



VISION

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

MISSION

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

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

BOARD OF TRUSTEES

THURSDAY, OCTOBER 22, 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 – September 23, 2015
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – None.
 - b. Organizational Capacity – None.
10. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives)

11. Information Items:
 - a. Human Resources Updates
 - b. Annual Contracts 2015-2016
12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
13. Standing Reports:
 - a. College Forum – Corrina Struzick and Jonathan Walz-Koeppel, Co-Chairs
 - b. Faculty Student Association – Amy Trueman
 - c. Tompkins Cortland Community College Foundation, Inc.
 - d. Chairperson’s Report – Elizabeth Burns
 - i. Board Retreat Agenda
 - ii. Board Dialogue Sessions
 - 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
14. Upcoming Events:
 - a. Board of Trustees Retreat – November 12, 2015 – 2:00 p.m. – Coltivare
 - b. Thanksgiving Holiday – College Closed – November 26/27, 2015
 - c. Next Meeting – December 3, 2015
 - d. December Graduate Recognition Ceremony – December 11, 2015
15. Dialogue Session – “College of the Overwhelmed” – High Needs Students
16. Executive Session for Discussion of President and Board Evaluations (no action to be taken)
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
SEPTEMBER 23, 2015
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, Arthur Kuckes, Matt McSherry, Olu Roberts, Raymond Schlather, and Bruce Tytler

EXCUSED: Judy Davison, Dammi Herath

ABSENT: None

COUNTY

LIAISONS: Mike Lane and John Troy

STAFF: Jim Collins, John Conners, Tim Densmore, Carl Haynes, Jasmine LaMontain, Cathy Northrop, Carl Penziul, Walter Poland, Christine Shanks, Blix Taetzsch, Jim Turner, and Jonathan Walz-Koeppel

GUESTS: None.

1. **Call to Order:** The meeting was called to order at 5:33 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. McSherry; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes:** Dr. Coates asked that the date for the July meeting be corrected to July 16 on the agenda. Dr. Coates then moved that the minutes of the July 16, 2015, Annual Meeting; July 16, 2015, Regular Meeting; and the August 24, 2015, Executive Committee Meeting be approved as presented; seconded by Ms. Buck; carried unanimously.
 - 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:** The following new employees were introduced to the Board: Provost Conners introduced Christine Shanks, Faculty member and Chair of Graphic Design. Assistant Professor Shanks mentioned that she has

started a student club. Provost Connors also introduced Jasmine LaMontaine, Biology Lab Technical Specialist. Ms. LaMontaine is a TC3 alum and filled this position on a temporary basis in the spring. Jim Turner introduced Jim Collins, Assistant Director of Facilities.

- 8. Communications:** President Haynes shared communication from the Center for Digital Government regarding the *Best of NY* award that TC3 received for “Best In-House Developed Application – New Student START Appointment Self-Scheduling System.” Tim Densmore, CIO, provided detail on the application and the award. President Haynes also mentioned an article in the *Central New York Business Journal* on TC3’s farm to bistro initiative. Walter Poland had provided information to the Community Colleges for International Development (CCID) and TC3 was featured in the CCID Spotlight. This was a very well written article and is seen by a worldwide audience. President Haynes also mentioned that students in one of our wine marketing courses made their own wine this year and one of their wines won “Double Gold” and “Best in Class” and that same wine went on to win “Best in Show” at the New York State Fair, having competed against approximately 345 others. The wine was featured at the TC3 Foundation recognition event at President and Mrs. Haynes’ home.
- 9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
- 10. College-wide Goals:**
 - a. Student Success – Transition of Global Initiatives – Walter Poland and Carl Penziul:** Walter Poland spoke to his role as President’s Assistant for Global Initiatives. Mr. Poland will be working closely with partnership and program development initiatives. Dean Penziul has worked closely with Mr. Poland for the past year and a half and the administrative duties for the office have been transferred to Dean Penziul (i.e., building a knowledge base and staff in the Global Office). Dean Penziul met with the Global Initiatives Council to discuss the future and look at new areas of focus. In the past that committee spent a significant amount of time looking at study abroad opportunities. Over the past year, Tina Stavenhagen-Helgren became liaison to the faculty for study abroad and David Flaten became the liaison for Fullbright Scholars. This year we have a foreign language consultant on campus as part of the Fullbright Program. Initiatives are planned for international education week. Dean Penziul said his travel to visit our international partners will be limited; Mr. Poland and Jorge Huayhuaca will continue to do the international partner visits and will advise Dean Penziul as to possible initiatives. Mr. Schlather said he has noticed that the relationships that Mr. Poland and Mr. Huayhuaca have built with our international partners have been very important and hopes that we will have someone who will be able to work on these relationships in the future. There will be a position search to replace Mr. Huayhuaca when he retires and it is hoped that the position will be reframed in a way that would be clearly the

outreach and relationship building role, also fulfilling the connection with our partners and our staff. Mr. Kuckes asked how many international students we have on campus, how many of our students participate in study abroad, and how do these students pay for these opportunities. Mr. Poland mentioned that we have international students in several different categories attending TC3, which totaled approximately 450 international students on campus this past year. There were 170 students here in the summer for the 10-week Global Connections Program; 30 international faculty here in the summer with the intensive English for Speakers of Other Languages Institute (SIEI), and another 86 students here sponsored by the Dominican government for an ESOL program. There are approximately 100 international students in attendance during the regular academic year. This number fluctuates from year to year, but routinely runs at approximately 400 international students every year. Over the next few years we would like to keep that combination going, as well as find ways to recruit more international students to attend the traditional semester/year and attend for two years. We currently have approximately 50 to 60 study abroad students each year and are hoping to be able to increase the number of study abroad opportunities. We have one of the largest numbers of community college student participation in short term study abroad. Federal financial aid will allow for one semester of international study, but that doesn't accommodate the typical costs of such a program. For our students participating in study abroad, paying for the opportunity comes from a combination of methods – personal commitment, funding from the TC3 Foundation through a scholarship program (where we have approximately \$10,000 available each year to students that study abroad), and financial aid. We are just now participating in an opportunity where more international students will be sponsored through their own government (e.g., Dominican Republic) scholarships.

- b. Organizational Capacity – New Structure in Computer Technology – Tim Densmore:** Tim Densmore, newly appointed CIO, mentioned that he has been at the College for 15 years and is an alum of TC3. His previous role was Director of Enterprise Systems. He spoke to the position description on the consent agenda for the new Manager of Enterprise Systems, which will be picking up some of his previous duties. That position will oversee three of the staff who were previously direct reports to the Director of Enterprise Systems. The staff in the OneCard Office and Online Learning Systems will continue to report to Mr. Densmore in his new role. Mr. Densmore also spoke to the elimination of the AV Aide position, putting that staff member into a new Computer Support Associate position who will be working closely as a front line person for online learning. The Manager of Enterprise systems is particularly important in terms of assistance in examining security, equipment funding, and prioritizing. Mr. Schlather said that laypersons have a notion that storing information in the Cloud is not as secure. Mr. Densmore said that at this point our whole e-mail system is in the Cloud and said that the best analogy is a safety deposit box in your home compared with the reality that a safety deposit

box in a bank is better able to be kept secure. That is one of the features of added security in the Cloud. Mr. Densmore said he would like to return to the Board for a presentation on our security posture as soon as the new security plan is complete. President Haynes mentioned that our new auditors will include a closer look at our technology security. Information security is a hot topic at the SUNY level.

- 11. Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives:** Provost Connors spoke to his written report and mentioned that future reports will include information for the global arena. Provost Connors provided lavish praise for Mr. Densmore's leadership during the major technology failure last week. President Haynes and Provost Connors have approved searches for an ESL faculty, and one to three English faculty positions. There are two or three other faculty areas that are in need, as well, but English clearly comes up as a priority to us as an institution. Provost Connors also spoke to the initiative that was undertaken this semester where the faculty were freed up during the first three weeks of the semester to provide more time for the students/student engagement. A survey has been sent out to see how the faculty felt this helped students and to allow faculty an opportunity to provide other ideas on how to increase student engagement.

12. Information Items:

- a. **Human Resources Updates** – No discussion.
- b. **Compliance Report** – President Haynes mentioned that it takes a lot of work to complete this report, but it is a way of confirming to the Board how the College is doing in complying with all of the regulations, etc., and what the cost is to be in compliance. It takes the equivalent of 14 FTE staff devoted to perform work to stay in compliance with all of the regulations, etc. Even though our employment at the College has gone down, the same number of staff are responsible for compliance. There are a couple of people at SUNY who feel all of the colleges should complete a report such as this. Mr. Schlather asked how much time we spend creating this report. Each area submits updates to the report and for some areas it requires more work. At the same time, it is useful because it gives us an idea of what we need to do, and it also brings to light whether or not we are in compliance.
- c. **Professional Development Report** – President Haynes spoke to the semi-annual report on professional development. He said that approximately 98 faculty and staff participated in a professional development opportunity, or about 35% of our employment base. When you put that in the context of budget cuts, it is remarkable that we are still able to commit to professional development. This is all self-reported. So it is fair to say that there are more people who are participating in professional development opportunities than are listed in the report.

- 13. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Mr. Schlather moved that the Consent Agenda be approved as presented; seconded by Mr. McSherry; carried unanimously.
- a. **Capital Payments** – No discussion.
 - b. **Appointment of Personnel** – No discussion.
 - c. **Treasurer’s Report – June 30, 2015** – No discussion.
 - d. **Treasurer’s Report – July 31, 2015** – No discussion.
 - e. **Approval of Position Description – Dean of Instruction and Global Initiatives** – This is basically a title change to reflect the duties of position and was discussed during the presentation portion of the meeting.
 - f. **Approval of Position Description – Manager of Enterprise Systems** – Mr. Densmore spoke to this position description during the presentation portion of the meeting.
 - g. **Ratification of August 24, 2015, Executive Committee Action** – No discussion.

14. Standing Reports:

- a. **College Forum** – Co-Chair Jonathan Walz-Koeppel reported that in conjunction with what Provost Connors had mentioned about a moratorium on meetings during the first three weeks of the semester, the College Forum had postponed their first meeting until after the first three weeks. He said that members of the College Forum did attend the activities fair to recruit students as members of the College Forum.
- b. **Faculty Student Association** – Dean Taetzsch reported on the first meeting of the FSA for the semester. She said that the meeting primarily consisted of departmental reports and updates as well as working on the bylaws of the organization to revise them accordingly.
- c. **Tompkins Cortland Community College Foundation, Inc.** – The Foundation Board met on September 1. A Farm to Bistro update was provided by Dean Blixey Taetzsch and the Board approved two resolutions: Resolution 2015-2016-01/Thaler/Howell Foundation Challenge Grant Acceptance and Resolution 2015-2016-02/Mildred Faulkner Truman Foundation Grant Acceptance. For a second year in a row the Foundation Board had 100% giving. The annual campaign ended on August 31, and in addition to the \$1 million contribution, \$310,581 was raised. A discussion took place regarding board recruitment for 2015-2016. Several board members and staff toured the TC3 Farm after the board meeting. A donor thank you event was held at President and Mrs. Haynes’ home on September 15 with 60 people attending and Professor David Flaten, co-instructor of the Columbia Study Abroad trip introduced TC3 students: Maria Alfaro, Jill Blanchard, and Nathan Miller and they presented on their trip. Christopher Circelli, Wine Marketing student also attended and interacted with the guests. A joint board retreat will take place on Wednesday, October 14 at

Coltivare, time to be announced. The Fall Scholarship Ceremony will take place on Monday, October 19 at noon in the new forum.

- d. Chairperson's Report** – Chairperson Burns introduced Bruce Tytler as the newest member/Governor's appointee to the Board of Trustees. She also congratulated President Haynes on being the recipient of the Northeast Regional CEO Award from ACCT. Ms. Buck reported on the NYCCT Conference and mentioned that Mr. Roberts was the “star” of the conference. She mentioned that some of the presentations centered more on student success than on completion. President Haynes mentioned that it is difficult to measure student success. He said he will be attending a meeting with the Chancellor and feels that there may be encouragement for us to provide more certificate type programs. Assemblywoman Deborah Glick, Chair of the Assembly Higher Ed Committee, provided some insight on what might have happened during the last budget cycle and hints on how to change that for next year. It was suggested that this might be a topic for discussion during the Board retreat dinner – steps we can be involved in and organizing an advocacy effort. There was consensus to begin the retreat at 2:00 p.m. at Coltivare. President Haynes and Ms. Buck participated on a panel discussion at the NYCCT Conference about president and board relations and at the Awards Banquet, President Haynes' ACCT Award was mentioned even though he was not able to be in attendance as he had to travel back to Ithaca to participate in the inauguration of the new President at Cornell University. Ms. Buck brought the NYCCT recognition award to the Board meeting at presented it to President Haynes.
- e. Liaison Report (Cortland County)** – Mr. Troy reported that the Legislature is in budget season. Other items being discussed by the Legislature are the landfill, possibility of a new jail, an assigned counsel program, and the fact that the entire Legislature is up for re-election this year with 16 out of the 17 running unopposed. The Republicans will have the majority again and the current Chair Don Boyden will be re-elected as the Chair. Mr. Troy said he won't be able to attend our next Board meeting because it is the same night as the regular Cortland County Legislature meeting.
- f. Liaison Report (Tompkins County)** – No report.
- g. Student Trustee's Report** – Mr. Roberts reported that the Student Government Association (SGA) membership has increased. More than 300 students attended the Get Connected Fair where there were 30 tables set up with information on student clubs and activities. An initiative has been started among student leaders to network with all of the clubs. Mr. Roberts also spoke about his attendance at the NYCCT Conference in Cooperstown. He said it was a great conference and a great experience. He was able to network with other student trustees and share ideas on student success and retention. He said that several student trustees shared initiatives that were working for their

campus. They were very impressed to learn about the Vector Scholarship Program.

- h. President's Report** – President Haynes spoke to his written report. There will be a memorial service for Bob Ross on October 17, which unfortunately he will not be able to attend, as he will be in San Diego at the ACCT Conference accepting his Regional CEO Award. Walter Poland will be share remarks on behalf of President Haynes and himself at 2:00 p.m. that day at the Methodist Church in Skaneateles. Part 2 of the Strategic Plan will go out on Friday and Part 3 will be sent out mid-week next week, together with an agenda for our Fall Day College-wide Retreat during which Dr. Melinda Mechur Karp, Assistant Director for Staff and Institutional Development, Community College Research Center, Columbia University, and Molly Jackson, Associate Vice President, SimpsonScarborough, will be providing presentations. There will be breakout sessions for faculty and staff to provide feedback on the critical questions and priorities. President Haynes said that the Board may want to choose to make the Strategic Plan one of the dialogue topics for the year. Before we come back to the Board for its full endorsement, President Haynes will provide the Trustees with a copy of each part of the Strategic Plan that is sent out to the College community for your review.

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

- Ms. Buck moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Mr. Kuckes; carried unanimously. The meeting convened into executive session at 7:31 p.m.

The meeting reconvened in regular session at 7:51 p.m.

16. Upcoming Events: No discussion.

17. Adjournment: Mr. McSherry moved that the meeting be adjourned; seconded by Mr. Roberts; carried unanimously. The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: October 19, 2015

Re: October Report

Emerging Scholars Program – Our faculty diversification effort has been given a new name, the Emerging Scholars Program. I have recruited members of the ESP steering committee, which will soon finalize our recruiting processes and make the call for candidates. We are on schedule to have our first emerging scholar in place and in graduate school next Fall, which would lead to that person beginning work as a member of the full-time faculty in Fall 2018.

Web site changes – Campus Technology has finished a major update of the “My TC3” interface, giving it a more contemporary look and making it significantly user-friendly. It now features a single sign-on capability, for which students have asked for some time. Early indications are that students and staff have found the changes quite helpful. As part of this initiative, we now have an improved password recovery process, which has again support user-friendliness and reduced staff workload.

Financial Aid - default rate – Our Financial Aid Office has received notification of significant advances in the reduction of our three-year student loan default rate. This rate, which had stood at 25.7% for the entering class of 2009, had been reduced gradually over the past two years to 23.5% and then 21.4%. The most recent report, for the class entering in Fall 2012, shows that the rate has declined all the way to 16%. The College had once had the seventh highest default rate for New York Community colleges, and now we rank twelfth. This achievement – which has great meaning to the College and very tangible meaning for our students – has been the result of very substantial efforts by many colleagues both in the Financial Aid Office and outside it, and it holds the promise of continuing improvement.

Global updates – 1) The Coordinator of Global Programs search process is nearing completion, with expectations that the position will be filled in November. 2) Final plans are in process for collaboration with SUNY Cortland in Study Abroad programs; when in place, this agreement will allow students from both campuses to participate in the full range of offerings available. 3) The TESOL workshop is still in the planning process while we work with colleagues at Cortland to develop means of meeting the specific needs of international partners. The target for offering the workshop will be summer 2016. 4) International Education Week will be observed on campus from November 16 through 20. The focus will be on the cultures of those countries in which we sponsor study abroad opportunities (Cambodia, Colombia, Ireland, Italy, Nicaragua, Spain).

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of October 14, 2015

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Admissions Advisor	August 2015	June 29, 2015	July 24, 2015	Hired Marlo Colletto 09/23/15
Coordinator of Global Programs	September 2015	July 28, 2015	August 2015	Conducting Interviews
Manager of Enterprise Systems	November 2015	September 29, 2015	October 30, 2015	Accepting Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Project Assistant (1)	Student Success Services	October 26, 2015	Accepting Applications
Project Assistant (1) (Grant Funded)	Strategic Corporate & Community Partnerships	November 1, 2015	Accepting Applications

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Teacher Aide	Child Care Center	October 2015	Accepting Applications
Facilities Maintenance Worker	Residence Life	November 2015	Hired Mark Vidulich

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Line Cook	TC3 Bistro	October 2015	Accepting Applications
Dishwasher	TC3 Bistro	October 2015	Hired Robert Grunder
Host/Hostess	TC3 Bistro	October 2015	Accepting Applications
Server	TC3 Bistro	October 2015	Accepting Applications
Catering and Events Manager	TC3 Bistro	October 2015	Conducting Interviews

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of October 14, 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: Blix Taetzsch
FROM: Kevin Caveney
DATE: October 12, 2015
RE: 2015-2016 Annual Contractual Agreements

Annually the administration provides the Board of Trustees with a list of contracts that will be generated each year for the services below. The contractual agreements for the fiscal year 2015-2016 are outlined below.

I. Outside Groups Using Tompkins Cortland Facility:

A. Food and Vending Services

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

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

More recently, the College has been working with American Food and Vending to renegotiate some of the terms of the 2009 amended contract to allow for the reduced numbers of students in campus housing (thus the meal plan program). This amendment is expected to be presented to the Board for approval at the December 3, 2015 meeting.

II. Other:

A. EMT/AEMT Program

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

B. Employee Assistance Program

The College has contracted with the Family and Children's Service of Ithaca's Employee's Assistance Program for many years. This organization provides employee assistance in the area of counseling, career and life skills, family issues, and related services. The College paid \$4,045.00 for these services for 2014-2015. The estimated cost for 2015-2016 is currently being determined.

C. Trash Removal

The College will again contract with Casella Waste Services of Newfield, New York for Trash and Recycling Services for 2015-2016, at an approximate estimated cost of \$18,460.00. The Request for Bid included a one year extension option for 2016-17, for which Casella offered at \$18,854.00. Five Requests for Bid were sent to potential local vendors, and were publicly advertised. Of the five vendors contacted, two vendors provided bids, with Casella being the lowest for overall services.

In 2009 the College began looking at the feasibility of a composting program in partnership with Cayuga Compost and Tompkins County in an attempt to offset costs, and to help meet the sustainability objectives of the College. This has been implemented and is to be continued at a projected cost of approximately \$1,000 for the 2015-2016 Fiscal Year.

D. Snow Removal

The College has not required snow removal from an outside source in for the past two years, as the College's grounds crew has handled all of the snow removal. Based on the non-use of their service, the college's former provider for this service, Becker Industries, does not wish to continue a formal 'on-call' agreement, nor is it likely that other providers would. In consultation with grounds crew, it has been determined that the need for an outside source would be only under extraordinary emergency circumstances, and an outside provider could be sought in such case. Becker has indicated that they could be contacted if needed.

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

Capital Payments/Master Plan	Amount	Subtotal	Grand Total
 Administrative			
American Storage Trailer (PO #30827) Storage, Invoices 3979,4049	\$180.00		
Total Administrative		\$180.00	
 Electrical			
Matco (PO#29977) Pay App #14, Electrical	\$3,677.62		
Total Electrical		\$3,677.62	
 Design Services			
Holt Architects (PO #29384) Invoice #213034027, Design Services	\$14,100.31		
Total Design Services		\$14,100.31	
 FFE			
Office Master (PO #30614) Chairs, Invoice #IV191375	\$14,356.16		
Presentation Concepts (PO #30579) SmartClassrooms/AV Equipment Invoice #1072	\$18,330.00		
SICO America (PO #30613) Tables, Invoice #1504349	\$20,221.43		
Tiger Direct (Pd w/Card) Power Strips	\$168.57		
Total FFE		\$53,076.16	

Capital Payments/Master Plan	Amount	Subtotal	Grand Total
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Mechanical/HVAC

Tag Mechanical Systems (PO #29975) Invoice #14147-13	\$12,331.00		
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Total Mechanical/HVAC		\$12,331.00	
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Plumbing

Brosh Mechanical (PO #29976) Application #10, Plumbing	\$2,863.25		
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Total Plumbing		\$2,863.25	
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Total Capital Payments/Master Plan			\$86,228.34
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**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2015-2016-9**

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 22nd day of October 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 22nd day of October 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Thursday, October 15, 2015
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
May				
Archer, Holly	Vector Scholars Program Coordinator	Adjunct	\$4,732.80	05/27/2015 To 06/27/2015
June				
Young, Tammy	CollegeNow Faculty Liaison-Health & Fitness Dept.	Adjunct	\$102.50	06/22/2015 To 08/28/2015
August				
Drake, Melvyn	MUSIC118-M01, MUSI128-M01	Adjunct	\$984.00	08/16/2015 To 12/18/2015
Curran, Kerry	Attend opening meeting for F15 semester Coordinate	Adjunct	\$105.72	08/19/2015 To 08/21/2015
MacDowell, Gary	Fitness courses (shared w/ Patrick Mercer) Coordinate	Adjunct	\$315.18	08/19/2015 To 12/21/2015
MacDowell, Gary	Health courses	Adjunct	\$560.32	08/19/2015 To 12/21/2015
Olson, Rich	Engineering duties in television studio	Adjunct	\$13,000.00	08/19/2015 To 08/18/2016
Price, Lee	Program Chair - EMT	Adjunct	\$2,775.00	08/19/2015 To 12/21/2015
Abbey, Sheila	Forum Secretary	Adjunct	\$949.31	08/26/2015 To 12/18/2015
Archer, Pamela	BUAD203 M02 CAPS121 IE62 CAPS111 IE62 BUAD203 M01	Adjunct	\$7,708.95	08/26/2015 To 12/18/2015
Arnold, Melanie	COMM110 ME50 COMM115 M01 COMM110 BL1 COMM245 M01	Adjunct	\$9,364.04	08/26/2015 To 12/18/2015
Gillis, Andrew	ART290-M48	Adjunct	\$984.00	08/26/2015 To 12/18/2015
Lipa, Thomas	Additional compensation for enrollment above 20 students in CDSC101-BL1	Adjunct	\$150.00	08/26/2015 To 12/15/2015
Lipa, Thomas	CDSC101 BL1 CDSC220 HY1	Adjunct	\$4,540.00	08/26/2015 To 12/18/2015
McMahon, Maria	Independent Study-ART115-ME50 and ART116-ME50 (J. Burhands, A. Curtis, M. Macomber, A. Perez, S. Sullivan)	Adjunct	\$2,460.00	08/26/2015 To 12/18/2015
Meyer, Denise	ART276-M49	Adjunct	\$984.00	08/26/2015 To 12/18/2015
Park, Leonard	COMM265-M49C	Adjunct	\$3,237.50	08/26/2015 To 12/18/2015
Raethka, Timothy	HLTH205 ME50 HLTH205 M01	Adjunct	\$5,940.00	08/26/2015 To 12/18/2015
Sheehan, John	HSTY230 SLC1 POSC230 SLC1	Adjunct	\$5,675.00	08/26/2015 To 12/18/2015
Sloan, Cindy	Additional compensation for enrollment above 20 students in SOCI101-BL2	Adjunct	\$100.00	08/26/2015 To 12/18/2015
Stanton, Dawn	Additional compensation for enrollment above 20 students in CDSC201-BL1	Adjunct	\$50.00	08/26/2015 To 12/18/2015
Stevenson, David	SPMT190 M01 SPMT195 M01	Adjunct	\$1,980.00	08/26/2015 To 12/18/2015
Stremlin, Tatiana	MUSI127-M01, MUSI130-M01	Adjunct	\$1,640.00	08/26/2015 To 12/18/2015
Tvaroha, Patricia	HUMS230-HY1	Adjunct	\$2,775.00	08/26/2015 To 12/18/2015
Vazenios, George	Additional compensation for enrollment above 20 students in BUAD103-BL1	Adjunct	\$50.00	08/26/2015 To 12/15/2015
Westlake, Winfield	BUAD103 ME50 SOCI101 M10 PSYC101 M06	Adjunct	\$10,215.00	08/26/2015 To 12/18/2015
Zaman, Hanan	ENGL100 M28 ENGL101 M11	Adjunct	\$5,220.00	08/26/2015 To 12/18/2015
September				
Clark, Becky	Provide services for students in Counseling, etc.	Adjunct	\$5,550.30	09/01/2015 To 12/09/2015
Frawley, Patrick	MATH095 Support Program	Adjunct	\$1,110.06	09/01/2015 To 12/16/2015
Heffner, Bill	Extensive fall recruiting travel	Adjunct	\$5,743.50	09/09/2015 To 11/06/2015
Maus, Maureen	Administer Math review and testing for Borg Warner applicants	Adjunct	\$1,782.00	09/14/2015 To 09/20/2015

Employee	Department	Title/Rank	Salary	Employment Dates
Plumeau, Margaret	Borg Warner Math Review	Adjunct	\$200.00	09/14/2015 To 09/20/2015
Archer, Pam	Proctoring Services for make-up exams	Adjunct	\$581.46	09/17/2015 To 12/10/2015
Need, Barbara	Proctoring Services for make-up exams	Adjunct	\$666.38	09/18/2015 To 12/11/2015
LaBuff, Cynthia	Peer Career Coach Supervisor	Adjunct	\$5,180.28	09/23/2015 To 12/21/2015
Colletto, Marlo	Admissions	Admissions Advisor-Grade 1	\$45,000.00*	09/23/2015
Need, Barbara	ENGL102-CE43 Coverage for S. Tacktill	Adjunct	\$424.00	09/28/2015 To 10/05/2015

October

Cute, Jessica	ENGL100 BL3	Adjunct	\$2,775.00	10/01/2015 To 12/18/2015
Pask, Margery	CAPS131 M02 CAPS111 M08 CAPS133 M01 CAPS131 M07 CAPS123 M01	Adjunct	\$6,622.73	10/01/2015 To 12/18/2015
Wormuth, Courtney	HLTH126 BL2	Adjunct	\$990.00	10/01/2015 To 11/09/2015
McIntyre, David	HRMG105 V01 HRMG105 V03 HRMG105 V02	Adjunct	\$2,775.00	10/8/2015 To 11/13/2015

November

Dickerson, Nancy	SAVE Workshop	Adjunct	\$300.00	11/07/2015
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 22, 2015

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Pamela Davis	October 2, 2015	Temporary Position Ended

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2015-2016-10**

**APPROVAL OF POSITION DESCRIPTION
DEAN OF STUDENT LIFE AND PRESIDENT OF
THE FACULTY STUDENT ASSOCIATION (FSA)**

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

WHEREAS, the attached Dean of Student Life and President of the Faculty Student Association (FSA) position description has been reviewed by Provost Council and is recommended by the President, be it therefore

RESOLVED, that the Dean of Student Life and President of the Faculty Student Association (FSA) 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 22nd day of October 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 22nd day of October 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Dean of Student Life and President of Faculty Student Association (FSA)	<u>GRADE</u> Management Confidential	<u>PAGE</u> 1 of 2
<u>ORGANIZATIONAL GROUP</u> Student Life	<u>REPORT TO</u> Provost and Vice President of the College	<u>APPROVED BY</u> Board of Trustees

SUMMARY:

Provides leadership and vision in the development of integrated student life services and programs that ensure that students have opportunities to clarify and pursue their educational and career goals and experience co-curricular learning that compliments their academic curricula and supports student success. Communicates this vision to the student body. Oversees and facilitates the planning, management and assessment of student life services and programs. Serves as President of the Faculty Student Association (FSA).

NATURE AND SCOPE

1. Provides leadership in planning, coordination and assessment of services and programming by and among the Student Life areas, and ensures students have co-curricular opportunities that facilitate educational and career goals, and support student success.
2. Serves as President of the Faculty Student Association; oversees policy development and compliance, budget development, assures overall fiduciary responsibilities.
3. Advocates for the student perspective in establishing organizational direction as a member of the Executive Council and Provost's Council.
4. Ensures the timely completion of periodic reports required by the College and various federal, state and local governmental agencies. Oversees initiatives to seek external funding related to the Student Life group.
5. Works with directors/coordinators to determine the most appropriate means for meeting new or changing student needs. Designs creative proposals for additional programs to enhance current offerings and meet unfulfilled needs.
6. Serves as a resource for students, families and the college community on a wide range of student life questions or concerns.
7. Regularly convenes the College's Students of Concern group and assures appropriate follow up for support of students and related risk management concerns.
8. Adjudicates appeals from student conduct cases previously heard by the director of Residence Life and Judicial Affairs or a judicial panel.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Dean of Student Life and
President of Faculty Student
Association (FSA)

GRADE

Management Confidential

PAGE

2 of 2

ORGANIZATIONAL GROUP

Student Life

REPORT TO

Provost and Vice
President of the College

APPROVED BY

Board of Trustees

9. Implements financial aid appeals process and assists in the development of related policies in cooperation with the Financial Aid office.
10. Supervises all professional counseling staff members.
11. Serves as the Executive liaison to the Diversity and Equity Action Council, Title IX and Wellness committees to offer support, direction and resources.
12. Ensures efficient use of material resources by determining Student Life Group needs and priorities, development of budget recommendations and management of the resources within budget guidelines.
13. Directs the staff of the Student Life Group. Ensures 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.
14. Serves on Leadership Council and other College committees. Performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

Indicate number of direct reports in each category:

<u> X </u> Classified Staff	<u> 1 </u> # of Classified Staff
<u> X </u> Administrative	<u> 2 </u> # of Administrative
<u> X </u> Faculty	<u> 8 </u> # of Faculty
<u> X </u> Faculty Student Association	<u> 4 </u> # of Faculty Student Association

QUALIFICATIONS

Master's in Student Affairs Administration, or related field with a minimum of five years of student affairs experience in higher education, including 3 years in supervisory roles. Demonstrated skills in leadership, decision making and budgeting.

TO: Board of Trustees
FROM: Carl E. Haynes, Ph.D., President
DATE: October 20, 2015
SUBJECT: President's Report to the Board

ENROLLMENT/BUDGET

As I reported to the Board last month, our enrollment for the Fall semester was down approximately 1½ percent from our budget. While that will require some minor adjustments in our budget plans for the year, at this time there are no significant reductions that will be necessary. We continue work on a broad range of initiatives to strengthen our retention efforts for our students from the Fall to Spring semester and remain hopeful that our combined Fall/Spring enrollment will continue to remain close to our budgeted expectations.

FARM TO BISTRO PROPERTY

The road work at the farm has been completed. The punch list items for the house have been completed and Todd and his family have been living in it for a few months. The greenhouses have heat so Todd does not have to worry about losing his remaining crops. The work on the solar array has started and all components are on site.

MASTER PLAN

There are some minor punch list items yet to be completed but they have no effect on our ability to use the spaces. The stage for the new Forum space is scheduled to be delivered 10/20/15 and will be set up as access to the space becomes available. We have purchased additional staging for the needs of graduation so it will not be necessary to rent staging as we have done in the past.

FALL DAY

On October 13 we held our eleventh annual Fall Day College-wide program and approximately 180 of our faculty and staff attended. I provided a brief "State of the College" overview. Following my presentation, Molly Jackson, Associate Vice President of SimpsonScarborough provided a presentation entitled *TC3 Marketing Research Results*. Following this presentation, Dr. Melinda Mechur Karp, Assistant Director for Staff and Institutional Development, Community College Research Center, Columbia University provided a presentation entitled "*Transforming the community college: What research tells us.*" A copy of the PowerPoint presentations are attached for your information and review.

In the afternoon breakout sessions were provided including: *Follow up to marketing presentation and next steps* (John Conners, Molly Jackson, Bryan Chambala, Bruce Ryan); *Follow up conversation with Melinda Karp and discussion of First Semester Matters and On-Going Student Support Strategic Priorities* (Melinda Karp and Khaki Wunderlich); *Vector Scholars Program – First Impressions* (Vector staff and students); *Accelerated and Integrated*

Developmental Coursework – ENGL 98/100 (ENGL 98/100 faculty); *What's Working in the Classroom* (facilitated by Kathy McDonough at 1:00 and Darlene Gold at 2:00); and *Fall Pairings Forum* (Wine Wizard Brandon and our newest Hospitality faculty member Chef Brian). While we will be doing a formal evaluation of the day, the anecdotal feedback has been very positive.

OTHER MATTERS

On September 24 and 25, I traveled to Saratoga to attend the SUNY Chancellor's Presidents' meeting.

On September 28, I met with Raúl Diez Canseco Terry, Founding President of Universidad San Ignacio De Loyola (USIL) in Lima Peru. He was here to learn about our Farm to Bistro initiative, with discussions focusing both on the farm and the potential to engage our respective students in our culinary programs over the web.

On September 30, I traveled to Blue Mountain Lake in the Adirondacks and provided remarks at the first session of PEAKS for the 2015-2016 year. PEAKS is our collaborative regional leadership program with Mohawk Valley and Onondaga Community Colleges. Eight members of the faculty and staff from TC3 participated, along with eight members each from the other two campuses.

On October 1 and 2, I was traveling on a family vacation.

On October 6, I attended a meeting hosted by Dr. Casey Crabill, President of Onondaga Community College. The purpose of the meeting was to meet with some of the newer Presidents of our local regional colleges and universities. Attending the meeting were Presidents/Chancellors from: Cayuga Community College, Cazenovia College, Jefferson Community College, Le Moyne College, Onondaga Community College, SUNY ESF, SUNY Oswego, SUNY Upstate, and Syracuse University.

On October 13, as mentioned above, we held our annual Fall Day College-wide program.

On October 14, we held a joint TC3 Board of Trustees and TC3 Foundation Board of Directors' retreat at Coltivare. Molly Jackson and Melinda Mechur-Karp both provided their presentations from Fall Day to the group. There were eight Trustees and seventeen Directors in attendance.

On October 15 to 18, my wife Sue and I traveled to San Diego to attend the ACCT Annual Conference, where I was presented with the award for Northeast Region CEO. Trustees Buck, Coates, and Schlather also attended.

On October 19, I participated in the annual Fall Scholarship Recognition Ceremony. There were 40 students and 27 sponsors in attendance with \$62,165 in scholarship funding awarded.

Board of Trustees Dialogue Session on High Needs Students

In preparation for the Board Dialogue session various Student Life areas, plus Student Success and Financial Aid were asked to share a glimpse into the high needs of our students. Below is a compilation of responses. Mostly they are impressions of the growing needs students present at these various offices; in some cases we have clearer data. When we meet with the Board, we would like to discuss how we see these needs manifesting and what strategies we've developed to address them.

The plan is to have several staff members in a panel format to respond to any questions Board members may have and to continue the discussion from there.

Financial Needs

Residential students with maximum financial aid do not have enough funds to pay for all of housing and books. As seen from the chart below, students living on campus who have maximum financial aid eligibility need an additional \$1565 for the year to finish paying housing and buy their books.

Example of Maximum Financial Aid		Example of Residential Costs	
Program	Annual Amount	Description	Annual Amount
Pell Grant	\$ 5,775	Tuition	\$ 4,650
NYS TAP	\$ 4,650	Fees	\$ 1,200
Subsidized Loan (net)	\$ 3,462	Housing	\$ 8,400
Unsubsidized Loan (net)	\$ 1,978	Meal Plan (8 meals per week)	\$ 1,980
Total Aid	\$ 15,865	Total Charges	\$ 16,230

Shortage between aid and charges \$ (365)

Average annual cost for books \$ (1,200)

Total shortage for housing and books \$ (1,565)

Additionally, some residential students lack sufficient funds to purchase food beyond the meal plan. Many of our low income students rely on public assistance and food stamps at their place of permanent residency and don't have the financial resources to purchase food for the weekends or during breaks. Some residential students also lack money for transportation home during the holiday breaks.

Academically High-Needs Students

Increasingly, over the past several years, the academic needs of our students have changed. While the overall percentage of incoming students needing at least one developmental (pre-college) course has remained fairly consistent (between 58-62% of the overall population), we have seen a marked increase in the number of our least prepared students, those placing into RDNG099 (14% of the population in Fall 2015).

There is a widening gap between college ready students and developmental students who experience success in the first semester, with the difference being almost ten percentage points. Additionally, graduation rates for these two groups in our most recent cohort (Fall 2012) shows a difference of over 24%.

We have observed that many students are graduating from high school with the very minimum grades required (55 or 65). That, combined with a general lack of knowledge about college programs and potential careers, seems to have resulted in an increase in the number of undecided students who enter the general studies program and lack a sense of commitment to their studies due to lack of direction.

Once enrolled, we have experienced an increasing number of students with attendance issues, low mid-term or early progress indicators, and academic alerts, even given the declines in enrollment. The high needs of this group has results in much staff time being devoted to intervening with these students to try to support their success.

Academic Alert Data

Semester	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015 (to date)
# alerts	480	478	556	447	474	335	307
# unique students	340	353	432	321	362	250	238
# students with alerts from prior semesters	N/A	54	61	105	72	79	62
% of students alerted	9.82%	10.85%	13.28%	10.59%	11.55%	9.06%	8.13%
Headcount	3464	3254	3254	3032	3135	2758	2929

Emotional and Transitional Support Needs

In the last five years or so, it appears that more students are arriving with less developed skills in general problem solving and conflict resolution. Developmentally, they seem younger than their chronological age. Many seem to not have the ability to identify, analyze and create a strategy to solve a problem; that they have not developed the qualities of patience and tenacity vis-à-vis life away from home. Quite often, when students encounter a difficulty, they want it fixed/resolved immediately regardless of the nature of the problem.

On another note, when some students encounter a barrier or blockage on their path at TC3, they are easily thwarted and seem to lack resiliency.

Many students do not know the expectations of college life and do not understand how to take ownership and responsibility for themselves.

Mental Health Needs

In Counseling, Career and Transfer Services, our experience is that more students are presenting with significant mental health concerns. Students are coming to us having already been diagnosed and perhaps having been prescribed medication. Also, traditionally aged students are at a particularly vulnerable point in their life span psychological development as this is a typical time for the onset of some psychiatric conditions.

Given the above, there have been a number of students voluntarily and involuntarily hospitalized in local psychiatric institutions. Upon discharge, students either withdraw from the college on their own to return home for treatment or are referred to local community primary mental health service providers. We also refer students directly to community providers for primary care to reduce the possibility of hospitalization. In any case, transportation to and from those appointments in Ithaca or Cortland is often problematic for students.

Although by no means a regular occurrence, the Dean of Student Life in consultation with the Student of Concern group, has mandated students' involuntary leaves of absence from the college due to significant mental health matters.

Over the years, the types of mental health challenges have not changed. Those are primarily anxiety, depression and occasional cases of psychosis. What has changed are the severity, intensity and the numbers of students presenting with these concerns.

Housing, Food, Childcare

Low-income students with families need stable housing, food and childcare. Government assistance is challenging to access and not always available. Students need assistance navigating the many potential sources of aid: SNAP, formerly food stamps, federal Section 8 Voucher program for housing, and state or federal programs for childcare assistance. Non-government assistance is more easily accessed such as the many foodbanks, including the one right here at TC3.

The greatest need in accessing both government and non-government assistance is having an advocate to help negotiate the complexities and alleviate the societal shame associated with accepting help.

We look forward to speaking with you about our students. I'd like to thank LaSonya Griggs, Michelle Nightingale, Joan Donovan, Meg Garvey and Alexis Dengel for their contributions to this document.

Amy Trueman