



Tompkins  
Cortland  
Community  
College

**BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING  
MONDAY, FEBRUARY 23, 2015  
PRESIDENT'S OFFICE  
9:30 A.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda
  - a. Capital Payments
  - b. Approval of Position Description – Assistant Director of Facilities
5. Adjournment

**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*

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

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

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

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

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-25**

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

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

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

**RESOLVED**, that the Assistant Director of Facilities position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at an Executive Committee meeting of said Board on the 23rd day of February 2015, and the same is a complete copy of the whole of such resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 23rd day of February 2015.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAGE</u></b>
Assistant Director of Facilities	3	1 of 3

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

**SUMMARY**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

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

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

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

**SUPERVISION**

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

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

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



**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Assistant Director of Facilities

**GRADE**

3

**PAGE**

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**ORGANIZATIONAL UNIT**

Operations and Enrollment  
Management

**REPORTS TO**

Director of Facilities

**APPROVED BY**

Board of Trustees

**MINIMUM QUALIFICATIONS**

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

**DESIRED QUALIFICATIONS**

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