

## **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**

## **BOARD OF TRUSTEES EXECUTIVE COMMITTEE MEETING TUESDAY, AUGUST 23, 2016 Ronald W. Space Board Room 4:00 P.M.**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – Executive Committee – August 1, 2016
5. Consent Agenda
  - a. Capital Payments
  - b. Arthur Kuckes Childcare Center
  - c. Main Building Roof Replacement Bid Award – Roofing
  - d. Main Building Roof Replacement Bid Award – Electrical
  - e. Main Building Roof Replacement Bid Award – Mechanical
6. Adjournment

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
EXECUTIVE COMMITTEE MEETING  
BOARD OF TRUSTEES  
AUGUST 1, 2016  
RONALD W. SPACE BOARD ROOM**

EXECUTIVE COMMITTEE  
AND BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Ray Schlather – Executive Committee

EXCUSED: None

STAFF: Kevin Caveney, John Conners, Sharon Dovi, Cathy Northrop, Blix Taetzsch

GUESTS: None

1. **Call to Order:** The meeting was called to order at 4:05 p.m. by Chairperson Burns.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Approval of Agenda:** Mr. Schlather moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
4. **Request for Proposal for Executive Search Firm – Discussion:** There was discussion of the draft RFP with suggested changes. Ms. Northrop will make the changes and send out to the group for the approval to send out the revised RFP to a comprehensive list of Executive Search Firms, to include those provided by SUNY System Administration. RFP to be sent out by August 10 with proposals due by September 1, 2016.
5. **Adjournment:** Mr. Schlather moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS  
AUGUST 2016**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<b>MASTER PLAN</b>			
Lighting Design- Forum			
Vanguard Technology Consulting-Stage Lighting Invoice 428	\$600.00		
Total Lighting Design- Forum		<u>\$600.00</u>	
<b>TOTAL MASTER PLAN</b>			<b>\$600.00</b>
<b>SUNY PROJECT</b>			
Computer & Tech Upgrades C34162			
Adorama (PO #31088) Glyph Studio Mini (Ports)	\$1,686.00		
Total Computer & Tech Upgrades C34162		<u>\$1,686.00</u>	
<b>TOTAL SUNY PROJECT</b>			<b>\$1,686.00</b>
<b>ROOF REPLACEMENT PROJECT</b>			
Design Services			
Beardsley Architects + Engineers (PO#31170) Invoice #0034619	\$37,632.47		
Total Design Services		<u>\$37,632.47</u>	
<b>TOTAL ROOF REPLACEMENT PROJECT</b>			<b><u>\$37,632.47</u></b>
<b>Total Capital Payments</b>			<b><u><u>\$39,918.47</u></u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2016-2017-7**

**ARTHUR KUCKES CHILDCARE CENTER**

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College and the County sponsors have approved respective resolutions in support of constructing a new Childcare Center on campus, and

**WHEREAS**, the Tompkins Cortland Community College Foundation has launched a fund raising campaign to support the new Childcare Center on campus, and

**WHEREAS**, the Tompkins Cortland Community College Board of Trustee Resolution regarding the naming of physical facilities on campus stipulates that any gifts that are \$250,000 or more require Board of Trustee approval, and

**WHEREAS**, Arthur Kuckes has generously donated \$2 million in support of the new Childcare Center to be constructed on campus, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby approves the naming of the new Childcare Center in recognition of this generous \$2 million gift the "Arthur Kuckes Childcare Center."

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

College at an Executive Committee meeting of said Board on the 23<sup>rd</sup> of August, 2016 and the same is a complete copy of the whole of such resolution.

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees Tompkins Cortland Community College, **DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 23<sup>rd</sup> of August, 2016.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2016-2017-8**

**MAIN BUILDING ROOF REPLACEMENT BID AWARD – ROOFING**

**WHEREAS**, there is a need for Roofing Services for the Replacement of the Main Building Roof, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for the Main Building Roof Replacement – Roofing, and

**WHEREAS**, Hale Contracting, Inc. of Horseheads, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

**WHEREAS**, the amount of the Main Building Roof Replacement Bid Award – Roofing is consistent with statements of probable costs giving consideration to budget allocations, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the Main Building Roof Replacement Bid Award – Roofing to Hale Contracting, Inc. per their low base bid plus alternatives, in the amount of \$2,499,813.00, subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to approval of all governmental agencies having jurisdiction, the furnishing by contract of required bond and insurance, and acceptable letters of recommendation, be it further

**RESOLVED**, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

<b>STATE OF NEW YORK:</b>	<b>I, CATHY A. NORTHROP, CLERK</b> of the Board of Trustee of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> that the foregoing resolution is a true copy of a resolution duly adopted by the Executive Committee of the Board of Trustees of Tompkins Cortland Community College at a special meeting of said Committee on the 23rd of August, 2016, and the same is a complete copy of the whole of such resolution.
<b>SS:</b>	
<b>COUNTY OF TOMPKINS:</b>	

**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 August, 2016.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College

Main Building Roof Replacement

Roofing

Contractor	Base Bid	Alternate 1	Alternate 2	Alternate 3
Hale Contracting, Inc. 2054 Grand Central Avenue Horseheads, NY 14845	\$ 2,349,113.00	\$ 3,100.00	\$ 131,400.00	\$ 16,200.00

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2016-2017-9**

**MAIN BUILDING ROOF REPLACEMENT BID AWARD – ELECTRICAL**

**WHEREAS**, there is a need for Electrical Services for the Replacement of the Main Building Roof, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Main Building Roof Replacement – Electrical, and

**WHEREAS**, Knapp Electric, Inc. of Auburn, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

**WHEREAS**, the amount of the Main Building Roof Replacement Bid Award – Electrical is consistent with statements of probable costs giving consideration to budget allocations, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the Main Building Roof Replacement Bid Award – Electrical to Knapp Electric, Inc. per their low bid in the amount of \$12,000.00, subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to approval of all governmental agencies having jurisdiction, the furnishing by contract of required bond and insurance, and acceptable letters of recommendation, be it further

**RESOLVED**, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

**STATE OF NEW YORK:**  
**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of Tompkins Cortland Community College, **DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Executive Committee of the Board of Trustees of Tompkins Cortland Community College at a special meeting of said Committee on the 23rd of August, 2016, 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 August, 2016.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College

Main Building Roof Replacement

Electrical

Contractor	Base Bid	Alternate 1	Alternate 2	Alternate 3
Knapp Electric, Inc.				
7012 Potter Road	\$ 12,000.00	not applicable	not applicable	not applicable
Auburn, NY 13021				
No other bids received				



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2016-2017-10**

**MAIN BUILDING ROOF REPLACEMENT BID AWARD – MECHANICAL**

**WHEREAS**, there is a need for Mechanical Services for the Replacement of the Main Building Roof, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Main Building Roof Replacement – Mechanical, and

**WHEREAS**, King and King Mechanical, Inc. of Auburns, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, and

**WHEREAS**, the amount of the Main Building Roof Replacement Bid Award – Mechanical is consistent with statements of probable costs giving consideration to budget allocations, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the Main Building Roof Replacement Bid Award – Mechanical to King and King Mechanical, Inc. per their low bid in the amount of \$37,137.00, subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to approval of all governmental agencies having jurisdiction, the furnishing by contract of required bond and insurance, and acceptable letters of recommendation, be it further

**RESOLVED**, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

<b>STATE OF NEW YORK:</b>	<b>I, CATHY A. NORTHROP, CLERK</b> of the Board of Trustee of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> that the foregoing resolution is a true copy of a resolution duly adopted by the Executive Committee of the Board of Trustees of Tompkins Cortland Community College at a special meeting of said Committee on the 23rd of August, 2016, and the same is a complete copy of the whole of such resolution.
<b>SS:</b>	
<b>COUNTY OF TOMPKINS:</b>	

**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 August, 2016.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College

Main Building Roof Replacement

Mechanical

Contractor	Base Bid	Alternate 1	Alternate 2	Alternate 3
King & King Mechanical, Inc. 16 Fairway Drive Auburn, NY 13021	\$ 37,137.00	not applicable	not applicable	not applicable
No other Bidders for this Contract				