	Fall Day	TC3
10/09/14	Taetzsch, Blixy	Fall Day	TC3
10/09/14	Thompson, Lyn	Fall Day	TC3
10/09/14	Kessler, Kim	Title IX	Online, ACUHO-I
10/09/14	Heffner, Bill	SUNY OpInform	SUNY FIT, NYC
10/10/14	Block, Karla	IDS Project Fall Western User Group meeting, IDS Project (resource sharing cooperative in NY state)	TC3

10/10/14	Toxey, Kar-Leam	SUNY OpInform	SUNY Oswego
10/15/14	Hendrick, Christine	New York State Immunization Conference	Syracuse, NY
10/16/14	Drumluk, Sandy	SUNY OpInform	SUNY Potsdam
10/20/14	Haynes, Carl	Higher Education Research Development Institute	Chicago, IL
10/22/14	Ochs, Scott	NYS Criminal Justice Educators Annual Conference and Meeting	Utica, NY
10/22/14	Doskal, Darese	Presented Webinar on Community College Housing	Online
10/22/14-10/23/14	Doskal, Darese	Behavior Intervention Team training	SUNY Judicial, Albany
10/22/14-10/24/14	McDonough, Kathy	Criminal Justice Educators of New York State Annual Conference	Utica, NY
10/22/14-10/25/14	Moody, Bud	Association for Business Communication	Philadelphia, PA
10/22/14-10/28/14	Sturmer, Tova	Heartland Users Group Conference	Clearwater, FL
10/24/14	Ensign, Mary Ellen	Bard Writing to Learn Seminar	TC3
10/28/14-10/30/14	Haynes, Carl	SUNY Conference - Higher Education Reconsidered: Executing Change to Drive Collective Impact	NYC, NY
10/29/14	Davis, Andrew	NJCAA Region III Annual Men's Soccer Meeting	TC3
10/29/14	Drumluk, Sandy	SUNY OpInform	Genesee CC
10/30/14	Wright, Lauren	Records Management Office Conference	Saratoga Springs, NY
10/30/14	Hersey, Olivia	SUNY's Annual Records Management Conference	Saratoga Springs, NY
10/31/14	Stavenhagen-Helgren, Tina	SouthEast Asian Cambodian Workshop	Cornell University
11/02/14-11/05/14	Nightingale, Michelle	NODA (Association for Orientation, Transition and Retention in Higher Education) Annual Conference	Orlando, FL
11/05/14	Block, Karla	LibGuides Admin 1: Setup and Organization, Springshare	Online
11/05/14	Block, Karla	LibGuides Admin 2: Customizing and Styling, Springshare	Online
11/05/14	Perkins, Don	Technology Showcase	Oneida, NY
11/07/14	Voorhees, Amy	International Journal of Athletic Therapy and Training, Vol. 19 quiz	
11/12/14-11/14/14	Susan Dewey	CCBOA Fall Conference	Saratoga Springs
11/13/14	Davis, Andrew	NJCAA Region III National Championship Tourn. National Chair	Herkimer CCC
11/18/14-11/20/14	Ackley, Brian	SUNY Fall Wizard Conference	Syracuse, NY
11/18/14-11/21/14	Densmore, Timothy	SUNY Fall Wizard Conference/SUNY CCIO Meeting	Syracuse, NY
11/19/14	Voorhees, Amy	Hamstring Injuries	Cayuga Medical Center
11/20/14-11/22/14	Sammis, Carol	Learning and Brain Research	Boston, MA
11/20/14-11/23/14	Piery, Miguel	ACTFL/Foreign Languages Conference	San Antonio, TX
11/25/14	Voorhees, Amy	Orthopedic and Athletic Injury Examination (7/14 - 11/14)	Home study
12/02/14	Kessler, Kim	The future of Title IX	Online, NASPA
12/08/14-12/10/14	Spencer, Becky	Annual AARC Congress: Respiratory Care Issues	Las Vegas, NV
12/10/14	Smith, Tammy	Cisco Unified Computing Integrated Architecture by Cisco Data Center	Webinar via Cisco WebEx
12/11/14	Kessler, Kim	Creating an Internationalized Campus	Online, ACUHO-I
12/17/14	Voorhees, Amy	Aligning the Interests of Clinicians, Educators, and Researchers to Promote Evidence-Based Practice	
12/18/14	Kessler, Kim	Yik Yak and Its Impact on Campuses	Online

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2014 - December 31, 2014**

JOB SPECIFIC EDUCATION - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.

DATE	EMPLOYEE	PROGRAM	LOCATION
Fall 2014	Yavits, Bob	Bi-weekly Conference Calls with SUNY Learning Network Instructional Designers Group	Conference Call
Fall 2014	Yavits, Bob	Bi-weekly conference calls with SUNY Learning Network Instructional Designers Group	Conference Call
Fall 2014	Yavits, Bob	Monthly Conference Calls with SUNY Learning Network Administrators Group	Conference Call
Fall 2014	Yavits, Bob	Weekly Conference Calls with SUNY Learning Network Migration Team	Conference Call
07/15/14	Case, Melinda	Narcan Training	TC3
07/15/14	Cochran, Ryan	Narcan Training	TC3
07/15/14	Cosgrove, Israel	Narcan Training	TC3
07/15/14	Fairand, Kevin	Narcan Training	TC3
07/15/14	Finnerty, William	Narcan Training	TC3
07/15/14	Genson, Michelle	Narcan Training	TC3
07/15/14	Jerome, Joseph	Narcan Training	TC3
07/15/14	Kelly, Jacob	Narcan Training	TC3
07/15/14	Mawson, James	Narcan Training	TC3
07/15/14	Saul, Beau	Narcan Training	TC3
07/15/14	Thornton, Michael	Narcan Training	TC3
07/18/14	Armitage, Chris	Microsoft 70-687 Configuring Windows 8.1 exam	Syracuse, NY
07/21/14-07/25/14	Jacob, James	Bioenergy and Bioproducts Education Program	Boyce Thompson Institute
08/06/14	DeFranco, Tony	Blackboard Workshops 1 & 2	TC3
08/06/14	Payne, Lisa	Using Data & Predictive Analytics to Click with the Right Students	Webinar
08/06/14	Thompson, Lyn	Using Data & Predictive Analytics to Click with the Right Students	Webinar
08/07/14	DeFranco, Tony	Blackboard Workshops 3 and Grade Center	Conference Call
08/11/14	Walz, Jonathan	Getting Started with PowerShell 3.0 Jump Start	Microsoft Virtual Academy
08/20/14	Dorsett, Brandon	Electrical Drawings and Ladder Diagrams	Syracuse, NY
08/20/14	Slughter, John	Electrical Drawings and Ladder Diagrams	Syracuse, NY
08/21/14	Dorsett, Brandon	Electrical Drawings and Ladder Diagrams	Syracuse, NY
08/21/14	Slughter, John	Electrical Drawings and Ladder Diagrams	Syracuse, NY
08/22/14	Walz, Jonathan	Querying Microsoft SQL Server 2012 Databases Jump Start	Microsoft Virtual Academy
08/28/14-12/18/14	Case, Melinda	Emergency Medical Technician Recertification	Tioga County
09/25/14	Case, Melinda	CPR/AED Recertification	Tioga County
09/26/14	Walz, Jonathan	Advanced Tools & Scripting with PowerShell 3.0 Jump Start	Microsoft Virtual Academy
09/29/14	Young, Tammi	SR Fitness Group Fitness Instructor Certification	NETA
09/30/14	Young, Tammi	Yoga Instructor Recertification	NETA

10/02/14	Young, Tammi	Personal Trainer Recertification	NETA
10/06/14	DeFranco, Tony	Blackboard eReserves/Content Collection	SUNY Cortland Library
10/23/14	Jacob, James	SUNY Upstate College of Graduate Studies Advisors Day	SUNY Upstate
10/24/14	Kobritz, Barbara	Writing to Learn Workshop	TC3
10/28/14	Gebo, John	Narcan Training	TC3
10/29/14	Case, Melinda	Report Exec Training	TC3
10/29/14	Cochran, Ryan	Report Exec Training	TC3
10/29/14	Finnerty, William	Report Exec Training	TC3
10/29/14	Gebo, John	Report Exec Training	TC3
10/29/14	Saul, Beau	Report Exec Training	TC3
10/29/14	Thornton, Michael	Report Exec Training	TC3
10/29/14	Tuetken, Michelle	Report Exec Training	TC3
10/30/14-10/31/14	Boyd, Kathleen	DegreeWorks Planner Training	SUNY CPD, Syracuse
10/30/14-10/31/14	Campbell, Katrina	DegreeWorks Planner Training	SUNY CPD, Syracuse
10/31/14	Thompson, Lyn	SUNY Campus IR Directors meeting - Conference Call	Online
10/31/14	Payne, Lisa	SUNY Campus IR Director Conference Call - Updates	TC3
11/05/14	DeFranco, Tony	Video in Higher Education: A look into SUNY's Online Video Platform Strategy	Webinar
11/05/14	Fairand, Kevin	NYS Security Guard 8 hour in service training	Syracuse, NY
11/05/14	Genson, Michelle	NYS Security Guard 8 hour in service training	Syracuse, NY
11/18/14	Thompson, Lyn	Center for Community College Student Engagement (CCCSE) Orientation Webinar	Online
11/22/14	Tuetken, Michelle	NYS DCJS BAC Recertification	Online
11/25/14	Walz, Jonathan	Administering Microsoft SQL Server 2012 Jump Start	Microsoft Virtual Academy
12/03/14	DeFranco, Tony	Xperience the New Experience of Blackboard Learn	Webinar
12/13/2014	Tuetken, Michelle	Taser Training	Tioga County
12/15/14	Azotea, Patricia	United States Postal Service Presentation/Consultation	TC3
12/15/14	Paucke, Mellora	United States Postal Service Presentation/Consultation	TC3
12/24/14	Gebo, John	NYS DCJS BAC Recertification	TC3

TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2014 - December 31, 2014

DEGREE RELATED PROGRAMS - list individuals pursuing formal degree programs at TC3 or other institutions.

DATE	EMPLOYEE	PROGRAM	LOCATION
Fall 2014	Behm, Teresa	PHP & Data Programming	TC3
Fall 2014	Cowart, Stacy	Nursing Program	TC3
Fall 2014	Hill, Sidney	Bachlors degree program	Empire State College, NY
12/30/14	Walz, Jonathan	Completed Master of Science in Computer Science	SUNY Polytechnic Institute, formerly SUNY Institute of Technology

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2014 - December 31, 2014**

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

DATE	EMPLOYEE	PROGRAM	LOCATION
07/11/14	Smith, Tammy	Microsoft Certified Socation Expert - Sharepoint 2013	Syracuse, NY
08/01/14	Davis, Andrew	CPR and AED training	TC3
08/02/14	Davis, Andrew	First Aide Training	TC3
08/06/14	Lawerence, Janice	Navigating and Creating Content in Blackboard – Hands-on Workshop	TC3
08/14/14	McLane, Todd	Presentation to the Youth Farm Project	Danby, NY
08/20/14	Lawrence, Janice	Promoting Recycling Behavior: What Works	TC3
09/11/14	Haynes, Carl	SUNY President's Meeting and NYCCAP Meeting	Albany, NY
09/30/14	Jacob, James	Board of Directors Community College Undergraduate Research Initiative (CCURI) General Meeting	Washington, DC
10/08/14	Payne, Lisa	Aspirations to Achievement: Men of Color and Community Colleges	Webinar
10/10/14	Haynes, Carl	NYCCAP & NYCCT Executive Committee Meeting	Syracuse, NY
10/17/14	Okaru, Alfred	Lifeguard Instructor Certification	
11/05/14	Lawrence, Janice	Engaging Students with Poverty in Mind	TC3
11/07/14-01/09/14	Jacob, James	Board of Directors Community College Undergraduate Research Initiative(CCURI) Planning Grant Meeting	Denver, CO
11/17/14	Smith, Tammy	Global Entrepreneur Program presented by IBM Cloud Connects	Ithaca, NY
12/05/14	Smith, Tammy	Envisage Information Systems	Ithaca, NY
12/27/14-12/31/14	Taetzsch, Blix	A Complete Guide to Investing	Self Study, 18 credits
12/27/14-12/31/14	Taetzsch, Blix	FASB, SSARS, and SAS Updates	Self Study, 24 credits

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
FEBRUARY 2015**

	Amount	Subtotal	Grand Totals
Master Plan			
Administrative			
Staples (No PO) CC Payment, Moving Materials	\$138.93		
Total Administrative		\$138.93	
Design Services/Consulting			
HOLT Architects (PO#29384) Invoice #21303419, Design/Consulting	\$8,603.50		
Total Design Services/Consulting		\$8,603.50	
Electrical			
Matco Electric Corp. (PO #29977) Application #8, Electrical	\$33,549.25		
Graybar (No PO) CC Payment, Wiring	\$362.84		
CC Payment, Wiring	\$142.90		
Total Electrical		\$34,054.99	

	Amount	Subtotal	Grand Totals
FFE			
Design Specialists, Inc. (PO#30379) Invoice #4978Window Blinds/Installation	\$3,100.00		
Egan Intl. (PO #30367) Invoice #SLS/20080940, Marker/Tack Boards and Lecturn	\$2,996.47		
Exemplis (PO #30366) Invoice #926722-1, Furniture	\$15,172.48		
Logiflex (PO #30365) Invoice #F-305795, Furniture	\$3,195.20		
Herman Miller (PO #30368) Invoice #15103604, Furniture Components	\$31,868.96		
Total FFE		\$56,333.11	
General Construction			
Bouley Associates, Inc. (PO #29974) Application #8, General Construction	\$134,251.15		
Total General Construction		\$134,251.15	

	Amount	Subtotal	Grand Totals
Materials Testing			
SJB Service, Inc. (PO #29983) Invoice #CORT-14-639, Asbestos Monitoring	\$276.00		
Total Materials Testing		\$276.00	
Mechanical/HVAC			
Tag Mechanical Systems (PO #29975) Invoice #14147-07, Mechanical/HVAC	\$50,863.00		
Total Mechanical/HVAC		\$50,863.00	
Plumbing			
Brosch Mechanical (PO #29976) Application #5, Plumbing	\$20,955.00		
Total Plumbing		\$20,955.00	
Total Master Plan			\$305,475.68

	Amount	Subtotal	Grand Totals
SUNY Project			
C34160 New Media Part 1			
Lab/Comm/Photo/Graphic			
Adorama (PO #30353)			
Invoice #16356723 Quadcopter/Remotes	\$869.96		
Invoice #16359460 Quadcopter/Remotes	\$1,940.04		
Total C34160 New Media Part 1			
Lab/Comm/Photo/Graphic		\$2,810.00	
Total SUNY Project			\$2,810.00
<hr/>			
Capital Payments Grand Total			\$308,285.68

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

DECEMBER 31, 2014

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

DECEMBER 31, 2014

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REVENUES	PAGE 7
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CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$476,270 in a money market savings account averaging .20% interest earnings for December \$1,914,541 in savings. The maximum amount available for investment will fluctuate with a peak of \$9,800,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$11,216,739 is a increase from \$9,958,493. 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 \$272,820. The interfunds account balance of \$2,956,727 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 December 31, 2014 total expenditures amounted to \$12,780,119 or 32.6% of the 2014-2015 budget. Comparable expenditures for period three last year were \$12,992,612 or 33.7% of the 2013-2014 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$22,383,559 are 57.3% of the revenue budget. Prior year revenues were \$22,344,831 are 58.3% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 2013-2018 Capital Construction Budgets totals \$7,050,000. As of December 2014, \$4,316,572 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2014**

	Current Month 12/31/2014	Previous Month 11/30/2014	Previous Year 12/31/2013
ASSETS			
Cash in Demand Deposit	\$476,270	\$820,666	\$510,557
Cash in Time Deposits	1,914,541	2,832,395	1,287,510
Petty Cash	1,729	1,729	1,730
Accounts Receivable--Students	11,216,739	9,958,493	11,951,364
Accounts Receivable--Misc.	328,614	321,494	531,393
Prepaid Expenses	23,701	22,560	35,339
Due From Other Funds	2,956,729	3,010,598	887,263
Due From Sponsor Governments	0	0	0
Due From State Governments	2,594,115	39,131	2,457,188
Due From Other Governments	272,820	922,329	91,236
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$19,785,258	\$17,929,395	\$17,753,580
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$30,852	\$30,852	\$15,934
Payroll Liabilities	2,778,952	2,832,113	1,299,063
Student Financial Aid Liabilities	320,873	201,560	153,392
Accrued Liabilities	1,862,566	1,854,774	1,628,254
Due to Other Funds	4,704,175	4,076,617	4,183,768
Due to State Governments	0	0	43,622
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,376,300	1,376,300	1,253,269
Revenue Over (Under) Expenditures	8,711,540	7,557,179	9,176,278
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$19,785,258	\$17,929,395	\$17,753,580
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2014-2015
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2014

	PER CENT YEAR					33.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	9,631,706	9,588,209	3,709,671	5,878,538	38.69%	
Equipment	0	3,441	2,804	637	0.00%	
Contractual Expenses	5,585,982	5,571,691	1,962,688	3,609,003	35.23%	
Employee Benefits	<u>4,047,257</u>	<u>4,160,453</u>	<u>1,182,139</u>	<u>2,978,314</u>	28.41%	
Total Instruction	<u>19,264,945</u>	<u>19,323,794</u>	<u>6,857,302</u>	<u>12,466,492</u>	<u>35.49%</u>	
Public Service						
Personal Services			0			
Equipment			0			
Contractual Expenses			0			
Employee Benefits			<u>0</u>			
Total Public Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Academic Support						
Personal Services	1,537,656	1,533,690	486,626	1,047,064	31.73%	
Equipment	80,000	80,000	0	80,000	0.00%	
Contractual Expenses	243,556	243,556	40,481	203,075	16.62%	
Employee Benefits	<u>661,192</u>	<u>641,852</u>	<u>155,720</u>	<u>486,132</u>	<u>24.26%</u>	
Total Academic Support	<u>2,522,404</u>	<u>2,499,098</u>	<u>682,827</u>	<u>1,816,271</u>	<u>27.32%</u>	
Libraries						
Personal Services	473,855	493,885	171,155	322,730	34.65%	
Equipment	0	12,404	12,368	36	0.00%	
Contractual Expenses	170,776	158,372	70,469	87,903	44.50%	
Employee Benefits	<u>203,758</u>	<u>200,103</u>	<u>54,770</u>	<u>145,333</u>	<u>27.37%</u>	
Total Libraries	<u>848,389</u>	<u>864,764</u>	<u>308,762</u>	<u>556,002</u>	<u>35.70%</u>	

APPROPRIATIONS 2014-2015(Cont.)

PER CENT YEAR

33.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,221,213	3,150,236	1,053,968	2,096,268	33.46%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,403,433	1,396,103	363,882	1,032,221	26.06%
Employee Benefits	<u>1,385,122</u>	<u>1,271,747</u>	<u>337,064</u>	<u>934,683</u>	<u>26.50%</u>
Total Student Services	<u>6,009,768</u>	<u>5,818,086</u>	<u>1,754,914</u>	<u>4,063,172</u>	<u>30.16%</u>
Maintenance and Operation of Plant					
Personal Services	2,277,014	2,249,705	692,274	1,557,431	30.77%
Equipment	0	800	0	800	0.00%
Contractual Expenses	931,325	930,525	188,024	742,501	20.21%
Employee Benefits	<u>979,116</u>	<u>957,651</u>	<u>221,528</u>	<u>736,123</u>	<u>23.13%</u>
Total Maintenance and Operation of Plant	<u>4,187,455</u>	<u>4,138,681</u>	<u>1,101,826</u>	<u>3,036,855</u>	<u>26.62%</u>
Institutional Support					
Personal Services	1,555,998	1,652,218	579,359	1,072,859	35.07%
Equipment	0	0	0	0	0.00%
Contractual Expenses	341,088	349,318	84,562	264,756	24.21%
Employee Benefits	<u>669,079</u>	<u>701,858</u>	<u>185,395</u>	<u>516,463</u>	<u>26.41%</u>
Total Institutional Support	<u>2,566,165</u>	<u>2,703,394</u>	<u>849,316</u>	<u>1,854,078</u>	<u>31.42%</u>
General Institutional Services					
Personal Services	1,975,567	2,005,066	656,850	1,348,216	32.76%
Equipment	20,000	20,000	4,364	15,636	0.00%
Contractual Expenses	901,931	911,881	344,870	567,011	37.82%
Employee Benefits	<u>849,493</u>	<u>861,353</u>	<u>219,089</u>	<u>642,264</u>	<u>25.44%</u>
Total General Institutional Services	<u>3,746,991</u>	<u>3,798,300</u>	<u>1,225,173</u>	<u>2,573,127</u>	<u>32.26%</u>
TOTAL APPROPRIATIONS	<u>39,146,117</u>	<u>39,146,117</u>	<u>12,780,120</u>	<u>26,365,997</u>	<u>32.65%</u>

2014-2015 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 33.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	250,000	250,000	129,394	120,606	0.00%
State Employee's Retirement	1,329,938	1,329,938	510,268	819,670	38.37%
State Teacher's Retirement	276,500	276,500	150,615	125,885	54.47%
Optional Retirement Fund	1,112,396	1,112,396	377,592	734,804	33.94%
Social Security	1,571,173	1,571,173	538,211	1,032,962	34.26%
Workers Compensation	202,000	202,000	199,861	2,139	98.94%
Misc Employee Benefits	110,000	110,000	46,511	63,489	42.28%
Disability Insurance	12,466	12,466	(872)	13,338	-7.00%
Hospital and Medical Insurance	3,685,544	3,685,544	1,196,878	2,488,666	32.47%
Employee Tuition Benefits	125,000	125,000	63,647	61,353	50.92%
Life Insurance	10,000	10,000	2,425	7,575	24.25%
Vacation Benefits	85,000	85,000	28,000	57,000	32.94%
Unemployment Insurance	25,000	25,000	9,477	15,523	0.00%
Total Employee Benefits	8,795,017	8,795,017	3,252,007	5,543,010	36.98%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2014-2015
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2014

PER CENT YEAR 33.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,375,495	\$15,375,495	12,096,096	3,279,399	78.67%
Winter	\$93,800	\$93,800	89,490		
Summer	1,157,296	1,157,296	0	1,157,296	0.00%
Nonresident Tuition	1,241,100	1,241,100	1,625,373	(384,273)	130.96%
Student Fee Revenue (Tech Fee)	1,713,960	1,713,960	1,394,346	319,614	81.35%
Total Tuition	<u>19,581,651</u>	<u>19,581,651</u>	<u>15,205,305</u>	<u>4,372,036</u>	<u>77.65%</u>
Government Appropriations					
New York State	10,153,353	10,153,353	5,052,259	5,101,094	49.76%
Local Sponsors	4,559,180	4,559,180	0	4,559,180	0.00%
Appropriated Cash Surplus	88,528	88,528	0	88,528	
Charges to Other Counties	3,948,840	3,948,840	<u>1,810,468</u>	2,138,372	<u>45.85%</u>
Total Government Appropriations	<u>18,749,901</u>	<u>18,749,901</u>	<u>6,862,727</u>	<u>11,887,174</u>	<u>36.60%</u>
Other Revenues					
Service Fees	125,865	125,865	61,716	64,149	49.03%
Interest Earnings	6,000	6,000	3,261	2,739	54.35%
Rental of Real Property	30,000	30,000	29,065	935	96.88%
Café Commissions	47,000	47,000	0		
Contract Courses	75,000	75,000	86,545	(11,545)	115.39%
Noncredit Tuition	228,700	228,700	76,584	152,116	33.49%
Grant Offsets	152,000	152,000	48,000	104,000	31.58%
Unclassified Revenues	50,000	50,000	10,357	39,643	20.71%
Total Other Revenues	<u>714,565</u>	<u>714,565</u>	<u>315,528</u>	<u>352,037</u>	<u>44.16%</u>
TOTAL REVENUES	<u>\$39,046,117</u>	<u>\$39,046,117</u>	<u>\$22,383,560</u>	<u>\$16,611,247</u>	<u>57.33%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
DECEMBER 2014 - MAY 2015**

	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$3,654,790	\$2,392,540	\$4,510,949	\$7,359,673	\$9,898,082	\$8,119,806
<u>RECEIPTS</u>						
Student Accounts Receivable	\$510,683	\$1,350,000	\$5,000,000	\$1,200,000	\$600,000	\$1,150,000
Student Financial Aid	\$861,437	\$425,000	\$725,000	\$1,000,000	\$25,000	\$850,000
Sponsor Payments	\$0	\$718,071	\$421,724	\$718,071	\$421,724	\$718,071
Chargebacks to Other Counties	\$632,289	\$100,000	\$40,000	\$400,000	\$400,000	\$750,000
State Aid	\$0	\$2,538,338	\$0	\$2,538,338	\$0	\$0
Repayment of Grant Fund Advances	\$33,435	\$7,000	\$7,000	\$7,000	\$100,000	\$100,000
Repayment of Capital Fund Advances	\$465,586	\$800,000	\$500,000	\$500,000	\$200,000	\$200,000
Other Receipts	\$96,114	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Projected Cash Receipts	<u>\$2,599,544</u>	<u>\$5,968,409</u>	<u>\$6,723,724</u>	<u>\$6,393,409</u>	<u>\$1,776,724</u>	<u>\$3,798,071</u>
<u>DISBURSEMENTS</u>						
Payments to Students	\$115,641	\$95,000	\$95,000	\$75,000	\$75,000	\$75,000
Accounts Payable	\$1,042,859	\$1,475,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Payroll and Fringe Benefits	\$1,819,431	\$1,780,000	\$1,780,000	\$1,780,000	\$1,780,000	\$1,780,000
Grant Fund Advances	\$23,656	\$0	\$0	\$0	\$0	\$0
Capital Fund Advances	\$860,207	\$500,000	\$500,000	\$500,000	\$200,000	\$200,000
Projected Cash Disbursements	<u>\$3,861,794</u>	<u>\$3,850,000</u>	<u>\$3,875,000</u>	<u>\$3,855,000</u>	<u>\$3,555,000</u>	<u>\$3,555,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$2,342,540	\$4,460,949	\$7,309,673	\$9,848,082	\$8,069,806	\$8,312,877
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$2,392,540	\$4,510,949	\$7,359,673	\$9,898,082	\$8,119,806	\$8,362,877

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2014

	<u>Original Budget</u>	<u>Expenditures To Date</u>	-	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 2013-2018</u>					
Architect Design/Administrative	492,433	499,007	3,060	502,067	0
Civil Construction	452,100	325,630	0	325,630	0
General Construction	2,798,700	1,907,679	336,563	2,244,242	0
Mechanical/HVAC	727,900	485,735	39,571	525,306	0
Electrical	419,952	211,793	52,207	264,000	0
Plumbing	139,000	45,173	0	45,173	0
Network Upgrade/FFE	2,019,915	378,739	31,415	410,154	0
TOTAL	<u><u>7,050,000</u></u>	<u><u>3,853,756</u></u>	<u><u>462,816</u></u>	<u><u>4,316,572</u></u>	<u><u>2,733,428</u></u>
 <u>CAPITAL CASH SUMMARY</u>					
<u>CASH BALANCE -DECEMBER 1, 2014</u>			<u>DISBURSEMENTS</u>		
Campus Master Plan Money Market	51,175			Athletic Facility	
Cash in time Deposits	<u>1,389,565</u>			Savings Reimburse Advance from Operat	0
				Debt Service Payment	0
		<u>\$1,440,740</u>		MM Reimburse Advane from Oper	0
				HVAC Replacement	0
				Campus Master Plan	<u>0</u>
					0
<u>CASH RECEIPTS</u>			<u>CASH BALANCE -DECEMBER 31, 2014</u>		
County Payment - Campus Master Plan	0			Campus Master Plan Money Market	51,198
State Aid	0			Cash in Time Deposits	<u>1,463,521</u>
Reimburse from interfunds	0				
Investment Income - Savings	61				
Investment Income - CMP	23				
Chargeback Revenue	<u>73,895</u>				
		<u>\$73,979</u>			<u>\$1,514,719</u>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JANUARY 31, 2015

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CASH FORECAST	PAGE 8
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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$521,041 in a money market savings account averaging .20% interest earnings for January \$1,341,601 in savings. The maximum amount available for investment will fluctuate with a peak of \$7,900,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$11,086,267 is a decrease from \$11,216,739. 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 \$43,676. The interfunds account balance of \$2,808,917 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 January 31, total expenditures amounted to \$14,831,296 or 37.9% of the 2014-2015 budget. Comparable expenditures for period three last year were \$15,219,793 or 39.7% of the 2013-2014 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$23,733,877 are 60.8% of the revenue budget. Prior year revenues were \$23,627,036, are 61.7% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 2013-2018 Capital Construction Budgets totals \$7,050,000. As of January 2015, \$4,316,572 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2015**

	Current Month 1/31/2015	Previous Month 12/31/2014	Previous Year 1/31/2014
ASSETS			
Cash in Demand Deposit	\$521,041	\$476,270	\$779,860
Cash in Time Deposits	1,341,601	1,914,541	2,056,586
Petty Cash	1,729	1,729	1,730
Accounts Receivable--Students	11,086,267	11,216,739	11,410,575
Accounts Receivable--Misc.	252,281	328,614	118,178
Prepaid Expenses	8,356	23,701	35,038
Due From Other Funds	2,808,917	2,956,729	2,095,429
Due From Sponsor Governments	718,071	0	0
Due From State Governments	39,424	2,594,115	29,218
Due From Other Governments	43,676	272,820	57,473
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$16,821,363	\$19,785,258	\$16,584,087
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$6,852	\$30,852	\$8,934
Payroll Liabilities	1,699,143	2,778,952	1,715,903
Student Financial Aid Liabilities	379,149	320,873	509,921
Accrued Liabilities	1,839,757	1,862,566	1,545,777
Due to Other Funds	3,814,518	4,704,175	3,643,029
Due to State Governments	0	0	0
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,376,300	1,376,300	1,253,269
Revenue Over (Under) Expenditures	7,705,644	8,711,540	7,907,254
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$16,821,363	\$19,785,258	\$16,584,087
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2014-2015
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2015

				PER CENT YEAR	42.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	9,631,706	9,588,209	4,165,779	5,422,430	43.45%
Equipment	0	3,441	3,374	67	0.00%
Contractual Expenses	5,585,982	5,571,691	2,073,621	3,498,070	37.22%
Employee Benefits	<u>4,047,257</u>	<u>4,160,453</u>	<u>1,328,094</u>	<u>2,832,359</u>	31.92%
Total Instruction	<u>19,264,945</u>	<u>19,323,794</u>	<u>7,570,868</u>	<u>11,752,926</u>	<u>39.18%</u>
Public Service					
Personal Services			0		
Equipment			0		
Contractual Expenses			0		
Employee Benefits			<u>0</u>		
Total Public Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Academic Support					
Personal Services	1,537,656	1,533,690	594,078	939,612	38.74%
Equipment	80,000	80,000	0	80,000	0.00%
Contractual Expenses	243,556	243,556	47,157	196,399	19.36%
Employee Benefits	<u>661,192</u>	<u>641,852</u>	<u>190,105</u>	<u>451,747</u>	<u>29.62%</u>
Total Academic Support	<u>2,522,404</u>	<u>2,499,098</u>	<u>831,340</u>	<u>1,667,758</u>	<u>33.27%</u>
Libraries					
Personal Services	473,855	493,885	206,999	286,886	41.91%
Equipment	0	12,404	12,368	36	0.00%
Contractual Expenses	170,776	158,372	79,974	78,398	50.50%
Employee Benefits	<u>203,758</u>	<u>200,103</u>	<u>66,240</u>	<u>133,863</u>	<u>33.10%</u>
Total Libraries	<u>848,389</u>	<u>864,764</u>	<u>365,581</u>	<u>499,183</u>	<u>42.28%</u>

APPROPRIATIONS 2014-2015(Cont.)

PER CENT YEAR

42.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,221,213	3,150,236	1,293,575	1,856,661	41.06%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,403,433	1,396,103	413,059	983,044	29.59%
Employee Benefits	<u>1,385,122</u>	<u>1,271,747</u>	<u>413,739</u>	<u>858,008</u>	<u>32.53%</u>
Total Student Services	<u>6,009,768</u>	<u>5,818,086</u>	<u>2,120,373</u>	<u>3,697,713</u>	<u>36.44%</u>
Maintenance and Operation of Plant					
Personal Services	2,277,014	2,249,705	880,125	1,369,580	39.12%
Equipment	0	800	0	800	0.00%
Contractual Expenses	931,325	930,525	283,731	646,794	30.49%
Employee Benefits	<u>979,116</u>	<u>957,651</u>	<u>281,640</u>	<u>676,011</u>	<u>29.41%</u>
Total Maintenance and Operation of Plant	<u>4,187,455</u>	<u>4,138,681</u>	<u>1,445,496</u>	<u>2,693,185</u>	<u>34.93%</u>
Institutional Support					
Personal Services	1,555,998	1,652,218	711,020	941,198	43.03%
Equipment	0	0	0	0	0.00%
Contractual Expenses	341,088	349,318	113,420	235,898	32.47%
Employee Benefits	<u>669,079</u>	<u>701,858</u>	<u>227,526</u>	<u>474,332</u>	<u>32.42%</u>
Total Institutional Support	<u>2,566,165</u>	<u>2,703,394</u>	<u>1,051,966</u>	<u>1,651,428</u>	<u>38.91%</u>
General Institutional Services					
Personal Services	1,975,567	2,005,066	798,261	1,206,805	39.81%
Equipment	20,000	20,000	4,364	15,636	0.00%
Contractual Expenses	901,931	911,881	376,001	535,880	41.23%
Employee Benefits	<u>849,493</u>	<u>861,353</u>	<u>267,046</u>	<u>594,307</u>	<u>31.00%</u>
Total General Institutional Services	<u>3,746,991</u>	<u>3,798,300</u>	<u>1,445,672</u>	<u>2,352,628</u>	<u>38.06%</u>
TOTAL APPROPRIATIONS	<u>39,146,117</u>	<u>39,146,117</u>	<u>14,831,296</u>	<u>24,314,821</u>	<u>37.89%</u>

2014-2015 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 42.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	250,000	250,000	199,331	50,669	0.00%
State Employee's Retirement	1,329,938	1,329,938	626,324	703,614	47.09%
State Teacher's Retirement	276,500	276,500	167,428	109,072	60.55%
Optional Retirement Fund	1,112,396	1,112,396	445,687	666,709	40.07%
Social Security	1,571,173	1,571,173	639,176	931,997	40.68%
Workers Compensation	202,000	202,000	199,693	2,307	98.86%
Misc Employee Benefits	110,000	110,000	61,233	48,767	55.67%
Disability Insurance	12,466	12,466	6,311	6,155	50.63%
Hospital and Medical Insurance	3,685,544	3,685,544	1,497,365	2,188,179	40.63%
Employee Tuition Benefits	125,000	125,000	87,037	37,963	69.63%
Life Insurance	10,000	10,000	3,254	6,746	32.54%
Vacation Benefits	85,000	85,000	35,000	50,000	41.18%
Unemployment Insurance	25,000	25,000	9,477	15,523	0.00%
Total Employee Benefits	8,795,017	8,795,017	3,977,316	4,817,701	45.22%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2014-2015
FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2015

PER CENT YEAR 42.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,375,495	\$15,375,495	12,959,736	2,415,759	84.29%
Winter	\$93,800	\$93,800	88,077		
Summer	1,157,296	1,157,296	0	1,157,296	0.00%
Nonresident Tuition	1,241,100	1,241,100	1,230,682	10,418	99.16%
Student Fee Revenue (Tech Fee)	1,713,960	1,713,960	1,503,707	210,253	87.73%
Total Tuition	<u>19,581,651</u>	<u>19,581,651</u>	<u>15,782,202</u>	<u>3,793,726</u>	<u>80.60%</u>
Government Appropriations					
New York State	10,153,353	10,153,353	5,052,259	5,101,094	49.76%
Local Sponsors	4,559,180	4,559,180	718,071	3,841,109	15.75%
Appropriated Cash Surplus	88,528	88,528	0	88,528	
Charges to Other Counties	3,948,840	3,948,840	<u>1,826,997</u>	2,121,843	<u>46.27%</u>
Total Government Appropriations	<u>18,749,901</u>	<u>18,749,901</u>	<u>7,597,327</u>	<u>11,152,574</u>	<u>40.52%</u>
Other Revenues					
Service Fees	125,865	125,865	66,435	59,430	52.78%
Interest Earnings	6,000	6,000	3,809	2,191	63.48%
Rental of Real Property	30,000	30,000	32,035	(2,035)	106.78%
Café Commissions	47,000	47,000	0		
Contract Courses	75,000	75,000	95,556	(20,556)	127.41%
Noncredit Tuition	228,700	228,700	91,451	137,249	39.99%
Grant Offsets	152,000	152,000	52,197	99,803	34.34%
Unclassified Revenues	50,000	50,000	12,866	37,134	25.73%
Total Other Revenues	<u>714,565</u>	<u>714,565</u>	<u>354,349</u>	<u>313,216</u>	<u>49.59%</u>
TOTAL REVENUES	<u>\$39,046,117</u>	<u>\$39,046,117</u>	<u>\$23,733,878</u>	<u>\$15,259,516</u>	<u>60.78%</u>

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CURRENT OPERATING FUND - CASH FORECAST
 JANUARY 2015 - JUNE 2015

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,392,540	\$1,864,372	\$5,431,167	\$7,969,576	\$5,898,300	\$5,491,371
<u>RECEIPTS</u>						
Student Accounts Receivable	\$1,281,212	\$5,000,000	\$1,200,000	\$600,000	\$1,150,000	\$850,000
Student Financial Aid	\$56,880	\$725,000	\$1,000,000	\$25,000	\$850,000	\$950,000
Sponsor Payments	\$0	\$1,139,795	\$718,071	\$421,724	\$718,071	\$421,724
Chargebacks to Other Counties	\$220,186	\$40,000	\$400,000	\$200,000	\$100,000	\$100,000
State Aid	\$2,554,691	\$0	\$2,538,338	\$0	\$0	\$2,538,338
Repayment of Grant Fund Advances	\$7,000	\$7,000	\$7,000	\$7,000	\$100,000	\$100,000
Repayment of Capital Fund Advances	\$697,251	\$500,000	\$500,000	\$200,000	\$200,000	\$200,000
Other Receipts	\$177,476	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Projected Cash Receipts	<u>\$4,994,696</u>	<u>\$7,441,795</u>	<u>\$6,393,409</u>	<u>\$1,483,724</u>	<u>\$3,148,071</u>	<u>\$5,190,062</u>
<u>DISBURSEMENTS</u>						
Payments to Students	\$95,000	\$95,000	\$75,000	\$75,000	\$75,000	\$53,206
Accounts Payable	\$3,536,246	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$900,000
Payroll and Fringe Benefits	\$1,416,171	\$1,780,000	\$1,780,000	\$1,780,000	\$1,780,000	\$1,600,000
Grant Fund Advances	\$2,442	\$0	\$0	\$0	\$0	\$0
Capital Fund Advances	\$473,005	\$500,000	\$500,000	\$200,000	\$200,000	\$200,000
Projected Cash Disbursements	<u>\$5,522,864</u>	<u>\$3,875,000</u>	<u>\$3,855,000</u>	<u>\$3,555,000</u>	<u>\$3,555,000</u>	<u>\$2,753,206</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$1,814,372	\$5,381,167	\$7,919,576	\$5,848,300	\$5,441,371	\$7,878,226
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,001</u>
TOTAL CASH IN TIME DEPOSITS	\$1,864,372	\$5,431,167	\$7,969,576	\$5,898,300	\$5,491,371	\$7,928,227

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2015

	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 2013-2018</u>					
Architect Design/Administrative	492,433	502,067		502,067	0
Civil Construction	452,100	325,630		325,630	0
General Construction	2,798,700	2,244,242		2,244,242	0
Mechanical/HVAC	727,900	525,306		525,306	0
Electrical	419,952	264,000		264,000	0
Plumbing	139,000	45,173		45,173	0
Network Upgrade/FFE	2,019,915	410,154		410,154	0
TOTAL	7,050,000	4,316,572	0	4,316,572	2,733,428

CAPITAL CASH SUMMARY

CASH BALANCE -DECEMBER 1, 2014

Campus Master Plan Money Market	51,198
Cash in time Deposits	1,463,521

\$1,514,719

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	56
Investment Income - CMP	39
Chargeback Revenue	20,625

\$20,720

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
Debt Service Payment	285,000
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
	<u>285,000</u>

CASH BALANCE -DECEMBER 31, 2014

Campus Master Plan Money Market	51,237
Cash in Time Deposits	1,484,202

\$1,250,439

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-24**

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: **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
19th day of February 2015, 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 19th day of
February 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**Appointment of Personnel
Wednesday, February 11, 2015
Presented to the Board of Trustees**

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
		January			
Caughey, Elizabeth	VOICES Program		N/A	\$696.08	01/02/2015 - 05/08/2015
Kaplan, Susan	VOICES Program		N/A	\$1,980.30	01/02/2015 - 05/08/2015
Clark, Becky	Adjunct Counselor		N/A	\$5,180.28	01/15/2015 - 05/19/2015
Price, Lee	Program Cahir - EMT Program		N/A	\$2,775.00	01/15/2015 - 05/19/2015
Price, Colleen	EMT 220 ME73	Adjunct	N/A	\$7,862.50	01/21/2015 - 05/15/2015
Ahmed, Ahmed	CHEM206 ME50 CHEM107 ME50	Adjunct	N/A	\$11,066.25	01/22/2015 - 05/15/2015
Ahola, Ashley	Forum Secretary		N/A	\$921.66	01/22/2015 - 05/15/2015
Almann, Nancy	BIOL131 M01 BIOL114 M01	Adjunct	N/A	\$9,363.75	01/22/2015 - 05/15/2015
Alt, Melissa	HLTH104 M01 NURS104 M01	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Altmann, Herman	BIOL102 M03 BIOL102 M01 BIOL102 M02	Adjunct	N/A	\$11,917.50	01/22/2015 - 05/15/2015
Archer, Holly	MATH100 M07 MATH100 M09	Adjunct	N/A	\$5,550.00	01/22/2015 - 05/15/2015
Archer, Pamela	BUAD203 M01 BUAD203 M02	Adjunct	N/A	\$5,550.00	01/22/2015 - 05/15/2015
Arnold, Melanie	COMM298 M01 COMM110 M01 COMM115 M01	Adjunct	N/A	\$8,127.02	01/22/2015 - 05/15/2015
Aspinwall, Breck	BIOL100 M01 BIOL100 M02	Adjunct	N/A	\$6,475.00	01/22/2015 - 05/15/2015
Barker, Jaime	BIOL202 ME50 BIOL131 ME50	Adjunct	N/A	\$10,395.00	01/22/2015 - 05/15/2015
Bechtold, Charles	MATH095 M08 MATH095 M10	Adjunct	N/A	\$9,080.00	01/22/2015 - 05/15/2015
Bergeron, Jessica	NURS120-M26 FLD		N/A	\$9,570.00	01/22/2015
Bieber, Erin	HSTY201 ME50	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Boden, Brandy	RECR150 M01 SOCE150 M01	Adjunct	N/A	\$2,970.00	01/22/2015 - 05/15/2015
Booth, Mark	CHEM101 HY1	Adjunct	N/A	\$1,590.00	01/22/2015 - 05/15/2015
Borgella, Rene	ENVS101 MLC3 BIOL105 ME50	Adjunct	N/A	\$11,137.50	01/22/2015 - 05/15/2015
Brown, Stan	MATH200 ME50	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Brychta, Michael	ELEC240 M01	Adjunct	N/A	\$4,856.25	01/22/2015 - 05/15/2015
Buchanan, Patricia	ENGL100 M17 ENGL099 M05	Adjunct	N/A	\$7,945.00	01/22/2015 - 05/15/2015
Buchanan, Patricia	CTC Adjunct Services Coordinator		N/A	\$3,405.00	01/22/2015 - 05/15/2015
Byrne, Kristin	Supervise NURS225-M22 FLD students while		N/A	\$1,740.20	01/22/2015 - 05/15/2015
Cahanin, Sara	PSYC103 M08 PSYC101 M01 PSYC103 M07	Adjunct	N/A	\$8,325.00	01/22/2015 - 05/15/2015
Cambridge, Jessica	ENGL100 M07 ENGL100 M05	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Cambridge, Jessica	Professional Tutor/WRC Partnership		N/A	\$1,273.05	01/22/2015 - 05/19/2015
Carey, Christopher	ENGL100 M10 ENGL100 M06	Adjunct	N/A	\$5,220.00	01/22/2015 - 05/15/2015
Carr, Kyle	COMM240 M01 COMM111 ME50 COMM145	Adjunct	N/A	\$10,478.16	01/22/2015 - 05/15/2015
Carr, Kyle	Provide coverage for Communications Cage/tutoring		N/A	\$2,829.00	01/22/2015 - 05/15/2015
Carter, Lesa	SOCI101 I30	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Cason, Theoria	FSS 131 M01 SOCI101 M03	Adjunct	N/A	\$5,220.00	01/22/2015 - 05/15/2015
Cattan, Charmain	ACCT102 BL1 ACCT120 BL1 ACCT101 M02	Adjunct	N/A	\$11,925.00	01/22/2015 - 05/15/2015
Caughey, Elizabeth	ENGL099 M01 ENGL100 IE62	Adjunct	N/A	\$6,090.00	01/22/2015 - 05/15/2015
Chapman, Robert	POSC104 M02	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Cicciarelli, Richard	BIOL101 M03 BIOL101 M02 BIOL101 M01	Adjunct	N/A	\$9,135.00	01/22/2015 - 05/15/2015
Coleman, Cynthia	SOCI205 M01 SOCI101 BL1	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Connors, John	GEOL101 ME50	Adjunct	N/A	\$3,710.00	01/22/2015 - 05/15/2015
Cooper, Joanne	MATH095 M01 MATH095 M03 MATH100 M06	Adjunct	N/A	\$10,890.00	01/22/2015 - 05/15/2015
Cornish, Erin	MATH095 I30 MATH095 M09 MATH100 M10	Adjunct	N/A	\$10,890.00	01/22/2015 - 05/15/2015
Crane, Nancy	SPAN101 M01	Adjunct	N/A	\$5,107.50	01/22/2015 - 05/15/2015

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Curran, Kerry	ENGL100 M12	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Curtis, Benjamin	CONT115 M21 CONT208 M01	Adjunct	N/A	\$5,830.00	01/22/2015 - 05/15/2015
Cutter, Elizabeth	MATH090 IE62 MATH090 M03	Adjunct	N/A	\$6,960.00	01/22/2015 - 05/15/2015
Daehn, James	MATH109 BL1	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Davis, Andrew	FITN208 BL1	Adjunct	N/A	\$1,590.00	01/22/2015 - 05/15/2015
Decker, Aaron	ENGL101 M21 ENGL101 M19 ENGL100 M15	Adjunct	N/A	\$8,910.00	01/22/2015 - 05/15/2015
DeGaetano, Margaret	METR101 HY1	Adjunct	N/A	\$3,972.50	01/22/2015 - 05/15/2015
DeRado, Dennis	SPAN101 C43	Adjunct	N/A	\$5,107.50	01/22/2015 - 05/15/2015
DiBartolo, Debra	NURS225-m22 FLD		N/A	\$10,175.00	01/22/2015 - 05/15/2015
Dickerson, Nancy	SOCI201 M01 HUMS110 M01 HUMS128 M01	Adjunct	N/A	\$10,215.00	01/22/2015 - 05/15/2015
Doane, Eric	CRJU110 M03	Adjunct	N/A	\$2,610.00	01/22/2015 - 05/15/2015
Dodge, Teresa	Supervise NURS225-M21 FLD students while		N/A	\$3,480.40	01/22/2015 - 05/15/2015
Donlick, Christel	MATH100 CE66	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Earle, Robert	SOCI101 CE66	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Earley, Bernard	ENGL101 BL1 ENGL100 BL2 ENGL100 BL1	Adjunct	N/A	\$10,215.00	01/22/2015 - 05/15/2015
Eaves, Robert	MATH109 M01	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Echevarria, Richard	FITN230 M20 FITN130 M10	Adjunct	N/A	\$1,305.00	01/22/2015 - 05/15/2015
Eckert, Regina	HSTY202 M04 HSTY202 M03	Adjunct	N/A	\$5,550.00	01/22/2015 - 05/15/2015
Edgecomb, Patricia	CAPS152 M01 CAPS131 M02 CAPS121 M02	Adjunct	N/A	\$11,133.18	01/22/2015 - 05/15/2015
Eisenberg, Seth	PARA216 BL1 PARC216 BL1 CRJU215 BL1	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Emmart, Michael	CRJU105 BL1 CRJU212 M01 HUMS212 M01	Adjunct	N/A	\$5,550.00	01/22/2015 - 05/15/2015
Emmons, Meghan	Supervise NURS20-M26 FLD students while		N/A	\$1,740.20	01/22/2015 - 05/15/2015
Estep, Nancy	ECHD225 BL1 HUMS125 BL1 HUMS225 BL1	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Esworthy, Barrett	HSTY202 M01	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Farah, Fred	PHSC104 ME50 BIOL115 MLC5 BIOL125 M01	Adjunct	N/A	\$12,768.75	01/22/2015 - 05/15/2015
Feavearyear, Jody	ASTR101 IE62 MATH095 M05	Adjunct	N/A	\$7,945.00	01/22/2015 - 05/15/2015
Ferguson, Adam	ENGL201 C33	Adjunct	N/A	\$2,610.00	01/22/2015 - 05/15/2015
Frawley, Patrick	MATH095 M07	Adjunct	N/A	\$3,700.00	01/22/2015 - 05/15/2015
Freeman, Paige	FITN230 M23 FITN130 M13	Adjunct	N/A	\$1,305.00	01/22/2015 - 05/15/2015
Galezo, David	PHIL201 M01 PHIL101 BL1	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Garrity, Kathleen	FITN204 M01 FITN205 M01	Adjunct	N/A	\$1,702.50	01/22/2015 - 05/15/2015
Gilbert, Mary	ENGL204 BL2 ENGL204 BL3 ENGL204 BL1	Adjunct	N/A	\$10,215.00	01/22/2015 - 05/15/2015
Gillis, Andrew	ART 111 M03	Adjunct	N/A	\$3,972.50	01/22/2015 - 05/15/2015
Goldsberry, Evelyn	NURS120-M21 FLD		N/A	\$9,570.00	01/22/2015 - 05/15/2015
Granison, Henry	PARA101 BL1 BUAD202 BL1 PARC101 BL1	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Grant, Elizabeth	ENGL201 M08 ENGL201 M07	Adjunct	N/A	\$6,360.00	01/22/2015 - 05/15/2015
Grimm, Mark	ART 254 M01	Adjunct	N/A	\$1,732.50	01/22/2015 - 05/15/2015
Gutchess, Elizabeth	ENGL102 M09	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Haaland, Andrew	CAPS121 BL1 CAPS111 BL3 CAPS111 BL2	Adjunct	N/A	\$10,596.36	01/22/2015 - 05/15/2015
Hamilton, Thomas	CONT216 M01	Adjunct	N/A	\$2,312.50	01/22/2015 - 05/15/2015
Hammond, Rachel	ECHD110 ME50	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Han, Man-Young	SPMT270 M01	Adjunct	N/A	\$2,970.00	01/22/2015 - 05/15/2015
Haralson, Annemiek	NURS120-M22 FLD		N/A	\$10,175.00	01/22/2015 - 05/15/2015
Harbick, Kale	PHSC105 M01 PHSC213 M01	Adjunct	N/A	\$8,910.00	01/22/2015 - 05/15/2015
Hartnett, Gerri-Ann	PSYC103 CE66	Adjunct	N/A	\$2,610.00	01/22/2015 - 05/15/2015
Haynes, Susan	ACCT101 M01	Adjunct	N/A	\$3,972.50	01/22/2015 - 05/15/2015
Hemingway Jones, Kat	ENGL101 M10 ENGL101 M02	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Hesse, Ralph	PSYC103 M06 PSYC209 M02	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Hillis, Patrick	PSYC103 M12 PSYC207 M01 PSYC103 IE62	Adjunct	N/A	\$8,325.00	01/22/2015 - 05/15/2015
Hollenbeck, Charles	ENGL201 M05 ENGL101 M07 ENGL100 M01	Adjunct	N/A	\$7,830.00	01/22/2015 - 05/15/2015
Hopkins, Marshall	ART 117 M01	Adjunct	N/A	\$3,237.50	01/22/2015 - 05/15/2015

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Iacobucci, Christine	ANTH202 M03	Adjunct	N/A	\$2,970.00	01/22/2015 - 05/15/2015
Infante, Jennifer	ART 271 M01	Adjunct	N/A	\$3,045.00	01/22/2015 - 05/15/2015
Johnson-DiMarco, Lisa	BIOL132 M02 BIOL132 M01	Adjunct	N/A	\$10,395.00	01/22/2015 - 05/15/2015
Jones, Maxine	MATH100 M02	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Jones, Paula	BIOL114 CE43	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Josef, Keith	CHEM102 HY1 CHEM101 M01 CHEM101 M02	Adjunct	N/A	\$9,712.50	01/22/2015 - 05/15/2015
Kidder, Jennifer	MATH090 M09 GEOL101 M02 GEOL101 M01	Adjunct	N/A	\$11,660.00	01/22/2015 - 05/15/2015
Kirk, Benjamin	MATH109 ME50	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Klimaszewski, Nicolai	ART 180 M01	Adjunct	N/A	\$3,710.00	01/22/2015 - 05/15/2015
Kobre, Michael	BIOL132 ME50 BIOL114 BL1	Adjunct	N/A	\$12,768.75	01/22/2015 - 05/15/2015
Krebs, James	ELEC130 M01	Adjunct	N/A	\$5,197.50	01/22/2015 - 05/15/2015
Kuhns, Christopher	CULI102 V02	Adjunct	N/A	\$6,012.50	01/22/2015 - 05/15/2015
Kyle, John	CAPS111 M07 CAPS111 M06 CAPS121 M08	Adjunct	N/A	\$11,920.91	01/22/2015 - 05/15/2015
Lamey, Timothy	FITN213 ME50 HLTH206 M01	Adjunct	N/A	\$4,770.00	01/22/2015 - 05/15/2015
Lange, Shirley	MATH095 ME50	Adjunct	N/A	\$3,700.00	01/22/2015 - 05/15/2015
LaRosa, Laura	ENGL100 M20	Adjunct	N/A	\$2,970.00	01/22/2015 - 05/15/2015
Lee, In Shik	ART 120 M02 ART 110 M01 ART 114 M02	Adjunct	N/A	\$11,917.50	01/22/2015 - 05/15/2015
Leopardi, Dino	CIS 132 BL1 CSS 112 BL1	Adjunct	N/A	\$11,917.50	01/22/2015 - 05/15/2015
Less, Deborah	ENGL204 M01 ENGL204 M02	Adjunct	N/A	\$6,360.00	01/22/2015 - 05/15/2015
Ligas, Kimberly	NURS225-M25 FLD		N/A	\$9,570.00	01/22/2015 - 05/15/2015
Lillard, Marketa	CHEM102 HY1 CHEM101 HY1	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Lipa, Thomas	CDSC101 BL1 HLTH208 BL1 CDSC200 HY1	Adjunct	N/A	\$7,945.00	01/22/2015 - 05/15/2015
Loop, Jill	ENGL101 M22 ENGL204 BL4 ENGL101 IE62	Adjunct	N/A	\$8,325.00	01/22/2015 - 05/15/2015
Loop, Mead	ENGL201 IE62	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Lower, Jeffrey	COMM140 M01	Adjunct	N/A	\$3,045.00	01/22/2015 - 05/15/2015
MacDowell, Gary	Coordinate HLTH courses		N/A	\$512.50	01/22/2015 - 05/19/2015
MacDowell, Gary	Co-Coordinate FITN courses (w/ P. Mercer)		N/A	\$401.46	01/22/2015 - 05/19/2015
Manning, Kaeti	PHIL101 M01 PHIL101 M02	Adjunct	N/A	\$5,550.00	01/22/2015 - 05/15/2015
Marie, Jill	ENGL103 M01 ENGL101 M12	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Martin, Marguerite	ECHD206 BL1	Adjunct	N/A	\$3,262.50	01/22/2015 - 05/15/2015
McCracken, Kathleen	COMM120 M01	Adjunct	N/A	\$1,618.75	01/22/2015 - 05/15/2015
McDaniel, Michael	FITN130 M15 FITN230 M25	Adjunct	N/A	\$1,590.00	01/22/2015 - 05/15/2015
McGee, Louise	Nursing 225 Clincial (FLD) Community		N/A	\$12,485.00	01/22/2015 - 05/15/2015
McLane, Todd	ENVS140 F01 ENVS140 F02	Adjunct	N/A	\$4,162.50	01/22/2015 - 05/15/2015
McMahon, Maria	ART 122 ME50 ART 115 ME50 ART 116 ME50	Adjunct	N/A	\$6,475.00	01/22/2015 - 05/15/2015
McMullin, Zachary	FITN130 M16 FITN230 M26	Adjunct	N/A	\$1,305.00	01/22/2015 - 05/15/2015
Merritt, Judith	BIOL104 ME50	Adjunct	N/A	\$4,856.25	01/22/2015 - 05/15/2015
Meyer, Denise	ART 130 M02 ART 130 ME50 ART 130 M01	Adjunct	N/A	\$11,917.50	01/22/2015 - 05/15/2015
Millman-Brown, Randi	ART 102 IE62 ART 104 ME50	Adjunct	N/A	\$6,360.00	01/22/2015 - 05/15/2015
Myers, Deborah	Supervise NURS120-M21 & M24 FLD students		N/A	\$3,480.40	01/22/2015 - 05/15/2015
Need, Barbara	ENGL100 M02 ENGL102 M04	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Ochs, Janet	CAPS131 M01 CAPS111 M01 CAPS121 M01	Adjunct	N/A	\$11,920.91	01/22/2015 - 05/15/2015
Pace, Robert	CRJU110 M01	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Panzer, Nina	SOCI101 BL3	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Park, Leonard	COMM235 ME51 COMM235 ME50	Adjunct	N/A	\$6,475.00	01/22/2015 - 05/15/2015
Parks, Paul	ART 102 M01 HUMN232 M01	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Pasto, Linda	NURS102 BL1	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Pasto, Linda	NURS120-M23 LAB		N/A	\$4,540.00	01/22/2015 - 05/15/2015
Payton, L. Christine	NURS225-M26 FLD		N/A	\$10,175.00	01/22/2015 - 05/15/2015
Perfetti, Margaret	ENGL100 C33	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Pijanowski, Gregory	ASTR101 BL1	Adjunct	N/A	\$6,360.00	01/22/2015 - 05/15/2015

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Pilosi, Lori	RECR201 BL1	Adjunct	N/A	\$2,610.00	01/22/2015 - 05/15/2015
Pittsley, Jaclyn	ENGL100 M14 ENGL100 M13	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Plumeau, Margaret	MATH109 M04 MATH109 M05	Adjunct	N/A	\$6,360.00	01/22/2015 - 05/15/2015
Pospisil, Pamela	MATH100 IE62	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Price, Colleen	EMT730-ME73 Basic Referresher Course		N/A	\$750.00	01/22/2015 - 05/15/2015
Price, S. Lee	EMT731-ME73		N/A	\$6,595.25	01/22/2015 - 05/19/2015
Quick, Raymond	BUAD219 BL1 BUAD204 BL1	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Raethka, Timothy	HLTH205 M01	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Reardon, Emily	BIOL114 IE62 BIOL114 M02 BIOL101 M04	Adjunct	N/A	\$8,265.00	01/22/2015 - 05/15/2015
Reid, Taylor	ENVS111 IE62 ENVS140 F02 ENVS111 M03	Adjunct	N/A	\$6,243.75	01/22/2015 - 05/15/2015
Richards, David	COMM225 M01 POSC103 M01	Adjunct	N/A	\$5,107.50	01/22/2015 - 05/15/2015
Rimmel, Becca	ENVS111 M01 ENVS111 M02	Adjunct	N/A	\$3,480.00	01/22/2015 - 05/15/2015
Rombach, Kathleen	MATH132 IE62	Adjunct	N/A	\$2,775.00	01/22/2015 - 05/15/2015
Rosa, Javier	DRAF118 M01	Adjunct	N/A	\$3,931.25	01/22/2015 - 05/15/2015
Rosekrans, Linda	ENGL101 BL4 ENGL101 BL5 ENGL101 BL3	Adjunct	N/A	\$10,215.00	01/22/2015 - 05/15/2015
Ross, Ronald	BUAD106 M01 BUAD109 M01	Adjunct	N/A	\$6,360.00	01/22/2015 - 05/15/2015
Rossiter, Judith	PARC205 BL1 PARA205 BL1	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Rukavena, Peter	BUAD111 M01 BUAD106 M02	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Ruoff, Guy	HSTY101 C43 HSTY201 C33	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Ryan, Jessica	SOCE201 M01 SOCI101 M05 SOCI101 M07	Adjunct	N/A	\$8,910.00	01/22/2015 - 05/15/2015
Ryan, Patrick	PSYC101 BL1	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Sabol, Zenta	ACCT102 M01 ACCT101 M04 ACCT101 M01	Adjunct	N/A	\$9,647.50	01/22/2015 - 05/15/2015
Salk, James	PARC220 BL1 PARA220 BL1	Adjunct	N/A	\$2,970.00	01/22/2015 - 05/15/2015
Savoie, Raymond	ENGL101 M06 ENGL102 M01 ENGL101 M01	Adjunct	N/A	\$9,540.00	01/22/2015 - 05/15/2015
Schmid, Joseph	ACCT102 CE66	Adjunct	N/A	\$4,540.00	01/22/2015 - 05/15/2015
Schoneman, Ronald	HUMS110 IE62	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Schrag, Kimberly	ART 122 M01 ART 122 M02 ART 114 M01	Adjunct	N/A	\$11,917.50	01/22/2015 - 05/15/2015
Schultz, Shirley	SOCI101 M01 SOCI101 M02	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Scott, Lory	BIOL102 M04 ENVS101 IE35	Adjunct	N/A	\$6,435.00	01/22/2015 - 05/15/2015
Sewell, Patrick	POSC107 M01 ENVS105 M01 ENVS107 M01	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Seyfried, Matthew	SPMT260 M01 ENGL102 BL1 ENGL102 BL2	Adjunct	N/A	\$10,215.00	01/22/2015 - 05/15/2015
Sheehan, John	HSTY110 BL1 HSTY201 BL1	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Shululu, Daphne	ENGL100 CE66	Adjunct	N/A	\$2,970.00	01/22/2015 - 05/15/2015
Sidhu, Surinder	ENGL201 M06	Adjunct	N/A	\$3,180.00	01/22/2015 - 05/15/2015
Sinclair, Lorraine	ENGL101 M13 ENGL101 M20 ENGL101 M14	Adjunct	N/A	\$9,540.00	01/22/2015 - 05/15/2015
Sloan, Cindy	SOCI101 BL2 SOCI101 MLC1 SOCI101 M08	Adjunct	N/A	\$12,485.00	01/22/2015 - 05/15/2015
Smith, Richard	ACCT101 CE66	Adjunct	N/A	\$4,540.00	01/22/2015 - 05/15/2015
Smith, Susan	ENGL101 CE66 ENGL220 ME50	Adjunct	N/A	\$5,940.00	01/22/2015 - 05/15/2015
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	\$3,710.00	01/22/2015 - 05/15/2015
Stanley, Maclen	PSYC101 M05 PSYC101 M04 PSYC101 M03	Adjunct	N/A	\$8,325.00	01/22/2015 - 05/15/2015
Stanton, Dawn	CDSC225 BL1	Adjunct	N/A	\$2,970.00	01/22/2015 - 05/15/2015
Stevens, Ryan	FITN130 M14 FITN230 M24	Adjunct	N/A	\$1,305.00	01/22/2015 - 05/15/2015
Stevenson, David	FITN130 M12 FITN230 M22	Adjunct	N/A	\$1,485.00	01/22/2015 - 05/15/2015
Stivers, Joan	HLTH207 M01 HLTH208 M01	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Strauf, Dale	FITN120 M01 FITN121 M01 FITN108 M01	Adjunct	N/A	\$4,770.00	01/22/2015 - 05/15/2015
Stremmlin, Tatiana	MUSI101 M01	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Sutton, Levi	DRAF107 M01	Adjunct	N/A	\$3,217.50	01/22/2015 - 05/15/2015
Tackill, Sherry	ENGL102 CE43	Adjunct	N/A	\$2,970.00	01/22/2015 - 05/15/2015
Tambascio, Theresa	RDNG099 M02	Adjunct	N/A	\$3,700.00	01/22/2015 - 05/15/2015
Thomas, Seneca	BIOL112 M01 BIOL112 M02	Adjunct	N/A	\$6,475.00	01/22/2015 - 05/15/2015
Troyer, John	ENGL099 M04 ENGL100 M09	Adjunct	N/A	\$6,090.00	01/22/2015 - 05/15/2015

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Underwood, Rehema	PSYC205 BL1	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Vazenios, George	MATH109 M03 MATH109 M02 BUAD103 BL1	Adjunct	N/A	\$9,540.00	01/22/2015 - 05/15/2015
Veshcherevich, Radmil	RUSN102 M01	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Waffner, Marcia	BUAD212 M01 HRMG101 BL1	Adjunct	N/A	\$5,550.00	01/22/2015 - 05/15/2015
Weatherby, Gregg	ENGL101 M11 ENGL101 M03	Adjunct	N/A	\$6,360.00	01/22/2015 - 05/15/2015
Wee, Chia	HUMS105 BL1	Adjunct	N/A	\$2,610.00	01/22/2015 - 05/15/2015
Weed, Steve	ENGL100 M19 ENGL100 M16	Adjunct	N/A	\$5,550.00	01/22/2015 - 05/15/2015
Wells, Frances	BUAD203 BL2	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Westlake, Winfield	BUAD103 C43 GEOG120 M01	Adjunct	N/A	\$6,810.00	01/22/2015 - 05/15/2015
Whitaker, John	MATH090 M08 MATH090 M06	Adjunct	N/A	\$6,960.00	01/22/2015 - 05/15/2015
White, Kimberly	ART 109 M01	Adjunct	N/A	\$3,045.00	01/22/2015 - 05/15/2015
Whitecraft, Michele	CHEM101 ME50	Adjunct	N/A	\$5,107.50	01/22/2015 - 05/15/2015
Williams, Diane	BIOL101 ME50 BIOL101 ME51	Adjunct	N/A	\$7,945.00	01/22/2015 - 05/15/2015
Williamson, Mark	ART 102 M02	Adjunct	N/A	\$3,405.00	01/22/2015 - 05/15/2015
Wolff, Christopher	ART 120 M01 ART 200 M01	Adjunct	N/A	\$7,945.00	01/22/2015 - 05/15/2015
Wolff, Sarah	ENGL100 MLC3 ENGL101 M04	Adjunct	N/A	\$7,830.00	01/22/2015 - 05/15/2015
Woodams, William	ART 111 M01	Adjunct	N/A	\$3,237.50	01/22/2015 - 05/15/2015
Woods, Timothy	MATH090 M05 MATH090 M07	Adjunct	N/A	\$8,480.00	01/22/2015 - 05/15/2015
Yavits, Elizabeth	ENGL201 ME50 ENGL201 CE66	Adjunct	N/A	\$6,360.00	01/22/2015 - 05/15/2015
Young, Tammi	FITN170 M01 RECR232 M01	Adjunct	N/A	\$3,915.00	01/22/2015 - 05/15/2015
Zaman, Hanan	ENGL101 M08 ENGL101 M05	Adjunct	N/A	\$5,220.00	01/22/2015 - 05/15/2015
Zilliox, Roger	FITN109 M01	Adjunct	N/A	\$1,305.00	01/22/2015 - 03/13/2015
Dickerson, Nancy	Facilitate DASA Workshop		N/A	\$300.00	01/31/2015

February

Archer, Holly	BCL Proctor make-up exams, desk coverage		N/A	\$1,110.06	02/10/2015 - 05/06/2015
Dickerson, Nancy	Facilitate DASA Workshop		N/A	\$300.00	02/21/2015

March

Dickerson, Nancy	Facilitate DASA Workshop		N/A	\$300.00	03/07/2015
Dickerson, Nancy	Facilitate DASA Workshop		N/A	\$300.00	03/28/2015

April

Cornish, Erin	Basic Math Workshop for Borg Warner Apprentice		N/A	\$1,650.00	04/01/2015 - 04/17/2015
Dickerson, Nancy	Facilitate DASA Workshop		N/A	\$300.00	04/11/2015
Cornish, Erin	Basic Math Workshop for Borg Warner Apprentice		N/A	\$660.00	04/20/2015 - 05/01/2015

August

Carey, Christopher	Con. Enroll. Faculty Liaison - ENGL Dept.		N/A	\$1,640.00	08/23/2014 - 01/30/2015
Cornish, Erin	Con. Enroll. Faculty Liaison - MATH Dept.		N/A	\$205.00	08/23/2014 - 01/30/2015
DeGaetano, Margaret	Con. Enroll. Faculty Liaison - METR Dept.		N/A	\$410.00	08/23/2014 - 01/30/2015
Farah, Fred	Con. Enroll. Faculty Liaison - ASTR/ENVS/PHSC		N/A	\$1,691.25	08/23/2014 - 01/30/2015
MacDowell, Gary	Con. Enroll. Faculty Liaison - HLTH Dept.		N/A	\$205.00	08/23/2014 - 01/30/2015
Raethka, Tim	Con. Enroll. Faculty Liaison - HLTH Dept.		N/A	\$102.50	08/23/2014 - 01/30/2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

February 10, 2015

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
None		

FACULTY STUDENT ASSOCIATION

Marcia Griffin	02/13/15	Other employment
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**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2014-2015-25**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT DIRECTOR OF FACILITIES**

WHEREAS, the College has determined, based on a review and analysis of the Facilities Department staffing, that there is a need to create an Assistant Director of Facilities position description, and

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

RESOLVED, that the Assistant Director of Facilities 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 19th day of February 2015, 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 19th day of February 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director of Facilities

GRADE

3

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ORGANIZATIONAL UNIT

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Management

REPORTS TO

Director of Facilities

APPROVED BY

Board of Trustees

SUMMARY

The Assistant Director of Facilities supports the Director and is an integral team member providing vision and leadership for the effective operation, maintenance, and use of resources for all College and Foundation facilities. Responsibilities include maintaining the efficient operation, maintenance and appearance of all College and Foundation buildings. The Assistant Director has responsibility for construction and renovations to existing facilities as assigned by the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works with the Director of Facilities, to ensure the efficient operation and maintenance of all structural, mechanical, electrical, plumbing, communications and environmental systems of the College, Foundation, and any facility or space that the College may rent to serve its mission.
2. Responsible for the College's computerized building control systems to both conserve energy use and provide for the operational needs of the College and Foundation facilities.
3. As assigned by the Director creates technical specifications for lease or purchase of materials, equipment and services required to maintain, upgrade and expand the College and/or Foundation's facilities such as the structural, electrical, mechanical, plumbing and grounds systems.
4. Responsible for ensuring landscape design and execution for the College and Foundation's owned and leased facilities. Provides guidance and direction to ensure that the exterior appearance of the facilities is maintained to a high standard.
5. Uses accepted engineering and building code practices to review and provide comments on project plans and specifications that will minimize the College and/or Foundation's exposure to cost overruns and time delays for assigned projects.
6. Assists the Director of Facilities to guide architects and other professionals to develop and maintain a master plan for the College that addresses both programmatic and maintenance concerns. Provides direction and oversight to these professionals that ensure that the needs of the College are addressed and implemented in their work.
7. Works with the Director to ensure staff within the Facilities department have and maintain appropriate certification and training in legislatively mandated programs in the handling of hazardous or toxic chemicals, waste, pesticides, herbicides, fertilizers and disposal of same.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Assistant Director of Facilities	3	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Operations and Enrollment Management	Director of Facilities	Board of Trustees

8. Prepares and submits reports required by various Federal, State and Local governments and agencies as assigned.
9. At times when the Director is not available, represents the College and/or Foundation to Village, Town, County, State and Federal officials and employees on facility related issues. Conducts public meetings and makes presentations to large groups regarding facilities issues.
10. Maintains the Code Enforcement Official certification from the New York Department of State and applies that training to operational and construction projects.
11. Communicates with applicable College, FSA, and Foundation staff and governing bodies with regard to operational issues, renovations, repairs and status of facility projects.
12. In the absence of the Director, directs the staff of the facilities departments for the College and FSA. Assists in the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Employment/Affirmative Action Laws, other applicable laws, regulations and collective bargaining agreements.
13. Works with the Director to assure efficient use of material resources by assessment of department needs, development of budget recommendations and management of the department within the budgetary constraints imposed by the College and Foundation.
14. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

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

In the absence of the Director of Facilities, provides the oversight and supervision of the Facilities Department for both the College and FSA staff assigned to the Foundation properties.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director of Facilities

GRADE

3

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ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORTS TO

Director of Facilities

APPROVED BY

Board of Trustees

MINIMUM QUALIFICATIONS

Bachelor's degree in an engineering discipline related to building design and construction with a minimum of 3 years of experience in a consulting firm or facility operation. Must obtain and maintain a New York State building code enforcement registration within one year of appointment.

DESIRED QUALIFICATIONS

Supervisory experience of at least 1 year in a facilities operation. Experience with accepted construction practices and participation in the oversight of construction projects.