

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, MAY 17, 2018

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 – April 19, 2018
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Kelab Creative Writing and Visual Arts Journal – Christine Shanks, Darlene Gold, and Students
9. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives – written report provided)
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Treasurer's Report – March 31, 2018
 - b. Cybersecurity A.A.S. Degree and Certificate
 - c. 2017-2019 Tompkins Cortland Community College Adjunct Association Agreement
 - d. Appointment of Personnel
 - e. Position Description – Director of Student Conduct and Community Standards
 - f. Position Description – Associate Director of Admissions
 - g. Position Description – Assistant Director of Admissions – Transfer Coordinator
 - h. Position Description – Admissions Recruitment Coordinator
 - i. Position Description – Admissions/Financial Aid Advisor
 - j. Position Description – Assistant Director of CollegeNow
 - k. Position Description – Executive Director of the Foundation
 - l. 2018 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching – Jaime Barker
 - m. 2018 Chancellor's/Trustees' Award for Excellence in Classified Service – Mellora Paucke
 - n. 2018 Chancellor's/Trustees' Award for Excellence in Teaching – Paula Moore

Consent Agenda (Action Items) Continued:

- o. 2018 Chancellor's/Trustees' Award for Excellence in Librarianship – Susanna Van Sant
 - p. In Appreciation of Gerry McDonough
 - q. In Appreciation of Joan Donovan
 - r. In Appreciation of Kathleen McDonough
 - s. In Appreciation of Kathleen Boyd
 - t. In Appreciation of Bruce Ryan
 - u. In Appreciation of Brian Ackley
 - v. In Appreciation of Kathryn (Khaki) Wunderlich
 - w. In Appreciation of Sylvia Ganoe
 - x. In Appreciation of Robert Edgecomb
 - y. In Appreciation of Dan Paolangeli
 - z. In Appreciation of Colleen Armstrong
 - aa. In Appreciation of John Conners
 - bb. In Appreciation of Teresa Conway
 - cc. In Appreciation of Sharon Sanford
 - dd. In Appreciation of James Turner
 - ee. In Appreciation of Kris Altucher
 - ff. In Appreciation of John Bradac
 - gg. In Appreciation of Johanna Hartnett
 - hh. In Appreciation of Shari Shapleigh
 - ii. 2018 Friend of the College Award – Michael Stamm
 - jj. 2018 Friend of the College Award – Garry VanGorder
12. Standing Reports:
- a. College Forum – Sheila Abbey and Kori Post, Co-Chairs
 - b. Faculty Student Association – John Bradac
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson's Report – Ray Schlather
 - e. Liaison Report (Cortland County) – Kelly Preston
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Naseem Fielder
 - h. President's Report
13. Executive Session (to discuss a personnel issue – no action to be taken)
14. Upcoming Events:
- a. Retiree Event – May 21, 2018
 - b. Nursing Recognition Ceremony – May 22, 2018
 - c. Commencement – May 24, 2018
 - d. Next Board Meeting – June 21, 2018
15. 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
APRIL 19, 2018
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Chad Coates, Judy Davison, Naseem Fielder, Arthur Kuckes, Matt McSherry Raymond Schlather, and Bruce Tytler

EXCUSED: Elizabeth Burns, Dammi Herath

ABSENT: None

COUNTY

LIAISONS: Kelly Preston

STAFF: John Bradac, Donna Casula, Bryan Chambala, Susan Dewey, LaSonya Griggs, Orinthia Montague, Cathy Northrop, Blixty Taetzsch, Peter Voorhees

GUESTS: None

- 1. Call to Order:** The meeting was called to order at 6:15 p.m. by Chairman Schlather in the Ronald W. Space Board Room at the College. Chairman Schlather asked that the record show that it was a blizzard when we started this evening's meeting.
- 2. Roll Call:** Ms. Northrop called the roll.
- 3. Welcome Guests:** Chairman Schlather welcomed all guests.
- 4. Approval of Agenda:** Chairman Schlather asked that Consent Agenda Item "O" – Ratification of the April 2, 2018, Executive Committee Meeting be added to the agenda. Ms. Buck moved that the agenda be approved with this addition; seconded by Ms. Davison; carried unanimously.
- 5. Public Comment:** None.
- 6. Approval of Minutes**
 - a. March 15, 2018 Regular Meeting:** Mr. McSherry moved that the minutes of the March 15, 2018, regular meeting be approved as presented; seconded by Ms. Davison; carried unanimously.
 - b. April 2, 2018, Executive Committee Meeting:** Ms. Buck moved that the minutes of the April 2, 2018, Executive Committee meeting be approved as presented; seconded by Mr. Tytler; carried unanimously.
- 7. Communications:** Ms. Northrop shared a communication sent to her from one of the Trustees – a photo of President Montague on stage at the Cortland Repertory Theater.

8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** The 2018-2019 Proposed Operating Budget presentation was provided at 5:00 p.m. just prior to the Board meeting.
9. **Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives):** Provost Connors spoke to his written report. He wished the record to show that the sun was coming out as he was beginning to speak. He mentioned that the faculty have voted unanimously to approve the Cybersecurity AAS Degree Program as well as the Certificate. The courses that we are adding will begin in Fall 2018.
10. **Information Items:**
 - a. **Human Resources Updates** – No discussion.
11. **Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Davison moved that the Consent Agenda be approved as presented; seconded by Dr. Coates; carried unanimously.
 - a. **Capital Payments** – No discussion.
 - b. **Treasurer’s Report – January 31, 2018** – No discussion.
 - c. **Appointment of Personnel** – No discussion.
 - d. **Approval of Position Description – Coordinator of Career Development** – Dean Taetzsch provided additional information about the proposed positions prior to the meeting.
 - e. **Approval of Position Description – Coordinator of Transfer Services** – No discussion.
 - f. **Approval of Position Description – Benefits Coordinator** – No discussion.
 - g. **Arthur Kuckes Child Care Center Bid Award – Civil Construction Services** – No discussion.
 - h. **Arthur Kuckes Child Care Center Bid Award – General Construction Services** – No discussion.
 - i. **Arthur Kuckes Child Care Center Bid Award – Plumbing Construction Services** – No discussion.
 - j. **Arthur Kuckes Child Care Center Bid Award – Mechanical Construction Services** – No discussion.
 - k. **Arthur Kuckes Child Care Center Bid Award – Electrical Construction Services** – No discussion.
 - l. **Bid Award – Bus Transportation Services Bid Award – NYC & Destinations for Summer Global Connections Programs 2018** – No discussion.
 - m. **Bid Award – Bus Transportation Services Bid Award – Localized for Summer Global Connections Programs 2018** – No discussion.
 - n. **In Support of Stand Against Racism** – No discussion.
 - o. **Ratification of the April 2, 2018, Executive Committee Meeting** – No discussion.

12. Standing Reports:

- a. **College Forum** – No report.
- b. **Faculty Student Association** – Dean Bradac reported that the FSA Board met last week primarily for discussion of the budget. The next meeting is May 3 and then the budget will be taken to the May 10th meeting for approval.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- d. **Chairperson's Report** – No report.
 - i. **Friend of the College** – Several names were discussed as possible recipients of the 2018 Friend of the College Award. **Ms. Davison moved that Garry VanGorder and Michael Stamm receive the 2018 Friend of the College Award; seconded by Mr. McSherry; Carried unanimously.**
- e. **Liaison Report (Cortland County)** – Ms. Preston reported that on April 18 the Budget and Finance Committee unanimously endorsed the College's amendment to the Child Care Center Project. Ms. Preston said that there are a lot of new members of the Cortland County Legislature. She will be overseeing the Personnel Committee and they will be advising on hiring a county administrator. The position of fiscal manager has been created and perhaps that person would run for treasurer, but that is not known.
- f. **Liaison Report (Tompkins County)** – Mr. Lane was not at the meeting, due to attending the calling hours for his mother. Condolences were sent to Mr. Lane on behalf of President Montague, the Board of Trustees, and the staff at the College.
- g. **Student Trustee's Report** – Mr. Fielder spoke to his written report.
- h. **President's Report** – President Montague spoke to her written report. Ms. Dewey, Chair of the Search Committee for the Director of Facilities, shared that two candidates will be on campus for interviews in May. President Montague reported that Ali Beach has accepted the position of Director of Mental Health. The Search Committee for the Provost and Vice President for Academic Affairs held their final Skype interview and has identified three top candidates who will be asked to come for on-campus interviews. The Search Committee for the Associate Provost will meet tomorrow to develop a list of 8 to 10 candidates for Skype interviews within the next couple of weeks and will then choose 3 to 4 to be brought for on-campus interviews. There were 53 applications received for the Associate Provost position and 30 of those applications met the minimum requirement. The Dryden Rotary Club may help cover the cost of a

refrigerator/freezer for our Food Pantry. President Montague mentioned that Provost Connors will be the commencement speaker this year.

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

– Mr. McSherry moved that the meeting convene in executive session for discussion of a personnel item, with no action to be taken; seconded by Mr. Tytler; carried unanimously. The meeting convened into executive session at 6:50 p.m.

The meeting reconvened in regular session at 7:30 p.m.

14. Upcoming Events – Chairman Schlather reminded the Trustees that there will be a presentation by the Middle States Team on Wednesday at 9 in the Forum and asked that as many Trustees as possible attend.

15. Adjournment: Mr. Tytler moved that the meeting be adjourned; seconded by Dr. Coates; carried unanimously. The meeting adjourned at 7:31 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: May 4, 2018

Re: May report

Middle States – The College hosted the Middle States Review Team for its campus visit from April 22 through April 25. Dr. Mark McCormick, chair of the team, read its final report on the last of those days. While the report contains a number of recommendations for improvement, there were no requirements but there also were several commendations. In short, the team concluded that the College meets all seven of the standards for accreditation, a very positive result overall.

The next step calls for the team to send us its final written report. We will then have a period of time (I believe 30 days) to write a response from the College both correcting any factual errors in the report and responding to the recommendations with both a projected list of actions and a rough schedule for taking them. The team's report and our response will be presented to Middle States' Commission on Higher Education for its final action; while it is possible for this to occur at the June meeting of the commission, because our site visit occurred so late in the semester this action is more likely to occur in Fall 2018.

Literary Magazine – Professors Darlene Gold and Christine Shanks have worked with students for several months to produce a magazine combining the written word and the visual arts, which they will share with the Board at the May meeting. I am sure that you will all be very impressed.

Cybersecurity program – The faculty completed a Level 3 vote on the proposed degree program in Cybersecurity, approving it by a 50 to 0 vote; this is the first time in the two-decade history of the current governance structure that any proposal has been advanced unanimously. The College Forum has subsequently voted in favor as well, and it is presented to you in May as a resolution for your consideration.

Global Initiatives – In late April, Governor Cuomo and Chancellor Johnson announced an initiative that will involve approximately 500 students from SUNY and CUNY campuses participating in an effort to support Puerto Rico in its effort to recover from hurricane damage. Doni Casula is taking the lead on this project. Several faculty members have reached out to students to participate and themselves have indicated an interest. In short, we would be offering an applied learning experience to a group of our students, under the supervision of some members of our faculty, as they engage in recovery and rebuilding efforts this June and/or July. Financial support for the students will be provided by the

Governor's Office, including tuition support for the academic elements of this program; it is not yet clear who will cover faculty costs, but Doni is working to gain clarification. While we cannot provide more details at this time, we will do so at next month's meeting. What I can say is that the response of our campus has been immediate and strong, attesting to our commitment to global learning and engagement.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of May 17, 2018

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Associate Provost	Summer 2018	March 6, 2018	April 2, 2018	Conducting Skype Interviews
Coordinator of Summer Cultural Activities – Global Connections	Spring 2018	March 28, 2018	Immediately	Checking References
Director of Facilities	August 1, 2018	November 1, 2017	February 1, 2018	On-Campus Interviews Scheduled
Director of Mental Health Services	Summer 2018	March 5, 2018	March 19, 2018	Hired: Alison Beach 05/22/18
Emerging Scholar	Fall 2018	February 15, 2018	March 26, 2018	Interviews Completed
Provost and Vice President of Academic Affairs	Summer 2018	February 23, 2018	March 16, 2018	Conducting On-Campus Interviews
Vector Scholars Program Faculty/Staff Mentor (4 Positions)	August 2018	March 12, 2018	March 28, 2018	Interviews Completed
Vice President for Student Services	Spring 2018	November 20, 2017	January 12, 2018	Hired: Greg McCalley 06/11/18
Director of Technology Support	February 2018	January 31, 2018	February 13, 2018	Hired: Tony DeFranco 04/16/18

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Principal Account Clerk (1.0 FTE – Provisional)	Budget & Finance	June 1, 2018	Tompkins County Accepting Applications
Project Assistant	Communications	May 7, 2018	Hired: Jada Mister 05/07/18

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Assistant Teacher	Child Care Center	July 2018	Accepting Applications
Director of the Child Care Center	Child Care Center	May 2018	Conducting On-Campus Interviews
Lifeguard	Athletics & Recreation	May 2018	Accepting Applications
Manager of One Card Program	Campus Technology	May 2018	Accepting Applications

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	May 2018	Accepting Applications Hired: Ramell Nelson (4/19/18) Zachary Winn (4/18/18)
Banquet Bartender	TC3 Bistro	May 2018	Accepting Applications
Banquet Supervisor	TC3 Bistro	May 2018	Accepting Applications Hired: Eryn Kelly (4/13/18)
Bartender	TC3 Bistro	May 2018	Accepting Applications
Dishwasher	TC3 Bistro	May 2018	Accepting Applications
General Manager	TC3 Bistro	ASAP	Accepting Applications
Line Cook	TC3 Bistro	May 2018	Accepting Applications
Server	TC3 Bistro	May 2018	Accepting Applications Hired: Zachary Winn (4/18/18)
Host/Hostess	TC3 Bistro	May 2018	Accepting Applications Hired: Ramell Nelson (4/19/18) Zachary Winn (4/18/18)

Human Resources Updates
Status of Grievances
as of May 17, 2018

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.

FACULTY ASSOC.

PAA

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MARCH 31, 2018

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

MARCH 31, 2018

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,387,524 in a money market savings account averaging .20% interest earnings for March and \$2,493,647 in savings. The maximum amount available for investment will fluctuate with a peak of \$3,500,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$4,583,405 is a slight reduction from \$4,895,831. 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 \$1,428,632. The interfunds account balance of \$2,928,175 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 March 31, total expenditures amounted to \$21,947,195 or 53.72% of the 2017-2108 budget. Comparable expenditures for period four last year were \$25,656,124 or 61.7% of the 2016-2017 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$33,928,359 are 83% of the revenue budget. Prior year revenues were \$33,934,743 are 81.6% of total budgeted revenue.

TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2018

	Current Month 3/31/2018	Previous Month 2/28/2018	Previous Year 3/31/2017
ASSETS			
Cash in Demand Deposit	1,387,524	2,218,832	\$ 1,497,978
Cash in Time Deposits	2,493,647	4,144,883	\$ 4,055,172
Petty Cash	1,229	1,229	\$ 1,229
Accounts Receivable--Students	4,583,405	4,895,831	\$ 3,905,461
Accounts Receivable--Misc.	4,006,380	3,931,610	\$ 5,686,342
Prepaid Expenses	46,959	53,297	\$ (15,607)
Due From Other Funds	2,928,175	2,795,681	\$ 2,857,150
Due From Sponsor Governments			\$ -
Due From State Governments			\$ -
Due From Other Governments	1,428,632	53,564	\$ 1,431,684
TOTAL ASSETS	<u>\$ 16,875,951</u>	<u>\$ 18,094,927</u>	<u>\$ 19,419,409</u>
LIABILITIES AND SURPLUS			
Vouchers Payable	43,229	65,027	\$ 175
Payroll Liabilities	1,596,700	1,280,131	\$ 2,171,014
Student Financial Aid Liabilities	(75,318)	365,707	\$ 203,690
Accrued Liabilities	3,780,245	4,512,100	\$ 5,588,004
Due to Other Funds	2,064,323	3,312,406	\$ 2,747,525
Due to State Governments	0	0	\$ -
Student Tuition Collected in Advance	(3,750)	(250)	\$ -
Restatement of Net Position	121,807	121,807	\$ 237,944
Board Designated Fund Balance	853,411	853,411	\$ 593,343
Undesignated Fund Balance	1,468,842	1,468,842	\$ 1,369,461
Revenue Over (Under) Expenditures	7,026,462	6,115,746	\$ 6,508,253
TOTAL LIABILITIES AND SURPLUS	<u>\$ 16,875,951</u>	<u>\$ 18,094,927</u>	<u>\$ 19,419,409</u>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2017-2018
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2018

				PER CENT YEAR	58.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	\$ 9,018,744	\$ 8,928,352	4,560,766	\$ 4,367,586	51.08%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 8,318,116	\$ 8,315,766	7,485,190	\$ 830,576	90.01%
Employee Benefits	\$ 4,037,556	\$ 4,037,556	1,442,346	\$ 2,595,210	35.72%
Total Instruction	\$ 21,374,416	\$ 21,281,674	\$ 13,488,302	\$ 7,793,372	63.38%
Academic Support					
Personal Services	\$ 1,612,897	\$ 1,605,557	743,047	\$ 862,510	46.28%
Equipment	\$ -	\$ -	648	\$ (648)	0.00%
Contractual Expenses	\$ 357,930	\$ 345,930	126,993	\$ 218,937	36.71%
Employee Benefits	\$ 710,004	\$ 710,004	236,119	\$ 473,885	33.26%
Total Academic Support	\$ 2,680,831	\$ 2,661,491	\$ 1,106,807	\$ 1,554,684	41.59%
Libraries					
Personal Services	\$ 466,614	\$ 471,414	228,829	\$ 242,585	48.54%
Equipment	\$ -	\$ 525	525	\$ -	0.00%
Contractual Expenses	\$ 170,446	\$ 169,921	87,006	\$ 82,915	51.20%
Employee Benefits	\$ 206,384	\$ 206,384	73,225	\$ 133,159	35.48%
Total Libraries	\$ 843,444	\$ 848,244	\$ 389,585	\$ 458,659	45.93%
Student Services					
Personal Services	\$ 3,009,652	\$ 3,018,431	1,465,629	\$ 1,552,802	48.56%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 1,507,920	\$ 1,489,530	472,295	\$ 1,017,235	31.71%
Employee Benefits	\$ 1,244,452	\$ 1,244,452	471,399	\$ 773,053	37.88%
Total Student Services	\$ 5,762,024	\$ 5,752,413	\$ 2,409,323	\$ 3,343,090	41.88%
Maintenance and Operation of Plant					
Personal Services	\$ 1,960,333	\$ 1,975,933	\$ 999,227	\$ 976,706	50.57%
Equipment	\$ -	\$ 1,949	\$ 1,949	\$ 863,490	0.00%
Contractual Expenses	\$ 882,388	\$ 865,439	\$ 387,955	\$ 483,520	0.00%
Employee Benefits	\$ 871,475	\$ 871,475	\$ 320,256	\$ 551,219	36.75%
Total Maintenance and Operation of Plant	\$ 3,714,196	\$ 3,714,796	\$ 1,709,387	\$ 2,874,935	46.02%
Institutional Support					
Personal Services	\$ 1,505,250	\$ 1,500,250	\$ 719,563	\$ 780,687	47.96%
Equipment	\$ -	\$ 1,222	\$ -	\$ 1,222	0.00%
Contractual Expenses	\$ 272,243	\$ 260,271	\$ 122,983	\$ 137,288	47.25%
Employee Benefits	\$ 729,738	\$ 729,738	\$ 230,277	\$ 499,461	31.56%
Total Institutional Support	\$ 2,507,231	\$ 2,491,481	\$ 1,072,823	\$ 1,418,658	43.06%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2017-2018
 FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2018**

PER CENT YEAR 58.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
General Institutional Services					
Personal Services	\$ 1,978,689	\$ 2,052,242	\$ 896,983	\$ 1,155,259	43.71%
Equipment	\$ 61,714	\$ 61,714	\$ 35,345	\$ 26,369	0.00%
Contractual Expenses	\$ 1,093,324	\$ 1,151,814	\$ 543,184	\$ 608,630	47.16%
Employee Benefits	\$ 842,085	\$ 842,085	\$ 295,456	\$ 546,629	35.09%
Total General Institutional Services	\$ 3,975,812	\$ 4,107,855	\$ 1,770,968	\$ 2,336,887	43.11%
TOTAL APPROPRIATIONS	\$ 40,857,954	\$ 40,857,954	\$ 21,947,195	\$ 19,780,285	53.72%

**2017-2018 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS**

	<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	\$ 145,055	\$ 104,945	0.00%
State Employee's Retirement	\$ 1,005,000	\$ 1,005,000	\$ 651,678	\$ 353,322	64.84%
State Teacher's Retirement	\$ 280,000	\$ 280,000	\$ 119,868	\$ 160,132	42.81%
Optional Retirement Fund	\$ 1,081,884	\$ 1,081,884	\$ 631,055	\$ 450,829	58.33%
Social Security	\$ 1,488,882	\$ 1,488,882	\$ 873,070	\$ 615,812	58.64%
Workers Compensation	\$ 167,000	\$ 167,000	\$ 66,449	\$ 100,551	39.79%
Misc Employee Benefits	\$ 92,000	\$ 92,000	\$ 36,333	\$ 55,667	39.49%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 9,907	\$ 1,593	86.15%
Hospital and Medical Insurance	\$ 3,974,428	\$ 3,974,428	\$ 2,420,806	\$ 1,553,622	60.91%
Employee Tuition Benefits	\$ 105,000	\$ 105,000	\$ 112,326	\$ (7,326)	106.98%
Life Insurance	\$ 10,000	\$ 10,000	\$ 7,228	\$ 2,772	72.28%
Vacation Benefits	\$ 120,000	\$ 120,000	\$ 70,000	\$ 50,000	58.33%
Unemployment Insurance	\$ 56,000	\$ 56,000	\$ 41,306	\$ 14,694	0.00%
Total Employee Benefits	\$ 8,641,694	\$ 8,641,694	\$ 5,185,081	\$ 3,456,613	60.00%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2017-2018
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2018

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,510,088	\$16,510,088	\$ 16,677,719	\$ (167,631)	101.02%
Winter	\$108,400	\$108,400	\$ 111,090		
Summer	1,134,293	1,134,293	\$ 348,308	\$ 785,985	30.71%
Nonresident Tuition	1,252,350	1,252,350	\$ 1,970,377	\$ (718,027)	157.33%
Student Fee Revenue (Tech Fee)	1,395,040	1,395,040	\$ 1,275,064	\$ 119,976	91.40%
Total Tuition	20,400,171	20,400,171	\$ 20,382,558	\$ 20,303	99.91%
Government Appropriations					
New York State	10,501,648	10,501,648	\$ 7,895,890	\$ 2,605,758	75.19%
Local Sponsors	4,650,364	4,650,364	\$ 1,906,649	\$ 2,743,715	41.00%
Appropriated Cash Surplus	4,143,120	4,143,120	\$ -	\$ 4,143,120	
Charges to Other Counties	246,503	246,503	\$ 3,328,631	\$ (3,082,128)	1350.34%
Board Designated Reserves	161,714	161,714	\$ -	\$ 161,714	0.00%
Total Government Appropriations	19,703,349	19,703,349	\$ 13,131,170	\$ 6,572,179	66.64%
Other Revenues					
Service Fees	110,320	110,320	\$ 62,041	\$ 48,279	56.24%
Interest Earnings	3,000	3,000	\$ 2,350	\$ 650	78.33%
Rental of Real Property	7,000	7,000	\$ 10,645	\$ (3,645)	152.07%
Contract Courses	97,000	97,000	\$ 127,645	\$ (30,645)	131.59%
Noncredit Tuition	328,000	328,000	\$ 83,032	\$ 244,968	25.31%
Grant Offsets	142,829	142,829	\$ 80,500	\$ 62,329	56.36%
Unclassified Revenues	66,285	66,285	\$ 48,418	\$ 17,867	73.05%
Total Other Revenues	754,434	754,434	\$ 414,631	\$ 339,803	54.96%
TOTAL REVENUES	\$40,857,954	\$40,857,954	\$ 33,928,359	\$ 6,932,285	83.04%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2018**

	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 6,364,944	\$ 3,882,400	\$ 3,175,933	\$ 2,529,991	\$ 3,558,936
<u>RECEIPTS</u>					
Student Accounts Receivable	\$ 403,814	\$ 500,000	\$ 500,000	\$ 600,000	\$ 500,000
Student Financial Aid	\$ 1,335,333	\$ 850,000	\$ 500,000	\$ -	\$ 1,000,000
Sponsor Payments	\$ 744,058	\$ 418,533	\$ 744,058	\$ 418,533	\$ 744,058
Chargebacks to Other Counties	\$ 137,635	\$ 800,000	\$ 400,000	\$ 500,000	\$ 100,000
State Aid	\$ 2,612,783			\$ 2,625,412	
Repayment of Grant Fund Advances	\$ 91,041	\$ 15,000	\$ 200,000	\$ 10,000	\$ -
Repayment of Capital Fund Advances		\$ 250,000	\$ -	\$ -	\$ -
Other Receipts	\$ 47,917	\$ 65,000	\$ 250,000	\$ 100,000	\$ 150,000
Projected Cash Receipts	\$ 5,372,581	\$ 2,898,533	\$ 2,594,058	\$ 4,253,945	\$ 2,494,058
<u>DISBURSEMENTS</u>					
Payments to Students	\$ 2,317,582	\$ 500,000	\$ 135,000	\$ 120,000	\$ 120,000
Accounts Payable	\$ 3,592,127	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,000,000
Payroll and Fringe Benefits	\$ 1,843,239	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Grant Fund Advances	\$ 30,425	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Capital Fund Advances	\$ 71,752	\$ -	\$ -	\$ -	\$ -
Projected Cash Disbursements	\$ 7,855,125	\$ 3,605,000	\$ 3,240,000	\$ 3,225,000	\$ 3,025,000
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$ 3,832,365	\$ 3,125,897	\$ 2,479,954	\$ 3,508,898	\$ 2,977,955
CASH IN TIME DEPOSITS	\$ 50,035	\$ 50,036	\$ 50,037	\$ 50,038	\$ 50,039
TOTAL CASH IN TIME DEPOSITS	\$ 3,882,400	\$ 3,175,933	\$ 2,529,991	\$ 3,558,936	\$ 3,027,994

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-73**

CYBERSECURITY A.A.S. DEGREE AND CERTIFICATE

WHEREAS, as a result of various studies indicating community interest and need, proposals have been developed for a Cybersecurity A.A.S. Degree and Certificate, and

WHEREAS, upon review of these proposals, the College Curriculum Committee, the faculty, the College Forum, the Provost, and the President have endorsed the proposals, be it therefore, and

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the A.A.S. Degree and Certificate in Cybersecurity and authorizes that they be submitted for review and approval by the State University of New York and the New York State Education Department.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Student's Name:

Advisor's Name:

Student may need to take the following courses:

- INTD 095 Integrated Developmental Reading/Writing **OR**
 ENGL 098/100 Accelerated Writing Skills for ENGL 100
- MATH 090 Pre-Algebra RDNG 116 College Reading & Study Skills
- MATH 095 Beginning Algebra Other

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
FALL					
CAPS 121	Introduction to Spreadsheets	1			
CAPS 152	Web Page Design	1			
CSCI 160	Computer Science I	3			
ENGL 100	Academic Writing I ¹	3	C		
MATH 120	College Algebra	4			
PSYC 103 OR SOCI 101	Introduction to Psychology OR Introduction to Sociology	3			
Total Credits		15			
SPRING					
CAPS 131	Introduction to Databases	1			
CIS 132	Network Design	3			
CIS 225	JAVA	3			
ENGL 101	Academic Writing II	3			
MATH 138	Precalculus	4			
MATH 200	Statistics	3			
Total Credits		17			
SECOND YEAR					
FALL					
CIS 240	Offensive Security	3			
CIS 215	Operating Systems	3			
CIS 220	Database Concepts	3			
ENGL 103	Report Writing	3			
SUNY GEN ED Lab Science Elective ²		3			
Total Credits		15			
SPRING					
CIS 240 OR CIS 230	Offensive Security ³ OR Computer Information Systems Internship ⁴	3			
CRJU 105 OR COMM 225	Introduction to Criminal Justice or Communication Law/Ethics	3			
CSCI 210	Computer Architecture & Organization	3			
ENGL 201	Fundamentals of Speech	3			
Lab Science Elective ⁵		3			
Total Credits		15			

Minimum Credits Required for Graduation: 62

¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.

² SUNY GEN ED Lab Science Elective: PHSC 104 General Physics I recommended.

³ CIS 240 Offensive Security may be repeated for credit toward degree completion.

⁴ A student who chooses CIS 230 must have successfully completed CIS 213 or CSCI 165.

⁵ PHSC 105 General Physics II recommended.

NOTES:

Cybersecurity Certificate

Fall 2019

Student's Name:

Advisor's Name:

Student may need to take the following courses:	<input type="checkbox"/> CIS 108 Intro to Computer Information Systems	<input type="checkbox"/> ENGL 101 Academic Writing II
	<input type="checkbox"/> CIS 132 Network Design	<input type="checkbox"/> MATH 090 Pre-Algebra
	<input type="checkbox"/> CIS 213 Programming in C++	<input type="checkbox"/> MATH 095 Beginning Algebra
	<input type="checkbox"/> CIS 220 Database Concepts	<input type="checkbox"/> MATH 120 College Algebra OR
	<input type="checkbox"/> CSCI 165 Computer Science II	<input type="checkbox"/> MATH 122 Technical Mathematics
	<input type="checkbox"/> INTD 095 Integrated Developmental Reading/Writing OR	<input type="checkbox"/> MATH 138 Precalculus
	<input type="checkbox"/> ENGL 098/100	<input type="checkbox"/> RDNG 116 College Reading & Study Skills
	<input type="checkbox"/> ENGL 100 Academic Writing I	<input type="checkbox"/> Other

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

CIS 240	Offensive Security	3			
CAPS 121	Introduction to Spreadsheets	1			
CAPS 131	Introduction to Databases	1			
CAPS 152	Web Page Design	1			
CRJU 105	Introduction to Criminal Justice	3			
CSCI 160	Computer Science I	3			
CIS 215	Operating Systems	3			

Total Credits **15**

SPRING

CIS 240 OR CIS 230	Offensive Security ¹ OR Computer Information Systems Internship ²	3			
COMM 225	Communication Law/Ethics	3			
CIS 225	JAVA	3			
CSCI 210	Computer Architecture & Organization	3			
ENGL 103	Report Writing	3			

Total Credits **15**

Minimum Credits Required for Graduation: 30

¹ CIS 240 Offensive Security may be repeated for credit toward certificate completion.

² A student who chooses CIS 230 must have successfully completed CIS 213 and CIS 220, or CSCI 165.

NOTES:

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-84**

**2017-2019 TOMPKINS CORTLAND COMMUNITY COLLEGE
ADJUNCT ASSOCIATION AGREEMENT**

WHEREAS, an agreement has been negotiated between the Adjunct Association and Tompkins Cortland Community College for the period of September 1, 2017 through August 31, 2019, and

WHEREAS, Tompkins Cortland Community College and the Adjunct Association negotiating teams have reached an understanding on said agreement, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College accepts the terms and conditions of said agreement contingent upon ratification of same by the Adjunct Association.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-74**

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Friday, May 04, 2018
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Carey, Christopher	CollegeNow Faculty Liaison-ENGL courses	Adjunct	\$1,088.00	1/08/2018 To 3/30/2018
Cornish, Erin	CollegeNow Faculty Liaison-MATH courses	Adjunct	\$870.40	1/08/2018 To 3/30/2018
Crane, Nancy	CollegeNow Faculty Liaison-SPAN courses	Adjunct	\$924.80	1/08/2018 To 3/30/2018
DeGaetano, Margaret	CollegeNow Faculty Liaison-MATH/METR courses	Adjunct	\$1,632.00	1/08/2018 To 3/30/2018
Emilian, Cathy	CollegeNow Faculty Liaison-DRAF courses	Adjunct	\$435.20	1/08/2018 To 3/30/2018
Estep, Nancy	CollegeNow Faculty Liaison-ECHD courses	Adjunct	\$108.80	1/08/2018 To 3/30/2018
Farah, Fred	CollegeNow Faculty Liaison-ASTR/ELEC/ENVS/PHSC courses	Adjunct	\$1,849.60	1/08/2018 To 3/30/2018
Galezo, David	CollegeNow Faculty Liaison-PHIL courses	Adjunct	\$272.00	1/08/2018 To 3/30/2018
Kidder, Jennifer	CollegeNow Faculty Liaison-GEOL courses	Adjunct	\$54.40	1/08/2018 To 3/30/2018
Need, Barbara	CollegeNow Faculty Liaison-SPAN courses	Adjunct	\$2,230.40	1/08/2018 To 3/30/2018
Whitecraft, Michele	CollegeNow Faculty Liaison-CHEM courses	Adjunct	\$707.20	1/08/2018 To 3/30/2018
Winfield, Butch	CollegeNow Faculty Liaison-BUAD courses	Adjunct	\$2,284.80	1/08/2018 To 3/30/2018
Young, Tammi	CollegeNow Faculty Liaison-HLTH courses	Adjunct	\$326.40	1/08/2018 To 3/30/2018
DeGaetano, Margaret	Facilitation of Rope Challenge Course	Adjunct	\$510.00	1/01/2018 To 8/22/2018
April				
Kapusta, Patricia	Additional compensation for enrollment above 16 students (or 32 for double section) in CAPS121-BL3, CAPS123-BL1 and CAPS131-BL2	Adjunct	\$550.00	4/16/2018 To 5/18/2018
Wells, Frances	Additional compensation for enrollment above 16 students in CAPS111-BL3	Adjunct	\$200.00	4/16/2018 To 5/18/2018
Plumeau, Meg	Borg Warner Math Review-.biz	Adjunct	\$125.00	4/24/2018
May				
Mister, Jada	Communications	Project Assistant	\$17.151/hr.	5/07/2018
Waffner, Marcia	HRMG220-SLC2	Adjunct	\$7,155.00	5/26/2018 To 6/17/2018
June				
Earle, Sunday	Benefits Coordinator	Grade 3/Management Confidential	\$63,000.00*	6/01/2018
McCalley, Greg	Vice President for Student Services	Management Confidential	\$118,655.00*	6/11/2018

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 17, 2018

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
John Bradac	05/31/18	Retirement

FACULTY STUDENT ASSOCIATION

Jennifer Wendel	04/30/18	Non-renewal
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BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-77**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF STUDENT CONDUCT & COMMUNITY STANDARDS**

WHEREAS, the College has determined, based on a review and analysis of the functions within Student Services, that there is a need to create a Director of Student Conduct & Community Standards position description, and

WHEREAS, the attached Director of Student Conduct & Community Standards position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Student Conduct & Community Standards 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: **I, CATHY A. NORTHROP CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
17th day of May 2018, 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 17th day of May 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Student Conduct &
Community Standards

GRADE

5

PAGE

1 of 3

ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Vice President for
Student Services

APPROVED BY

SUMMARY

Responsible for the development, implementation and management of student conduct and Title IX programs in order to develop and maintain a positive, respectful culture at Tompkins Cortland Community College. Provide college-wide leadership and training on Title IX, VAWA, Clery and other state and federal mandates related to student conduct. Responsible for the development and administration of all student conduct functions of the College. Ensures compliance controls are in place for policies and procedures related to the conduct, Title IX, VAWA, Clery functions. Works collaboratively with College stakeholders to create and maintain a safe and respectful campus environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides strategic and collaborative leadership in the implementation of the college conduct code and cross campus Title IX programming.
2. Responsible for all personnel aspects of Student Conduct Community Standards including hiring, training, supervision, and evaluation of support staff and training, some supervision and evaluation of Residence Life staff involved in conduct work. Monitors work performance for accuracy and completeness to ensure compliance with established policies and procedures.
3. Responsible for collaboration with and training of faculty and staff in relation to classroom behavior, current trends in student conduct, and roles and responsibilities related to Title IX, VAWA and other mandates. Areas of collaboration and training to include all faculty, athletics staff, campus police officers, mental health staff, college health staff and all student affairs staff.
4. Responsible for training staff of all college related entities: Faculty Student Association, Coltivare, Farm, Extension Centers on Title IX, VAWA, and student conduct compliance issues.
5. Responsible for systems oversight of software related to student conduct, Title IX and Students of Concern (SOC) groups. Collaborates with Campus Police on use of campus wide and residence life camera system.
6. Collaborates with the Registrar on FERPA compliance and transcript notation in compliance with state legislation.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Student Conduct &
Community Standards

GRADE

5

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ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Vice President for
Student Services

APPROVED BY

7. Serves as the Senior Title IX Coordinator for the College and related organizations. Investigate Title IX cases, maintains Title IX webpage, provide training for college community on Title IX. Works directly with Human Resources on sensitive Title IX issues involving faculty and staff.
8. Works directly with Campus Police, mental health staff, college health staff and other areas on direct interventions with students involved in conduct, Title IX and Student of Concern cases.
9. Chairs Title IX group to ensure consistency and compliance with reporting Title IX cases and compliance training.
10. Represents college at The SUNY Conduct Institute, SUNY Title IX Coordinators Association (STIXCA) and SUNY Student Conduct Association (SUNYSCA.) Works directly with SUNY legal counsel and college attorneys as needed on conduct, Title IX, VAWA and other compliance.
11. Collaborates with campus and community organizations, including health services, mental health staff, fire department, and others to provide educational and service opportunities for students involved in violations. Responsible for tracking the completion of all assigned sanctions.
12. Investigates disciplinary checks for third party requests (other institutions, investigators, etc.)
13. Responsible for all short and long term departmental goal setting and strategic planning initiatives.
14. Coordinates the development of a Student Code of Conduct and other publications necessary for promoting and operating the conduct and Title IX programs.
15. Recruits and trains faculty, staff and students to serve on Judicial Board(s) as needed, and for service as conduct process advisors and conduct mentors.
16. Provides assistance and guidance to faculty, supervisors, and employees in student conduct related matters.
17. Coordinates and collaborates with other college departments, including enrollment services, admissions, student success and advisement, mental health services, and the learning

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Student Conduct &
Community Standards

GRADE

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ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Vice President for
Student Services

APPROVED BY

commons to support and ensure student success. Works with college counselors to address issues of psychological concern.

18. Initiates positive, collaborative relationships both on-campus and with appropriate community agencies, including local fire department, police, human service agencies including Advocacy Center, Aid to Victims of Violence to enhance program functions.
19. Assures the 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.
20. Directs the staff of the Student Conduct and Community Standards Office. 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, regulation, and collective bargaining agreements.
21. Serves on various committees as appropriate, including the Wellness Council, DEAC, Violence Prevention Committee, Title IX, Students of Concern and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

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

MINIMUM QUALIFICATIONS

Master's Degree in College Student Personnel, Higher Education Administration, or closely related field, and minimum of three years of experience.

PREFERRED QUALIFICATION

Master's Degree in College Student Personnel, Higher Education Administration, or closely related field, and five or more years of experience. Knowledge of higher ed law, conduct systems and Title IX, VAWA and other legal mandates.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-78**

**APPROVAL OF POSITION DESCRIPTION
ASSOCIATE DIRECTOR OF ADMISSIONS**

WHEREAS, The College has determined, based on a review and analysis of the functions of the Associate Director of Admissions that there is a need to revise the position description, and

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

RESOLVED, that the Associate Director of Admissions 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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Director of Admissions

GRADE

4

PAGE

1 of 3

ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Associate Dean of
Enrollment Management

APPROVED BY

SUMMARY

Responsible for managing the operations of the Admissions Office. Creates and maintains internal and external relationships with multiple college stakeholders. Responsible to the Associate Dean of Enrollment Management for communications and services to prospective students, their parents, high school counselors and other college stakeholders. Manages the centralized services in the Enrollment Services Center, including the reception desk and call center. Oversees the admissions processes for selective programs and/or special populations such as Nursing program applicants and International applicants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the development and administration of a comprehensive student recruitment program in accordance with applicable laws and regulations and institutional policy.
2. Establishes and oversees a comprehensive and regularly updated program of communications with inquiries and applicants including traditional and non-traditional students, as well as special populations such as first-generation college students, foster care, underrepresented populations, work force development participants and home-schooled students.
3. Responsible for oversight of centralized services which includes the front desk, the student call center, incoming mail distribution and imaging.
4. Ensures appropriate assistance and services are provided to all students and their families regarding admissions criteria, academic programs, placement testing, new student advisement, registration, transfer options, career opportunities, financial aid and student services.
5. Serves as a member of the leadership team in Enrollment Services, setting standards and expectations designed to enhance customer service and the quality of the student experience.
6. Coordinates the implementation and maintenance of computerized admissions records in conjunction with Campus Technology.
7. Oversees the housing application process and collaborates with the Office of Residence Life to facilitate the housing confirmation process. Oversees housing communications to students seeking to live on-campus and assists in finding off-campus alternatives, when necessary.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Associate Director of Admissions	4	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Student Services	Associate Dean of Enrollment Management	

8. Responsible for oversight of the selective admissions process for the College Nursing program. Works with the Nursing Department to develop Nursing admission guidelines, identify eligible applicants for acceptance, maintain wait lists and follow up on provisional acceptances.
9. Reviews accepted applicants who indicate they have previously committed a felony and indicate they are interested in campus housing. Assesses student's criminal background to determine if they pose a current threat to others by living in campus housing.
10. Coordinates with the Office of Global Initiatives and assists with the admission of international students and the administration of necessary Bureau of Citizenship and Immigration Services rules, regulations and certifications of new students, and is a Designated School Official with the authority and responsibility to issue I-20 forms to applicants for student visas in compliance with the Student and Exchange Visitor Information System (SEVIS).
11. Counsels students and parents on College admissions, degree program selection, and enrollment. Conducts initial assessment of applicant credentials, makes acceptance decisions, determines course placement for new, transfer, and readmitted students, and provides initial academic advisement.
12. Provides initial academic advisement to new students. Participates in new student advisement training provided by the Student Success and Advising Office. Maintains a working knowledge of academic programs offered by the College.
13. Collaborates with Student Success and Advisement Services to ensure that students not assigned to specific advisors have access to advising services that meet their needs.
14. Develops and maintains effective relationships with high school counselors and prospective students. Works with high school counselors to identify and to promote and recruit traditional students to the College. Responsible for interviewing and advising students and parents of the criteria required for admission to the College.
15. Assists with the implementation of the College's recruitment program. Attends college fairs, conducts high school visits and travels as necessary to promote the College and recruit prospective students.
16. Responsible for the planning and coordination of Admissions events such as Open House, the TC3 Day/Night program College Fair, Instant Admit Day, Instant Registration Day, career days and other events both on and off campus.
17. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Director of Admissions

GRADE

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ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Associate Dean of
Enrollment Management

APPROVED BY

personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.

18. Serves on various college and community committees. Attends and presents at local, regional, and national professional development conferences. Performs other duties as assigned.

SUPERVISION

Types Supervised (check each category):

Classified Staff
 Administrative
 Faculty
 Adjunct Faculty
 Students

Indicate number in each category:

5 # of Classified Staff
 # of Administrative
 # of Faculty
 # of Adjunct Faculty
10-12 # of Students

MINIMUM QUALIFICATIONS

BA/BS plus a minimum of five years of progressive admissions experience. Direct management experience in a higher education setting desired. Requires travel to off-site locations. Must demonstrate the ability to meet the travel requirements of the position.

DESIRED QUALIFICATIONS

Experience in higher education and/or admissions.

PHYSICAL SKILLS AND ABILITIES

This position requires evening and weekend work as well as occasional travel requiring overnight stays.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-79**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT DIRECTOR OF ADMISSIONS – TRANSFER COORDINATOR**

WHEREAS, The College has determined, based on a review and analysis of the functions of the Assistant Director of Admissions – Transfer Coordinator that there is a need to revise the position description, and

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

RESOLVED, that the Assistant Director of Admissions – Transfer Coordinator 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: I, CATHY A. NORTROP, CLERK of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: DO HEREBY CERTIFY the foregoing resolution is
a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director of Admissions -
Transfer Coordinator

GRADE

3

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ORGANIZATIONAL UNIT

Student Services

REPORT TO

Associate Dean of
Enrollment Management

APPROVED BY

SUMMARY

Responsible for the initial assessment of applicants' credentials, making acceptance decisions and providing initial academic advisement. Advises students, parents, faculty, staff and community groups regarding admission policy and procedures. Responsible for the review and evaluation of all incoming transfer student applications and potential transfer credit. Assists with the development and implementation of the College's comprehensive recruitment plan, works with high school counselors to identify and to promote and recruit traditional students to the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts initial assessment of applicants' credentials, makes acceptance decisions, and provides initial academic advisement for new, transfer and readmitted students.
2. Provides appropriate assistance and services to all students and their families regarding admission criteria, academic programs, placement testing, new student advisement, registration, transfer options, career opportunities, financial aid and student services.
3. Assists in the development and administration of a comprehensive student recruitment program in accordance with applicable laws, regulations and institutional policy.
4. Responsible for overseeing and reviewing all incoming transfer admissions applications to the College. Works with Campus Technology to ensure appropriate systems and procedures are in place to effectively manage the transfer application process.
5. Responsible for the evaluation of transfer credits from college transcripts submitted by prospective students looking to transfer to TC3. Includes transcripts from domestic, international, global and military institutions as well as online universities and credits from foreign, military, academy (police), Advanced Placement, IB, Experiential, ACE and CLEP exams.
6. When necessary, conducts a review of the accreditation of individual colleges (both private and public), technical schools, community colleges, and universities.
7. Collaborates with Academic Records to conduct a thorough review of each college course submitted for transfer that is not currently in the transfer policy.
8. Provides initial academic advisement to new students. Participates in new student advisement training provided by the Student Success and Advising Office. Maintains a working knowledge of academic programs offered by the College.
9. Assists with the implementation of the College's recruitment program. Attends college fairs, conducts high school visits and travels as necessary to promote the College and recruit prospective students.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director of Admissions -
Transfer Coordinator

GRADE

3

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ORGANIZATIONAL UNIT

Student Services

REPORT TO

Associate Dean of
Enrollment Management

APPROVED BY

10. Develops and maintains effective relationships with high school counselors and prospective students through extensive recruitment travel. Works with high school counselors to identify and recruit traditional students to the College. Responsible for interviewing and advising students and parents of the criteria required for admission to the College.
11. Collaborates with the CollegeNow office to recruit concurrently enrolled students.
12. Assists in the recruitment of nontraditional students.
13. Creates and maintains external relationships between the College and CollegeNow partners, secondary schools, BOCES, businesses and industry personnel. Promotes and markets the College to outside agencies seeking postsecondary opportunities for their constituents.
14. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, high school athletic directors, coaches, high school counselors and other appropriate groups.
15. Assists with the planning and coordination of Admissions events such as Open House, The TC3 Day/Night Program College Fair, Instant Admit Day, Instant Registration Day, career days and other events both on and off campus.
16. Serves on various college committees and performs other duties as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

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

MINIMUM QUALIFICATIONS

Bachelor's Degree and 2 years of related experience. Requires travel to off-site locations. Must demonstrate the ability to meet the travel requirements of the position.

PHYSICAL SKILLS AND ABILITIES

This position requires evening and weekend work as well as extensive travel often requiring overnight stays.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-80**

**APPROVAL OF POSITION DESCRIPTION
ADMISSIONS RECRUITMENT COORDINATOR**

WHEREAS, the College has determined, based on a review and analysis of the functions within Student Services, that there is a need to create an Admissions Recruitment Coordinator position description, and

WHEREAS, the attached Admissions Recruitment Coordinator position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Admissions Recruitment Coordinator 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 17th day of May 2018, 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 17th day of May 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Admissions Recruitment Coordinator	4	1 of 2
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Student Services	Associate Dean of Enrollment Management	

SUMMARY

Responsible for the initial assessment of applicants' credentials, making acceptance decisions and providing initial academic advisement. Advises students, parents, faculty, staff and community groups regarding admission policy and procedures. Assists with the development and implementation of the College's comprehensive recruitment plan, works with high school counselors to identify, promote and recruit traditional students to the College. Coordinates with other offices across campus to reduce duplicative recruitment efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts initial assessment of applicants' credentials, makes acceptance decisions, and provides initial academic advisement for new, transfer and readmitted students.
2. Provides information to applicants regarding admission criteria, academic programs, financial aid, transfer options, career opportunities and student services.
3. Responsible for the development and administration of a comprehensive student recruitment program in accordance with applicable laws, regulations and institutional policy.
4. Collaborates with other offices across campus to coordinate the planning of admission strategies that target prospective students and acts to reduce duplicative recruitment efforts. Coordinates admissions travel for campus volunteer recruiters.
5. Provides initial academic advisement to new students. Participates in new student advisement training provided by the Student Success and Advising Office. Maintains a working knowledge of academic programs offered by the College.
6. Provides appropriate assistance and services to all students and their families regarding admissions criteria, academic programs, placement testing, new student advisement, registration, transfer options, career opportunities, financial aid and student services.
7. Develops and maintains effective relationships with high school counselors and prospective students through extensive recruitment travel. Works with high school counselors to identify and recruit traditional students to the College. Responsible for interviewing and advising students and parents of the criteria required for admission to the College.
8. Assists with the implementation of the College's recruitment program. Attends college fairs, conducts high school visits and travels as necessary to promote the College and recruit prospective students.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Admissions Recruitment Coordinator

GRADE

4

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ORGANIZATIONAL UNIT

Student Services

REPORTS TO

Associate Dean of
Enrollment Management

APPROVED BY

9. Collaborates with the CollegeNow office to recruit concurrently enrolled students.

10. Assists in the recruitment of nontraditional students.

11. Creates and maintains external relationships between the College and CollegeNow partners, secondary schools, BOCES, businesses and industry personnel. Promotes and markets the College to outside agencies seeking postsecondary opportunities for their constituents.

12. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, high school athletic directors, coaches, high school counselors and other appropriate groups.

13. Assists with the planning and coordination of Admissions events such as Open House, The TC3 Day/Night Program College Fair, Instant Admit Day, Instant Registration Day, career days and other events both on and off campus.

14. Serves on various college committees and performs other duties as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

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

MINIMUM QUALIFICATIONS

Bachelor's Degree and two years of related experience. Requires travel to off-site locations. Must demonstrate the ability to meet the travel requirements of the position.

PHYSICAL SKILLS AND ABILITIES

This position requires evening and weekend work as well as extensive travel often requiring overnight stays.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-81**

**APPROVAL OF POSITION DESCRIPTION
ADMISSIONS/FINANCIAL AID ADVISOR**

WHEREAS, the College has determined, based on a review and analysis of the functions within Student Services, that there is a need to create an Admissions/Financial Aid Advisor position description, and

WHEREAS, the attached Admissions/Financial Aid Advisor position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Admissions/Financial Aid Advisor 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 17th day of May 2018, 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 17th day of May 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Admissions/Financial Aid Advisor	1	1 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORT TO</u>	<u>APPROVED BY</u>
Student Services	Associate Dean of Enrollment Management	

SUMMARY

Responsible for assisting in the implementation of the College's comprehensive recruitment plan. Conducts high school visits, works with high school counselors to identify, promote and recruit traditional students to the College. Provides information to applicants and others on the College's admission criteria, academic programs, financial aid, career and transfer opportunities and student services. Works with students, parents, faculty, staff, community groups, and special populations regarding admission. Requires extensive recruitment travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides information to applicants regarding admission criteria, academic programs, financial aid, transfer options, career opportunities and student services.
2. Develops and maintains effective relationships with high school counselors and prospective students through extensive recruitment travel. Works with high school counselors to identify and recruit traditional students to the College. Responsible for interviewing and advising students and parents of the criteria required for admission to the College.
3. Collaborates with the CollegeNow office to promote and recruit concurrently enrolled students.
4. Conducts initial assessment of applicants' credentials, makes acceptance decisions and determines the appropriate placement tests to be taken.
5. Assists in the recruitment of special populations such as non-traditional students, international students, nursing students and athletes.
6. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, coaches, high school counselors and other appropriate groups.
7. Assists with the planning and coordination of Admissions events such as Open House, the TC3 Day/Night Program College Fair, Instant Admit Day, Instant Registration Day, career days and other events both on and off campus.
8. Provides initial academic advisement to new students. Participates in new student advisement training provided by the Student Success and Advising Office. Maintains a working knowledge of academic programs offered by the College.
9. Serves on various college committees and performs other duties as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Admissions/Financial Aid Advisor

GRADE

1

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ORGANIZATIONAL UNIT

Student Services

REPORT TO

Associate Dean of
Enrollment Management

APPROVED BY

SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct Faculty
- Students

Indicate number in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adjunct Faculty
- # of Students

MINIMUM QUALIFICATIONS

Bachelor's Degree or Associate's Degree with 2 years of related experience required. Requires travel to off-site locations. Must demonstrate the ability to meet the travel requirements of the position.

DESIRED QUALIFICATIONS

Experience in higher education and/or admissions.

PHYSICAL SKILLS AND ABILITIES

This position requires evening and weekend work as well as extensive travel often requiring overnight stays.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-82**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT DIRECTOR OF COLLEGENOW**

WHEREAS, the College has determined, based on a review and analysis of the functions within Academic Affairs, that there is a need to create an Assistant Director of CollegeNow position description, and

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

RESOLVED, that the Assistant Director of CollegeNow 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 17th day of May 2018, 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 17th day of May 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director of CollegeNow

GRADE

3

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ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Director of CollegeNow

APPROVED BY

SUMMARY

Coordinates outreach and provides direct support for high school and homeschool students earning college credit through the CollegeNow program. Oversees the CollegeNow Online program and the Early Degree option. Assists in developing new and facilitating existing initiatives with school districts that support the mission of the College and the CollegeNow program. Provides college transition support, including training and resources for counselors and outreach to students on completing degrees at the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works in concert with the Director of CollegeNow to develop a broad vision for all CollegeNow programs.
2. Collaborates with high school partners and homeschooling organizations to provide college transition support. Provides outreach and education to counselors, high school and homeschool students, and their families about CollegeNow, completing degrees at the College, and other postsecondary education options. Works with high school counselors and homeschool organizations to provide resources and training in placing, advising, and supporting students in CollegeNow courses. May help develop or oversee new initiatives.
3. Supports high school age students, including homeschooled students, taking on-campus and online courses. Provides direct service to high school and homeschool students to align College course selection with graduation requirements and academic skills, as well as college, transfer, and career plans.
4. Demonstrates proficiency in understanding and interpreting academic program requirements, financial aid eligibility requirements, academic standards, college resources, and other policies and procedures internally and at other colleges.
5. Communicates and works directly with College faculty, school counselors, mentors, and students. Handles issues as they arise, which may be sensitive in nature.
6. Supervises classified staff assigned to support CollegeNow Online, Early Degree, and on-campus high school students.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director of CollegeNow

GRADE

3

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ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Director of CollegeNow

APPROVED BY

7. In coordination with Admissions, promotes and supports CollegeNow and postsecondary planning through site visits to partner schools and presentations to school counselors, administrators, students, and parents.
8. Collaborates with other College departments to coordinate processes and provide resources to CollegeNow students and partner schools.
9. Works with Admissions to create programming to convert concurrently enrolled seniors into matriculated students upon graduation from high school. Collaborates with CollegeNow partners to provide college transition support through academic skill assessment and placement test preparation.
10. Responsible for the assessment of CollegeNow Online and Early Degree programs. Makes recommendations to the Director for program improvement based on assessment results.
11. Assists in promoting CollegeNow, including website content and the publication of CollegeNow promotional materials and catalogs and assists in managing the program website.
12. Collaborates with Admissions to plan campus visits for concurrent enrollment classes and high school Career and Technical programs.
13. Effectively utilizes computer-based student information systems and applications, including but not limited to myTC3, DegreeWorks, and PowerCampus.
14. May serve as Director of CollegeNow in his/her absence.
15. Serves as a College liaison to external committees affiliated with school districts, BOCES, and groups working in the field of school-college-career transitions.
16. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
17. Serves on various college committees and performs other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director of CollegeNow

GRADE

3

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ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Director of CollegeNow

APPROVED BY

SUPERVISION

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

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

MINIMUM QUALIFICATIONS: Bachelor's Degree and three years full-time professional experience in education is required. Requires travel to off-site rural locations, must demonstrate the ability to meet the transportation requirements of the position.

DESIRED QUALIFICATIONS: Master's Degree preferred. Experience as a high school teacher, counselor, public school administrator, college advisor, or administrator of a college program that falls within the scope of CollegeNow programming (including Tech Prep or Dual and Concurrent Enrollment), or other related professional experience in education is desired.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-83**

**APPROVAL OF POSITION DESCRIPTION
EXECUTIVE DIRECTOR OF THE FOUNDATION**

WHEREAS, the College has determined, based on a review and analysis of the functions within the Alumni and Development office, that there is a need to create an Executive Director of the Foundation position description, and

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

RESOLVED, that the Executive Director of the Foundation 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 17th day of May 2018, 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 17th day of May 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Executive Director of the Foundation

GRADE

5

PAGE

1 of 2

ORGANIZATIONAL UNIT

Foundation

REPORT TO

President of the College

APPROVED BY

SUMMARY

Directs TC3 Foundation board development and management, resource development operations including cultivating and soliciting individual donors, prospect research, researching and writing proposals and foundation grants, developing and managing campaigns, alumni programming, and special events. Serves as the coordinating development officer for all private philanthropic activity of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative and staff support to the TC3 Foundation Inc., manages day-to-day operations and monitors effectiveness of activities by coordinating with staff, appropriate committees, and the Foundation board development and management. Ensures that philanthropy and fund development activities are carried out in keeping with the board and organization's mission, vision, and values.
2. Leads and directs TC3's annual, major, capital, and planned giving programs. Establishes performance measures, monitors results, and helps various coordinating committees and the board evaluate the success of the Foundation's fund development programs.
3. Develops and implements strategic plans and goals for fund raising and alumni programming that are aligned with the College's mission, vision, and goals
4. Solicits contributions on behalf of the College. Supports and helps board members, College president, other fund raising volunteers, and staff to identify, cultivate, and solicit charitable gifts.
5. Establishes and manages information tracking processes for acknowledgements, recognition, on-going communication, and continued cultivation of past and current donors to deepen their relationships with the College. Coordinates and monitors the Foundation's recognition activities.
6. Develops and assesses policies and procedures that are essential for a comprehensive donor relations program.
7. Co-Coordinates and provides leadership for assessing results, and helps various coordinating committees and the board evaluate the success of the Foundation's finances, real estate and all academic related programs.
8. Advises the President, vice presidents, deans, Foundation, development staff, faculty, and key constituents on identifying and implementing strategies to increase private funding for

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Executive Director of the Foundation

GRADE

5

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ORGANIZATIONAL UNIT

Foundation

REPORT TO

President of the College

APPROVED BY

scholarships, special program, support, and other college priorities including endowments and unrestricted giving.

9. Responsible for the office software system and database including, selection, design and maintenance of donor and prospect records, gift management systems, and informational reports. Ensures highest standards of fiscal responsibility, data integrity, and donor confidentiality.
10. Directs the staff of the Alumni and Development department. 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 Law, other applicable laws, regulations, and collective bargaining agreements.
11. 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.
12. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

Classified Staff

Administrative

Faculty

Adjunct faculty, students etc.

Indicate number in each category:

 1 # of Classified Staff

 1 # of Administrative

 # of Faculty

 # of Adjunct faculty, students

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of five years of experience in a development program. Three years of supervisory experience.

DESIRED QUALIFICATIONS

Master's degree preferred. Experience in higher education development program.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-50**

**2018 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN ADJUNCT TEACHING – JAIME BARKER**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Adjunct Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College (.5 FTE or less), and

WHEREAS, Dr. Jaime Barker has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2018 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching to Dr. Jaime Barker.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-51**

**2018 CHANCELLOR’S/TRUSTEES’ AWARD
FOR EXCELLENCE IN CLASSIFIED SERVICE – MELLORA PAUCKE**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Classified Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Ms. Mellora Paucke has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in classified service, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2018 Chancellor’s/Trustees’ Award for Excellence in Classified Service to Ms. Mellora Paucke.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-53**

**2018 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN TEACHING – PAULA MOORE**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Professor Paula Moore has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2018 Chancellor's/Trustees' Award for Excellence in Teaching to Professor Paula Moore.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-52**

**2018 CHANCELLOR’S/TRUSTEES’ AWARD
FOR EXCELLENCE IN LIBRARIANSHIP – SUSANNA VAN SANT**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Librarianship to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Ms. Susanna Van Sant has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in Librarianship, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2018 Chancellor’s/Trustees’ Award for Excellence in Librarianship to Ms. Susanna Van Sant.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-63**

IN APPRECIATION OF GERRY MCDONOUGH

WHEREAS, Ms. Gerry McDonough was hired in a full-time position at the College in May 2001, and

WHEREAS, Ms. McDonough elected to retire from her position as Farm to Bistro Business Manager at the College effective June 28, 2018, and

WHEREAS, Ms. McDonough is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. McDonough for over 17 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. McDonough in all of her future endeavors.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-62**

IN APPRECIATION OF JOAN DONOVAN

WHEREAS, Ms. Joan Donovan was hired in a full-time position at the College in August 2000, and

WHEREAS, Ms. Donovan elected to retire from her position as Coordinator/Counselor for Counseling, Career, and Transfer Services at the College effective June 15, 2018, and

WHEREAS, Ms. Donovan is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Donovan for over 17 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Donovan in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-61**

IN APPRECIATION OF KATHLEEN MCDONOUGH

WHEREAS, Ms. Kathleen McDonough was hired in a full-time position at the College in August 2005, and

WHEREAS, Ms. McDonough elected to retire from her position as Professor at the College effective April 14, 2018, and

WHEREAS, Ms. McDonough is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. McDonough for over 12 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. McDonough in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-60**

IN APPRECIATION OF KATHLEEN BOYD

WHEREAS, Ms. Kathleen Boyd was hired in a full-time position at the College in May 2004, and

WHEREAS, Ms. Boyd elected to retire from her position as a Secretary at the College effective May 25, 2018, and

WHEREAS, Ms. Boyd is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Boyd for 14 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Boyd in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-59**

IN APPRECIATION OF BRUCE RYAN

WHEREAS, Dr. Bruce Ryan was hired in a full-time position at the College in August 1989, and

WHEREAS, Dr. Ryan elected to retire from his position as Dean of External Relations at the College effective March 2, 2018, and

WHEREAS, Dr. Ryan is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Dr. Ryan for over 28 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Dr. Ryan in all of his future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-58**

IN APPRECIATION OF BRIAN ACKLEY

WHEREAS, Mr. Brian Ackley was hired in a full-time position at the College in March 1987, and

WHEREAS, Mr. Ackley elected to retire from his position as Director of Technology Support at the College effective March 2, 2018, and

WHEREAS, Mr. Ackley is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Ackley for over 30 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Ackley in all of his future endeavors.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-56**

IN APPRECIATION OF KATHRYN (KHAKI) WUNDERLICH

WHEREAS, Ms. Kathryn (Khaki) Wunderlich was hired in a full-time position at the College in July 1994, and

WHEREAS, Ms. Wunderlich elected to retire from her position as Dean of Organizational Success and Learning at the College effective January 2, 2018, and

WHEREAS, Ms. Wunderlich is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Wunderlich for over 23 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Wunderlich in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-57**

IN APPRECIATION OF SYLVIA GANOE

WHEREAS, Ms. Sylvia Ganoë was hired in a full-time position at the College in November 2007, and

WHEREAS, Ms. Ganoë elected to retire from her position as a Cleaner at the College effective January 26, 2018, and

WHEREAS, Ms. Ganoë is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Ganoë for over 10 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Ganoë in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-64**

IN APPRECIATION OF ROBERT EDGECOMB

WHEREAS, Dr. Robert Edgecomb was hired in a full-time position at the College in August 2008, and

WHEREAS, Dr. Edgecomb elected to retire from his position as Associate Director of Communications at the College effective August 17, 2018, and

WHEREAS, Dr. Edgecomb is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Dr. Edgecomb for 10 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Dr. Edgecomb in all of his future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-65**

IN APPRECIATION OF DAN PAOLANGELI

WHEREAS, Mr. Dan Paolangeli was hired in a full-time position at the College in July 1984, and

WHEREAS, Mr. Paolangeli elected to retire from his position as Print Room Supervisor at the College effective August 30, 2018, and

WHEREAS, Mr. Paolangeli is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Paolangeli for over 34 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Paolangeli in all of his future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-66**

IN APPRECIATION OF COLLEEN ARMSTRONG

WHEREAS, Ms. Colleen Armstrong was hired in a full-time position at the College in March 1986, and

WHEREAS, Ms. Armstrong elected to retire from her position as Assistant Director of Admissions at the College effective August 31, 2018, and

WHEREAS, Ms. Armstrong is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Armstrong for over 32 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Armstrong in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-67**

IN APPRECIATION OF JOHN R. CONNERS

WHEREAS, Dr. John R. Conners was hired in a full-time position at the College in July 1994, and

WHEREAS, Dr. Conners elected to retire from his position as Provost and Vice President of the College effective August 31, 2018, and

WHEREAS, Dr. Conners is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Dr. Conners for over 24 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Dr. Conners in all of his future endeavors.

STATE OF NEW YORK:	I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College,
 SS:	Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	DO HEREBY CERTIFY the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17 th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-68**

IN APPRECIATION OF TERESA CONWAY

WHEREAS, Ms. Teresa Conway was hired in a full-time position at the College in April 1989, and

WHEREAS, Ms. Conway elected to retire from her position as a Cleaner at the College effective August 31, 2018, and

WHEREAS, Ms. Conway is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Conway for over 29 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Conway in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-69**

IN APPRECIATION OF SHARON SANFORD

WHEREAS, Ms. Sharon Sanford was hired in a full-time position at the College in February 2001, and

WHEREAS, Ms. Sanford elected to retire from her position as an Enrollment Services Specialist at the College effective August 31, 2018, and

WHEREAS, Ms. Sanford is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Sanford for over 17 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Sanford in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-70**

IN APPRECIATION OF JAMES TURNER

WHEREAS, Mr. James Turner was hired in a full-time position at the College in April 2008, and

WHEREAS, Mr. Turner elected to retire from his position as Director of Facilities at the College effective August 31, 2018, and

WHEREAS, Mr. Turner is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Turner for over 10 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Turner in all of his future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-71**

IN APPRECIATION OF KRIS ALTUCHER

WHEREAS, Dr. Kris Altucher was hired in a full-time position at the College in February 2003, and

WHEREAS, Dr. Altucher elected to retire from her position as Associate Dean of Institutional Research and Organizational Learning at the College effective August 2018, and

WHEREAS, Dr. Altucher is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Dr. Altucher for over 15 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Dr. Altucher in all of her future endeavors.

STATE OF NEW YORK:	I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College,
SS:	
COUNTY OF TOMPKINS:	DO HEREBY CERTIFY the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17 th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-72**

IN APPRECIATION OF JOHN BRADAC

WHEREAS, Mr. John Bradac was hired in a full-time position at the College in June 2016, and

WHEREAS, Mr. Bradac elected to retire from his position as Dean of Student Life at the College effective May 31, 2018, and

WHEREAS, Mr. Bradac is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Bradac for over 1 year of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Bradac in all of his future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-75**

IN APPRECIATION OF JOHANNA HARTNETT

WHEREAS, Ms. Johanna Hartnett was hired in a full-time position in the Faculty Student Association at the college in May 2015, and

WHEREAS, Ms. Hartnett elected to retire from her position as Director of the Child Care Center at the College effective June 8, 2018, and

WHEREAS, Ms. Hartnett is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Hartnett for over 3 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Hartnett in all of her future endeavors.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-76**

IN APPRECIATION OF SHARI SHAPLEIGH

WHEREAS, Ms. Shari Shapleigh was hired at the College in August 2001, and

WHEREAS, Ms. Shari Shapleigh was hired in a full-time position in the Faculty Student Association at the College in August 2006, and

WHEREAS, Ms. Shapleigh elected to retire from her position as Director of the Health Services at the College effective June 1, 2018, and

WHEREAS, Ms. Shapleigh is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Shapleigh for over 16 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Shapleigh in all of her future endeavors.

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 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-55**

2018 FRIEND OF THE COLLEGE AWARD – MICHAEL STAMM

WHEREAS, Mr. Michael Stamm is a graduate of Syracuse University with a Bachelor’s Degree in English Literature, and from the University of Buffalo with a Master’s Degree in Economics, and

WHEREAS, Mr. Stamm has served as the President of the Tompkins County Area Development, Inc., since 1985, and

WHEREAS, Mr. Stamm is an involved member of the local community having served as a member of the Tompkins County Workforce Development Board, the Southern Tier Regional Economic Development Council, and the New York State Economic Development Council, and

WHEREAS, Mr. Stamm has been a longtime friend and a strong supporter of Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2018 Friend of the College Award to Mr. Michael Stamm.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-54**

2018 FRIEND OF THE COLLEGE AWARD – GARRY VANGORDER

WHEREAS, Mr. Garry VanGorder is a graduate of the State University of New York Agricultural and Technical College at Morrisville with an Associate’s Degree in Journalism, and from SUNY Oswego with a Bachelor’s Degree in Political Science, and

WHEREAS, Mr. VanGorder currently serves as Executive Director of the Cortland County Business Development Corporation and President/CEO of the Cortland County Industrial Development Agency, and previously served as Executive Director of the Cortland County Chamber of Commerce, and

WHEREAS, Mr. VanGorder is an involved member of the local community having served as a Trustee and officer for the Cortland Regional Medical Center, President of the Cortland Regional Sports Council Board of Directors, President of the Cortland Crush Baseball Club Board of Directors, and as a member of the Central New York Regional Economic Development Council, and

WHEREAS, Mr. VanGorder has been a longtime friend and a strong supporter of Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2018 Friend of the College Award to Mr. Garry VanGorder.

STATE OF NEW YORK:	I, CATHY A. NORTHROP, CLERK of the Board of
SS:	Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	DO HEREBY CERTIFY the foregoing resolution is
	a true copy of a resolution duly adopted by the Board
	of Trustees of Tompkins Cortland Community College at a regular meeting of said
	Board on the 17 th day of May 2018, 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 17th day of May 2018.

Clerk of the Board of Trustees
Tompkins Cortland Community College

College Forum Report

Board of Trustees Meeting

May 11, 2018

Kori Post reported the College Forum met on April 20, 2018. Tammy Smith reviewed the new Cybersecurity A.A.S. Degree program and Certificate programs. After a brief discussion, the College Forum voted unanimously to approve the program.

Bob Rice attended the meeting as a representative of the Yards for Yearley program. He provided the group with background information as to who Yearly Love was and why the One Love Foundation was created. Our campus had a goal of 500,000 yards; we completed 1,450,824 yards. This was an amazing event with participation for all areas of the college as well as some of our community members. The committee will be reviewing the process in hopes of making next years' event bigger and better.

Kori Post reviewed the nominations for next years' Forum membership and how the survey went. The next meeting of the College Forum is on Friday, May 11, 2018. The slate of the new leadership team will be voted on during this meeting.

TO: Board of Trustees
FROM: John Bradac
DATE: May 7, 2018
SUBJECT: Faculty Student Association Report to the Board

The Faculty Student Association met on Thursday May 3rd to review the 2018-19 budget proposals. During this meeting, we also were presented information about the Child Care Center and the newest proposals.

Our next meeting is Thursday May 10 at which there will be a vote on the final budget proposal.

Foundation Report

Board of Trustees

May 17, 2018

The Foundation hosted its Pathways Scholarship Ceremony on May 10.

Held were various committee meetings:

Stewardship – April 20

Investment – May 1

Finance – May 16

New this year, graduates who received scholarships will be wearing purple cords at Commencement on May 24. The Alumni Committee will be hosting a photo booth for the graduates and their guests after Commencement.

The Foundation Board will hold a budget meeting on Tuesday, June 5.