



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

WEDNESDAY, SEPTEMBER 23, 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. July 16, 2015 – Board of Trustees – Annual Meeting
 - b. July 16, 2015 – Regular Board of Trustees Meeting
 - c. August 24, 2015 – Executive Committee Meeting

7. Introduction of New Employees

8. Communications

9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):

10. 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 – Transition of Global Initiatives – Walter Poland and Carl Penziul

 - b. Organizational Capacity – New Structure in Computer Technology – Tim Densmore

11. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives)

12. Information Items:
 - a. Human Resources Updates
 - b. Compliance Report (to be distributed separately prior to meeting)
 - c. Professional Development Report (to be distributed separately prior to meeting)

13. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Treasurer's Report – June 30, 2015
 - d. Treasurer's Report – July 31, 2015
 - e. Approval of Position Description – Dean of Instruction and Global Initiatives
 - f. Approval of Position Description – Manager of Enterprise Systems
 - g. Ratification of August 24, 2015, Executive Committee Action

14. Standing Reports:
 - a. College Forum – Corrina Struzick and Jonathan Walz, Co-Chairs
 - b. Faculty Student Association – Amy Trueman
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson's Report – Elizabeth Burns
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Olu Roberts
 - h. President's Report

15. Executive Session (to discuss personnel issue – no action to be taken)

16. Upcoming Events:
 - a. Fall Day – October 13, 2015
 - b. Joint Board Retreat – October 14, 2015, beginning at 2:00 p.m. – Location Coltivare in Ithaca
 - c. Next Meeting – October 22, 2015
 - d. Board of Trustees Retreat – November 12, 2015

17. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
ANNUAL MEETING
JULY 16, 2015
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, John Daniels, Judy Davison, and Olu Roberts

EXCUSED: Dammi Herath and Raymond Schlather

ABSENT: Arthur Kuckes and Matt McSherry

COUNTY

LIAISONS: Mike Lane and John Troy

STAFF: John Conners, Tim Densmore, Carl Haynes, Cathy Northrop, Walter Poland, Blix Taetzsch, Amy Trueman, Peter Voorhees, and Khaki Wunderlich

GUESTS: None

1. Call to Order: Chairperson Buck called the annual meeting to order at 5:34 p.m. in the Ronald W. Space Board Room at the College.

2. Election of Officers: Ms. Davison moved the following slate of officers for the Board of Trustees for the 2015 – 2016 year:

Elizabeth Burns, Chairperson
Raymond Schlather, Vice Chairperson
Judy Davison, Treasurer
Roxann Buck, Member of the Executive Committee

Motion was seconded by Mr. Daniels; carried unanimously.

3. Appointments –

3.1 Clerk of the Board of Trustees: Ms. Davison moved that Cathy Northrop be appointed Clerk of the Board of Trustees; seconded by Mr. Daniels; carried unanimously.

3.2 Deputy Clerk of the Board of Trustees: Ms. Davison moved that Lisa Doran be appointed Deputy Clerk of the Board of Trustees; seconded by Mr. Daniels; carried unanimously.

- 4. Meeting Dates:** The proposed dates for the Board of Trustees' meetings for the 2015 – 2016 year are as follows: August 2015 – Executive Committee Meeting (if necessary) – date to be determined; **September 23, 2015 (Please note this is a WEDNESDAY)**; October 22, 2015; December 3, 2015; January 21, 2016; February 18, 2016; March 17, 2016; April 21, 2016; May 19, 2016; June 16, 2016; July 21, 2016. All meetings will be held in the Ronald W. Space Board Room (Room 215G) at the College and will begin at 5:30 p.m., except when otherwise noted.

Chairperson Burns asked that members check their calendars for these dates and let us know if there are any conflicts. No changes were requested.

Ms. Davison moved the proposed meeting dates be approved as presented; seconded by Ms. Buck; approved unanimously.

- 5. Other Business:** None.

- 6. Adjournment:** Mr. Daniels moved that the annual meeting be adjourned; seconded by Ms. Davison; carried unanimously. The annual meeting adjourned at 5:38 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 16, 2015
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, John Daniels, Judy Davison, Dammi Herath, and Olu Roberts

EXCUSED: Raymond Schlather

ABSENT: Arthur Kuckes, Matt McSherry

COUNTY

LIAISONS: Mike Lane and John Troy

STAFF: John Connors, Tim Densmore, Carl Haynes, Cathy Northrop, Walter Poland, Blixey Taetzsch, Amy Trueman, Peter Voorhees, and Khaki Wunderlich

GUESTS: None.

1. **Call to Order:** The meeting was called to order at 5:39 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Mr. Daniels; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – June 16, 2015:** Mr. Daniels moved that the minutes of the June 16, 2015, meeting be approved as presented; seconded by Ms. Buck; carried unanimously.
7. **Communications:** None
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **College-wide Goals:** No reports for July.

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

- a. Provost and Vice President of the College** – Provost Conners spoke to his written report. He introduced Tim Densmore who will be starting in the new role as Chief Information Officer on September 1.

- b. Vice President for Global Initiatives** – Vice President Poland reported that this is his last official Board of Trustees' meeting. He mentioned that his last day is August 31 and his recent exit interview made this reality clear – it's happening. Tonight is the graduation dinner for the 39 faculty members who participated in the Summer Intensive English Institute. He also spoke about the DR85 – 85 students who arrived from the Dominican Republic last weekend. Because of their wonderful experience since arriving last weekend, we are already planning for 20 faculty to come in the fall for a nine week program similar to SIEI. These individuals will be teachers of English as a Foreign Language. More information will be provided on this initiative at the September Board of Trustees' meeting. The target date for the fall initiative is October 9/10 to mid-December. The Summer Global program is going well and graduation will be held on July 31. All Trustees are invited to attend. Vice President Poland also spoke about a meeting recently held on campus with 4 representatives from Thailand with whom we have had a lengthy relationship. During the visit, the representatives were provided with a tour of Coltivare and then returned to campus to discuss potential collaborations, specifically study abroad programs between both countries. The representatives were particularly interested in our Culinary Program. Jorge Huayhuaca and Vice President Poland also met with a representative from the very first international university with which we partnered – the University of Piura in Peru. We are continuing discussions with Dr. Wu Dan in China referred by Trustee Coates. Vice President Poland reported on his trip to the Community Colleges for International Development (CCID) Asia/Pacific Forum meeting he attended. He said there were some very interesting connections made in the Pacific Rim countries. Representatives from a number of ministries of higher education and large universities (i.e., China, Vietnam, India, etc.) attended the meeting. Vice President Poland reported that we are part of a \$35 million grant proposal. If approved, there are 6 community colleges who will participate in technical support of the grant. The announcement of whether or not the grant is approved will be in September.

11. Information Items:

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

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

- a. **Capital Payments** – No discussion.
- b. **Appointment of Personnel** – No discussion.
- c. **2015 Trash/Waste Removal Services Bid Award** – No discussion.
- d. **Disposal of Surplus Property** – No discussion.
- e. **Approval of Classified Staff Position – Enrollment Services Call Center Coordinator** – No discussion.
- f. **Approval of Classified Staff Position – Library Clerk** – No discussion.

13. Standing Reports:

- a. **College Forum** – No report.
- b. **Faculty Student Association** – Dean Trueman mentioned that the FSA Executive Committee had met and instituted a new promotion procedure that has never existed in FSA. There is now an opportunity for FSA staff to get similar step promotions as College staff and 7 members will be receiving that this year.
- c. **Tompkins Cortland Community College Foundation, Inc.** – No report.
- d. **Chairperson’s Report** – Chairperson Burns thanked John Troy for his support during the special meeting of the Cortland County Legislature. She also thanked Mike Lane for all of his support and everyone else for any help they provided during the budget process.
 - i. **Board Evaluation/Retreat** – Chairperson Burns stated that the retreat will be on November 12, 2015. Ms. Northrop mentioned that the Board Evaluation will be sent out in the near future by e-mail and there will be an in-depth discussion of the results at the November retreat.
- e. **Liaison Report (Cortland County)** – Mr. Troy spoke about the situation with the College budget and approval finally being made at a special meeting of the Cortland County Legislature on July 9, 2015. He mentioned that Cortland County does have a new finance person who is very good for the County.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported that the Tompkins County Legislature approved the compromise position of the 2015-2016 Operating Budget. He said that the College should be very proud of our administration in providing all of the information for the questions that people had presented for clarification.
- g. **Student Trustee’s Report** – Mr. Roberts attended his first official meeting. No report.

h. **President's Report** – President Haynes spoke to his written report. He thanked Dean Taetzsch, Ms. Dewey, and their staff, and others who pulled together the information that had been requested by the county on the budget.

14. Executive Session for Discussion of Personnel Items (action to be taken in regular session) – Dr. Coates moved that the meeting convene in executive session for discussion of personnel items, with action to be taken upon return to regular session; seconded by Ms. Davison; carried unanimously. The meeting convened into executive session at 6:04 p.m.

The meeting reconvened in regular session at 6:50 p.m.

Mr. Daniels moved that the Board ratify President Haynes' recommendations regarding continuing appointments, promotions, administrative appointments, quality step increases, and awards for excellence as listed below; seconded by Ms. Buck; carried unanimously.

a. Recommendations for Promotions and Continuing Appointments for 2015-2016 Academic Year

To the Rank of Full Professor

Sophia Georgiakaki
Timothy McCabe
Paula Moore
Ken Whitener

To the Rank of Associate Professor

Katrina Campbell
Patrick Mercer

To the Rank of Assistant Professor

Karla Block
Brandon Seager

Continuing Appointment

Alison Beach
Harry Littell

b. Recommendations for Quality Step Increases and Administrative Appointments for 2015-2016 Academic Year

To Quality Step 1

Bill Finnerty
Gregg Kiehl
Tammy Oliver

To Quality Step 2

Brian Ackley
Colleen Armstrong
Renee Hollenbeck (Management Confidential)
Diane Morley

To Quality Step 3

Jane Hammond

Administrative Appointment

Teresa Behm
Mutale Sokoni
Jonathan Walz

c. Recommendations for Awards for Excellence for 2014

David Flaten
Lisa Ford
Barbara Kobritz
Bruce Need
Chris Xaver

15. Upcoming Events: No discussion.

16. Adjournment: Mr. Daniels moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 6:52 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE COMMITTEE MEETING
BOARD OF TRUSTEES
AUGUST 24, 2015
RONALD W. SPACE BOARD ROOM**

EXECUTIVE COMMITTEE
AND BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison – Executive Committee
Olu Roberts and Bruce Tytler

EXCUSED: Ray Schlather (sent an e-mail stating his approval – not an official vote)

STAFF: Susan Dewey, Carl Haynes, Cathy Northrop, Blixey Taetzsch

GUESTS: None

1. **Call to Order:** The meeting was called to order at 4:02 p.m. by Chairperson Burns.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
4. **Consent Agenda (Action Items):** Ms. Davison moved that the Consent Agenda be approved; seconded by Ms. Buck; approved unanimously.
 - a. **Capital Payments** – Dean Taetzsch mentioned that all of the payments are within the budget for capital projects.
5. **Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 4:05 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: September 15, 2015

Re: September Report

Emphasis on first three weeks of the semester – As I have mentioned to you previously, we have placed a strong emphasis on dedicating the time and energy of all College employees to supporting students in their efforts to build a foundation for academic success during the first three weeks of the semester. At this point, all we have is anecdotal evidence, which suggests that there is a positive atmosphere on campus; many faculty members have mentioned to me that their class attendance seems a bit better and their students more focused. I have hopes that some of these dynamics will prove to be indicators of higher levels of retention and – in consequence – academic success.

Campus Technology transition – Tim Densmore has made the transition to Chief Information Officer quite smoothly, with the assistance of Marty Christofferson, who was extremely helpful during the transition process. We will soon be searching for a mid-level administrator to perform some of the duties for which Tim had been responsible in his previous position.

Dean of Student Life – With Amy Trueman retiring after the Spring 2016 semester, we are beginning the search process. Our intention is to conduct a national search, with plans to advertise the position in October and conclude the process well before the end of the Spring semester.

Excellus update – Excellus BCBS has contacted the College after the recent cyberattack. To date there has been no evidence that anyone's personal information has been compromised. Nevertheless, the company will be offering to all subscribers two years of free identity theft protection services. Excellus will be contacting our employees about this plan very soon.

Faculty searches – Four more of our full-time faculty colleagues will be retiring by the end of this academic year. Also, as you are aware, a number of people have retired in the past several years, with the College's resources supporting the replacement of only some of them by full-time faculty members. Soon after we have a clear sense of Fall enrollment and the budgetary implications, President Haynes and I will discuss the searches we may be able to support this year; we should have a clear sense of this issue by the time of the October Board of Trustees meeting.

Global update – With Walter Poland's retirement and assumption of responsibilities of a part-time basis, Carl Penziul has completed the transition to adding responsibility for leading our global initiatives, as indicated by his new title.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of September 11, 2015

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Director of Facilities	July 2015	June 8, 2015	July 1, 2015	Hired James Collins-08/31/15
Admissions Advisor	August 2015	June 29, 2015	July 24, 2015	Finalizing Interviews
Coordinator of Global Programs	September 2015	July 28, 2015	August 2015	Reviewing Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Service Specialist	Enrollment Services Center Cortland Extension Center .55 FTE	June 2015	Hired Christopher Tadros-08/04/15

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Director	Child Care Center	August 2015	Hired Johanna Hartnett-08/08/15
Assistant Teacher	Child Care Center	August 2015	Hired Jamie Barrows-08/24/15 Megan MacLean-08/19/15 Brittany Shipman-09/01/15
Teacher Aide	Child Care Center	September 2015	Accepting Applications
Fitness Center Coordinator	Athletics & Recreation	August 2015	Hired Tammi Young-09/01/15

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Servers	TC3 Bistro	August 2015	Hired Gabriel Mendola, Jane Porter
Line Cook	TC3 Bistro	August 2015	Hired Kyle Weldon, Bryan Wiiki

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of September 11, 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

TO: Members of the Board of Trustees
 FROM: Carl E. Haynes, President
 DATE: September 18, 2015
 RE: September 2015 Compliance Report

Attached is the September 2015 Compliance Report. As you can see, we are in compliance with all items this year except SUNY SIRIS Student Revenue File, Lockout/Tagout and Hearing Conservation. All three are pending.

The table below provides you with a summary of the time and money devoted to achieving compliance with the laws and regulations listed in this report. Note that compared to last year the hours decreased approximately 3.5% (from 27,385.55 to 26,424.30) and the dollars increased by about 6.3% (from \$1,022,016.50 to \$1,086,645.50). The increase in dollars is attributable primarily due to a greater portion of the work being performed by salaried employees vs. classified staff members. We have also added three new requirements this year, Consumer Information, Student Achievement Measures and TAACCCT (Trade Adjustment Assistance Community College and Career Training). Four requirements were removed, CWID (Credit When It's Due Survey), Perkins/CTEA Institutional Profile, Special Auditors Survey (Form 18), and State Aidable Auditors (Form 26).

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 COMPLIANCE REPORT
 SUMMARY BY DEPARTMENT
 SEPTEMBER 2015**

Department	Hours/Year	\$ /Year
Academic Records	4,992.00	\$177,840.00
Baker Center for Learning	1.00	\$45.00
Budget and Finance	1,703.00	\$106,585.00
Buildings and Grounds	9.00	\$355.00
Campus Activities	37.00	\$3,585.00
Campus Technology	275.00	\$12,375.00
Counseling & Career Services	180.00	\$7,100.00
Dean of Operations & Enrollment Mgmt.	135.00	\$9,575.00
Dean of Organizational Success & Learning	62.00	\$2,790.00
Dean of Student Life	3,044.80	\$113,418.00
Development/Foundation/Alumni	60.00	\$8,700.00
External Relations	20.00	\$900.00
Faculty/Department Chairs	500.00	\$22,500.00
Financial Aid Office	13,639.00	\$540,255.00
Human Resources	87.50	\$3,927.50
Institutional Research	980.50	\$42,522.50
Library	30.00	\$1,350.00
Nursing Department	100.00	\$4,500.00
Office of Provost/VP of the College	20.00	\$900.00
Public Safety	548.50	\$27,422.50
Grand Total	*26,424.30	\$1,086,645.50

*This is equivalent to approximately fourteen (14) full-time staff per year devoted to performing compliance work.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT
SUMMARY BY REFERENCE TO LAW
SEPTEMBER 2015**

REFERENCE TO LAW	Hours/Year	\$ /Year
Accreditation	152.00	\$6,690.00
Federal	17,782.50	\$719,202.50
State	6,336.80	\$273,048.00
SUNY	2,153.00	\$87,705.00
Grand Total	*26,424.30	\$1,086,645.50

Accreditation – Middle States, Nursing

Federal – IRS, NJCAA, OSHA, Carl D. Perkins Vocational Act, Title IV, U.S.C., VA

State – DEC, Labor, Public Law, State Education Department, Workplace Violence Protection Act

SUNY

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Academic Records	Records Retention	State Education Dept. Regulation	College is mandated to permanently archive student academic records. To comply, records are being imaged, then indexed and verified internally. Access to and review of previously microfilmed records may be necessary on occasion.	Yes		2,000 hours/year \$70,000/year
	Enrollment and Attendance Verification	Federal and State Regulations	No-show data is collected from faculty within the first several weeks of each semester for all credit courses and entered in the student records database. This data must be verified against final grades and is reported to TAP, Higher Education Services Corp. and related agencies.	Yes		250 hours/year \$9,000/year
	FERPA	Federal Regulations	In order to be in compliance with FERPA regulations, the Academic Records Office is requiring staff to request access and sign a release form for access to student records either through PowerCampus or myTC3. This information is then forwarded to the CT Department to enable the staff's profile/access.	Yes		100 hours/year \$3,750/year
	SUNY General Education Requirements/Transcript	SUNY Regulations	SUNY is now requiring that a SUNY General Education Transcript Addendum(SUNY GETA) be sent with every transcript that goes to a SUNY college. Also, the SUNY GETA is cumulative so each SUNY GETA that is received must be evaluated and credit accepted towards the student's SUNY Gen. Ed. Requirements.	Yes		500 hours/year \$17,500/year
	NYS High School Graduation Requirement to Receive Degree	State Education Department	NYS Education Department requires that all students must have a HS diploma or its equivalent prior to receiving their degree. There has been an increased number of audits and certifications for GEDs.	Yes		100 hours/year \$4,500/year
	National Student Loan Clearinghouse (NSLC)		Four file enrollment and one or two degree transfers per term to the NSLC. The NSLC does loan certifications for TC3, which makes the information readily available for lenders and keeps us in compliance with regulations regarding notification of a student's enrollment status.	Yes		850 hours/year \$30,250/year
	Instructional Calendar Survey	SUNY along with federal and state Mandates	Annual report regarding length of instruction and exam periods for fall, spring, and summer terms.	Yes		2 hour/year \$90/year
Budget and Finance	Annual Report	Article 3, Section 30 General Municipal Law	Submit year-end financial report to the Office of State Comptroller by November 1 each year.	Yes		30 hours/year \$1,350/year
	Operating Budget Request	State University of New York	Submit operating budget request to University Budget Office by September 1 each year.	Yes		8 hours/year \$360/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Single Audit	Single Audit Act & OMB Circular A-133	Submit audit to the following: County sponsors with calculation of annual contribution included (Tompkins County: Deputy County Administrator and County Administrator; Cortland County: Budget Officer and Treasurer); State University of New York (University Comptroller and University Auditor); New York State Comptroller's Office; New York State Education Department; United States Department of Education; National Clearinghouse for Single Audit Reports	Yes		750 staff hours/year \$30,000/year plus Audit Fee of \$29,000 \$59,000/year (total)
	EZ-Audit	Title IV Higher Education Act	Electronic process for submitting financial aid statements and compliance audits.	Yes		2 hours/year \$90/year
	Disclosure of Foreign Payments Received	Section 1209, 20U.S.C. 1145d	Submit disclosure statement by September 1 each year.	Yes		Nominal
	Payroll Reports --990 Quarterly Reports --Federal and State Tax Deposits --State New Hire Reporting --Annual W-2's	IRS New York State	Submit reports.	Yes		Paychex Fee \$5,500
	Reports to TRS		Submit semi-annual reports.	Yes		20 hours/year \$700/year
	Reports to ERS		Submit monthly reports.	Yes		20 hours/year \$700/year
	1099 Form	IRS	Send 1099s by February 28 each year to contractors paid in excess of \$600 in calendar year.	Yes		40 hours, postage, forms, etc.; \$1,400/year
	1042 Form	IRS	Send 1042s by February 28 each year to non-residential aliens receiving payment for benefits other than tuition.	Yes	None sent this year.	
	Form 5500 Pension Tax Return for Flex Benefit Plan	IRS	Submit 5500 by July 31 each year.	Yes		Filing requirements temporarily suspended
	All federal, state and local grants and contracts cash requests		Submit report monthly, quarterly and annually.	Yes		750 hours/year \$33,750/year
	Perkins/CTEA Final Grant year accounting (FS-10-F)	IRS	Submit final grant year expenditures by major effort and expenditure code.	Yes		75 hours/year \$3,375/year (B&F) 10 hours/year \$450/year (Dean of OS&L)
Buildings & Grounds	New York State DEC Pesticide Applicator Certifications & Business Registration	Article 33 of Environmental Conservation Law	Renewal of Certification every 3 years Recertification every 6 years	Yes		1 hour/year \$35/year
	New York State DEC Hazardous Waste	27-923 Environmental Conservation Law	No forms to file as we do not generate any hazardous materials.	Yes		1 hour/year \$35/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Campus Activities	On-campus Voter Registration Opportunities	State University of New York	Provide voter registration information to students each year in August, September and January.	Yes	Provide registration information to students each year in August, September, and January. Send with new student information, provide forms in orientation packets, information table/recruitment, work with faculty in class distribution, publicize and promote availability of forms throughout campus.	25 hours/year \$1,125/year
	Licensing Agencies BMI (Broadcast Music, Inc.)	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties.	Yes		4 hours/year; annual fee \$180/year; License \$830
	ASCAP (American Society for Composers, Authors, and Publishers)	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties.	Yes		4 hours/year; annual fee \$180/year; License \$860
	SESAC	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties.	Yes		4 hours/year; annual fee \$180/year; License \$230
Counseling, Career and Transfer Services	PACE Monthly Attendance - Quarterly Billing		Reports and bills to Tompkins County.	Yes		28 hours/year \$1,260/year
Campus Technology	Gramm-Leach-Bliley Act Effective May 23, 2003		The Computer and Information Security Policy has been approved by the Board of Trustees. Computer Use Protocol which defines the procedures necessary to comply with this act has been approved, published on the web, and staff have been notified.	Yes	Document management team will be meeting with each office to help find better ways to manage documents in line with records retention policies, Gramm-Leach, and utilize our Docuware imaging system. Cost should remain the same.	25 hours per year. \$1,125/year
Dean of Operations and Enrollment Management	1098T	IRS	Annual tax form due 1/31 each year to students taking credit courses and 3/31 to the IRS each year.	Yes		60 hours/year \$2,700/year; \$3,500 Fee
Dean of Organizational Success & Learning (and IR)	Perkins /CTEA Interim Annual Report	NY State Education Dept.	Reporting on activities and articulation agreements with secondary and post-secondary institutions.	Yes		4 hours/year \$180/year 4 hours/year (IR) \$180/year
	Perkins/CTEA Final Report	NY State Education Dept.	Reporting on grant year activities, expenditures and outcomes assessment.	Yes		30 hours/year \$1,350/year
Dean of Student Life	New York State Post-Secondary Institution Immunization Survey	New York State Public Health Law 2165	Annual Form Reporting	Yes	Student Reporting Report Filing	2,309.80 hours/year \$80,843/year
	Full Opportunity Plan	State University of New York; Chapter V, Section 601.6	Annual Report - Update	Yes	Submit Report	10 hours/year \$450/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Sexual Assault Prevention Information	Section 1-a, Chapter 737; Laws of NYS	Form Reporting. Adding VAWA training and Title IX committee work.	Yes	Programs held during orientation and during the year. Information is included in the college catalog.	100 hours/year \$4,500/year
	Drug Abuse Prevention Education	Title IV of Education Law	Annual notice to all staff and students of College policy, penalties and programs.	Yes	Combination of college catalog, web site, and Health Center, Options Program, and Counseling materials.	280 hours/year \$12,600/year
	NJCAA Reports	NJCAA	Provide eligibility status for all student athletes each semester.	Yes	Information compiled by Athletic Director	225 hours/year \$10,125/year Daily enrollment status checks done manually due to TC3 system inability to generate automated reports regarding change in status to athletes' full time-time enrollment.
	Equity in Athletics Disclosure Report	Federal Government	Annual Report	Yes	Information compiled by Athletic Director	20 hours/year \$900/year Increased hours as more detailed information requested each year.
Development/ Foundation/Alumni	Audit	New York State	Submit audit to the Foundation Board of Directors and all donors.	Yes		Total audit fee this year was \$6,000 60 hours/year \$2,700/year
Financial Aid Office	Audit/E-Z Audit	Title IV of Education Law	Annual Audit	Yes	Support CPA requests	30 hours/year \$1,200/year
	Support PELL Payment System	Title IV of Education Law	Daily electronic transmission of origination and payments, by student, within 30 days; reconciliation monthly.	Yes		3,900 hours/year \$146,900/year
	Fiscal Operations Report Application for Funding	Title IV of Education Law	Annual FISAP Report	Yes		200 hrs/year \$7,500/year
	Default Management which includes Entrance Interviews, EMPNs, and Exit Interviews	Title IV of Education Law	Required management of student loan programs. Manage loan entrance and exit interviews, confirm linked EMPNs.	Yes	Federal Direct Student Loans have required a lot more of the schools to be in compliance.	1,500 hrs/year \$57,500/year
	Direct Student Loan	Title IV of Education Law	Federal Direct Student Loans have requirements for the school to process and be in compliance. This effects Subsidized, Unsubsidized student loans and Parent Loan (PLUS).	Yes		1,750 hrs/year \$75,000/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Records Maintenance	Title IV of Education Law	Maintain records for 3-5 years from last date of attendance; maintain Pell records in electronic format. Campus Technology maintains the electronic backups.	Yes		30 hours/year (CT) \$1,350/year
	TAP & APTS Certification (Offices Responsible: Financial Aid and Assistant to the Dean for Enrollment Management)	NYSED	Periodic reporting of student eligibility to HESC; reconciliation.	Yes		550 hours/year \$24,750/year
	VA Certification	Veterans Affairs	Biweekly reporting of eligibility and attendance increased required reporting for Chpt 33.	Yes		500 hours/year \$22,500/year
	Academic Progress	Title IV and SED	Semester review of grades progress performed by committee that included Dean of Student Life, Assistant to the Dean and Director of Financial Aid. Electronic review performed by campus tech.	Yes		1,000 hours/year (Fin. Aid) \$40,000/year 100 hours/year (Dean of Student Life) \$4,000/year 8 hours/year (CT) \$360/year
	Misc Surveys	SED, Title IV, SUNY, SIRIS & Federal Gov't.	Providing student-related data for VATEA, student financial aid surveys, IPEDS, considerably more complicated, info usually sent to IR for collation.	Yes	Greatly increased reporting requirements more than previous year.	200 hours/year \$9,000/year
	Student Employment	Title IV	NextGen/Time Ex software and management of Title IV student workstudy employment requirements.	Yes	All student employment is now managed through Financial Aid and the NextGen system.	1,000 hours/year \$42,000/year
	Refund Calculations	Title IV and SED	Review of attendance and attendance dates, calculate refunds owed by students.	Yes		2050 hours/year \$71,750/year
	Financial Aid Software Setup	Title IV	Setup Powerfaids with federal compliance requirements.	Yes	Increasing number of updates that require testing before implamentation.	300 hours/year (Fin. Aid) \$12,500/year 50 hours/year (CT) \$2,250/year
	Program Integrity Compliance	Title IV	Review and evaluate compliance of campus wide requirements. Includes Gainful Employment and other specific requirements.	Yes	Increase reporting requirements.	600 hours/year \$27,000/year
Human Resources	NYS Dept. of Labor Log & Summary of Occupational Injuries and Illnesses	Commissioner of Labor Rules & Regulations (12NYCRR Part 801)	Complete log and summary. Post the summary no later than February 1 and remain posted for the entire month. (This report is completed for both the College and FSA - separate reports for each) .	Yes		15 hours/year \$675/year
	NYS Dept. of Labor	Occupational Employment Survey of Educational Services	Employees Occupation and Wages (These reports are separate reports for the college and FSA).	Yes		15 hours/year \$675/year
	Classified Staff Payroll Certification	Civil Service	Report wages, name, title, and grade.	Yes		5 hours/year \$215/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Health Insurance Portability and Accountability Act (HIPAA) Compliance Report	SUNY Requirement	Report assessing HIPAA compliance activities.	Yes		2 hour/year \$90/year
	IPEDS - Human Resources	20 U.S.C. 1094(a)(17)	Report statistical data on employees such as salary, tenure and race/ethnicity.	Yes		15 hours/year \$675/year
	Middle States Annual Profile	Accreditation Requirement	Report statistical data on employees.	Yes		2 hours/year \$90/year
Institutional Research	IPEDS (Integrated Postsecondary Education Data System) Institutional Characteristics	20 U.S.C. 1094(a)(17)	Estimated fall enrollment, student services, disability services, distance learning & student charges/cost of attendance.	Yes		6 hours/year \$210/year
	IPEDS Completions	20 U.S.C. 1094(a)(17)	Annual survey of graduates by program, gender and race/ethnicity.	Yes		10 hours/year \$350/year
	IPEDS Human Resources (Offices Responsible: IR & HR)	20 U.S.C. 1094(a)(17)	Faculty and staff by primary occupational activity, race/ethnicity, salary level, benefits. Combines former IPEDS Fall Staff, IPEDS Salaries & Employees by job classification & IPEDS Employees by Assigned Position surveys.	Yes		3 hours/year (IR) \$105/year 22.5 hours/year (HR) \$1,012.50/year
	IPEDS Enrollment, Fall	20 U.S.C. 1094(a)(17)	Enrollment by college status, age, gender, primary residence, race/ethnicity. First-time, full & part-time retention rates, student to faculty ratios.	Yes		10 hours/year \$350/year
	IPEDS Graduation Rates and Graduation Rate 200% Overview	20 U.S.C. 1094(a)(17)	Completers within 100%, 150% & 200% transfers, exclusions & graduation rates by race.	Yes		20 hours/year \$700/year
	IPEDS Finance (Offices responsible: IR & B&F)	20 U.S.C. 1094(a)(17)	Assets, liabilities, revenues, expenses. Submit year-end financial report to the US Department of Commerce of IR at SUNY by January each year.	Yes		1 hours/year (IR) \$35/year 8 hours/year (B&F) \$360/year
	IPEDS Student Financial Aid (Offices Responsible: IR & Fin. Aid)	20 U.S.C. 1094(a)(17)	Student financial aid for fall cohort.	Yes	IR provide cohort to Financial Aid department & responsible for locking the submission.	4 hours/year (IR) \$180/year 37 hours/year (Fin. Aid) \$1,665/year
	IPEDS 12-Month Enrollment	20 U.S.C. 1094(a)(17)	Unduplicate enrollment numbers by age, gender, primary residence, race/ethnicity.	Yes		8 hours/year \$280/year
	CTEA-1 formerly VTEA (Vocational and Applied Technology Education Act) Performance Reports (Part 1) Offices responsible: IR & Organizational Success and Learning)	Perkins Career and Technical Education Act of 2006	Outcome data for vocational and applied technology degree and certificate programs including retention and graduation data along with transfer/employment status subsequent to enrollment at TC3 .	Yes		50 hours/year (IR) \$2,250/year 8 hours/year (Dean of OS&L) \$360/year 10 hours/year (CT) \$450/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Enrollment Data for Perkins Allocation (CT involved in programming)	Carl D. Perkins Vocational Act of 1998	Unduplicated enrollment in vocational/applied technology degree and certificate programs over prior 12-month period. In addition, the number of students certified as economically disadvantaged students is required. This information is used to determine the VATEA allocation for the next fiscal year.	Yes		5 hours/year (IR) \$225/year 2 hours/year (CT) \$90/year
	Academic Preparation of First-Time, Full-Time Students (NYSED 1)	Commissioner's Regulations-NY State Education Dept.	Annual data for first-time students regarding high school grade point average and ACT/SAT scores.	Yes		8 hours/year \$280/year
	Institutional Activity Report (NYSED 2R)	Commissioner's Regulations-NY State Education Dept.	Twelve-month report of credit/contact hours generated by college-level and remedial instruction. In addition, remedial course outcome data are required by subject area, course completion rates, and student retention.	Yes		19 hours/year \$665/year
	SUNY SIRIS Course Data File (Offices Responsible: IR and Academic Records. CT involved in programming)	SUNY Requirement	Reports information about the courses a campus offers, e.g., Course Catalog.	Yes		16 hours/year (IR) \$720/year 250 hours/year (Academic Records) \$9,250/year 25 hours/year (CT) \$1,125/year
	SUNY SIRIS Term/Section Summer, Fall, Winter and Spring files (Offices Responsible: IR and Academic Records. (CT involved in programming)	Suny Requirement	File containing the enrollment and resulting grades, as well as non-credit state aidable for each year/term. This file replaced the former SDF/EOT files.	Yes		200 hours/year (IR) \$9,000/year 100 hours/year (Academic Records) \$3,600/year 25 hours/year (CT) \$1,125/year
	SUNY SIRIS Early Student file and EOT (End of Term) student file. (Responsible: IR & Academic Records. CT involved in programming)	SUNY Requirement	Beginning fall 2010, submit a census file and end-of-term file of demographic, education and enrollment data for TC3 students enrolled in credit courses and non-credit state-aidable activity. Early Student files for Fall and Spring semesters. EOT files for Fall, Winter, Spring and Summer semesters.	Yes		225 hours/year (IR) \$10,125/year 90 hours/year (Academic Records) \$3,150/year 25 hours/year (CT) \$1,125/year
	SUNY SIRIS Degree Summer and Fall/Spring files (Responsible: IR & Academic Records. CT involved in programming)	Federal, SUNY and NY State Education Dept.	Official degree and certificate files are submitted each year with individual graduate records including demographic information and academic characteristics.	Yes		12 hour/year (IR) \$540/year 750 hours/year (Academic Records) \$26,750/year 25 hours/year (CT) \$1,125/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	SUNY SIRIS Financial Aid file (Responsible: IR, Financial Aid and Operations and Enrollment Management. CT involved in programming)	SUNY and Federal	Annual file of students who have been awarded merit and/or need-based financial aid by award year.	Yes		10 hour/year (IR) \$450/year 20 hours/year (Fin Aid) \$900/year 30 hours/year (Operations & Enrollment Management) \$1,350/year 25 hours/year (CT) \$1,125/year
	SUNY Basic Student Charges	Federal, NY State Education Dept., SUNY Regulations	Annual data regarding tuition and fees cost of attendance.	Yes		4 hours/year \$140/year
	SUNY SIRIS Student Revenue file (Responsible: IR, Budget & Finance and Operations of Enrollment Management. CT involved in programming.	SUNY and Federal	Bi-annual file of students who have a billing/charge.	Pending	As of Dec 2014 SUNY changed reporting timeframe. No file submitted in 2014-2015	0 hour/year (IR) \$0/year 30 hours/year (Operations & Enrollment Management) \$1,350/year 25 hours/year (CT) \$1,125/year
	Higher Education Coordinators Survey (NYSSED-SUR1)	NY State Education Dept. Requirement	Annual update of college officials by designated function and/or responsibilities.	Yes		0.5 hours/year \$22.50/year
	Non-Credit Instructional Activities (NCIA)	SUNY Requirement	Non-credit enrollment report covering 12-months with details on types of instructional activities, number of students enrolled, and equivalent credits generated.	Yes		30 hours/year \$1,350/year
	Preliminary Enrollment Survey, Fall	SUNY Requirement	Preliminary enrollment report with details on the numbers of first time and transfer students enrolled as of the census date.	Yes		10 hours/year \$450/year
	Off Campus Instructional Locations (NYSSED-8)	NY State Education Department Requirement	Report by location of all off-campus credit courses including dual high school.	Yes		14 hours/year \$490/year
	Community College Enrollment Plan (formerly called Enrollment Planning Update)	SUNY Requirement	Five-year headcount and FTE projections by full and part-time status and enrollment status (new, transfer, reinstate and continuing).	Yes		18 hours/year \$810/year
	State Aidable Remedial Instruction (Form 24)	SUNY Requirement	Equivalent credit hours generated by students enrolled in non-credit state aidable activities such as remedial courses, tutorial assistance activities. Filed each semester.	Yes		5 hours/year \$225/year
	Annual Survey of Graduates (Offices Responsible: IR with phone calling assistance from Counseling, Career & Transfer Services)	Federal Right-to-Know Legislation and Perkins Grant	Follow-up data on employment and transfer status of graduates is gathered and compiled by individual degree/certificate program.	Yes		180 hours/year (IR) \$8,100/year 152 hours/year \$5,840/year (Counseling, Career & Transfer Services)

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Middle States Institutional Profile	Accreditation Requirement	Annual report on student characteristics, degrees awarded, tuition and fees, faculty characteristics by full- v. part-time, tenure status, gender, and ethnicity; characteristics of administrator and support staff groups; library collections and transactions, special library programs; distance learning offerings and services; current fund revenues and expenditures- unrestricted and restricted; significant institutional changes for past and current academic years.	Yes		35 hours/year \$1,575/year
	Middle States Accreditation Records	Commission on Higher Education of the Middle States Association of Colleges & Secondary Schools, Accreditation Requirement	Need to provide documentation and assist with the institution's self-examination process that ensures TC3 meets the eligibility requirements and standards in order to continue accreditation status. To comply, records are being scanned and filed for later use.	Yes		15 hours/year \$525/year
	NYSED Disability Survey (NYSED-2H-2) (Offices Responsible: IR and Baker Center for Learning)	SUNY and NY State Education Dept.	Annual report of number of students enrolled by type of disability; graduation data; and admissions and identification procedures; student advisement, and tutorial services; facilities, equipment, and other special accommodations and services available to disabled students.	Yes		0.5 hour/year (IR) \$17.50/year 1 hour/year (Baker Center) \$45/year
	NYSED 4.1 Student Financial Aid Survey (Offices responsible: IR & Operations and Enrollment Management)	State Ed and SUNY Requirement	Annual report on recipients and dollars awarded for grants, loans and non-workstudy.	Yes		1 hours/year (IR) \$35/year 15 hours/year (Operations & Enrollment Management) \$675/year
	NYSED College Catalog	SUNY and NY State Education Department		Yes		0.5 hours/year \$17.50/year
	NYSED 2.4 Fall Degree Credit Enrollment	SUNY and NY State Education Department	Annual report of students enrolled in fall semester - in program or non degree-seeking, first-time. Based on official numbers after the semester is over.	Yes		4 hours/year \$140/year
	NYSED 2.4A preliminary fall degree credit enrollment	SUNY and NY State Education Department	Annual report of number of students enrolled in fall semester - in program or non degree-seeking, first-time. Based on preliminary numbers as of census.	Yes		1 hours/year \$35/year
	Administrative Salaries and Faculty Workload of Community Colleges. (Offices Responsible: IR and Human Resources)	SUNY Requirement	Part 1: salary data provided by Human Resources. Part 2: workload data provided by IR. Survey submitted by IR.	Yes		11 hours/year (IR) \$385/year 1 hour (HR) \$45/hour
	AAUP (American Association of University Professors) FACULTY COMPENSATION (Offices responsible: IR and Human Resources)	SUNY Requirement	Aggregate data on rank, tenure, gender, salaries & benefits of instructional faculty.	Yes		3 hours/year (IR) \$105/year 10 hours/year (HR) \$450/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Net Price Calculator (Offices responsible: IR, & Fin. Aid)	NYS Education Dept.	Title IV institutions have to have interactive estimated cost of attendance data available on campus website.	Yes		1 hours/year (IR) \$35/year 2 hours/year (Fin Aid) \$90/year
	Gainful Employment	Department of Education	Reporting enrollment and graduation numbers of Title IV eligible programs.	Yes		3 hours/year \$105/year
	SUNY Recruitment Information (Offices responsible: IR & Admissions)	SUNY requirement	General enrollment & honors enrollment numbers.	Yes	Provide numbers to Admissions	1 hour/year \$35/year
	Experiential Learning	SUNY requirement	Report on internships and cooperative education.	Yes		0 hours/year \$0/year
	<i>Student Achievement Measures (SAM)</i>	<i>SUNY Requirement</i>	<i>Report enrollment, transfer, remedial and graduation numbers of specific credit student cohorts.</i>	Yes		<i>10 hour/year \$400/year</i>
	<i>TAACCCT (Trade Adjustment Assistance Community College and Career Training)</i>	<i>SUNY and Department of Labor</i>	<i>Provide data on specific certificate program participants.</i>	Yes		<i>10 hour/year \$450/year</i>
	<i>Consumer Information (Offices Responsible: IR, External Relations, Dean of OS&L)</i>	<i>Higher Education Act of 1965, Higher Education Opportunity Act of 2008 require Title IV college and university participants</i>	<i>Provide information about the institution, student financial assistance, health and safety, and student outcomes to students, employees, and the general public.</i>	Yes	<i>Information is on TC3 website</i>	<i>1 hour/year (IR) \$45/year 20 hour/year (External Rel) \$900/year 10 hour/year (Dean of OS&L) \$450/year</i>
Library	College and University Library Survey (Offices responsible: Library with some IR support)	Federal, SUNY, and Middle States regulations	Annual data on staff, operating expenditures, collections, loan transactions and library services per typical week.	Yes		30 hours/year (Library) \$1,350/year 1 hour/year (IR) \$35/year
Nursing Faculty	National League for Nursing	Nursing Accreditation Requirement	Aggregate data of nursing students and graduates by ethnicity and gender.	Yes		100 hours/year \$4,500/year
Provost and VP of the College and department chairs	Program Review (Offices Responsible: Provost and VP of the College and department chairs with data from IR)	SUNY Requirement	Report of enrollment and graduate demographics by program.	Yes	Each year several programs are selected for analysis	20 hours/year (Provost & VP of College) \$900/year 500 hours/year (Dept. Chairs) \$22,500/year 10 hours/year (IR) \$350/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Public Safety	Lockout/Tagout (Offices Responsible: Public Safety and Buildings and Grounds)	OSHA /29CFR 1910.1030	Standard requires that the employer develop procedures for the control of potentially hazardous energy. This includes written procedures, annual training, and audits.	Pending	Annual refresher training for maintenance personnel. Periodic audits of program's use and effectiveness.	3 hours/year (Public Safety) \$105/year 5 hour/year (B&G) \$195/year
	Hazardous Materials Response	OSHA/29CFR 1910.120	Training provided to campus police personnel in defensive actions to be taken during a hazardous material incident. Training includes emergency alerting, safe distance and places of refuge, control, first aid/emergency medical treatment & response, critique and response follow-up.	Yes	Updated spill and clean-up protocol developed in 2011. Response program for campus police personnel needs to be reviewed.	37 hours/year \$1,295/year
	Right-To-Know	New York State Labor Law, Article 29	Training provided so that all employees are informed of the toxic effects of hazardous chemicals used in the workplace. Employer is required to establish a written hazard communication program, maintain material safety data sheets for hazardous chemicals used in the workplace, maintain record of employees who are routinely exposed to hazardous chemicals. Applicable to numerous departments.	Yes	Training for all employees instituted. Refresher training annually. Program reviewed/updated annually. Chemical inventories reviewed/updated annually.	100 hours/year \$3,500/year
	Hearing Conservation	OSHA/29 CFR 1910.95	Protection measures to guard against the effects of noise exposure; applicable to grounds personnel. Protective measures include monitoring noise levels, establishing audiometric testing program, providing employees with hearing protection, training employees in the use of hearing protection.	Pending	Annual tests for personnel for hearing loss. Initial training/testing for new employees.	8 hours/year \$280/year plus \$300 for tests and equipment
	Rabies Protection	Public Health Law/Section 225	Applicable to grounds personnel who may have an occupational exposure to live or dead animals suspected of having rabies. Protection involves utilization of engineering controls and personal protective equipment. Reporting procedures to report rabid animals or persons who have been bitten.	Yes	The Grounds crew has gloves, safety glasses, shovels and bags for removal of animal carcasses found on campus.	8 hours/year \$280/year
	Personal Protection Equipment (Offices Responsible: Public Safety and Buildings and Grounds)	OSHA/29CFR 1910.132	Applicable to grounds department, maintenance department, cleaning department, and shipping and receiving. Employer shall assess workplace to determine if hazards are present, or are likely to be present, which necessitates the use of personal protection equipment (PPE). If hazards are present or likely to be present employer shall select and have affected employee use the type of PPE that will protect the affected employee from the hazards identified.	Yes	All PPE assessments and training complete.	14 hours/year (Public Safety) \$490/year 1 hours/year (B&G) \$45/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Bloodborne Pathogens	OSHA/29CFR 1910.1030	Applicable to campus police, Student Health Center, Athletics Department, maintenance, and cleaning staff who may have an occupational exposure to blood or other potentially infectious material. Train employees in engineering and work practice controls to eliminate or minimize exposure. Provide employees with appropriate personal protection equipment. Offer employees vaccination for Hepatitis B. Make clean up kits available.	Yes	Annual training for affected personnel. Hep B vaccination offered annually to those not already vaccinated. Biology lab faculty, nursing faculty to be included.	20 hours/year \$700/year plus \$150 per employee vaccination
	Laboratory Safety	OSHA/29CFR 1910.1450	Applicable to employees in Biology and Chemistry Labs. Employer to determine and implement control measures to reduce employee exposure to hazardous chemicals. Requirements include: development of chemical hygiene plan, appointment of chemical hygiene officer, use of personal protection equipment, information and training on the safe use of hazardous materials.	Yes	Chemical Hygiene Officer appointed. Chemical hygiene plan reviewed annually. Waste chemicals disposed of periodically.	180 hours/year \$8,100/year \$4,500 - waste disposal
	Annual College Fire Inspection	New York State Education Law	Coordinate annual college fire inspection for submission to Albany. Fire Inspection to be conducted by certified code inspector. Accompany Inspector on tour of building. Submit completed reports to Albany.	Yes	Pre-inspect college buildings; accompany inspector on audit tour.	15 hours/year \$525/year
	Annual Personal Safety Report	State University of New York	Complete annual personal safety report for submission to Chancellor's Office. Compile minutes from health and safety committee meetings held during the academic year.	Yes	Report submitted.	8 hours/year \$280/year
	Clery Act	Public Law 101-542	Publish and distribute an annual report containing campus police/policies and procedures, status of security personnel, description of crime prevention/drug and alcohol abuse programs available on campus, and reporting of crime statistics.	Yes	Information provided to the Department of Education for posting on their web page.	40 hours/year \$1,800/year
	Confined Space (Offices responsible: Public Safety and Buildings and Grounds)	OSHA 29CFR 1910	Training provided to maintenance personnel. Program reviewed and updated annually. Inventory of confined spaces on site reviewed and updated annually. Warning signage audited periodically.	Yes	Annual refresher training for affected personnel. Annual audit of identified confined spaces.	8 hours/year (Public Safety) \$280/year 1 hour/year (B&G) \$45/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COMPLIANCE REPORT - BY DEPARTMENT
SEPTEMBER 2015**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Workplace Violence Protection Act	New York State Workplace Violence Protection Act (October 2006)	Establish a Workplace Violence Prevention Program and a Workplace Violence Advisory Team to implement the various components of the program. The major components of the Workplace Violence Prevention Program include: Workplace Violence Policy Statement, Establishment of a Workplace Violence Advisory Team, Records Review, Hazard Assessment, Workplace Security Analysis, Workplace Survey and Employee Education and Training.	Yes	Workplace Violence Protection Program has been developed and a Workplace Violence Prevention Advisory Team has been established. Implementation began in the spring 2010. The three year records review, Workplace Hazard Assessment, Security Analysis and Workplace Survey have all been completed. Training was started in 2011 and is on-going. Annual review to make sure that programs are kept up-to-date and compliant.	70 hours/year \$3,150/year
	Campus Fire Safety and Right-To-Know Act	Campus Fire Safety and Right-To-Know Act	Statistics for each on-campus student housing facility, including the number of fires and causes; number of injuries and deaths related to fires; and the value of property damage caused by fires. Descriptions of each on-campus student housing facility's fire safety systems and the number of mandatory, supervised fire drills. Policies or rules on portable electronic appliances; smoking and open flames; evacuation procedures; fire safety education and training programs provided to students, faculty and staff. Plans for future fire safety improvements, if needed and an annual report to the campus community.	Yes	Information updated annually and posted on the Public Safety/Campus Police web page. Annual statistics are also included with Clery Act requirements and provided to the Department of Education for posting on their web site.	37.5 hrs/year \$1,687.50/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 1, 2015 - June 30, 2015**

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
01/15/15-05/15/15	Hubbard, Martha	Monthly Leadership Cortland Sessions, Facilitator (1 day per month)	Various locations in Cortland County
01/22/15-01/23/15	Hubbard, Martha	January CEANY Board Meeting	Albany, NY
02/13/15	Boone, Carolyn	PEAKS	TC3
02/13/15	McDonough, Gerry	PEAKS Leadership Meeting	TC3
02/13/15	Nightingale, Michelle	PEAKS Leadership Meeting	TC3
03/08/15-03/11/15	Ryan, Bruce	League for Innovation National Conference	Boston, Massachusetts
03/11/15-03/13/15	Hubbard, Martha	March CEANY Board Meeting	Saratoga Springs, NY
03/15/15-03/17/15	McDaniel, Mick	Region III NJCAA Spring Conference & Operations Meetings	Syracuse, NY
03/16/15-03/18/15	Thompson, Seth A.	National Association of Diversity Officers in Higher Education: Chief Diversity Officers Professional Development	Washington, DC
03/27/15	Boone, Carolyn	PEAKS Leadership Meeting	TC3
03/27/15	McDonough, Gerry	PEAKS Leadership Meeting	TC3
03/27/15	Nightingale, Michelle	PEAKS Leadership Meeting	TC3
03/29/15-04/5/15	McDaniel, Mick	NJCAA Annual Summit	Tucson, AZ
04/24/15	Boone, Carolyn	PEAKS Leadership Meeting	Coltivare, Ithaca
04/24/15	McDonough, Gerry	PEAKS Leadership Meeting	Coltivare, Ithaca
04/24/15	Nightingale, Michelle	PEAKS Leadership Meeting	Coltivare, Ithaca
05/7/15-05/8/15	Hubbard, Martha	May CEANY Regional Meeting and Webinar	Rochester, NY
06/03/15-06/05/15	Bethoney, Danielle	PEAKS Leadership Retreat	Minnowbrook in the Adirondacks
06/03/15-06/05/15	Boone, Carolyn	PEAKS Leadership Retreat	Minnowbrook Conference Center, Blue Mountain Lake, NY
06/03/15-06/05/15	McDonough, Gerry	PEAKS Leadership Retreat	Minnowbrook Conference Center
06/03/15-06/05/15	Nightingale, Michelle	PEAKS Leadership Retreat	Minnowbrook Conference Center
06/04/15-06/05/15	Hubbard, Martha	June CEANY Board Meeting	Albany, NY
06/04/15-06/05/15	Nissi, Maria	New York Concurrent Enrollment Partnerships (NYCEP) Meeting	Niagara Falls, NY
06/04/15-06/05/15	Zeppelin, Victoria	New York Concurrent Enrollment Partnerships (NYCEP) Meeting	Niagara Falls, NY
09/24/14-06/5/15	DeFranco, Tony	PEAKS Leadership Development Program	Various

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 1, 2015 - June 30, 2015**

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

DATE	EMPLOYEE	PROGRAM	LOCATION
January 2015	Spencer, Becky	Annual Respiratory Care Congress	Las Vegas, Nevada
01/03/15-01/06/15	McMinn, Glenna	Elsevier Faculty Development Conference	Scottsdale, Arizona
01/08/15	Seymour, Suri	Cornell MOVEMENT: Professional Development Institute	Cornell University
01/11/15-01/13/15	McDaniel, Mick	Inspired Engagement / NJCAA Appreciative Inquiry Seminar	Colorado Springs, CO
01/14/15-01/18/15	McDaniel, Mick	NJCAA Executive & Eligibility Committee Conference	Colorado Springs, CO
01/15/15	DeFranco, Tony	Blackboard Migration	TC3 - Conf. Call
01/27/15	Voorhees, Amy	Rehabilitation of the Overhead Throwing Athlete	Online
01/30/15	Block, Karla	SUNYLA Midwinter Online Conference: DIY Toolbox: Library Innovation on a Shoestring"	Webinar
02/01/15	Moore, Paula	CCID - Presented "Building Sustainable Relationships on the Ground in Study Abroad"	Manhattan Beach, CA
02/04/15	Dovi, Sharon	Active Shooter Incident Discussion	Dryden, NY
02/04/15	Moore, Renae	Active Shooter Incident Discussion	Dryden, NY
02/04/15	Shaw, Tina	Active Shooter Incident Discussion	Dryden, NY
02/12/15	DeFranco, Tony	Blackboard Migration	TC3 - Conf. Call
02/20/15-02/24/15	Stavenhagen-Helgren, Ti	Community Colleges for International Development Annual Conference	Online
02/21/15	Ewing, Mark	Cortland Residence Life Conference	Cortland, NY
02/25/15-02/27/15	DeFranco, Tony	Open SUNY COTE Summit	Syracuse, NY
02/25/15-02/27/15	Yavits, Bob	Open SUNY COTE Summit	DoubleTree, Syracuse, NY
02/26/15	Conroy, Colleen	Verification and Taxes - A Focus on all Related New 2015-16 Regulations and DOMA Webinar	TC3
02/26/15	Janke, James	Verification and Taxes - A Focus on all Related New 2015-16 Regulations and DOMA Webinar	TC3
02/26/15	Oliver, Tammy	Verification and Taxes - A Focus on all Related New 2015-16 Regulations and DOMA Webinar	TC3
02/27/15	Abbey, Sheila	Mid-Winter Day	TC3
02/27/15	Brenner, Paul	Mid-Winter Day	TC3
02/27/15	Campbell, Katrina	Mid-Winter Day	TC3
02/27/15	Cartagena, Milagros	Mid-Winter Day	TC3
02/27/15	Cerretani, Susan	Mid-Winter Day	TC3
02/27/15	Doskal, Darese	Mid-Winter Day	TC3

02/27/15	Lawrence, Janice	Mid-Winter Day	TC3
02/27/15	Mix, Teresa	Mid-Winter Day	TC3
02/27/15	Nissi, Maria	Mid-Winter Day	TC3
02/27/15	Payne, Lisa	Mid-Winter Day	TC3
02/27/15	Van Sant, Susanna	Mid-Winter Day	TC3
02/27/15	Webb, Marilyn	Mid-Winter Day	TC3
02/27/15	Yavits, Bob	Mid-Winter Day	TC3
02/27/15	Zeppelin, Victoria	Mid-Winter Day	TC3
03/01/15	Sturmer, Tova	NACCU Annual Conference	New Orleans, LA
03/05/15	Conroy, Colleen	NYSFAAA - Verification Webinar Series #1	TC3
03/05/15	Hicks, Sarah	NYSFAAA - Verification Webinar Series #1	TC3
03/05/15	Janke, James	NYSFAAA - Verification Webinar Series #1	TC3
03/05/15	Oliver, Tammy	NYSFAAA - Verification Webinar Series #1	TC3
03/06/15	DeFranco, Tony	Monroe CC OER Conference	Monroe CC
03/06/15	Voorhees, Amy	International Journal of Athletic Therapy and Training, Vol. 19	Online
03/09/15	Boone, Carolyn	DegreeWorks training	TC3
03/10/15	Conroy, Colleen	CollegeBoard – “Constructing Selection Sets in Powerfaids”	TC3
03/10/15	Griggs, LaSonya	CollegeBoard – “Constructing Selection Sets in Powerfaids”	TC3
03/10/15	Janke, James	CollegeBoard – “Constructing Selection Sets in Powerfaids”	TC3
03/10/15	Oliver, Tammy	CollegeBoard – “Constructing Selection Sets in Powerfaids”	TC3
03/12/15	Conroy, Colleen	Powerfaids Webinar - Adverse Plus Credit	TC3
03/13/15	Conroy, Colleen	NYSFAAA Region 3 Meeting	TC3 Cortland Ext. Center
03/13/15	Griggs, LaSonya	NYSFAAA Region 3 Meeting	TC3 Cortland Ext. Center
03/13/15	Hicks, Sarah	NYSFAAA Region 3 Meeting	TC3 Cortland Ext. Center
03/13/15	Janke, James	NYSFAAA Region 3 Meeting	TC3 Cortland Ext. Center
03/13/15	Oliver, Tammy	NYSFAAA Region 3 Meeting	TC3 Cortland Ext. Center
03/13/15	DeFranco, Tony	Lumen Learning Conference	TC3 - Conf. Call
03/13/15	Voorhees, Amy	International Journal of Athletic Therapy and Training, Vol.20	Online
03/15/15	Kessler, Kim	NASPA 2015 Conference Virtual Ticket	Online
03/18/15	Oliver, Tammy	PowerFAIDS Webinar 20.2 Release	TC3
03/18/15-03/20/15	Adamsen, Shannon	Annual Regional NACADA Conference	Manchester, NH
03/18/15-03/20/15	Seymour, Suri	NACADA: Region 1 Conference	Manchester New Hampshire
03/19/15	Conroy, Colleen	NYSFAAA - Verification Webinar Series #2	TC3
03/19/15	Hicks, Sarah	NYSFAAA - Verification Webinar Series #2	TC3
03/19/15	Janke, James	NYSFAAA - Verification Webinar Series #2	TC3
03/19/15	Oliver, Tammy	NYSFAAA - Verification Webinar Series #2	TC3
03/19/15	Voorhees, Amy	Tendinopathies	Cayuga Medical Center
03/24/15	Block, Karla	Advocacy Every Day: Advocating for Your Library 365, NY 3R's Association	Webinar
03/26/15	Voorhees, Amy	3 Things all Sports Medicine Professionals should know about Nutrition	Online
03/27/15	Doskal, Darese	SUNY - Student Conduct Assoc.	Binghamton

03/30/15	Conroy, Colleen	Powerfaids Webinar - Plus Credit Checks	TC3
April 2015	Moore, Paula	Philanthropic Educational Organization - Presented on 2015 Service Learning trip to Puerto Cabezas, Nicaragua	Ithaca, NY
April 2015	Wessell, Kelly	CCCAT Conference	Coltivare, Ithaca
04/01/15	Cartagena, Milagros	CCCAT Conference	Coltivare, Ithaca
04/01/15	Cerretani, Susan	CCCAT Conference	Coltivare, Ithaca
04/02/15	Hicks, Sarah	NYSFAAA - Verification Webinar Series #3	TC3
04/02/15	Janke, James	NYSFAAA - Verification Webinar Series #3	TC3
04/02/15	Oliver, Tammy	NYSFAAA - Verification Webinar Series #3	TC3
04/02/15	Janke, James	NYSFAAA Webinar C Flags	TC3
04/02/15	Oliver, Tammy	NYSFAAA Webinar C Flags	TC3
04/06/15-04/10/15	Boone, Carolyn	Chair Academy Annual Conference	Seattle, WA
04/08/15-04/12/15	Gold, Darlene	Associated Writing Programs (AWP) Conference	St. Paul, Minneapolis
04/07/15	Oliver, Tammy	PowerFAIDS webinar - Communications	TC3
04/07/15	Seymour, Suri	Connecting, Collaborating and Celebrating the Art of Teaching Conference	Coltivare, Ithaca
04/10/15	Cochran, Heidi	NYS Association for Education of Young Children Conference	Verona, NY
04/10/15	McMullin, Tammy	NYS Association for Education of Young Children Conference	Verona, NY
04/10/15	Shipman, Brittany	NYS Association for Education of Young Children Conference	Verona, NY
04/10/15	Swarm, Danielle	NYS Association for Education of Young Children Conference	Verona, NY
04/10/15	Wendel, Jenn	NYS Association for Education of Young Children Conference	Verona, NY
04/10/15	Wusthoff, Karli	NYS Association for Education of Young Children Conference	Verona, NY
04/12/15-04/15/15	MacLain, James	Ellucian Live	New Orleans, LA
04/12/15-04/15/15	Walz, Jonathan	Ellucian Live	New Orleans, LA
04/14/15	Conroy, Colleen	Powerfaids Webinar - DL Processing	TC3
04/14/15	Oliver, Tammy	Powerfaids Webinar - DL Processing	TC3
04/15/15	Kessler, Kim	YIK-Yak on Conference	ACUHO-I Webinar
04/16/15	Kobritz, Barbara	Meeting with Arleen Arnsparger	TC3
04/16/15	Zeppelin, Victoria	Getting the Word Out & Strategies for Effective Student Advising in Dual and Concurrent Enrollment Programs	Webinar
04/17/15	Block, Karla	Packing your "Digital Go-Bag:" Essential Disaster Health Information on Your Mobile Device, National Network of Libraries of Medicine, Middle Atlantic Region	Webinar
04/17/15	Kobritz, Barbara	CCCAT Conference	TC3
04/17/15	Nightingale, Michelle	CCCAT Conference	Coltivare
04/17/15	Nissi, Maria	CCCAT Conference (attendee and presenter)	Coltivare
04/17/15	Webb, Marilyn	CCCAT Conference	Ithaca, NY
04/17/15	Yavits, Bob	CCCAT Conference	Coltivare, Ithaca
04/17/15	Zeppelin, Victoria	CCCAT Conference (attended keynote)	Coltivare
04/20/15-04/23/15	Sharpe, Kim	ATI Nurse Educator National Summit	San Diego, California
04/22/15-04/24/15	Griggs, LaSonya	SUNYFAP	Corning, NY

04/23/15-04/24/15	Payne, Lisa	New York State Education Department's Carl D. Perkins IV Career and Technical Education Grants Officers Administrative Training Conference	Albany, NY
04/27/15	Voorhees, Amy	First Aid/CPR/AED Instructor Recertification	Online
04/27/15-06/08/15	Van Sant, Susanna	Introduction to OER's	Webinar
04/29/15	Oliver, Tammy	PowerFAIDS Webinar 20.3	TC3
May 2015	Moore, Paula	TC3-CTC - Presented with co-leader and students from 2014-15 Nicaragua trip	TC3
05/01/15	Hicks, Sarah	NYSFAAA Region 3 Meeting	CCC
05/01/15	Janke, James	Salient Training	TC3
05/01/15	Oliver, Tammy	Salient Training	TC3
05/04/15	Voorhees, Amy	National Athletic Trainers' Association Position Statement: Updated Lightning Safety for Ahtleics and Recreation	
05/07/15	Block, Karla	Focus on NLM Resources: HealthReach, National Network of Libraries of Medicine, Middle Atlantic Region	Webinar
05/07/15	Oliver, Tammy	NYSFAAA Webinar - Ethics & Standards of Conduct	TC3
05/11/15	Cartagena, Milagros	Stroke Conference	Arnot Ogden Medical Center
05/12/15	Voorhees, Amy	Heat Illness: Current Evidence-Based Medicine for the Medical Professional	Online
05/13/15	Block, Karla	MedlinePlus: Responsive Design Update, National Network of Libraries of Medicine, Middle Atlantic Region	Webinar
05/13/15	Stavenhagen-Helgren, Tina	Symposium on International Education	Cornell Univ, Ithaca, NY
05/14/15	Conroy, Colleen	Powerfaids Webinar - Version 20.3 changes	TC3
05/14/15	Oliver, Tammy	PowerFAIDS Webinar 20.3 part 2	TC3
05/14/15	Chambala, Bryan	Social Media Webinar, presented by Academic Impressions	TC3
05/14/15	Edgecomb, Bob	Social Media Webinar, presented by Academic Impressions	TC3
05/14/15	Voorhees, Peter	Social Media Webinar, presented by Academic Impressions	TC3
05/15/15	Boone, Carolyn	New Student Advisement Workshop	TC3
05/15/15	Kessler, Kim	Student Leadership Advising	ACUHO-I Webinar
05/15/15	Kobritz, Barbara	Practical Assessment	SCRLC Online
05/20/15	Webb, Marilyn	Post-Secondary Disability Consortium Central NY	TC3
05/22/15	Voorhees, Amy	Anaphylaxis and Epinephrine Auto-Injector certification	Online
05/26/15-05/29/15	Yavits, Bob	SUNY Conference on Instructional Technologies	SUNY Geneseo
05/26/15-05/30/15	Seymour, Suri	The National Conference on Race & Ethnicity in American Higher Education (NCORE)	Washington, DC
05/26/15-05/30/15	Thompson, Seth A.	The National Conference on Race & Ethnicity in American Higher Education (NCORE)	Washington, DC
06/01/15	Benevides, David	CSPANYS: New York Leadership Educators Conference	Ithaca College
06/01/15	Cartagena, Milagros	Association for the Assessment of Learning in Higher Education	Kentucky
06/01/15	Cerretani, Susan	Internationalizing Curriculum	Monroe CC
06/01/15	Ewing, Mark	CSPANYS: New York Leadership Educators Conference	Ithaca College
06/03/15	Cartagena, Milagros	ExamSoft Assessment Conference	Kentucky

06/03/15-06/05/15	Altucher, Kris	Associaton for Institutional Research and Planning Officers	Lake George, NY
06/03/15-06/05/15	Abbey, Sheila	SUNYCUAD Conference	Rochester, NY
06/03/15-06/05/15	Brenner, Paul	SUNYCUAD Conference	Rochester, NY
06/03/15-06/05/15	Burk, Joyce	SUNYCUAD Conference	Rochester, NY
06/03/15-06/05/15	Chambala, Bryan	SUNYCUAD Conference	Rochester, NY
06/03/15-06/05/15	Edgecomb, Bob	SUNYCUAD Conference	Rochester, NY
06/03/15-06/05/15	Gerg, Julie	SUNYCUAD Conference	Rochester, NY
06/03/15-06/05/15	Petrella-Baum, Jennica	SUNYCUAD Conference	Rochester, NY
06/03/15-06/05/15	Hartnett, Johanna	SUNY Early Care and Education Conference	Saratoga, NY
06/03/15-06/05/15	Swarm, Danielle	SUNY Early Care and Education Conference	Saratoga, NY
06/03/15-06/05/15	Kobritz, Barbara	SUNY Librarians Association	SUNY Purchase
06/04/15-06/05/15	Payne, Lisa	AIRPO (Association for Institutional Research and Planning Officers) Conference	Lake George, NY
06/04/15-06/05/15	Thompson, Lyn	AIRPO (Association for Institutional Research and Planning Officers) Conference	Lake George, NY
06/06/15-06/07/15	Voorhees, Amy	Responding to Emergencies	Red Cross
06/09/15	Block, Karla	Directory of History of Medicine Collections: A Valuable Resource, National Network of Libraries of Medicine, Middle Atlantic Region	Webinar
06/11/15	Block, Karla	Practical Library Assessment: Community Engagement and Assessment, NY 3Rs Association	Webinar
06/11/15	Boyd, Kathleen	SUNYRA (SUNY Registrar's Association Meeting)	Greek Peak, Virgil NY
06/11/15	Ray, Juliene	SUNYRA (SUNY Registrar's Association Meeting)	Greek Peak, Virgil NY
06/11/15-06/12/15	Hammond, Jane	SUNYRA (SUNY Registrar's Association Meeting)	Greek Peak, Virgil NY
06/11/15-06/12/15	Wright, Lauren	SUNYRA (SUNY Registrar's Association Meeting)	Greek Peak, Virgil NY
06/15/15	Kessler, Kim	Systems Approach to Analysis	ACUHO-I Webinar
06/15/15-06/18/15	Armitage, Chris	2015 SUNY Technology Conference	Lake Placid, NY
06/15/15-06/18/15	Christofferson, Marty	2015 SUNY Technology Conference	Lake Placid, NY
06/15/15-06/18/15	Densmore, Tim	2015 SUNY Technology Conference	Lake Placid, NY
06/15/15-06/18/15	Hersey, Olivia	2015 SUNY Technology Conference	Lake Placid, NY
06/17/15	Adamsen, Shannon	Rochester Area Colleges - Advising Drive In Conference	Rochester, NY
06/17/15	Campbell, Katrina	NACADA Regional Drive-In Conference	Monroe CC
06/17/15	Cartagena, Milagros	Public Deliberation	TC3
06/17/15-06/19/15	Behm, Teresa	PCNeat Conference	Metropolitan College, NY
06/17/15-06/20/15	Benevides, David	NEACUHO Annual Conference	Worcester, MA
06/17/15-06/20/15	Doskal, Darese	NEACUHO Annual Conference	Worcester, MA
06/17/15-06/20/15	Ewing, Mark	NEACUHO Annual Conference	Worcester, MA
06/18/15	Townsend, Javied	GoToWebinar - A Systems Approach to Processes Analysis	Webinar
06/18/15	Voorhees, Amy	Professional Rescuer CPR/AED certification	TC3
06/19/15	Adamsen, Shannon	Community College Institute (CSPA-NY)	TC3

06/19/15	Boring, Jason	CSPA Community College Institute	TC3
06/19/15	Mohlenhoff, Deb	CSPA Community College Institute	TC3
06/19/15	Nightingale, Michelle	Community College Institute (CSPA-NY)	TC3
06/19/15	Thompson, Seth A.	Community College Institute: Community College of the Overwhelmed: Best Practices For Assisting Students in Need	TC3
06/22/15	Barrero, Maria	F-1 for begginers	Alfred University
06/22/15	Block, Karla	By the Numbers: Quantitative Assessment in Libraries, NY 3Rs Association	Webinar
06/22/15	Townsend, Javied	The Contributions of Residence Life to Student Success	Webinar
06/22/15-06/25/15	Dewey, Susan	CCBOA Annual Conference	Clayton NY
06/23/15	Barrero, Maria	NAFSA Region X Upstate Conference	Alfred University
06/23/15	Slawson, Meilnda	NAFSA Region X Upstate Conference	Alfred University
06/23/15-06/24/15	Boone, Carolyn	NYS Disability Service Council Conference	Canandaigua, NY
06/23/15-06/25/15	Webb, Marilyn	NYS Disability Services Council	Canandaigua, NY
06/25/15	Behm, Teresa	Cornell Community Conference	Cornell University
06/25/15	Benevides, David	Educational Access, Retention, and Completion of Undocumented Students in Community Colleges - Webinar	NASPA- Community Colleges Online
06/26/15	Benevides, David	THE CONSORTIUM OF HIGHER EDUCATION LGBT RESOURCE PROFESSIONALS: LGBT Institute	Unveristy of Albany-SUNY
06/30/15	Nissi, Maria	Navigating the Complex World of Disability Law in Dual and Concurrent Enrollment Programs	Webinar
06/30/15	Zeppelin, Victoria	Navigating the Complex World of Disability Law in Dual and Concurrent Enrollment Programs	Webinar

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

DATE	EMPLOYEE	PROGRAM	LOCATION
01/09/15	Lopez, Michele	Raiser's Edge: Fundamentals - Overview	Online
01/13/15	Lopez, Michele	Raiser's Edge: Fundamentals -Constituents 1	Online
01/15/15-01/16/15	Kobritz, Barbara	Writing to Learn	TC3
01/16/15-01/17/15	Ryan, Bruce	SUNY Community College Chief Advancement Officers Retreat	Albany, NY
01/21/15	Lopez, Michele	Raiser's Edge: Fundamentals - Gifts 1	Online
01/27/15	Campbell, Katrina	Accuplacer update webinars - "What's New?"; "What's Different?"	Webinar
01/29/15	Lopez, Michele	Raiser's Edge: Fundamentals - Query 1	Online
01/30/15	Lopez, Michele	Raiser's Edge: Fundamentals - Mail 1	Online
02/05/15	Abbey, Sheila	Raiser's Edge: Gifts 2	Online
02/05/15	Webb, Marilyn	Advisor Training	TC3
02/24/15	Gerg, Julie	ResearchPoint: Introduction to WealthPoint	Online
02/24/15	Kobritz, Barbara	COTE Fellow Chat: Virtual Field Trips	Online
02/26/15	Gerg, Julie	ResearchPoint: Advanced Prospecting Techniques	Online
March 2015	Cerretani, Susan	Degreeworks Training	TC3
March 2015	Turner, James	Annual Building Code Official Training	Buffalo
03/02/15	Gerg, Julie	ResearchPoint: Introductory Essentials	Online
03/04/15	Gerg, Julie	ResearchPoint: Integration With The Raiser's Edge	Online
03/06/15	Gerg, Julie	ResearchPoint: Advanced Configuration	Online
03/10/15	Lopez, Michele	Raiser's Edge: Constituents 2	Online
03/11/15	Gerg, Julie	Raiser's Edge: Gifts 2	Online
03/11/15	Lopez, Michele	Raiser's Edge: Gifts 2	Online
03/13/15	Lopez, Michele	Raiser's Edge: Data Extraction 2	Online
03/16/15	Lopez, Michele	Raiser's Edge: Mail 2	Online
03/19/15	Lopez, Michele	Raiser's Edge: Data Analysis 2	Online
03/26/15	Abbey, Sheila	Raiser's Edge: Mail 2	Online
03/26/15	DeFranco, Tony	Verificient/ProctorTrack	TC3 - Webinar
03/27/15	Cartagena, Milagros	Degreeworks Training	TC3
03/27/15	Kobritz, Barbara	Writing to Learn	TC3
03/27/15	Webb, Marilyn	Degree Works Training	TC3
03/27/15-06/05/15	Block, Karla	Introduction to OERs, Open SUNY Center for Online Teaching Excellence	Online Blackboard course
04/01/15-04/30/15	Kobritz, Barbara	Basic Multimedia Editing	Online - SUNY CPD
04/02/15	Lopez, Michele	Raiser's Edge: Fundamentals - Data Analysis and Extraction 1	Online

04/03/15	Kobritz, Barbara	Gale Cengage Interface Tutorial	Online
04/03/15	Van Sant, Susanna	Gale - New Responsive Design Interface	Webinar
04/07/15-05/19/15	Conroy, Colleen	NASFAA Direct Loan Certificate Course	Online
04/14/15	Van Sant, Susanna	Ready, Set, GO: Making the move from First Search to WorldCat Discovery	Webinar
04/15/15-07/15/15	Behm, Teresa	Web App Developer	Ed2Go
04/19/15	Boone, Carolyn	Accommodating Employees with Mental Health Disabilities in HE	Webinar
04/20/15	Lopez, Michele	Best Practices: Fundraising	Online
04/28/15	Van Sant, Susanna	Gamification and Learning: Engaging Students with Interactive Curricula	Webinar
04/29/15	DeFranco, Tony	DegreeWorks Demo	TC3
04/30/15	Van Sant, Susanna	Why Assessment? An Introduction and How to be Successful (Part 1 of the Practical Library Assessment Series from the NY3Rs)	Webinar
May 2015	Cerretani, Susan	Advisement Updates and Training for Summer Advisement	TC3
05/01/15-05/29/15	Hicks, Sarah	NASFAA Professional Judgement Certificate Course	Online
05/14/15	Van Sant, Susanna	Full Text Finder: Migration	Webinar
05/14/15	Van Sant, Susanna	Booklist Webinar-We've Got Diverse Books: New Multicultural Titles for Children and Teens	Webinar
05/15/15	Ochs, Scott	Advisor Training	TC3
05/15/15	Webb, Marilyn	Advisor Training	TC3
05/15/15-05/18/15	Mercer, Patrick	Wilderness EMT Refresher Certification	Honesdale, PA
05/20/15	Van Sant, Susanna	Full Text Finder: Feature Overview	Webinar
05/22/15	Lopez, Michele	Raiser's Edge: Query 2	Online
05/22/15	Oliver, Tammy	NASFAA Satisfactory Academic Progress Course	Online
05/26/15	Van Sant, Susanna	Velcro Instruction: 7 Techniques to Make Learning Stick	Webinar
05/27/15	Van Sant, Susanna	Full Text Finder: A-to-Z Migration Preparation	Webinar
06/02/15	DeFranco, Tony	Integrating Competency Based Education on Your Campus	TC3 - Webinar
06/02/15	Van Sant, Susanna	Research Foundation Webinar re: Open Access	Webinar
06/09/15	Cochran, Ryan	CPR/AED	TC3
06/09/15	Fairand, Kevin	CPR/AED	TC3
06/09/15	Finnerty, William	CPR/AED	TC3
06/09/15	Thornton, Mike	CPR/AED	TC3
06/22/15	Boone, Carolyn	New York Assault Prevention Legislation (including Title IX)	Webinar
06/22/15	Dovi, Sharon	New York Assault Prevention Legislation OGC Webinar	Webinar
06/22/15	Lopez, Michele	Raiser's Edge: Increasing Constituent Loyalty	Online
06/22/15-06/25/15	LaMontain, Jasmine	The Laboratory Safety Institute's 24 Hour Boot Camp Short Course	Cornell Univ, Ithaca, NY
06/24/15	Gebo, John	NY Law Enforcement Officers and the Law – Updates, Practices and Procedures	BCC
06/30/15	Abbey, Sheila	Raiser's Edge: Fundamentals 1	Online
Bi-weekly	Yavits, Bob	Conference Call with SUNY Learning Network Instructional Designers Group	
Monthly	Yavits, Bob	Conference Call with SUNY Learning Network Administrators Group	
Spring 2015	Payne, Lisa	VFA (Voluntary Framework of Accountability) Webinars	Conference Calls
Spring 2015	Thompson, Lyn	VFA (Voluntary Framework of Accountability) Webinars	Conference Calls

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 1, 2015 - June 30, 2015**

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

DATE	EMPLOYEE	PROGRAM	LOCATION
January 2015	Arsenault, Sarah	Gen Ed course- The American Century	SUNY Delhi
January 2015	Arsenault, Sarah	Bachelors of Science in Nursing - Magna Cum Laude	SUNY Delhi
05/15/15	Shipman, Brittany	Received AAS in Early Childhood TC3	Dryden, NY
Spring 2015	Gerg, Julie	Master's of Adult Learning - Organizational Development and Change	Online
Spring 2015	Gerg, Julie	Master's of Adult Learning - Approaches to Critical Inquiry	Online
Spring, 2015	Hill, Cynthia	On-line Bachelor's program	Empire State
Summer 2015	Gerg, Julie	Master's of Adult Learning - Performance Management and Total Rewards	Online
Summer 2015	Gerg, Julie	Master's of Adult Learning - Learning Theory and Practice in Adult Education	Online
Ongoing	Wendell, Jennifer	Pursuing AAS in Early Childhood TC3	Dryden, NY

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 1, 2015 - June 30, 2015**

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

DATE	EMPLOYEE	PROGRAM	LOCATION
January 2015	Pastorello, Karen	Reviewed script of Hard Traveling for NEH grant	
January 2015	Cameron, Jeanne	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
January 2015	Cerretani, Susan	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
January 2015	Ensign, Mary Ellen	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
January 2015	Gold, Darlene	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
January 2015	Sammis, Carol	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
January 2015	Wessell, Kelly	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
01/22/15	Edgecomb, Bob	SUNYCUAD Board Meeting	University at Albany
02/12/15	Griggs, LaSonya	Conducted Statewide Training for NYSFAAA on the Federal Need Analysis and Handcalculating EFC's	LeMoyne College
02/20/15	Campbell, Katrina	DegreeWorks Implementation Consultation	SUNY Cortland
02/24/15	Griggs, LaSonya	Conducted FAFSA Filing and Aid Overview Training for OnPoint For College Transfer Advisors	OnPoint for College
March 2015	Cameron, Jeanne	Curriculum Conversation - Bard College's Institute for Writing and Thinking	Bard College
March 2015	Cerretani, Susan	Curriculum Conversation - Bard College's Institute for Writing and Thinking	Bard College
March 2015	Gold, Darlene	Curriculum Conversation - Bard College's Institute for Writing and Thinking	Bard College
March 2015	Cameron, Jeanne	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
March 2015	Cerretani, Susan	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
March 2015	Ensign, Mary Ellen	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
March 2015	Gold, Darlene	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
March 2015	Sammis, Carol	Writing to Learn - Bard College's Institute for Writing and Thinking	TC3
March/April 2015	Penziul, Carl	CTE Business and Industry Advisory council	TST BOCES
April 2015	Avery, Julie	Blood Borne Pathogens	TC3
April 2015	Burlingame, Joe	Blood Borne Pathogens	TC3
April 2015	Cochran, John	Blood Borne Pathogens	TC3
April 2015	Darling Jr., Robert	Blood Borne Pathogens	TC3
April 2015	Ellis, Deborah	Blood Borne Pathogens	TC3
April 2015	Ellis, Robert	Blood Borne Pathogens	TC3
April 2015	Ganoe, Sylvia	Blood Borne Pathogens	TC3
April 2015	Henson, Deborah	Blood Borne Pathogens	TC3
April 2015	Hill, Lawrence	Blood Borne Pathogens	TC3
April 2015	Merrill, Sam	Blood Borne Pathogens	TC3

April 2015	Norton, Patty	Blood Borne Pathogens	TC3
April 2015	Oralls, Eric	Blood Borne Pathogens	TC3
April 2015	Pachai, John	Blood Borne Pathogens	TC3
April 2015	Perkins, James	Blood Borne Pathogens	TC3
April 2015	Reylea, Josh	Blood Borne Pathogens	TC3
April 2015	Robinson, Stephanie	Blood Borne Pathogens	TC3
April 2015	Schaap, Jamie	Blood Borne Pathogens	TC3
April 2015	Turner, James	Blood Borne Pathogens	TC3
April 2015	Cameron, Jeanne	Fail Better - Bard College's Institute for Writing and Thinking	Bard College
April 2015	Gold, Darlene	Fail Better - Bard College's Institute for Writing and Thinking	Bard College
April 2015	Avery, Julie	Right to Know	TC3
April 2015	Burlingame, Joe	Right to Know	TC3
April 2015	Cochran, John	Right to Know	TC3
April 2015	Darling Jr., Robert	Right to Know	TC3
April 2015	Ellis, Deborah	Right to Know	TC3
April 2015	Ellis, Robert	Right to Know	TC3
April 2015	Ganoe, Sylvia	Right to Know	TC3
April 2015	Henson, Deborah	Right to Know	TC3
April 2015	Hill, Lawrene	Right to Know	TC3
April 2015	Merrill, Sam	Right to Know	TC3
April 2015	Norton, Patty	Right to Know	TC3
April 2015	Oralls, Eric	Right to Know	TC3
April 2015	Pachai, John	Right to Know	TC3
April 2015	Perkins, James	Right to Know	TC3
April 2015	Reylea, Josh	Right to Know	TC3
April 2015	Robinson, Stephanie	Right to Know	TC3
April 2015	Schaap, Jamie	Right to Know	TC3
April 2015	Turner, James	Right to Know	TC3
April 2015	Pastorello, Karen	Rochester U.S. Hustorians meeting - submitted article for review	Rochester, NY
April 2015	Pastorello, Karen	Upstate New York Women's Historians Organization (UNYWHO)	Syracuse, NY
04/16/15	Lawrence, Janice	Engaging Practices, Engaging Students: High Impact Practices for Community C	TC3
04/16/15	Payne, Lisa	Moving the Dial - Two Conversation Sessions with Arlene Arnsparger from the Center for Community College Student Engagement	TC3
04/27/15	Edgecomb, Bob	SUNYCUAD Board Meeting	Empire State College
04/29/15	Block, Karla	21 Years of Sharing Knowledge and Friendship on the Atlantic Coast of Nicaragua	TC3
05/06/15	Lawrence, Janice	Viewing and Discussing "The Wish Horse" by Lisa Ford	CTC Roundtable
05/13/15-05/15/15	Smith, Tammy	Intro to Microsoft Dynamics NAV 2013 R2 - completion certificate	Online Virtual Academy
05/20/15-05/27/15	Smith, Tammy	Intro to Microsoft Dynamics NAV 2013 R2 -ERP Solution	Online Virtual WebEx for Winebow Gr
05/26/15	Webb, Marilyn	STAR-NY Annual Supervisors Meeting	SUNY Cortland

June 2015	Darese Doskal	Serving as Board Member for NEACUHO	
June 2015	Sammis, Carol	Public Deliberation	Broome CC
06/01/15-06/04/15	Doskal, Darese	Served as Faculty for NEACUHO Regional Entry Level Institute	Amherst, MA
06/03/15	Edgecomb, Bob	SUNYCUAD Board Meeting	Rochester, NY
06/10/15	Boring, Jason	NCBI Privilege Workshop	Ithaca College
06/18/15	Boring, Jason	Public Deliberation	TC3
06/22/15	Griggs, LaSonya	Finger Lakes Community College External Review Delegate	Canandaigua, NY
Spring 2015	Penziul, Carl	IC Computer Science Advisory Board	
Ongoing	Pastorello, Karen	Contacted Director of History Center in Ithaca to begin to consider community outreach activities to be held around centennial celebration of woman's suffrage in NYS	
Ongoing	Pastorello, Karen	Executive Board member New York Labor History Association	
Ongoing	Pastorello, Karen	Invited to present at SUNY-wide conference celebrating the centennial of the NYS Suffrage Amendment to be held at SUNY New Paltz in 2017	
Ongoing	Pastorello, Karen	Marketing Committee for New York Cultural Heritage Tourism Network	
Ongoing	Pastorello, Karen	Submitted sample chapter on Men in Woman's Suffrage Movement: to Cornell University Press to begin review process for publication of book on the woman's suffrage victory in New York State	
Ongoing	Pastorello, Karen	Writing to Learn Workshop through Bard College	TC3
Ongoing	Stavenhagen-Helgren, Tina	Meet with Southeast Asian Program (SEAP) - to plan Cambodia Study Abroad program	Cornell University, Ithaca, NY
	Penziul, Carl	PROMETRIC Test Center Administrator	

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

Capital Payments/Master Plan	Amount	Subtotal	Grand Total
Administrative			
NYS Dept Envir. Conserv. Invoice #9990000274592, SPDES Permit	\$110.00		
Total Administrative		\$110.00	
Civil Construction			
Civil Construction (PO#29978) Pay App #6	\$55,504.56		
Total Civil Construction		\$55,504.56	
Electrical			
Matco (PO#29977) Pay App #13	\$23,645.50		
Total Electrical		\$23,645.50	
Design Services			
Holt Architects (PO #29384) Invoice #213034026, Design Services	\$1,072.53		
Total Design Services		\$1,072.53	
FFE			
Exemplis (PO #30615) Invoice #988416-1 Chairs	\$41,236.40		
Presentation Concepts (PO #30579) SmartClassrooms/AV Equipment Invoice #914	\$6,727.00		
Tiger Direct (Pd w/Card) Power Strips	\$168.57		
Total FFE		\$48,131.97	

Capital Payments/Master Plan	Amount	Subtotal	Grand Total
Materials Testing			
SJB Services (PO #29983) Invoice #CORT-15-287, Inspection Svces	\$1,082.00		
Total Materials Testing		\$1,082.00	
Mechanical/HVAC			
Tag Mechanical Systems (PO #29975) Invoice #14147-12	\$27,512.00		
Total Mechanical/HVAC		\$27,512.00	
Plumbing			
Brosh Mechanical (PO #29976) Application #9, Plumbing	\$15,580.00		
Total Plumbing		\$15,580.00	
SUNY Project			
C34162 Part IV - TV Studio			
Pleasant Valley Electric (PO #30592) Invoice #29418, Electrical Upgrades	\$4,000.00		
Total SUNY Project		\$4,000.00	
Total Capital Payments/Master Plan & SUNY Project			\$176,638.56

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2015-2016-6**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 23rd day of September 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 23rd day of September 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Thursday, September 10, 2015
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Eaves, Robert	Participation w/ M. Sheldon in the CTC Development Partnership (Mentoring) Program	Adjunct	\$264.30	1/21/2015 To 5/18/2015
Frawley, Patrick	Participation w/ S. Georgiakaki in the CTC Development Partnership (Mentoring) Program	Adjunct	\$264.30	1/21/2015 To 5/18/2015
Reid, Taylor	Participation w/ K. Wessell in the CTC Development Partnership (Mentoring) Program	Adjunct	\$264.30	1/21/2015 To 5/18/2015
Sidle, Jason	Participation w/ B. Seager in the CTC Development Partnership (Mentoring) Program	Adjunct	\$248.60	1/21/2015 To 5/18/2015
May				
Sloan, Cindy	Additional students in SOCI101-BL1	Adjunct	\$450.00	5/27/2015 To 7/21/2015
Carey, Christopher	Concurrent Enrollment Faculty Liaison - ENGL Department	Adjunct	\$410.00	5/6/2015 To 7/6/2015
Farah, Fred	Concurrent Enrollment Faculty Liaison - PHSC Department	Adjunct	\$102.50	5/6/2015 To 7/6/2015
MacDowell, Gary	Concurrent Enrollment Faculty Liaison - HLTH Department	Adjunct	\$1,178.75	5/6/2015 To 7/6/2015
Ryan, Jessica	Concurrent Enrollment Faculty Liaison - SOCI Department	Adjunct	\$51.25	5/6/2015 To 7/6/2015
Sabol, Zenta	Concurrent Enrollment Faculty Liaison - ACCT Department	Adjunct	\$820.00	5/6/2015 To 7/6/2015
Sewell, Pat	Concurrent Enrollment Faculty Liaison - ACCT Department	Adjunct	\$51.25	5/6/2015 To 7/6/2015
Stremlin, Tatiana	Concurrent Enrollment Faculty Liaison - MUSI Department	Adjunct	\$666.25	5/6/2015 To 7/6/2015
Sutton, Levi	Concurrent Enrollment Faculty Liaison - CIS/CSS Department	Adjunct	\$615.00	5/6/2015 To 7/6/2015
Westlake, Winfield	Concurrent Enrollment Faculty Liaison - BUAD Department	Adjunct	\$1,127.50	5/6/2015 To 7/6/2015
Whitecraft, Michele	Concurrent Enrollment Faculty Liaison - CHEM	Adjunct	\$768.75	5/6/2015 To 7/6/2015
Young, Tammi	Concurrent Enrollment Faculty Liaison - HLTH Department	Adjunct	\$51.25	5/6/2015 To 7/6/2015
June				
Earle, Robert	Teaching reading/writing and listening/speaking classes for DR Ministry Intensive English Program	Adjunct	\$3,435.90	6/12/2015 To 8/7/2015
Maus, Maureen	Notifying Borg Warner Auto. Applicants of upcoming testing	Adjunct	\$500.00	6/24/2015 To 7/11/2015
Cornish, Erin	Independent Study MATH095-M25 (B. Charnley, Z. Cornett, D. Lancaster, T. Rausch Moran, R Ross)	Adjunct	\$3,140.00	6/29/2015 To 7/31/2015
Cornish, Erin	Independent Study MATH100-M25 (O. Omolaolu, E. Vance, V. Vorobyov)	Adjunct	\$1,413.00	6/29/2015 To 7/31/2015
Kobre, Michael	Independent Study BIOL114-M49C (G. Barnes)	Adjunct	\$471.00	6/29/2015 To 7/31/2015
Marie, Jill	Independent Study ENGL103-M25 (M. Ceballos, M & G. Thorp)	Adjunct	\$942.00	6/29/2015 To 7/31/2015
Pospisil, Pamela	Independent Study MATH200-M25 (L. Bido Torres, G. Clay-Adams, M. Dempsey, S. Depuy, T. Goswami, G. VanValkenburg)	Adjunct	\$3,297.00	6/29/2015 To 7/31/2015
Ruoff, Guy	Independent Study HSTY202-C29 (M. Howell, J. Hussain, S. McLaughlin)	Adjunct	\$1,413.00	6/29/2015 To 7/31/2015
Seyfried, Matthew	Additional students in ENGL204-BL2	Adjunct	\$150.00	6/29/2015 To 7/31/2015
Strauf, Dale	Independent Study HLTH126-M25 (P. Brens Ortega, R. Esquea Compres, A. Herrera Del Rosario, M. Recinos Valencia, A. Sanchez Cruz, D. Serrano Carias, A. Sternglass)	Adjunct	\$1,099.00	6/29/2015 To 7/31/2015
Thomas, Seneca	Independent Study BIOL112-M25 (C. Barrows, B. Foster, N. Ketcham, N. Lane, D. Scofield)	Adjunct	\$2,355.00	6/29/2015 To 7/31/2015
Williams, Diane	Independent Study BIOL102-M25 (D. Duhan, M. Teeter-Putney)	Adjunct	\$942.00	6/29/2015 To 7/31/2015

Employee	Department	Title/Rank	Salary	Employment Dates
July				
Stratton, Susan	Planning and chaperoning cultural activities for DR Ministry Group	Adjunct	\$1,414.50	7/13/2015 To 8/14/2015
Okaru, Alfred	Conduct two non-credit swimming (beginning and advanced) for global program students	Adjunct	\$370.02	7/20/2015 To 8/14/2015
Sanford, Sharon	Administer Math Review and testing for Borg Warner applicants	Adjunct	\$2,250.00	7/24/2015 To 7/13/2015
Evans, Christine	Teaching reading/writing and listening/speaking classes for DR Ministry Intensive English Program	Adjunct	\$2,206.62	7/6/2015 To 7/24/2015
Perez, Carlos Pantaleo	Independent Study ELEC207-M49C (B. Guzman Garcia, J. Jacques, G. Rodriguez Flores and J. Tejada Gago)	Adjunct	\$1,256.00	7/6/2015 To 7/31/2015
Perez, Carlos Pantaleo	ELEC126-M25	Adjunct	\$3,960.00	7/6/2015 To 7/31/2015
Rodzai, Ann	Teaching listening/sepaking classes for DR Ministry Intensive English Program	Adjunct	\$2,036.88	7/6/2015 To 8/14/2015
Stone, Kathryn	Teaching reading/writing and listening/speaking classes for DR Ministry Intensive English Program	Adjunct	\$4,413.24	7/6/2015 To 8/14/2015
Stratton, Susan	Teaching listening/speaking (and two weeks of reading/writing) classes for DR Ministry Intensive English Program	Adjunct	\$3,055.32	7/6/2015 To 8/14/2015
Todd, Cody	Teaching listening/speaking and listenting/speaking classes for DR Ministry Intensive English Program	Adjunct	\$4,123.08	7/6/2015 To 8/14/2015
Vallecilla, Jorge Montoy	CONT115, CONT216	Adjunct	\$3,960.00	7/6/2015 To 7/31/2015
Vallecilla, Jorge Montoy	Independent Study CONT208-M25 (P. Espinola Sanchez, B. Mercedes montero, H. Rodriguez)	Adjunct	\$1,413.00	7/6/2015 To 7/31/2015
Veshcherevich, Radmil	Teaching listening/speaking classes for DR Ministry Intensive English Program	Adjunct	\$3,372.72	7/6/2015 To 7/31/2015
Zaman, Hanan	Teaching reading/writing and listening/speaking classes for DR Ministry Intensive English Program	Adjunct	\$3,878.16	7/6/2015 To 8/14/2015
Cornish, Erin	Borg Warner Math Review	Adjunct	\$100.00	7/7/2015 To 7/7/2015
August				
Hanna, Timothy	Teach speaking/listening class for DR Ministry Intensive English Program.	Adjunct	\$370.02	8/10/13 To 8/13/2015
Wolff, Sarah	Teach reading/writing class for DR Ministry Intensive English Program.	Adjunct	\$298.32	8/10/13 To 8/13/2015
Jones, Christine	Enrollment Services Specialist - Enrollment Services Center Call Coordinator	J	\$50,041.53*	8/18/2015
Kalata, Brian	Culinary Arts	Assistant Professor	\$61,848.00	8/19/2015
LaMontain, Jasmine	Technical Specialist - Biology Lab Manager and Chemical Hygiene Officer	TSI	\$38,633.00	8/19/2015
Seyfried, Lisa	Nursing	Assistant Professor	\$61,848.00	8/19/2015
Shanks, Christine	Graphic Design	Assistant Professor	\$61,848.00	8/19/2015
Price, S Lee	EMT 220 M73	Adjunct	\$7,862.50	8/24/2015 To 12/18/2015
Weaver, Raymond	Assistant Director of Student Activities and the Student Center (Temporary)	2	\$48,582.00*	8/24/2015

Employee	Department	Title/Rank	Salary	Employment Dates
Ahmed, Ahmed	CHEM108 ME50 CHEM205 ME50	Adjunct	\$11,066.25	8/26/2015 To 12/18/2015
Almann, Nancy	BIOL131 M02 BIOL131 M01	Adjunct	\$8,512.50	8/26/2015 To 12/18/2015
Alt, Melissa	NURS104 M01 HLTH104 M01	Adjunct	\$2,775.00	8/26/2015 To 12/18/2015
Altmann, Herman	BIOL102 M01 BIOL102 M02	Adjunct	\$7,945.00	8/26/2015 To 12/18/2015
Archer, Holly	MATH090 M04	Adjunct	\$3,700.00	8/26/2015 To 12/18/2015
Archer, Pamela	CAPS111 IE62 BUAD203 M01 BUAD203 M02	Adjunct	\$6,629.48	8/26/2015 To 12/18/2015
Arnold, Melanie	COMM245 M01 COMM115 M01 COMM110 ME50	Adjunct	\$8,127.02	8/26/2015 To 12/18/2015
Aspinwall, Breck	BIOL100 M01 BIOL100 M02	Adjunct	\$6,475.00	8/26/2015 To 12/18/2015
Barker, Jaime	BIOL201 ME50 BIOL132 ME50	Adjunct	\$10,395.00	8/26/2015 To 12/18/2015
Bechtold, Charles	MATH100 ME50 MATH100 M13 MATH109 M06	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Beelitz, Paul	MATH095 M12	Adjunct	\$3,700.00	8/26/2015 To 12/18/2015
Boden, Brandy	SOCE150 M02 RECR215 M01 RECR150 M02	Adjunct	\$6,435.00	8/26/2015 To 12/18/2015
Boehme, Jeannine	ENGL099 M16 ENGL099 M18	Adjunct	\$7,400.00	8/26/2015 To 12/18/2015
Booth, Mark	CHEM101 HY1	Adjunct	\$1,590.00	8/26/2015 To 12/18/2015
Boucher, Denis	CULI205 V01 CULI160 V01	Adjunct	\$1,526.25	8/26/2015 To 12/18/2015
Brown, Stan	MATH200 ME50	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Buchanan, Patricia	ENGL201 M01 ENGL099 M06	Adjunct	\$7,945.00	8/26/2015 To 12/18/2015
Cambridge, Jessica	ENGL100 M06 ENGL101 M05 ENGL100 M15	Adjunct	\$8,910.00	8/26/2015 To 12/18/2015
Carey, Christopher	ENGL102 M04 ENGL100 M16	Adjunct	\$5,220.00	8/26/2015 To 12/18/2015
Caroompas, Alice	ENGL099 M02 ENGL099 M03	Adjunct	\$6,960.00	8/26/2015 To 12/18/2015
Carr, Kyle	COMM111 M01 COMM120 M01 COMM112 M01 COMM120 M02	Adjunct	\$6,184.04	8/26/2015 To 12/18/2015
Carter, Lesa	SOCI101 I30	Adjunct	\$2,970.00	8/26/2015 To 12/18/2015
Cason, Theoria	FSS 131 M01	Adjunct	\$2,610.00	8/26/2015 To 12/18/2015
Cattan, Charmain	ACCT102 BL1 ACCT101 M02	Adjunct	\$8,745.00	8/26/2015 To 12/18/2015
Caughey, Elizabeth	ENGL100 M03 ENGL100 M09 ENGL201 M02	Adjunct	\$8,325.00	8/26/2015 To 12/18/2015
Chapman, Robert	POSC104 M01	Adjunct	\$3,180.00	8/26/2015 To 12/18/2015
Cicciarelli, Richard	BIOL101 M03	Adjunct	\$3,045.00	8/26/2015 To 12/18/2015
Coleman, Cynthia	SOCI205 BL1 SOCI101 BL1 SOCI205 M01	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Connors, John	MATH090 M09	Adjunct	\$4,240.00	8/26/2015 To 12/18/2015
Cooper, Joanne	MATH095 M01 MATH095 M02 MATH100 M08	Adjunct	\$10,890.00	8/26/2015 To 12/18/2015
Cornish, Erin	MATH100 M09 MATH095 M10 MATH095 M09	Adjunct	\$10,890.00	8/26/2015 To 12/18/2015
Cowan, Richard	MATH200 M03 MATH200 I30	Adjunct	\$6,810.00	8/26/2015 To 12/18/2015
Crane, Nancy	SPAN101 M03 SPAN101 M02	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Curran, Kerry	ENGL100 M20 ENGL100 M27 ENGL100 MLC4 ENGL098 MLC4 ENGL098 MLC8 ENGL100 MLC8	Adjunct	\$10,175.00	8/26/2015 To 12/18/2015
Curtis, Benjamin	CONT107 M01	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Cutter, Elizabeth	MATH090 M11 MATH090 M08	Adjunct	\$7,400.00	8/26/2015 To 12/18/2015
Daehn, James	MATH109 BL1	Adjunct	\$6,360.00	8/26/2015 To 12/18/2015
Davis, Andrew	FITN130 M10 FITN230 M20	Adjunct	\$1,590.00	8/26/2015 To 12/18/2015
Decker, Aaron	ENGL101 M03 ENGL101 M04 ENGL099 M08	Adjunct	\$9,900.00	8/26/2015 To 12/18/2015
DeRado, Dennis	SPAN101 C33	Adjunct	\$5,107.50	8/26/2015 To 12/18/2015
Dickerson, Nancy	SOCI201 M01 HUMS200 M02 HUMS114 M01	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Doane, Eric	CRJU105 BL1	Adjunct	\$2,610.00	8/26/2015 To 12/18/2015
Donlick, Christel	MATH100 M12 MATH100 M11 MATH095 CE66	Adjunct	\$10,600.00	8/26/2015 To 12/18/2015
Earle, Robert	SOCI101 CE66 ENGL100 MLC5	Adjunct	\$7,400.00	8/26/2015 To 12/18/2015
Earley, Bernard	ENGL100 BL1 ENGL101 BL2 ENGL101 BL1	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Eaves, Robert	MATH132 M05	Adjunct	\$2,775.00	8/26/2015 To 12/18/2015
Eckert, Regina	HSTY201 ME50 HSTY201 I30 HSTY201 M04	Adjunct	\$8,325.00	8/26/2015 To 12/18/2015
Edgecomb, Patricia	CAPS131 BL5 CAPS123 BL1 CAPS121 M03 CAPS111 M02 CAPS121 M02 CAPS111 M03 CAPS131 BL2 CAPS133 BL2	Adjunct	\$10,596.36	8/26/2015 To 12/18/2015

Employee	Department	Title/Rank	Salary	Employment Dates
Emmart, Michael	HUMS104 M01 CRJU104 M01 CRJU104 BL1 HUMS104 BL1	Adjunct	\$5,550.00	8/26/2015 To 12/18/2015
Epstein, Judith	ENGL201 ME50 ENGL099 M09	Adjunct	\$7,945.00	8/26/2015 To 12/18/2015
Estep, Nancy	HUMS125 BL1 ECHD225 BL1 ECHD125 BL1 HUMS225 BL1	Adjunct	\$5,940.00	8/26/2015 To 12/18/2015
Esworthy, Barrett	HSTY201 M01 HSTY201 M02	Adjunct	\$6,360.00	8/26/2015 To 12/18/2015
Farah, Fred	MATH090 M06 BIOL125 M01 BIOL115 M01 GEOL125 M01	Adjunct	\$10,782.50	8/26/2015 To 1/31/2016
Feavearyear, Jody	MATH090 I30 MATH090 M06 MATH095 I30	Adjunct	\$12,768.75	8/26/2015 To 12/18/2015
Ferguson, Adam	ENGL100 CE43 ENGL100 M01 ENGL100 M13	Adjunct	\$7,830.00	8/26/2015 To 12/18/2015
Filipowski, Eliza	PARC225 BL1 PARA225 BL1	Adjunct	\$2,775.00	8/26/2015 To 12/18/2015
Fitzgerald, John	CRJU205 BL1	Adjunct	\$2,775.00	8/26/2015 To 12/18/2015
Francisco, Erin	ENGL102 ME50 ENGL101 M12	Adjunct	\$5,550.00	8/26/2015 To 12/18/2015
Frawley, Patrick	MATH095 M06 MATH095 M04	Adjunct	\$7,400.00	8/26/2015 To 12/18/2015
Galezo, David	PHIL101 M02 PHIL201 BL1	Adjunct	\$6,810.00	8/26/2015 To 12/18/2015
Garrity, Kathleen	FITN204 M01 FITN205 M01	Adjunct	\$1,702.50	8/26/2015 To 12/18/2015
Gilbert, Mary	ENGL102 BL1 ENGL102 BL2 ENGL102 BL3	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Gillis, Andrew	ART 111 M01 ART 111 M03	Adjunct	\$7,945.00	8/26/2015 To 12/18/2015
Granison, Henry	PARA101 BL1 PARC101 BL1	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Grant, Elizabeth	ENGL101 M10 ENGL101 M07	Adjunct	\$6,360.00	8/26/2015 To 12/18/2015
Grimm, Mark	ART 214 M01	Adjunct	\$3,465.00	8/26/2015 To 12/18/2015
Haaland, Andrew	CAPS131 BL4 CAPS121 BL3 CAPS131 BL3 CAPS111 BL1 CAPS121 BL1 CAPS111 BL2 CAPS121 BL2	Adjunct	\$9,271.82	8/26/2015 To 12/18/2015
Haller, Keewon	CULI101 VE50	Adjunct	\$5,655.00	8/26/2015 To 12/18/2015
Hamilton, Kathryn	RDNG099 M07 RDNG099 M03 RDNG116 M14	Adjunct	\$9,570.00	8/26/2015 To 12/18/2015
Hammond, Rachel	ECHD110 ME50 HUMS125 M03 ECHD125 M03	Adjunct	\$5,550.00	8/26/2015 To 12/18/2015
Han, Man-Young	SPMT255 M01	Adjunct	\$2,970.00	8/26/2015 To 12/18/2015
Harbick, Kale	PHSC104 M01	Adjunct	\$4,455.00	8/26/2015 To 12/18/2015
Hartnett, Gerri-Ann	PSYC103 CE66	Adjunct	\$2,610.00	8/26/2015 To 12/18/2015
Havens, Maria	MATH109 M01 MATH109 M02	Adjunct	\$5,220.00	8/26/2015 To 12/18/2015
Haynes, Susan	ACCT101 IE62 ACCT101 M01	Adjunct	\$9,080.00	8/26/2015 To 12/18/2015
Hemingway Jones, Kat	ENGL100 M11 ENGL204 M01 ENGL100 M14	Adjunct	\$8,910.00	8/26/2015 To 12/18/2015
Hesse, Ralph	PSYC209 M01	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Hillis, Patrick	PSYC103 M12 PSYC103 ME50 PSYC207 M01	Adjunct	\$8,325.00	8/26/2015 To 12/18/2015
Hollenbeck, Charles	ENGL100 M07 ENGL100 M12 ENGL100 M10	Adjunct	\$8,325.00	8/26/2015 To 12/18/2015
Hopkins, Marshall	ART 117 M02 ART 117 M03	Adjunct	\$6,930.00	8/26/2015 To 12/18/2015
Iacobucci, Christine	ANTH202 M01	Adjunct	\$2,970.00	8/26/2015 To 12/18/2015
Johnson-DiMarco, Lisa	BIOL131 M03	Adjunct	\$5,197.50	8/26/2015 To 12/18/2015
Jones, Paula	BIOL114 CE66	Adjunct	\$3,180.00	8/26/2015 To 12/18/2015
Josef, Keith	CHEM101 M01 CHEM101 M02	Adjunct	\$8,325.00	8/26/2015 To 12/18/2015
Kaplan, Susan	ENGL099 M15 ENGL099 M17	Adjunct	\$8,480.00	8/26/2015 To 12/18/2015
Kecelioglu, Semra	PSYC103 M06 PSYC103 M05 PSYC103 M07	Adjunct	\$7,830.00	8/26/2015 To 12/18/2015
Keene, Kara	RDNG116 M10 ENGL099 IE62 RDNG116 M09	Adjunct	\$8,700.00	8/26/2015 To 12/18/2015
Kidder, Jennifer	GEOL101 M02 MATH095 IE62 GEOL101 M01	Adjunct	\$11,660.00	8/26/2015 To 12/18/2015
Klimaszewski, Nicolai	ART 111 M02 ART 112 M01	Adjunct	\$7,945.00	8/26/2015 To 12/18/2015
Kobre, Michael	BIOL131 ME50 BIOL114 BL1	Adjunct	\$12,768.75	8/26/2015 To 12/18/2015
Kyle, John	CAPS121 M05 CAPS131 M05 CAPS131 M06 CAPS111 M06 CAPS121 M07 CAPS111 M07 CAPS121 M06 CAPS131 M04 CAPS111 M05	Adjunct	\$11,920.91	8/26/2015 To 12/18/2015
Labuff, Cynthia	RDNG116 MLC5	Adjunct	\$4,625.00	8/26/2015 To 12/18/2015
LaBuff, Kyle	PSYC101 M04 PSYC101 M05 PSYC103 M08	Adjunct	\$8,325.00	8/26/2015 To 12/18/2015
Lange, Shirley	MATH090 ME50	Adjunct	\$3,700.00	8/26/2015 To 12/18/2015

Employee	Department	Title/Rank	Salary	Employment Dates
Lee, In Shik	ART 114 M01 ART 120 ME50 ART 110 M02	Adjunct	\$11,917.50	8/26/2015 To 12/18/2015
Leopardi, Dino	CSS 112 BL1	Adjunct	\$3,972.50	8/26/2015 To 12/18/2015
Less, Deborah	ENGL204 M02 ENGL204 M03	Adjunct	\$6,360.00	8/26/2015 To 12/18/2015
Lillard, Marketa	CHEM101 HY1	Adjunct	\$2,970.00	8/26/2015 To 12/18/2015
Lipa, Thomas	CDSC101 BL1 CDSC220 HY1	Adjunct	\$4,540.00	8/26/2015 To 12/18/2015
Loop, Jill	ENGL201 M07 ENGL204 BL3	Adjunct	\$5,550.00	8/26/2015 To 12/18/2015
Lovelace-Ross, Kristin	MATH095 ME50	Adjunct	\$4,240.00	8/26/2015 To 12/18/2015
Lower, Jeffrey	COMM140 M02 COMM140 M01	Adjunct	\$6,090.00	8/26/2015 To 12/18/2015
MacDowell, Gary	FITN215 M01	Adjunct	\$1,702.50	8/26/2015 To 12/18/2015
Manning, Kaeti	PHIL101 M01 PHIL101 IE62	Adjunct	\$5,550.00	8/26/2015 To 12/18/2015
Marie, Jill	ENGL103 M01 ENGL100 M19 ENGL100 M21	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Martin, Angela	ESL 101 M01	Adjunct	\$7,920.00	8/26/2015 To 12/18/2015
McCracken, Kathleen	COMM120 M02 COMM120 M01	Adjunct	\$3,237.50	8/26/2015 To 12/18/2015
McLane, Todd	ENVS285 F01 ENVS115 F02	Adjunct	\$2,081.25	8/26/2015 To 12/18/2015
Meyer, Denise	ART 130 ME50 ART 130 M01 ART 130 M02	Adjunct	\$11,917.50	8/26/2015 To 12/18/2015
Millman-Brown, Randi	ART 104 ME50	Adjunct	\$3,180.00	8/26/2015 To 12/18/2015
Miroiu, Mihai	FREN101 ME50	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Need, Barbara	ENGL101 M02	Adjunct	\$3,180.00	8/26/2015 To 12/18/2015
Okaru, Alfred	FITN230 M22 FITN101 M01 FITN130 M12	Adjunct	\$2,775.00	8/26/2015 To 12/18/2015
Panzer, Nina	SOCI101 BL3	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Park, Leonard	COMM235 ME50	Adjunct	\$3,237.50	8/26/2015 To 12/18/2015
Parks, Paul	ART 101 M01 HUMN232 M01	Adjunct	\$6,810.00	8/26/2015 To 12/18/2015
Perehinec, Michael	POSC213 BL1 PARA213 BL1 PARC213 BL1	Adjunct	\$2,775.00	8/26/2015 To 12/18/2015
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$6,360.00	8/26/2015 To 12/18/2015
Pittsley, Jaclyn	ENGL101 M08 ENGL101 M09	Adjunct	\$5,940.00	8/26/2015 To 12/18/2015
Plumeau, Margaret	MATH095 M03 MATH100 M01 MATH100 M02	Adjunct	\$10,600.00	8/26/2015 To 12/18/2015
Puukila, Divina	PSYC101 M02 PSYC101 M03 PSYC101 M01	Adjunct	\$7,830.00	8/26/2015 To 12/18/2015
Quick, Raymond	BUAD219 BL1	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Raethka, Timothy	HLTH205 ME50	Adjunct	\$2,970.00	8/26/2015 To 12/18/2015
Reardon, Emily	BIOL114 M01 BIOL101 M01	Adjunct	\$5,655.00	8/26/2015 To 12/18/2015
Reid, Taylor	ENVS110 M03 ENVS285 F01 ENVS115 F02 ENVS112 IE62	Adjunct	\$5,550.00	8/26/2015 To 12/18/2015
Reinbolt, Gary	COMM240 M01	Adjunct	\$3,710.00	8/26/2015 To 12/18/2015
Rice, Robert	FITN130 M11 FITN230 M21	Adjunct	\$1,387.50	8/26/2015 To 12/18/2015
Richards, David	BUAD201 BL2 POSC103 BL1 POSC103 M01	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Riedl, Jeremy	ENGL201 M03 ENGL201 M06	Adjunct	\$5,220.00	8/26/2015 To 12/18/2015
Rimmel, Becca	ENVS110 M01 ENVS110 M02	Adjunct	\$3,480.00	8/26/2015 To 12/18/2015
Ritz Deutch, Ute	GERM101 M01	Adjunct	\$3,180.00	8/26/2015 To 12/18/2015
Rombach, Kathleen	MATH100 IE62	Adjunct	\$2,970.00	8/26/2015 To 12/18/2015
Rosa, Javier	DRAF117 M01	Adjunct	\$4,207.50	8/26/2015 To 12/18/2015
Rosekrans, Linda	ENGL102 BL4 ENGL100 BL2 ENGL100 BL4	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Ross, Ronald	BUAD106 M02 BUAD109 M01 BUAD109 M02	Adjunct	\$9,540.00	8/26/2015 To 12/18/2015
Rukavena, Peter	BUAD106 M04 BUAD111 M01 BUAD106 M03	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Ruoff, Guy	HSTY101 C33 POSC104 BL1	Adjunct	\$6,360.00	8/26/2015 To 12/18/2015
Ryan, Jessica	SOCI101 M08T SOCE201 M01 SOCI101 M04 SOCI101 M08	Adjunct	\$8,910.00	8/26/2015 To 12/18/2015
Ryan, Patrick	PSYC101 BL1	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Sabol, Zenta	ACCT101 M04	Adjunct	\$4,540.00	8/26/2015 To 12/18/2015
Salk, James	PARA220 BL1 PARC220 BL1 PARA205 BL1 PARC205 BL1	Adjunct	\$5,940.00	8/26/2015 To 12/18/2015
Savoie, Raymond	ENGL100 M08 ENGL102 M03 ENGL100 M02	Adjunct	\$9,540.00	8/26/2015 To 12/18/2015
Schat, Marjolein	ENVS101 M01 ENVS101 M02	Adjunct	\$6,475.00	8/26/2015 To 12/18/2015

Employee	Department	Title/Rank	Salary	Employment Dates
Schmid, Joseph	ACCT101 CE66	Adjunct	\$4,540.00	8/26/2015 To 12/18/2015
Schoneman, Ronald	HUMS105 ME50 HUMS104 ME50 CRJU104 ME50 HUMS104 M02 CRJU104 M02	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Schrag, Kimberly	ART 120 M01 ART 120 M02 ART 110 M01	Adjunct	\$11,917.50	8/26/2015 To 12/18/2015
Schultz, Shirley	SOCI101 M01 SOCI101 M02	Adjunct	\$6,810.00	8/26/2015 To 12/18/2015
Sewell, Patrick	ENVS112 M02 ENVS105 M01 ENVS102 M01 ENVS112 M01	Adjunct	\$9,900.00	8/26/2015 To 12/18/2015
Seyfried, Matthew	ENGL204 BL1 SPMT260 HY1 ENGL204 BL2	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Sheehan, John	HSTY230 SLC1 POSC230 SLC1	Adjunct	\$5,675.00	8/26/2015 To 12/18/2015
Shululu, Daphne	ENGL101 ME50 ENGL100 ME50	Adjunct	\$5,940.00	8/26/2015 To 12/18/2015
Sinclair, Lorraine	ENGL100 M23 ENGL100 M18 ENGL100 M17	Adjunct	\$9,540.00	8/26/2015 To 12/18/2015
Sloan, Cindy	SOCI101 MLC2 SOCI101 M09 SOCI101 BL2	Adjunct	\$12,485.00	8/26/2015 To 12/18/2015
Smith, Bobby	ENVS110 IE62	Adjunct	\$1,740.00	8/26/2015 To 12/18/2015
Smith, Susan	ENGL102 IE62 ENGL101 CE66	Adjunct	\$6,360.00	8/26/2015 To 12/18/2015
Snyder, Stephen	BIOL101 HY1	Adjunct	\$3,710.00	8/26/2015 To 12/18/2015
Sperry, George	BUAD106 IE62	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Stanton, Dawn	CDSC201 BL1	Adjunct	\$2,970.00	8/26/2015 To 12/18/2015
Starmer, Ronald	ENGL102 M06 ENGL102H M07 ENGL102 M07	Adjunct	\$6,810.00	8/26/2015 To 12/18/2015
Stivers, Joan	HLTH207 M01	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Stone, Kathryn	ENGL101 I30	Adjunct	\$2,970.00	8/26/2015 To 12/18/2015
Strauf, Dale	FITN121 M01 HLTH126 M01 FITN141 M01 FITN108 M01 FITN120 M01	Adjunct	\$5,830.00	8/26/2015 To 12/18/2015
Sutton, Levi	DRAF107 M01	Adjunct	\$3,217.50	8/26/2015 To 12/18/2015
Tackill, Sherry	ENGL102 CE43	Adjunct	\$3,180.00	8/26/2015 To 12/18/2015
Tambascio, Theresa	RDNG099 M02 RDNG099 M06	Adjunct	\$7,400.00	8/26/2015 To 12/18/2015
Thomas, Seneca	BIOL104 ME50 BIOL220 M01	Adjunct	\$7,631.25	8/26/2015 To 12/18/2015
Tombasco, Raphael	RDNG116 M13 RDNG116 CE43	Adjunct	\$5,220.00	8/26/2015 To 12/18/2015
Troyer, John	ENGL100 MLC9 ENGL100 M25 ENGL098 MLC9	Adjunct	\$5,220.00	8/26/2015 To 12/18/2015
Underwood, Rehema	PSYC205 BL1	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Van de Bogart, Patricia	CSS 212 M01	Adjunct	\$3,237.50	8/26/2015 To 12/18/2015
Vazenios, George	MATH109 M04 MATH109 M03 BUAD103 BL1	Adjunct	\$9,540.00	8/26/2015 To 12/18/2015
Veshcherevich, Radmil	RUSN101 M01	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Waffner, Marcia	BUAD212 M01	Adjunct	\$2,775.00	8/26/2015 To 12/18/2015
Weatherby, Gregg	ENGL100 M22 ENGL100 M26 ENGL100 M24	Adjunct	\$9,540.00	8/26/2015 To 12/18/2015
Wee, Chia	HUMS105 BL1	Adjunct	\$2,610.00	8/26/2015 To 12/18/2015
Weed, Steve	ENGL099 M07 ENGL099 M10	Adjunct	\$7,400.00	8/26/2015 To 12/18/2015
Wells, Frances	CAPS131 M08 CAPS121 M09 CAPS111 BL3 CAPS121 BL5 CAPS111 BL4 CAPS111 M04 CAPS121 M04	Adjunct	\$9,271.82	8/26/2015 To 12/18/2015
Westlake, Winfield	BUAD103 ME50 PSYC101 M06	Adjunct	\$6,810.00	8/26/2015 To 12/18/2015
Whitaker, John	MATH090 M12 MATH090 M10	Adjunct	\$7,400.00	8/26/2015 To 12/18/2015
Whitecraft, Michele	CHEM101 ME51 CHEM101 ME50	Adjunct	\$10,215.00	8/26/2015 To 12/18/2015
Williams, Diane	BIOL102 ME50 BIOL101 ME50 BIOL101 ME51	Adjunct	\$11,917.50	8/26/2015 To 12/18/2015
Williamson, Mark	ART 101 M02	Adjunct	\$3,405.00	8/26/2015 To 12/18/2015
Wolff, Christopher	ART 120 M03	Adjunct	\$3,972.50	8/26/2015 To 12/18/2015
Wolff, Sarah	ENGL099 M05 ENGL101 M06 ENGL099 M01	Adjunct	\$10,175.00	8/26/2015 To 12/18/2015
Woods, Timothy	MATH090 M01 MATH090 M03	Adjunct	\$9,080.00	8/26/2015 To 12/18/2015
Yavits, Elizabeth	ENGL201 M08 ENGL201 C33 ENGL201 CE66	Adjunct	\$9,540.00	8/26/2015 To 12/18/2015
Young, Tammi	FITN170 M01 FITN208 M01 HLTH206 M02 RECR230 M01	Adjunct	\$8,325.00	8/26/2015 To 12/18/2015
Zaman, Hanan	ENGL101 M11	Adjunct	\$2,610.00	8/26/2015 To 12/18/2015
Howland, Morgan	Library - Library Clerk	B	\$34,923.76*	8/3/2015

Employee	Department	Title/Rank	Salary	Employment Dates
Collins, James	Facilities - Assistant Director of Facilities	3	\$61,209.00*	8/31/2015
Tadros, Christopher	Enrollment Services Specialist - Cortland Extension Center	G	\$42,479.71*	8/4/2015
Raethka, Tim	Instruction of 4 non-credit workshops-CPR for Nursing Students	Adjunct	\$800.00	8/5/2015 To 8/12/2015

September

Van de Bogart, Patricia	Campus Technology - Computer Support Associate	1	\$45,312.00	9/1/2015
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 23, 2015

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Miguel Piery	December 22, 2015	Retirement

FACULTY STUDENT ASSOCIATION

Javied Townsend	August 12, 2015	Relocating
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BISTRO

Barry Palmer	July 2, 2015	Relocating
John Svensson	August 31, 2015	Non-renewal

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JUNE 30, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JUNE 30, 2015

NARRATIVE HIGHLIGHTS	PAGE 1-2
BALANCE SHEET	PAGE 3
APPROPRIATIONS	PAGE 4-6
REVENUES	PAGE 7
CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$526,645 in a money market savings account averaging .20% interest earnings for June \$6,415,487 in savings. The maximum amount available for investment will fluctuate with a peak of \$8,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,392,544 is a slight decrease from prior month. 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 \$318,574. The interfunds account balance of \$1,967,683 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

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

FUND BALANCE - (PAGE 3)

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

TOTAL EXPENDITURES - (PAGES 4-6)

As of June 30, total expenditures amounted to \$31,446,092 or 71.9% of the 2014-2015 budget. Comparable expenditures for period three last year were \$31,594,922 or 82.6% of the 2013-2014 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$37,990,861 are 97.3% of the revenue budget. Prior year revenues were \$37,156,544, are 97% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 2013-2018 Capital Construction Budgets totals \$7,050,000. As of June 2015, \$5,222,484 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2015**

	Current Month 6/30/2015	Previous Month 5/31/2015	Previous Year 6/30/2014
ASSETS			
Cash in Demand Deposit	\$526,645	\$507,646	\$410,259
Cash in Time Deposits	6,415,487	4,264,790	5,664,890
Petty Cash	1,729	1,729	1,730
Accounts Receivable--Students	2,392,544	3,642,579	2,480,813
Accounts Receivable--Misc.	468,252	(189,800)	261,083
Prepaid Expenses	(8,523)	(12,339)	(994)
Due From Other Funds	1,967,683	2,107,547	2,219,834
Due From Sponsor Governments	0	0	0
Due From State Governments	0	74,818	0
Due From Other Governments	318,574	456,560	114,231
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$12,082,391	\$10,853,530	\$11,151,846
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$6,852	\$6,852	\$5,034
Payroll Liabilities	2,901,819	2,396,995	2,470,432
Student Financial Aid Liabilities	183,082	183,082	135,571
Accrued Liabilities	1,367,605	1,408,497	1,669,151
Due to Other Funds	1,823,406	1,772,930	1,293,998
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(92,768)	(43,251)	(31,031)
Fund Balance	1,287,772	1,376,300	1,253,269
Revenue Over (Under) Expenditures	4,604,623	3,752,125	4,355,422
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$12,082,391	\$10,853,530	\$11,151,846
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2014-2015
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2015

	PER CENT YEAR					83.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	9,631,706	9,598,969	8,363,495	1,235,474	87.13%	
Equipment	0	6,759	4,758	2,001	0.00%	
Contractual Expenses	5,585,982	5,568,040	5,760,183	(192,143)	103.45%	
Employee Benefits	<u>4,047,257</u>	<u>4,160,453</u>	<u>2,663,816</u>	<u>1,496,637</u>	64.03%	
Total Instruction	<u>19,264,945</u>	<u>19,334,221</u>	<u>16,792,252</u>	<u>2,541,969</u>	<u>86.85%</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	1,532,881	1,191,559	341,322	77.73%	
Equipment	80,000	40,000	0	40,000	0.00%	
Contractual Expenses	243,556	228,360	165,804	62,556	72.61%	
Employee Benefits	<u>661,192</u>	<u>641,852</u>	<u>381,299</u>	<u>260,553</u>	<u>59.41%</u>	
Total Academic Support	<u>2,522,404</u>	<u>2,443,093</u>	<u>1,738,662</u>	<u>704,431</u>	<u>71.17%</u>	
Libraries						
Personal Services	473,855	497,876	415,566	82,310	83.47%	
Equipment	0	12,404	10,304	2,100	0.00%	
Contractual Expenses	170,776	158,372	134,959	23,413	85.22%	
Employee Benefits	<u>203,758</u>	<u>200,103</u>	<u>132,981</u>	<u>67,122</u>	<u>66.46%</u>	
Total Libraries	<u>848,389</u>	<u>868,755</u>	<u>693,810</u>	<u>174,945</u>	<u>79.86%</u>	

APPROPRIATIONS 2014-2015(Cont.)

PER CENT YEAR

83.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,221,213	3,183,677	2,606,539	577,138	81.87%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,403,433	1,393,853	1,024,767	369,086	73.52%
Employee Benefits	<u>1,385,122</u>	<u>1,271,747</u>	<u>836,233</u>	<u>435,514</u>	<u>65.75%</u>
Total Student Services	<u>6,009,768</u>	<u>5,849,277</u>	<u>4,467,539</u>	<u>1,381,738</u>	<u>76.38%</u>
Maintenance and Operation of Plant					
Personal Services	2,277,014	2,251,388	1,781,796	469,592	79.14%
Equipment	0	800	702	98	0.00%
Contractual Expenses	931,325	916,992	575,653	341,339	62.78%
Employee Benefits	<u>979,116</u>	<u>957,651</u>	<u>570,175</u>	<u>387,476</u>	<u>59.54%</u>
Total Maintenance and Operation of Plant	<u>4,187,455</u>	<u>4,126,831</u>	<u>2,928,326</u>	<u>1,198,505</u>	<u>70.96%</u>
Institutional Support					
Personal Services	1,555,998	1,662,918	1,416,882	246,036	85.20%
Equipment	0	0	0	0	0.00%
Contractual Expenses	341,088	322,063	225,641	96,422	70.06%
Employee Benefits	<u>669,079</u>	<u>701,858</u>	<u>453,402</u>	<u>248,456</u>	<u>64.60%</u>
Total Institutional Support	<u>2,566,165</u>	<u>2,686,839</u>	<u>2,095,925</u>	<u>590,914</u>	<u>78.01%</u>
General Institutional Services					
Personal Services	1,975,567	1,972,609	1,636,131	336,478	82.94%
Equipment	20,000	10,000	5,958	4,042	0.00%
Contractual Expenses	901,931	943,139	542,110	401,029	57.48%
Employee Benefits	<u>849,493</u>	<u>861,353</u>	<u>545,379</u>	<u>315,974</u>	<u>63.32%</u>
Total General Institutional Services	<u>3,746,991</u>	<u>3,787,101</u>	<u>2,729,578</u>	<u>1,057,523</u>	<u>72.08%</u>
TOTAL APPROPRIATIONS	<u>39,146,117</u>	<u>39,096,117</u>	<u>31,446,092</u>	<u>7,650,025</u>	<u>80.43%</u>

2014-2015 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 83.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	250,000	250,000	274,699	(24,699)	0.00%
State Employee's Retirement	1,329,938	1,329,938	1,232,944	96,994	92.71%
State Teacher's Retirement	276,500	276,500	327,904	(51,404)	118.59%
Optional Retirement Fund	1,112,396	1,112,396	907,551	204,845	81.59%
Social Security	1,571,173	1,571,173	1,288,251	282,922	81.99%
Workers Compensation	202,000	202,000	198,706	3,294	98.37%
Misc Employee Benefits	110,000	110,000	101,530	8,470	92.30%
Disability Insurance	12,466	12,466	8,547	3,919	68.56%
Hospital and Medical Insurance	3,685,544	3,685,544	2,978,801	706,743	80.82%
Employee Tuition Benefits	125,000	125,000	112,575	12,425	90.06%
Life Insurance	10,000	10,000	8,253	1,747	82.53%
Vacation Benefits	85,000	85,000	70,000	15,000	82.35%
Unemployment Insurance	25,000	25,000	23,712	1,288	0.00%
Total Employee Benefits	8,795,017	8,795,017	7,533,473	1,261,544	85.66%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2014-2015
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2015**

PER CENT YEAR 83.00%

	<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	15,798,821	(423,326)	102.75%
Winter	\$93,800	\$93,800	87,763		
Summer	1,157,296	1,157,296	1,030,896	126,400	89.08%
Nonresident Tuition	1,241,100	1,241,100	1,352,369	(111,269)	108.97%
Student Fee Revenue (Tech Fee)	1,713,960	1,713,960	1,642,994	70,966	95.86%
Total Tuition	<u>19,581,651</u>	<u>19,581,651</u>	<u>19,912,843</u>	<u>(337,229)</u>	<u>101.69%</u>
Government Appropriations					
New York State	10,153,353	10,153,353	10,046,807	106,546	98.95%
Local Sponsors	4,559,180	4,559,180	3,419,365	1,139,815	75.00%
Appropriated Cash Surplus	88,528	88,528	88,528	0	
Charges to Other Counties	3,948,840	3,948,840	<u>3,866,008</u>	82,832	<u>97.90%</u>
Total Government Appropriations	<u>18,749,901</u>	<u>18,749,901</u>	<u>17,420,708</u>	<u>1,329,193</u>	<u>92.91%</u>
Other Revenues					
Service Fees	125,865	125,865	116,065	9,800	92.21%
Interest Earnings	6,000	6,000	7,942	(1,942)	132.37%
Rental of Real Property	30,000	30,000	60,200	(30,200)	200.67%
Café Commissions	47,000	47,000	0		
Contract Courses	75,000	75,000	141,737	(66,737)	188.98%
Noncredit Tuition	228,700	228,700	197,346	31,354	86.29%
Grant Offsets	152,000	152,000	109,193	42,807	71.84%
Unclassified Revenues	50,000	50,000	24,827	25,173	49.65%
Total Other Revenues	<u>714,565</u>	<u>714,565</u>	<u>657,310</u>	<u>10,255</u>	<u>91.99%</u>
TOTAL REVENUES	<u>\$39,046,117</u>	<u>\$39,046,117</u>	<u>\$37,990,861</u>	<u>\$1,002,219</u>	<u>97.30%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
JUNE 2015 TO OCT 2015**

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$4,774,165	\$6,943,861	\$6,181,932	\$4,028,656	\$8,354,061	\$5,739,061
<u>RECEIPTS</u>						
Student Accounts Receivable	\$721,982	\$750,000	\$500,000	\$500,000	\$500,000	\$500,000
Student Financial Aid	\$318,913	\$1,000,000	\$0	\$6,000,000	\$0	\$0
Sponsor Payments	\$421,717	\$718,071	\$421,724	\$0	\$0	\$421,724
Chargebacks to Other Counties	\$330,868	\$230,000	\$15,000	\$15,000	\$15,000	\$15,000
State Aid	\$2,497,273			\$2,540,405		
Repayment of Grant Fund Advances	\$42,942	\$165,000	\$55,000	\$55,000	\$55,000	\$55,000
Repayment of Capital Fund Advances	\$0	\$150,000	\$500,000	\$250,000	\$500,000	\$500,000
Other Receipts	\$139,120	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Projected Cash Receipts	<u>\$4,472,815</u>	<u>\$3,088,071</u>	<u>\$1,566,724</u>	<u>\$9,435,405</u>	<u>\$1,145,000</u>	<u>\$1,566,724</u>
<u>DISBURSEMENTS</u>						
Payments to Students	\$21,649	\$150,000	\$10,000	\$1,000,000	\$10,000	\$10,000
Accounts Payable	\$506,363	\$1,800,000	\$1,800,000	\$2,300,000	\$1,800,000	\$1,800,000
Payroll and Fringe Benefits	\$1,569,801	\$1,600,000	\$1,600,000	\$1,700,000	\$1,640,000	\$1,640,000
Grant Fund Advances	\$40,052	\$0	\$10,000	\$10,000	\$10,000	\$10,000
Capital Fund Advances	\$165,254	<u>\$300,000</u>	<u>\$300,000</u>	<u>\$100,000</u>	<u>\$300,000</u>	<u>\$300,000</u>
Projected Cash Disbursements	<u>\$2,303,119</u>	<u>\$3,850,000</u>	<u>\$3,720,000</u>	<u>\$5,110,000</u>	<u>\$3,760,000</u>	<u>\$3,760,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$6,893,846	\$6,131,916	\$3,978,639	\$8,304,043	\$5,689,042	\$3,495,765
CASH IN TIME DEPOSITS	<u>\$50,015</u>	<u>\$50,016</u>	<u>\$50,017</u>	<u>\$50,018</u>	<u>\$50,019</u>	<u>\$50,020</u>
TOTAL CASH IN TIME DEPOSITS	\$6,943,861	\$6,181,932	\$4,028,656	\$8,354,061	\$5,739,061	\$3,545,785

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 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	530,056	11,077	541,133	0
Civil Construction	452,100	341,330	120,898	462,228	0
General Construction	2,798,700	2,457,557	80,166	2,537,723	0
Mechanical/HVAC	727,900	622,436		622,436	0
Electrical	419,952	400,639		400,639	0
Plumbing	139,000	66,128	6,650	72,778	0
Network Upgrade/FFE	2,019,915	546,058	39,489	585,547	0
TOTAL	7,050,000	4,964,204	258,280	5,222,484	1,827,516

CAPITAL CASH SUMMARY

CASH BALANCE -JUNE 1, 2015

Campus Master Plan Money Market	51,365
Cash in time Deposits	1,427,051
	<u>1,478,416</u>

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
Debt Service Payment	465,000
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
	<u>465,000</u>

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	40
Investment Income - CMP	8
Chargeback Revenue	36,193
	<u>36,241</u>

CASH BALANCE -JUNE 30, 2015

Campus Master Plan Money Market	51,373
Cash in Time Deposits	1,463,284
	<u>1,514,657</u>

\$1,049,657

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JULY 31, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JULY 31, 2015

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REVENUES	PAGE 7
CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$654,254 in a money market savings account averaging .20% interest earnings for July \$5,435,966 in savings. The maximum amount available for investment will fluctuate with a peak of \$8,200,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$1,631,760 is a decrease from \$2,392,544. 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 \$62,195. The interfunds account balance of \$2,113,081 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 July 31, total expenditures amounted to \$33,821,359 or 86.4% of the 2014-2015 budget. Comparable expenditures for period three last year were \$33,849,527 or 88.4% of the 2013-2014 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$38,833,906 are 99.5% of the revenue budget. Prior year revenues were \$37,949,721, or 99.1% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 2013-2018 Capital Construction Budgets totals \$7,050,000. As of June 2015, \$5,575,181 has been committed.

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

	Current Month 7/31/2015	Previous Month 6/30/2015	Previous Year 7/31/2014
ASSETS			
Cash in Demand Deposit	\$654,254	\$526,645	\$817,808
Cash in Time Deposits	5,435,966	6,415,487	4,922,144
Petty Cash	1,729	1,729	1,730
Accounts Receivable--Students	1,631,760	2,392,544	2,206,366
Accounts Receivable--Misc.	618,291	468,252	219,126
Prepaid Expenses	(7,228)	(8,523)	11,978
Due From Other Funds	2,113,081	1,967,683	2,125,298
Due From Sponsor Governments	0	0	697,156
Due From State Governments	0	0	
Due From Other Governments	62,195	318,574	48,847
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$10,510,048	\$12,082,391	\$11,050,453
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$6,852	\$6,852	\$5,034
Payroll Liabilities	2,359,315	2,901,819	1,859,267
Student Financial Aid Liabilities	1,335,678	183,082	1,252,789
Accrued Liabilities	1,296,777	1,367,605	1,817,924
Due to Other Funds	1,452,332	1,823,406	1,054,560
Due to State Governments	0	0	
Student Tuition Collected in Advance	(125,138)	(92,768)	465,317
Fund Balance	1,287,772	1,287,772	1,253,269
Revenue Over (Under) Expenditures	2,896,460	4,604,623	3,342,293
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$10,510,048	\$12,082,391	\$11,050,453
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

	PER CENT YEAR					92.00%
	<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	9,598,969	9,010,072	588,897	93.86%	
Equipment	0	6,759	4,758	2,001	0.00%	
Contractual Expenses	5,585,982	5,568,040	5,902,826	(334,786)	106.01%	
Employee Benefits	<u>4,047,257</u>	<u>4,160,453</u>	<u>2,870,720</u>	<u>1,289,733</u>	69.00%	
Total Instruction	<u>19,264,945</u>	<u>19,334,221</u>	<u>17,788,376</u>	<u>1,545,845</u>	<u>92.00%</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	1,532,881	1,296,898	235,983	84.61%	
Equipment	80,000	80,000	0	80,000	0.00%	
Contractual Expenses	243,556	228,360	170,293	58,067	74.57%	
Employee Benefits	<u>661,192</u>	<u>641,852</u>	<u>415,007</u>	<u>226,845</u>	<u>64.66%</u>	
Total Academic Support	<u>2,522,404</u>	<u>2,483,093</u>	<u>1,882,198</u>	<u>600,895</u>	<u>75.80%</u>	
Libraries						
Personal Services	473,855	497,876	453,244	44,632	91.04%	
Equipment	0	12,404	10,304	2,100	0.00%	
Contractual Expenses	170,776	158,372	140,374	17,998	88.64%	
Employee Benefits	<u>203,758</u>	<u>200,103</u>	<u>145,038</u>	<u>55,065</u>	<u>72.48%</u>	
Total Libraries	<u>848,389</u>	<u>868,755</u>	<u>748,960</u>	<u>119,795</u>	<u>86.21%</u>	

APPROPRIATIONS 2014-2015(Cont.)

PER CENT YEAR

92.00%

	<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	3,183,677	2,843,809	339,868	89.32%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,403,433	1,393,853	1,114,596	279,257	79.97%
Employee Benefits	<u>1,385,122</u>	<u>1,271,747</u>	<u>912,800</u>	<u>358,947</u>	<u>71.78%</u>
Total Student Services	<u>6,009,768</u>	<u>5,849,277</u>	<u>4,871,205</u>	<u>978,072</u>	<u>83.28%</u>
Maintenance and Operation of Plant					
Personal Services	2,277,014	2,251,388	1,937,109	314,279	86.04%
Equipment	0	800	702	98	0.00%
Contractual Expenses	931,325	916,992	670,732	246,260	73.14%
Employee Benefits	<u>979,116</u>	<u>957,651</u>	<u>619,875</u>	<u>337,776</u>	<u>64.73%</u>
Total Maintenance and Operation of Plant	<u>4,187,455</u>	<u>4,126,831</u>	<u>3,228,418</u>	<u>898,413</u>	<u>78.23%</u>
Institutional Support					
Personal Services	1,555,998	1,662,918	1,542,419	120,499	92.75%
Equipment	0	0	0	0	0.00%
Contractual Expenses	341,088	322,063	262,982	59,081	81.66%
Employee Benefits	<u>669,079</u>	<u>701,858</u>	<u>493,574</u>	<u>208,284</u>	<u>70.32%</u>
Total Institutional Support	<u>2,566,165</u>	<u>2,686,839</u>	<u>2,298,975</u>	<u>387,864</u>	<u>85.56%</u>
General Institutional Services					
Personal Services	1,975,567	1,972,609	1,784,138	188,471	90.45%
Equipment	20,000	20,000	5,958	14,042	0.00%
Contractual Expenses	901,931	943,139	618,257	324,882	65.55%
Employee Benefits	<u>849,493</u>	<u>861,353</u>	<u>594,874</u>	<u>266,479</u>	<u>69.06%</u>
Total General Institutional Services	<u>3,746,991</u>	<u>3,797,101</u>	<u>3,003,227</u>	<u>793,874</u>	<u>79.09%</u>
TOTAL APPROPRIATIONS	<u>39,146,117</u>	<u>39,146,117</u>	<u>33,821,359</u>	<u>5,324,758</u>	<u>86.40%</u>

2014-2015 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 92.00%

	<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	276,261	(26,261)	0.00%
State Employee's Retirement	1,329,938	1,329,938	1,336,499	(6,561)	100.49%
State Teacher's Retirement	276,500	276,500	355,126	(78,626)	128.44%
Optional Retirement Fund	1,112,396	1,112,396	991,088	121,308	89.09%
Social Security	1,571,173	1,571,173	1,395,508	175,665	88.82%
Workers Compensation	202,000	202,000	198,540	3,460	98.29%
Misc Employee Benefits	110,000	110,000	109,030	970	99.12%
Disability Insurance	12,466	12,466	9,702	2,764	77.83%
Hospital and Medical Insurance	3,685,544	3,685,544	3,274,700	410,844	88.85%
Employee Tuition Benefits	125,000	125,000	114,145	10,855	91.32%
Life Insurance	10,000	10,000	9,083	917	90.83%
Vacation Benefits	85,000	85,000	77,000	8,000	90.59%
Unemployment Insurance	25,000	25,000	32,328	(7,328)	0.00%
Total Employee Benefits	8,795,017	8,795,017	8,179,010	616,007	93.00%

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

PER CENT YEAR 92.00%

	<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	15,793,353	(417,858)	102.72%
Winter	\$93,800	\$93,800	87,763		
Summer	1,157,296	1,157,296	1,023,308	133,988	88.42%
Nonresident Tuition	1,241,100	1,241,100	1,318,226	(77,126)	106.21%
Student Fee Revenue (Tech Fee)	1,713,960	1,713,960	1,642,512	71,448	95.83%
Total Tuition	<u>19,581,651</u>	<u>19,581,651</u>	<u>19,865,162</u>	<u>(289,548)</u>	<u>101.45%</u>
Government Appropriations					
New York State	10,153,353	10,153,353	10,046,807	106,546	98.95%
Local Sponsors	4,559,180	4,559,180	4,137,436	421,744	90.75%
Appropriated Cash Surplus	88,528	88,528	88,528	0	
Charges to Other Counties	3,948,840	3,948,840	<u>3,866,008</u>	82,832	<u>97.90%</u>
Total Government Appropriations	<u>18,749,901</u>	<u>18,749,901</u>	<u>18,138,779</u>	<u>611,122</u>	<u>96.74%</u>
Other Revenues					
Service Fees	125,865	125,865	112,463	13,402	89.35%
Interest Earnings	6,000	6,000	8,829	(2,829)	147.15%
Rental of Real Property	30,000	30,000	65,550	(35,550)	218.50%
Café Commissions	47,000	47,000	0		
Contract Courses	75,000	75,000	133,688	(58,688)	178.25%
Noncredit Tuition	228,700	228,700	372,565	(143,865)	162.91%
Grant Offsets	152,000	152,000	109,792	42,208	72.23%
Unclassified Revenues	50,000	50,000	27,079	22,921	54.16%
Total Other Revenues	<u>714,565</u>	<u>714,565</u>	<u>829,966</u>	<u>(162,401)</u>	<u>116.15%</u>
TOTAL REVENUES	<u>\$39,046,117</u>	<u>\$39,046,117</u>	<u>\$38,833,907</u>	<u>\$159,173</u>	<u>99.46%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
JULY 2015 TO NOV 2015**

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$4,774,165	\$6,943,861	\$6,091,949	\$3,938,673	\$8,264,078	\$5,649,078
<u>RECEIPTS</u>						
Student Accounts Receivable	\$721,982	\$760,647	\$500,000	\$500,000	\$500,000	\$500,000
Student Financial Aid	\$318,913	\$1,163,944	\$0	\$6,000,000	\$0	\$0
Sponsor Payments	\$421,717	\$718,071	\$421,724	\$0	\$0	\$421,724
Chargebacks to Other Counties	\$330,868	\$229,935	\$15,000	\$15,000	\$15,000	\$15,000
State Aid	\$2,497,273			\$2,540,405		
Repayment of Grant Fund Advances	\$42,942	\$165,034	\$55,000	\$55,000	\$55,000	\$55,000
Repayment of Capital Fund Advances	\$0	\$144,427	\$500,000	\$250,000	\$500,000	\$500,000
Other Receipts	\$139,120	\$112,968	\$75,000	\$75,000	\$75,000	\$75,000
Projected Cash Receipts	<u>\$4,472,815</u>	<u>\$3,295,026</u>	<u>\$1,566,724</u>	<u>\$9,435,405</u>	<u>\$1,145,000</u>	<u>\$1,566,724</u>
<u>DISBURSEMENTS</u>						
Payments to Students	\$21,649	\$114,607	\$10,000	\$1,000,000	\$10,000	\$10,000
Accounts Payable	\$506,363	\$2,162,631	\$1,800,000	\$2,300,000	\$1,800,000	\$1,800,000
Payroll and Fringe Benefits	\$1,569,801	\$1,579,797	\$1,600,000	\$1,700,000	\$1,640,000	\$1,640,000
Grant Fund Advances	\$40,052	\$15,004	\$10,000	\$10,000	\$10,000	\$10,000
Capital Fund Advances	\$165,254	<u>\$274,899</u>	<u>\$300,000</u>	<u>\$100,000</u>	<u>\$300,000</u>	<u>\$300,000</u>
Projected Cash Disbursements	<u>\$2,303,119</u>	<u>\$4,146,938</u>	<u>\$3,720,000</u>	<u>\$5,110,000</u>	<u>\$3,760,000</u>	<u>\$3,760,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$6,893,846	\$6,041,933	\$3,888,656	\$8,214,060	\$5,599,059	\$3,405,782
CASH IN TIME DEPOSITS	<u>\$50,015</u>	<u>\$50,016</u>	<u>\$50,017</u>	<u>\$50,018</u>	<u>\$50,019</u>	<u>\$50,020</u>
TOTAL CASH IN TIME DEPOSITS	\$6,943,861	\$6,091,949	\$3,938,673	\$8,264,078	\$5,649,078	\$3,455,802

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

	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
MASTER PLAN 2013-2018					
Architect Design/Administrative	492,433	541,133	605	541,738	
Civil Construction	452,100	462,228	3,258	465,486	
General Construction	2,798,700	2,537,723	296,463	2,834,186	
Mechanical/HVAC	727,900	622,436	16,131	638,567	
Electrical	419,952	400,639	36,100	436,739	
Plumbing	139,000	72,778	140	72,918	
Network Upgrade/FFE	2,019,915	585,547	0	585,547	
TOTAL	7,050,000	5,222,484	352,697	5,575,181	1,474,819

CAPITAL CASH SUMMARY

CASH BALANCE -JULY 1, 2014

Campus Master Plan Money Market	51,373
Cash in time Deposits	995,285
	<u>1,046,658</u>

DISBURSEMENTS

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

CASH RECEIPTS

County Payment - Campus Master Plan	144,427
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	43
Investment Income - CMP	21
Chargeback Revenue	26,445
	<u>170,936</u>

CASH BALANCE -JULY 31, 2014

Campus Master Plan Money Market	51,394
Cash in Time Deposits	1,021,773
	<u>1,073,167</u>

\$1,217,594

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2015-2016-8**

**APPROVAL OF POSITION DESCRIPTION
DEAN OF INSTRUCTION AND GLOBAL INITIATIVES**

WHEREAS, The College has determined, based on a review and analysis of the functions of the Dean of Instruction that there is a need to revise the position description and title, and

WHEREAS, the attached Dean of Instruction and Global Initiatives position description has been reviewed by Provost Council and is recommended by the President, be it therefore

RESOLVED, that the Dean of Instruction and Global Initiatives position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Clerk of the Board of Trustees 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 23rd day of September 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 23rd day of September 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Dean of Instruction and
Global Initiatives

GRADE

Management Confidential

PAGE

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ORGANIZATIONAL UNIT

Instructional Services

REPORTS TO

Provost and Vice
President of the College

APPROVED BY

Board of Trustees

SUMMARY

Directs and leads the College's instructional service areas in support of the College's Mission, Vision and Goals. Directs the planning, management, and evaluation of all educational, international/global programs and services, including curriculum development, instruction, faculty support, master course schedules, and educational services that support students and student learning. Meets with students and faculty members to address academic concerns. Works collaboratively with all departments and programs of the College in the implementation of all international/global programs and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops short- and long-range plans to provide new and/or revised programs including international student and scholars programs, courses, and academic support services to meet the future needs of the College and the community.
2. Assists the Provost with the development and implementation of the academic program at the College, including curriculum and course content consistent with applicable regulations of the State University of New York.
3. Ensures the development of effective academic support services including academic advisement, library services, the Learning Commons operations and student records retention.
4. Assists the Provost in short- and long-term academic planning.
5. Develops the master course schedule every semester in collaboration with academic chairs and advises the Provost about schedule changes and course cancellations.
6. Under supervision of the Provost, manages the instructional budget.
7. Evaluates the performance of full-time, part-time, and adjunct faculty, and meets with faculty periodically to review their work and to advise them about measures to take to improve their performance.
8. Advises the Provost on faculty personnel decisions including hiring, promotion, granting of permanent appointment, disciplinary actions, and teaching load.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Dean of Instruction and Global Initiatives	Management Confidential	2 of 3
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Instructional Services	Provost and Vice President of the College	Board of Trustees

9. Initiates adjunct faculty and overload contracts. Working with academic chairs, recruits adjunct faculty.
10. Responsible for providing direction and supervision over all Global Connections programs and initiatives including Summer Global Connections, Global Traditions, Global Disney, Global Studies, Global ESOL, and Global Professions.
11. Provides leadership in the implementation and assessment of international programs, initiatives, and services, as well as campus internationalization efforts.
12. Responsible for international partnership program management.
13. Develops and encourages faculty and staff participation in cooperative endeavors with overseas initiatives; working with faculty to internationalize the curriculum and increase global experiences for students through such agencies as the Fulbright Commission.
14. Responsible for providing direction and development of opportunities for staff and student exchanges.
15. Meets with students to address academic issues and handle complaints. Works directly with faculty to resolve such issues.
16. Acts as administrative co-liaison to the College Teaching Center to support faculty development.
17. Ensures 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.
17. Directs the staff of the Dean of Instruction. Ensures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, 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.
18. Serves on Executive Council, Provost's Council, Leadership Council and other College committees. Performs other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Dean of Instruction and
Global Initiatives

GRADE

Management Confidential

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ORGANIZATIONAL UNIT

Instructional Services

REPORTS TO

Provost and Vice
President of the College

APPROVED BY

Board of Trustees

SUPERVISION

Types Supervised (check each category):

 X Classified Staff
 X Administrative
 X Faculty
 X Adjunct faculty, students, etc.

Indicate number of direct reports in each
category:

 2 # of Classified Staff
 3 # of Administrative
 2 # of Faculty
~250 # of **Adj.** faculty, students, etc.

MINIMUM QUALIFICATIONS

M.S. in Education or content area, and a minimum of five years of administrative and/or teaching
experience in higher education.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2015-2016-7**

**APPROVAL OF POSITION DESCRIPTION
MANAGER OF ENTERPRISE SYSTEMS**

WHEREAS, the College has determined, based on a review and analysis of the Campus Technology Department, that there is a need to create a Manager of Enterprise Systems position description, and

WHEREAS, the attached Manager of Enterprise Systems position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Manager of Enterprise Systems 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 23rd day of September 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 23rd day of September 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Manager of Enterprise Systems

GRADE

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Chief Information Officer

APPROVED BY

Board of Trustees

SUMMARY

The Manager of Enterprise Systems is responsible for the design, maintenance, operation, and integration of key enterprise class information technology systems. Responsible for the College's student information system and all related enterprise information systems. Collaborates with administrative and academic departments to ensure that all enterprise information systems and related architecture work to support the College's mission and core goal of student success. Develops and manages projects that redefine business processes and provides technical solutions which increase efficiency improve service. Ensures service is provided to users including faculty, staff, and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leads, directs, and supervises the enterprise systems staff in Campus Technology. Manages a wide range of complex information technology projects. Responsible for the complete systems development life cycle: planning, analysis, design, implementation, and maintenance. Identifies resources needed and assigns tasks to appropriate staff. Reviews projects to ensure they fulfill client requirements and meet department standards.
2. Develops, manages, and executes short and long range projects in order to provide information systems and related architecture which support College's educational mission and strategic objectives. Assists in broader matters of planning, service management, infrastructure oversight, and project implementation as part of the Campus Technology council reporting to the CIO.
3. Collaborates with other departments/divisions to define opportunities to develop technology solutions.
4. Maintains integrity, security, and functionality of databases of the College. Responsible for the database administration of the College's information systems. Responsible for the secure and timely integration of data.
5. Maintains the web servers of the College. Responsible for the administration of on-premises and cloud-based web applications and web services.
6. Responsible for client/server and web software components contained in the College's enterprise software systems. Ensures timely upgrades of enterprise software systems. Researches changes and coordinates software upgrades.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Manager of Enterprise Systems

GRADE

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Chief Information Officer

APPROVED BY

Board of Trustees

7. Develops web, client, and server based applications based on user requests and College priorities. Conducts business analysis, programming, documentation, implementation and training.
8. Develops and maintains technical and operational documentation. Develops training material and programs for College employees in the use of software applications.
9. Collaborates with vendors and other technical support personnel to aid in the solution of problems regarding enterprise information systems.
10. Acts as campus liaison to enterprise software vendors and maintains strategic partnerships. Works with SUNY staff to support and deploy technology services.
11. Represents the College to external agencies and professional associations involved with Information Technology.
12. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, 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. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of services within the budgetary constraints imposed by the College.
14. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

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

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Manager of Enterprise Systems

GRADE

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Chief Information Officer

APPROVED BY

Board of Trustees

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science/Information Systems or closely related field and three years of directly related work experience or Associate's degree in the same field with five years of direct experience. At least one year of experience managing a project team. Must have the following experience: web programming using server-side scripting, client-side scripting and markup languages such as ASP/ASP.Net, JavaScript and XML; experience utilizing Windows application development tools such as Visual Studio or Microsoft Access; and experience working with relational databases such as SQL Server.

TO: Board of Trustees
FROM: Carl E. Haynes, Ph.D., President
DATE: September 22, 2015
SUBJECT: President's Report to the Board

ENROLLMENT/BUDGET

Our enrollment for the fall semester is approximately 1.5 percent down from our budget expectations of -4.3 percent. This is much improved from where we were earlier in the summer. In meetings with colleague community college presidents last week, I learned that with one exception of a college whose enrollment was pretty flat compared to last year, the others were all down in the 3 to 12 percent range. Our slight decrease from budgeted expectation is a much improved budgetary picture compared to our situation of a year ago.

FARM TO BISTRO PROPERTY

Farm – The barn and associated systems have been completed. The House is now occupied by Todd and his family but there are some punch list items that need to be completed. The main driveway has been improved with additional width and culverts being added. The work on finishing the paving of the driveway is projected to be complete by the end of the month. The solar array was scheduled to be started on 9/16/16 but has been pushed back due to a delay in the shipment of the panels to the contractor. We have not yet been informed about the new construction schedule.

Culinary Center – The negative air pressure at Coltivare is still a work in progress. We again met with the contractors on site with the express purpose of getting final reading on both of the exhaust and supply air flows for the systems. The result of the meeting was that the tests that were done did not make sense from an air balance point and we agreed to test the systems at different locations in the ducts to determine what the true air flows were. We now have this information and we are actively pursuing the contractors to supply us with alternatives to resolve the issue.

MASTER PLAN

The work on the master plan has been completed with only punch list items being left open. Furniture is now in place for all of the new and renovated spaces except for the new portable stage which is expected to be on site by the middle of October.

OTHER MATTERS

From July 31 through August 14, I was away from the office on vacation.

On August 19, we welcomed back our faculty and staff. I provided welcome remarks and an update on enrollment and budget.

Also on August 19, I attended the Vector Scholars Lunch where I met many of our new students who are participating in this new support program. The students were then deep in the pre-semester transition program.

On August 24, I, together with Chairperson Burns, and Provost Conners, met with Bruce Tytler and Olu Roberts, newly appointed members of the Board of Trustees, for an orientation meeting.

Also on August 24, we held an Executive Committee meeting of the Board of Trustees for action on the capital payments for August.

On August 28, I participated in the Ribbon Cutting Ceremony for the re-opening celebration/dedication of the Ithaca Commons.

On September 1, I, together with Provost Conners, Deans Carl Penziul and Bruce Ryan, and Victoria Zeppelin, Director of CollegeNow, hosted Margo Martin, the new Superintendent of the Groton Central School District, to lunch where we discussed current initiatives, as well as possible future collaborations between our institutions.

On September 10, I attended the Tompkins County CEO Roundtable discussion at the Tompkins County Chamber of Commerce.

On September 13, Sue and I hosted our annual recognition event to honor all of our employees who had been promoted or otherwise recognized for outstanding achievement this past year. There were approximately 60 people who attended, including our Student Trustees, staff, and members of their respective families.

On September 15, Dean Taetzsch and I traveled to Ithaca to attend the public hearing on the Empire State Development Grant that the Foundation had received for our Farm to Bistro initiative. In addition to a facilitator and a recorder, the Empire State Development Project Manager, Omar Sanders, was present. There were no members of the public attending the hearing, which was a formal step in the process of eventually receiving our funds.

Also on September 15, my wife Sue and I hosted the annual Foundation Donor Recognition Celebration at our home. There were approximately 60 people in attendance. Dr. David Flaten attended and introduced three students who all spoke about their study abroad experiences in Colombia, most of whom had received funding support from the TC3 Foundation. One other student spoke about the Wine Marketing Program. Additionally, I provided highlights and updates about the College.

On September 16 and 17, I traveled to Cooperstown, New York, to attend a meeting of the New York Community College Association of Presidents.

Also on September 17, Trustee Roxann Buck and I participated in a panel discussion at the New York Community College Trustees' (NYCCT) annual Trustee Institute. The panel topic was "Successful Relationship Models and Structures for Effective Communication, Governance, and Operations." The President and a board member from Corning Community

College, Genesee Community College, and Mohawk Valley Community College also participated.

On September 18, I participated in the inaugural celebration for the new President of Cornell University, Elizabeth Garrett.

Also on September 18, Lieutenant Governor Kathy Hochul had contacted us through Empire State Development requesting a tour of Coltivare. Denis Boucher, Khaki Wunderlich, one of our students, Paul Bethoney, and I greeted the Lieutenant Governor and provided a tour of our facilities. Additionally, Chef Brosseau provided hors d'oeuvres for the Lieutenant Governor and her staff and Todd McLane provided some vegetables that Khaki Wunderlich arranged in a nice basket for her to take home with her. The Lieutenant Governor was very impressed with the facility and our overall program and expressed a strong interest on another visit to the area to also visit our farm.