TOMPKINS CORTLAND COMMUNITY COLLEGE
SENATE AGENDA
April 14, 2023
Sprole Conference Room, Room 204

CALL TO ORDER
- ➢ Roll Call
- ➢ Introductions
- ➢ Welcome Guests
- ➢ Public Comment (if any)

APPROVAL OF MINUTES
March 24, 2023

UPDATES
College Senate Chair(s) update

REPORTS
Executive Branch Representative – Paul Reifenheiser

Changes to the A/W Policy and Withdrawal Date – Anndrea Mathers

FCCC Representative Update – Patty Tvaroha

ACTION ITEMS
Vacant College Senate Seats – Casey Goodwin

ADJOURNMENT

FOCUS FOR THIS YEAR
Implement new by-laws of the College Senate
Middle States

Next College Senate Meeting
Friday, April 28, 2023
12:15pm
Room: Sprole Conference Room, Room 204

Faculty Council of Community Colleges
"Inclusive Access" Bookstore Programs
AAC3. 2022-2023
Passed by the FCCC
April 1, 2023

WHEREAS, campuses, along with their bookstores, have been developing and implementing approaches to charge student fees directly for course materials, claiming a reduction in overall cost (commonly called many names, such as inclusive access, first day complete, box of books, etc) modeled after programs created by book publishers, and

WHEREAS, faculty and students at affected campuses have requested data to substantiate claims that these programs benefit students, and these data have not been received, and

WHEREAS, community college faculty have worked extensively to reduce materials cost by adopting and authoring Open Educational Resources (OER), and

WHEREAS, students' permanent access to course materials is a central pedagogical matter and these programs typically limit student access to the texts to a semester or two, and

WHEREAS, "faculty are best qualified and should therefore have a primary role, through a sound and well-established governance structure, in the formulation of policy" pertaining to teaching and related academic matters, per the Faculty Council of Community College Resolution "The Role of Faculty in Shared Governance" (2018), which includes course material selection and access, and

WHEREAS, 61% of community college students are using financial aid for their books, and "opt-out" programs that assess book costs per credit as a fee claim these monies without the explicit consent of the student, while current practices for students purchasing books and course materials are "opt-in" and allow students to make clear choices, and

WHEREAS, the implementation of and communication about these fees, including opt-out processes, has been controlled by the bookstores and not the college or faculty, and

WHEREAS, the implementation of inclusive access strategies by publishers may serve to eliminate the used textbook market and may ultimately increase costs for students, and

WHEREAS, examples of failed implementation of these bookstore programs have occurred, which harmed student success and required ending the initiative abruptly, and

WHEREAS, effective implementations that did benefit students should include the following best practices:

- Faculty and student vote via shared governance to endorse or reject the contract with the bookstore
- Clear institutional data should be provided to support the benefits to students
- Ongoing annual shared governance engagement with the bookstore to assess and identify improvements to the program
- Clearly communicated opt-in or opt-out options for both students and faculty
- Book fees are payable by financial aid
- All required course materials (not solely textbooks) should be included where possible (i.e. calculator, lab notebooks and safety equipment, culinary and art kits, etc.)
- Faculty and students can select text format (e-book, hardcover, etc) providing sufficient options for preferences and accessibility needs
- An option to purchase the text is available if the bookstore program is rental-based, and

WHEREAS, auxiliary services corporations are intended to be the "main campus entity representing students and faculty in the management of services" and typically run campus bookstores, and

WHEREAS, SUNY Community College Regulations Part 602.1section (f) states that any contract "for the purpose of operating food-service, bookstore and/or conducting other appropriate auxiliary service activities … shall provide that the food and bookstore services be provided at the lowest possible cost to the students consistent with sound business and financial practices," and

WHEREAS, state-operated campus are required to have at least one-third student representation on their auxiliary services corporations, and

WHEREAS, community colleges have no such mandate and are lacking student and faculty voices regarding auxiliary services contracts.

THEREFORE, BE IT RESOLVED that the SUNY Faculty Council of Community Colleges (FCCC) calls upon bookstores and campuses considering these programs to provide data to faculty regarding the potential impacts on students, and

RESOLVED, that academic freedom is essential for student success, and course material policies fall under faculty purview over curriculum; therefore, shared governance procedures apply, and

RESOLVED, that the FCCC recognizes the benefits and value of the used textbook market as a source of low-cost and lasting texts, and

RESOLVED, that the FCCC recognizes that open access course materials are free to students, and new bookstore proposals undermine OER efforts on campus, and

RESOLVED, that the FCCC strongly encourages faculty, students, and colleges to carefully consider the impact of inclusive access and recognize that while such programs may address immediate student needs, they may not work in students' long-term interest, and

RESOLVED, that the FCCC strongly calls upon local community college Boards of Trustees to require auxiliary services corporations to increase their percentage of student and faculty voices, meeting at minimum the one-third student representation required by state-operated campuses.

ENCLOSURES

[Consider Implications of Publisher-Developed Lower Cost "Inclusive Access" Strategies](#)

[Get the Facts About Inclusive Access, 2023](#)

[SUNY Policy on Auxiliary Services Corporations Guidelines, June 22, 2016](#)

[Community College Regulations Section 602.1 and 602.4](#)

**Faculty Council of Community Colleges
Supporting Students and Faculty Faced with Rising Ideological and Anti-Intellectual Attacks on Academic Freedom
AAC4. 2022-2023
Passed by the FCCC
April 1, 2023**

WHEREAS, the State University of New York system, including its shared governance bodies (the University Faculty Senate (UFS) and the Faculty Council of Community Colleges (FCCC)) have repeatedly reaffirmed their support for the academic freedom of faculty to teach their course material as they see fit as recently as October 2014 in a FCCC "Position Statement on Academic Freedom" and "White Paper on Academic Freedom," and

WHEREAS, SUNY has recently reformed its General Education Program to include a required knowledge area related to Diversity, Equity, Inclusion, and Social Justice (DEISJ), and

WHEREAS, attacks on DEISJ education are occurring nationally, and several states, such as Florida, have sought invasively and repeatedly to violate the academic freedom of their faculty, including the following actions in Florida during the last 27 months:

> ➤ HB 233 (Intellectual Freedom and Viewpoint Diversity Act) allowed secret recording of lectures, forbade the restriction of hate speech on campus, and created a database recording faculty's political positions (Spring 2021), and
> ➤ The University of Florida attempted to prevent their faculty from testifying in trials related to voting rights (Fall 2021, struck down in District Court), and
> ➤ HB 7 (Stop W.O.K.E. Act) restricted Florida educators and students from discussing and learning about issues related to race and gender (Spring 2022, implementation currently barred by judicial order), and
> ➤ HB 7044 required postsecondary institutions to: change accreditors with every cycle, weakening the role of the regional accreditation body; make general education course syllabi public; and weakened the protections of tenure (Spring 2022), and
> ➤ SB 520 exempted college and university presidential searches from transparency requirements (Spring 2022), and

- ➢ The Florida State Department of Education demanded information from all colleges on activities related to Diversity, Equity, and Inclusion (DEI) and Critical Race Theory (CRT), without defining those terms (January 2023), and
- ➢ Governor's Policy and Budget Office demanded information about the medical treatment of transgender students and employees (January 2023), and
- ➢ Presidents of the Florida Colleges released a statement declaring DEI and CRT "harmful to higher education " (January 2023), and
- ➢ The New College Board of Trustees and President were replaced by radical idealogues, who then dissolved the office handling Diversity, Equity, and Inclusion (March 2023), and
- ➢ The Florida Board of Governors has formally implemented post-tenure review for faculty at the University of Florida campuses, weakening the protections of tenure (March 2023).

WHEREAS, the majority of these laws and actions cited above impact not only faculty but also the students they serve: students who are less empowered and protected against intrusive government interference into intellectual and personal matters, and who are less able to advocate for policies that may benefit them and/or oppose policies that may harm them, and

WHEREAS, the AAUP holds that institutions have "no moral right to bind the reason or the conscience of any professor," and explicitly charges institutions to uphold the public trust, when defining Academic Authority, and

WHEREAS, any publicly-funded institution that advocates a wholesale adoption or rejection of political ideologies or nullifies academic freedom shall lose the public trust and access to public funding, and

WHEREAS, SUNY faculty and presidents are already receiving objections to our support for the SUNY General Education Diversity, Equity, Inclusion, and Social Justice standards, and

WHEREAS, in at least one case (Florida), the president of the statewide faculty union, has reached out in an open letter "to professional organizations across the country and the globe to ask for statements of solidarity that defend the foundational principles of higher education: academic freedom, tenure, and constitutional protections that ensure the free exchange of ideas," and

WHEREAS, SUNY seeks to diversify student and faculty recruitment and hiring practices, and the affected states are known for their diverse populations, and

WHEREAS, the First Amendment of the US Constitution guarantees freedom of speech, and these legislative efforts violate student and faculty freedom of speech, and

WHEREAS, the changes and other policies that have been implemented set dangerous precedents, violate the academic freedom of students and professors, and threaten the academic integrity and mission of institutions of higher education, and

WHEREAS, these attacks on academic freedom disproportionately target marginalized and at-risk students and faculty.

THEREFORE, BE IT RESOLVED the FCCC declares our solidarity with all faculty and students and calls upon the SUNY Chancellor to join us in this fight, and

RESOLVED, that the FCCC calls upon the SUNY Chancellor to advocate with the Biden administration for a condemnation of this type of legislation in the strongest possible terms, and

RESOLVED, that the FCCC calls upon the SUNY Chancellor to seek federal review of accreditation standards for states participating in anti-intellectualism of this nature, which clearly violates academic freedom, and

RESOLVED, that the FCCC calls upon the SUNY Chancellor to champion academic freedom for educational institutions by supporting development of diversity, equity, and inclusion efforts by faculty across the nation, and

RESOLVED, that the FCCC reaffirms the AAUP definition of academic freedom established in 1913 and wholly supported by the federal government for over one hundred years, and

RESOLVED, that the FCCC calls upon SUNY to create a program similar to the border-state tuition agreement to be offered to Florida, North Carolina, Texas, and any other students in the nation who seek to pursue their studies in an environment of transparency and academic freedom, and

RESOLVED, that the FCCC calls upon the SUNY Chancellor to expand faculty and student recruitment from states affected by rising ideological and anti-intellectual legislation, which would also diversify SUNY's recruitment efforts, and

RESOLVED, that the FCCC calls upon the SUNY Chancellor to pursue protections for academic freedom, tenure, and freedom of speech on college campuses at the Federal level to stand against ideological and anti-intellectual legislation in our country.

PC/CC/MD/AM/DM, 3/23

ENCLOSURES

White Paper on Academic Freedom, October 2014 Faculty Council of Community Colleges

Academic Freedom Position Statement October 2014, Faculty Council of Community Colleges

1915 Declaration of Principles on Academic Freedom and Academic Tenure, Appendix I

Academic Freedom and the Common Good

Special Committee to Report on Academic Freedom in Florida, January 26, 2023

American Council on Education and Pen America Release Resource Guide to Help Higher Education Leaders Defend Academic Freedom

Tompkins Cortland Community College Senate
Unapproved Minutes
Room 204, Sprole Conference Room
March 24, 2023

CALL TO ORDER
- S. Paradiso called the meeting to order at 12:15 pm
- C. Goodwin welcomed guests.
- M. Lopez did roll call.

Roll Call

Present: K. Block, L. Caza, K. Conway, C. Goodwin, D. Green, M. Lopez, S. Paradiso, J. Petrella-Baum, R. Sarachan, V. Zeppelin (virtual)

Excused: D. Flaten, K. Hall, D. Riegel, M. Timonin

Unexcused:

Guests: M. Clay (virtual), P. Reifenheiser, R. Spencer, P. Tvaroha

Public Comment

No public comment.

APPROVAL OF MINUTES

D. Doskal made a motion to approve the minutes of March 10, 2023, K. Block seconded with all others in favor.

UPDATES

College Senate Chair(s) Update

No update provided, as discussion was held later in the meeting.

REPORTS

Global Council

M. Clay shared the presentation attached. V. Zeppelin asked to keep in mind CollegeNow when thinking of VINE and COIL planning, including the CollegeNow instructors.

Remote Work Policy

R. Spencer shared that the College decided that they wanted the Remote Work Policy to continue. The policy has gone to all of the constituencies, unions, Foundation and now the Senate for the opportunity where circumstances allow and discussion with supervisors first. The policy does include a plan. There is the expectation of 1 or 2 days a week of remote work, the College does not desire to go fully remote. It is anticipated that a College computer would be utilized for remote work. The policy does include an appeal process. There is a requirement to be on campus and in-person for in-person meetings. If working remote, there would not be an expectation of working if the College is closed. The campus phone would roll over to a personal cell phone. The policy doesn't apply to faculty or ADA accommodations or preclude remote work for specific projects. If there is feedback or comments, please contact Ruth Spencer (RES024@tompkinscortland.edu). D. Doskal asked if the policy applied for Summer for the student facing roles. R. Spencer responded that they would need to re-apply. K. Block asked if it was for teaching faulty or non-teaching faculty. R. Spencer clarified that it is for non-teaching faculty. R. Sarachan expressed concern over the policy not being grievable. R. Spencer responded that the policy did go to the unions, and that there is an appeal process, but the wording of the policy is not grievable because it would make the policy feel like a dead end. It is a labor management decision on working conditions, not an obligation, but rather a privilege. K. Block shared that the last page of the policy with bullets (3rd and 8th on page 8), two of them are safe work habits. R. Spencer clarified that some policies have wiggle room, like the Remote Work Policy, but others are more straight forward – like the Nepotism policy. R. Spencer was willing to talk about if there were questions.

Executive Branch Report

P. Reifenheiser shared that the faculty vote was yesterday (42 approved, 9 did not approve, 2 abstained) to remove the AW policy and replace with a 9 week attendance policy.

COAS had initiated the AW policy to remove WP and WF from the transcript, but they no longer needed the policy. The policy to was to indicate whether a student had not participated or attended class for 2 weeks, they could then be removed from the class. Faculty could rescind the AW. The policy had also been created to comply with Financial Aid Standards, but we created it and found that we were incentivizing students to walk away and/or create other academic and financial aid issues. Financial Aid shared that the census date at 3 weeks and again at 9 weeks was a good time. There is still work to be done to clarify with the auditors how to report earned vs. unearned Fs. R. Sarachan asked if earned/unearned was clearly defined. P. Reifenheiser said yes, but they need the auditor's assistance to do so. R. Sarachan shared that an advantage of the AW was that it allowed professors to reach out to the student, but if they are not withdrawn the professor has to carry through the semester entering 0s for grades. P. Reifenheiser understood that the AW takes the access away and many faculty shared they didn't follow the AW policy because they wanted to retain the students. S. Paradiso asked if the policy will be clearly displayed for students. P. Reifenheiser said yes, all outlines will need to be changed and all faculty will be reminded to share and re-share because it is new. They will be provided template language.

FCCC Representative Update

P. Tvaroha shared that budget advocacy continues and appears to be working. Emails were sent to legislatures. An email was forwarded from the National Association of System Heads for CEUs. They will only put forward 4 names. There was also an email about Brightspace access for accessing accounts, which appears to have gone to prior leaders. P. Tvaroha will be attending the plenary next week.

ACTION ITEMS

Vacant College Senate Seats

C. Goodwin shared that on our attachment the yellow will be open seats and the orange are those that, if agreeable will continue in seat. We are working on a form to send via email next week for nominations to fill before the end of the semester.

Chancellor's Awards

S. Paradiso shared her screen. The image portrayed will be shared with those that replace the current co-chairs. A standing committee for the awards has been created.

Committees and Subcommittees

S. Paradiso shared her screen. S. Paradiso mentioned that the subcommittees would report to the Senate. There is thought that the Senate would meet once a month with subcommittees also meeting once a month. If there is feedback, please let S. Paradiso know. C. Goodwin clarified that the information A. Kremenek. For example, the food topic that was talked about at the last meeting came from Amy, but some of the information was not received. We reached out to Cheyenne Gorton and Bill Talbot, but they were unable to attend. We do have subcommittees that have Senate members attending other meetings and can report back. P. Tvaroha supported the model, as Health and Wellness followed the same model, and it made for less work in the long run and was more effective. K. Conway also shared that it would be better for discussion if we are able to digest the information. P. Reifenheiser shared that right now it is difficult to ascertain how many committees there are and how individuals are chosen. The hardest part will be to determine what is a standing committee, ad hoc committee, task force, Jedi. C. Goodwin shared that those on the document are those that we actually a have charge documents for, we know they exist.

ADJOURNMENT

R. Sarachan made a motion to adjourn the meeting at 1:15 p.m.

REMOTE WORK POLICY PROGRAM

Policy Statement

Tompkins Cortland Community College's Remote Work Policy is to support remote work where it is reasonable, based on the College's mission, operational, and program needs. The College's primary operational modality is to provide face-to-face instruction and services to both students and staff.

Rationale

This program's purpose is to support the implementation of remote work programs, when and where desired, and establish guidelines designed to clearly articulate employee and campus expectations. The College considers telecommuting a viable work option when both the employee and the job are suited to such an arrangement. We seek to operate a successful remote work program and plan for future workforce needs. This program will afford the College the opportunity to explore the value of providing the remote option to faculty/staff members to better carry out its mission.

The needs of the workforce have changed drastically during the pandemic, especially as it relates to the possibility of working remotely. There is an increased demand for employees to work remotely across the globe. This leaves management groups seeking policies that can meet this demand without sacrificing the missions, values, and goals of institutions. Higher education is no different, and the College hopes to implement a remote work policy that is fair, transparent, and can help recruit and retain employees. Prior to the pilot, the College has primarily allowed remote work as a sporadic option rather than a recurring plan of employment. While not every position is eligible for remote work based on job duties, the College hopes to identify positions where this is possible and provide a means for faculty/staff to request recurring remote work options as appropriate.

This policy is not intended for temporary or ad hoc telecommuting arrangements such as special projects, business travel, family medical leave or other short term arrangements. These circumstances are approved by the supervisor on an as needed basis only, with no expectation of ongoing continuance. Telecommuting requests are distinct from accommodations under the Americans with Disabilities Act. Contact the Office of Human Resources for ADA accommodations.

The President, in consultation with Human Resources and the Executive Council member, may offer critical difficult to fill positions with negotiated offers that include remote work arrangements.

The Provost's Office has sole discretion as to the remote work option for classes and teaching faculty. ADA accommodations and remote arrangements for limited terms are not under the purview of this policy.

Definitions

Official Work Site -- The employee's TC3-provided, on-campus or satellite workstation. This is the employee's usual and customary work address.

Alternate Work Site – A specific location away from the TC3-provided work site where the employee is authorized to conduct business. This location must meet all criteria set forth in this document and be approved in advance by the employee's immediate supervisor/manager and the campus senior leadership. Any changes in the location of the Alternate Work Site must be reported and approved in advance.

Employee – A member of the College or FSA staff.

Fully remote - the entirety of one's work would take place away from the Official Work Site location. Staff members working remotely and who previously had a campus-based office, may retain that office. Their office could be shared with other staff members during this period. This will not be feasible for permanent out-of-state residents. This is not an option for any persons who are required to have face to face contact with students or other employees.

Partially Remote - It is expected that the employee would have a campus-based office and would conduct most of their work on campus (3 or 4 days) while the remainder remotely (1or 2 days).

Remote Work Application – An application form, furnished by management, and completed by the employee and their supervisor/manager following their discussion. Each approved application shall be effective for a specified period, not to extend beyond the effective dates of this program. Decisions regarding working remotely will be made semester-by-semester rather than for the full academic year.

Remote Work Plan – A document, part of the remote work application, completed by the employee following a meeting with their supervisor/manager which identifies the specific work to be performed on remote work days, consistent with the employee's normal obligation. The remote work application must indicate when the employee will be available during the normally scheduled work day, through which mode(s) of communication (e.g. Teams, telephone, Zoom, etc.), conditions for the work environment, security, safety, meeting requirements, etc. Telecommuting is not intended to avoid use of sick or personal time.

Supervisor – The person authorized by the College to direct your day to day work activities. The application must be approved by both the Supervisor as well as the Executive Council member.

<u>Executive Council Member</u> – A single cabinet level employee at the campus who has authority over the department/division reviewing/approving remote work. Member of the President's Executive Council.

Participation

The College recognizes the importance of faculty, staff, student, and community members' interactions and how such interactions impact the student experience. This remote work policy will provide options, where viable, in departments to meet operational needs. Remote work is not an employee entitlement and is not operationally feasible for many job functions. Determinations as to which job functions are eligible for remote work are subject to management discretion, based on operational need.   Every application will be considered on an individual basis.

The remote work policy is not intended to address singular requests for workplace flexibility, or modifications of regular working hours. Single instances for flexibility should be determined between the employee and their immediate supervisor/manager.

Applicants must assure that all of the job duties to be carried out remotely must be performed efficiently, effectively, in a timely manner, and without increased reliance on co-workers or other colleagues who work on campus.

Individuals requesting formal telecommuting arrangements must have a minimum of six months of continuous, regular employment and must have a satisfactory performance record. Exceptions apply to the President's employment offers and details within the domain of the Provost's Office.

To request to participate, an interested employee must have a discussion with their immediate supervisor/manager to discuss their interest in a remote work. The employee should identify the preferred remote work schedule and articulate how work responsibilities will be completed in the remote work environment. Any possible modification by the supervisor/manager to the identified days requested by the employee should be discussed with the employee prior to processing the application. The employee, following the discussion with their supervisor/manager, must submit a remote work application. Applications may be submitted at any time; there is no specified application period. The application then will be sent to the Department Head/Senior Leadership for review/approval which should be provided within 7 (seven) working days of receipt. All responses will be in writing.   If the request for remote work is denied, an explanation of the basis for the denial will be provided to the employee.

Once a remote work application has been approved, participation and start dates may be subject to equipment availability and management discretion. A remote work arrangement shall not commence until it has received written final approval.

An individual's participation in the remote work arrangement can be modified, suspended or cancelled at any time by management with 2 (two) weeks advance written notice to the employee where feasible and consistent with operational needs. Employees who have had an arrangement cancelled or suspended may reapply one year from date of cancellation or suspension. An employee may suspend or cancel their participation with 2 (two) weeks advance written notice to their immediate supervisor/manager unless the immediate supervisor/manager agrees to a shorter period of time.

Appeal Process

If an employee in a job function deemed eligible for remote work has their remote work application disapproved, they may appeal to the senior Human Resource Officer or their designee in writing within 7 (seven) working days following receipt of the denial. The appeal shall state the reasons for disagreement with management's determination. A decision on the appeal shall be rendered by the senior Human Resource Officer or their designee(s) within seven (7) working days of receipt of the appeal stating the reasons for the decision if denied. Denials of applications for remote work under the Remote Work Program are not grievable under any collective bargaining agreements. Employees who have had an application denied or rescinded may reapply one year from the date of the decision on the appeal referenced herein.

General Guidelines

Employees must comply with all NYS, SUNY, and Tompkins Cortland CC laws, rules, regulations, policies, and guidance required at the official work site when working remotely. Failure to abide by all laws, rules, regulations, policies and guidance may result in exclusion from the Remote Work Program and/or administrative action, including disciplinary action.

Remote employees are responsible for submitting remote work plans to their immediate supervisor/manager which identify the specific work to be performed on approved telecommuting days. The work plan originally submitted with the remote work application may be modified at a later date by the immediate supervisor/manager, with written notice to the employee. An employee must provide to their immediate supervisor/manager regular updates/check-ins (as identified in the remote work plan) describing work completed while remote working on a periodic basis.

Employee ability to effectively perform work functions in a remote work setting should be one factor considered in approval of remote work plans.

Remote employees will treat remote work days like regular workdays and will be expected to maintain their normal work schedule/workday (including overtime when appropriate and authorized in advance) and routine while remote working. Supervisors/managers should make clear expectations for meeting core service to students, other College offices, as well as internal and external constituents while remotely working.

Telecommuting employees who are not exempt from overtime requirements of the Fair Labor Standards Act will be required to accurately record all their hours using the time-keeping system. Hours worked in excess of those scheduled per day and per workweek require advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting option.

Remote employees must request time off in advance and submit all leave requests as currently required. All current laws, regulations, contract provisions and standard rules governing employee work schedules apply including, but not limited to, existing call-in procedures.

A remote employee may be required to report to the official work site on a scheduled remote work day to engage in functions which require an in-person presence and cannot be scheduled for an in-office workday.

When remote employees are required to report to the official work site on a scheduled remote work day, there is no expectation that the remote employee will be granted a substitute remote work day in return. However, with flexibility as a key component of the program, with management approval, a scheduled remote work day may be changed within the same pay period.

If a remote employee is required to report to their official work site, they will not be paid or reimbursed for their commute to/from the official work site.

Remote employees must be available via all required methods of communication throughout the workday. Should a remote worker not be available through official channels, management may contact the remote employee via their personal contact information provided in the Work Plan.

Remote employees may be required to forward their official work site phone to the phone that will be used while remote working or have other technical support to ensure phone calls related to work are attended to in a timely fashion.

In-Person meetings at the remote employee's alternate work site are *prohibited.* This restriction does not preclude a remote worker from participating in, or being required to participate in, phone or web-based meetings from their alternate work site.

Remote employees agree that, with job-related cause, the College may inspect campus-issued equipment or records for the purposes of assessing safety concerns and/or data security concerns. Employees are obligated to return campus-issued equipment within thirty days following separation of service. Failure to return College property may be seen as an unlawful taking and subject to legal action.

Unless otherwise directed, remote employees will be excused from work when a directed departure is issued for the official work site (e.g. snow day). Conversely, if an emergency occurs at the alternate work site and the remote employee is unable to work at the remote work site that day or if the remote worker is unable to, for any reason, continue working during their scheduled hours, the immediate supervisor/manager may direct the employee to come to the official work site or grant authority to charge accruals.

Employees must safeguard all passwords used in connection with agency/facility/campus service files or programs and ensure sensitive information is protected.

We trust that those selected for remote work will honor the trust placed in them by their supervisor/manager. In the rare case where an individual is found to be misusing their time, disciplinary steps as outlined in the contract will be followed. Additionally, the opportunity to work remotely may be terminated.

Supervisor Considerations

- The proposed remote work does not require in-person student/constituent interaction, classroom presence and/or contact and the work is typically performed away from the end customer (i.e. the student).
- The work can be performed as effectively from a remote work location as a campus location.
- The remote work arrangement does not necessitate the transfer of work which increases the workload of co-workers on campus. The remote schedules should be posted in the department
- The assignments completed in the remote work location are consistent with the employee's performance program and scope of responsibilities, or job description.
- Key performance metrics such as quality of work products, quantity of work produced, response time/turnaround time, level of service, etc., are measurable and are routinely measured and assessed consistent with the employee's regular professional obligation or job description.
- The immediate supervisor/manager is accountable for communicating performance expectations, monitoring and measuring performance, providing ongoing performance feedback and formally addressing performance issues via established policies and collective bargaining agreements.
- Recognizing that remote work arrangements cannot be approached in a one-size fits all manner, supervisors/managers must ensure equity when evaluating the operational need for remote work arrangements.
- Remote work arrangements shall not close entire offices completely. Supervisors/managers should work with employees to arrange schedules to ensure an on-campus presence exists to serve the community.
- Remote work arrangements must be evaluated, reviewed, documented, and approved by the immediate supervisor/manager, department head, and senior campus leadership.
- Remote work arrangements are reviewed for effectiveness on an ongoing basis and in conjunction with the ongoing assessment of the employee's performance.
- Remote work arrangements may be modified or terminated at any time following appropriate notice (as discussed above) by an immediate supervisor/manager in consultation with HR, based on operational needs, performance concerns, or any other non-discriminatory reason.

Equipment and Supplies

The employer will not provide remote employees durable equipment such as desks, chairs, file cabinets, or other office-related furniture. The employer will provide a laptop or other similar device to remote workers to facilitate work at the remote worksite; alternatively, employees may be allowed to bring work-assigned equipment to the remote worksite where authorized in advance. Employees are discouraged from utilizing a personal laptop or desktop devices for conducting official college business.

Generally, the remote employee must have an internet connection with bandwidth that is appropriate for conducting the telecommuter's full professional obligation/job description and TC3 official business without disruption. The remote employee must be able to demonstrate their internet connection is stable and adequate to meet the needs of the work assignments (e.g. audio, visual/camera). The employee is responsible to secure and pay for an internet connection.

The College will not reimburse internet costs. In limited instances, remote work assignments that do not require an internet connection may be available. Where such assignments meet operating needs, they may be made/approved.

The remote employee is responsible for having a phone for all work-related calls or having other technical support to ensure phone calls related to work are attended to in a timely fashion. The College will not pay employees for phone service.

If assigned work equipment or other work item is lost or stolen, the remote employee must immediately notify their immediate supervisor/manager and refer to the College's usage agreement and complete all steps outlined within the policy/procedure.

The College accepts no responsibility for repairs or damage to employee-owned equipment. The College reserves the right to make determinations as to appropriate equipment, subject to change at any time. College equipment is to be used for College business only. Individuals must sign an inventory of all College property received.

When the Remote Work Program ends, the employee must return all College issued devices and equipment, provided to facilitate work at the alternate worksite, if applicable, and any supplies issued on their next workday unless otherwise specified by management.

Guidelines and Employee Expectations

Remote work arrangements allow work to be performed in settings other than the traditional on-campus worksite. All policies, work rules, performance expectations, professional obligations and codes of conduct apply as they normally would in a traditional campus setting. Specific employee responsibilities include:

- Employees are actively working towards and are fully focused on business goals and professional obligations during normally scheduled hours of work. Employees are easily accessible throughout the workday, answer phones, and respond to emails and other inquiries in a prompt and timely manner.
- Employees meet or exceed all performance goals and expectations as outlined in performance program and/or in alignment with special projects and other duties as assigned.
- Employees ensure effective and productive communication with their immediate supervisor/manager, team members and all other constituents or campus partners. Employees' behavior is professional, courteous, service-oriented and aligned with codes of conduct, campus values, etc.
- Employees return to campus for onsite meetings, teambuilding activities, trainings etc., as required.
- Employees submit requests for scheduled time off (vacations, sick leave, etc.) in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Employees notify immediate supervisor/manager of unanticipated absences or lateness in accordance with established policies and/or union contracts and charge appropriate leave benefits.

- Employees are expected to manage any personal obligations and make any such arrangements so as not to adversely impact remote workflow and productivity (e.g. child or elder care).
- Employees who have obligations that would prevent them from focusing their full time attention on work, must follow all leave policies as needed.
- Employees must practice safe work habits and do all they can to minimize the risk of work-related injuries.
- Employees understand and acknowledge that remote work arrangements are not an entitlement and can be modified or discontinued by management at any time following appropriate notice (as discussed above). Likewise, remote work arrangements may be terminated at any time by an employee following appropriate notice to their immediate supervisor/manager and HR.
- While it is expected that those working remotely may not be on campus with any regularity, working remotely does not preclude an employee from stopping by campus if necessary. In those cases, employees will comply with protocols (e.g. COVID protocols) in place prior to arrival and notify their supervisor/manager.
- Employees understand and acknowledge that remote work arrangements do not change the employee's terms and conditions of employment including an employee's classification, base compensation, or benefits.
- Employees understand and acknowledge that the College is not responsible for equipping their remote work location(s) and the College policy related to loaning, borrowing, transporting and/or supporting supplies and equipment will apply.
- Employees are expected to maintain their workspace in a safe manner. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by worker's compensation plan but may be challenged by worker's compensation. Telecommuting employees are responsible for notifying the College of any injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

Return to On-Campus Status

If the supervisor/manager and/or the employee decide that a return to campus is warranted and/or necessary to ensure satisfactory job performance, then notification must be made in writing by the party initiating the request to the secondary party (i.e., either the supervisor or the employee) and Human Resources at least five (5) calendar days in advance of the anticipated return to their official work site or sooner if mutually agreed upon. If the individual does not currently have an on-campus office, one will be assigned at the time of return.

Effective Date

This Remote Work Program is effective as of (DATE). Where required by exigent operational concerns, Tompkins Cortland Community College reserves the right to suspend or terminate this remote work program at any time with proper notice. Should the President or their designee determine that such action is necessary, advance consultation *with affected unions* and reasonable advance notice to program participants will be provided to the greatest extent allowed by the exigent operational concerns determined by the President. The College will review annually and assess the Program prior to any revision or extension of the policy.

College Senate
Members as of Fall 2022

Current Members	Term Expires
Three members Teaching/Faculty	
Robert Sarachan	Sp 23 (2nd term)
David Flaten	Sp 24 (1st term)
David Green	Sp 24 (1st term)
Three members Classified Staff	
Michele Lopez	Sp 23 (2nd term)
Kayla Conway	Sp 24 (1st term)
Three members Non-Teaching or Administrative Professional Staff	
Darese Doskal	Sp 24 (2nd term)
Karla Block	Sp 23 (2nd term)
Dara Riegel	Sp 24 (1st term)
Three members from FSA	
Casey Goodwin	Sp 24 (2nd term)
Sayre Paradiso	Sp 23 (1st term)
Laticia Caza	Sp 24 (1st term)
Three members of the At-Large (from the above named groups)	
Jennica Petrella-Baum	Sp 23 (1st term)
Keith Hall	Sp 23 (1st term)
Victoria Zeppelin	Sp 24 (1st term)
Two members - Adjunct	
Michael Timonin	Sp 24 (1st term)
Two Students	

updated 10/7/2022

	Seat will be open Spring 2023
	Seat filled contingent on individual agreeir

ng to continue in appointed seat