



Agenda

January 15, 2025

Board of Trustees Meeting @ 5:30 p.m.

<https://us02web.zoom.us/j/87174985099?pwd=8kidlI5bEKk5Pg6QwZfr8aLGnWuEbs.1>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of December 18, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
 - a. NYCCT Resolution
8. Treasurer/CFO
 - a. Financial & Budget Update
 - b. Disposal of Surplus Items Report
9. Student Trustee's Report
10. County Liaison Reports
 - a. Cortland County
 - b. Tompkins County
11. Committee and Affiliate Reports
 - a. New York Community College Trustees (NYCCT)
 - b. New York Community College Association of Presidents (NYCCAP/SUNY)
 - c. Auxiliary Operations
 - d. TC3 Foundation
12. President's Report
 - a. Introduction of Dr. Aaron Tolbert, Provost & VP of Academic Affairs
 - b. Annual Emergency Plan Update
 - c. Strategic Plan 2025-2028
 - a. Vice President Reports



- Middle States Accreditation
- Panther Welcome Center

13. Consent Agenda

- a. Appointment of Personnel
- b. Student Support Program Specialist Job Description
- c. Vice President of Institutional Effectiveness Job Description
- d. Dean of Organizational Development and Institutional Effectiveness Job Description
- e. Records Retention and Disposition Schedule LGS-1

14. Adjournment

15. Informational Items

- a. College Annual Report for 2024
- b. NYCCT Action on SUNY Resolution
- c. Board Basketball Night TC3 vs Cayuga CC January 29, 2025 @ 6:00 p.m.
- d. Finance and Audit Committee Meeting, February 12, 2025
- e. Board of Trustees Meeting, February 19, 2025

*****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.***



**Minutes
Board of Trustees Meeting
December 18, 2024
Open Session @ 5:30 p.m.**

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison,
Matt McSherry, Schelley Michell-Nunn, Seth Peacock, Lisa Perfetti

Excused: Shannon Boyd, Arthur Kuckes

County Liaisons: Cathy Bischoff, Mike Lane

Foundation Board Liaison: Regina Grantham

Staff: Scot Beekman, Carolyn Boone, Joe Dehart, Darese Doskal, John Geer,
Regina Holl, Amy Kremenek, Nancy Murphy, Michelle Nightingale,
Rob Palmieri, Dennis Panagitsas, Donald Perkins, Jason Pomeroy,
Malvika Talwar

1. **Call to Order:** The meeting was called to order at 5:33 p.m. by Chair Davison in the Board room at the College.
2. **Roll Call:** Ms. Murphy called the roll.
3. **Approval of Agenda:** Ms. Perfetti moved the Board of Trustees December 18, 2024 meeting agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.
4. **Public Comment:** There were no requests for public comment.
5. **Approval of November 20, 2024 Board of Trustees Meeting Minutes:**
Mr. McSherry moved that the minutes from the November 20, 2024 Board of Trustees meeting be approved as submitted; seconded by Ms. Sue Dale-Hall; motion approved unanimously.
6. **Chair's Report:**
 - a. Schedule Board of Trustees retreat-
Chair Davison discussed potential dates for the annual retreat, Dr. Larry Nespoli will be facilitating again.
 - b. Board Bylaws and MOA with TC3 Foundation
The Board of Trustees' identified priorities in its annual self-evaluation and requirements for Middle States accreditation, Board Bylaws need to be



reviewed. Ms. Buck volunteered as Board liaison to work with the President to review and propose any additions, changes or amendments to the full Board of Trustees. Ms. Dale-Hall and Ms. Michell-Nunn volunteered to serve on a joint committee with the TC3 Foundation to review the Memorandum of Agreement with the TC3 Foundation. The Foundation is in process of identifying an attorney to work jointly with the College's attorney to review and present an updated MOA.

- c. Chair Davison shared that NYCCT is in discussion on drafting a resolution on Presidential appointments, contracts and searches. NYCCT is looking to file action against the Chancellor's office regarding authority over searches, appointments, and contracts. The TC3 Board was asked to join the proceeding. Ms. Buck moved that the motion to join the proceeding be approved; seconded by Mr. Corbin. Vote 7 in favor, 1 opposed, motion carried.

7. Treasurer/CFO:

Financial & Budget Update-Mr. Panagitsas, indicated that the fall enrollment shortfall for new students should recover in the spring. The audit is in process and anticipate to have draft audit presentation for the Finance & Audit committee in February. Budget 25/26 contractual requests were sent to the department heads and due back in February.

8. Student Trustee's Report: Ms. Boyd was excused.

9. County Liaison Reports:

- a. Cortland County- Ms. Bischoff shared that the Central NY Regional Planning Board awarded \$26 million to expand broadband, Cortland County will need to contribute \$3 million. This will provide more competitive broadband service in the long-term.
- b. Tompkins County- Mr. Lane updated that Tompkins County is buying land on Cherry Street for temporary shelter. Legislature passed authorization for 2025 payments for TC3 Operating Budget. An architecture firm was selected for the County office building with anticipated occupancy for 2029.

10. College Senate Report: Written report in packet.

11. Committee and Affiliate Reports:

- a. New York Community College Trustees (NYCCT) – no additional report was given, made focus on the Chancellor authority issue as detailed by Chair Davison.
- b. New York Community College Association of Presidents (NYCCAP/SUNY) – President Kremenek attended the monthly SUNY Presidents call, the SUNY funding ask is on two areas: maintaining the funding floor and \$30 million for



high demand programs. Priorities also include continued focus on Empire State Service Corps, food pantries, Educational Opportunity Program, expanding Higher Education in prisons, and the Accelerated Program, ASAP. NYCCAP is planning a lobby day in late February.

- c. Auxiliary Operations – Ms. Holl, Director of Auxiliary Services, shared progress with leases and lease renewals at the Ithaca Extension Center. The Cortland Extension Center sale is still in process, pending SUNY approval.
- d. TC3 Foundation – Mr. Pomeroy, Executive Director, shared that there are six candidates up for vote as new members of the Board beginning in January. The first giving day brought in an additional 10 gifts.

12. President's Report:

- a. Vice President Reports
 - o Middle States Accreditation Update - Ms. Talwar, VP of Institutional Effectiveness, shared that all of the 7 standards now have co-chairs. Last week, a small group attended the Middle States Conference, informing the self-study.

13. Consent Agenda: Ms. Dale-Hall moved the Consent Agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.

- a. Appointment of Personnel
- b. Assistant Director of Enrollment Management Systems
- c. Professor Emerit Policy
- d. Equal Employment Opportunity Policy
- e. Mid-year Faculty Promotions

14. Executive Session: Mr. Corbin moved that the meeting convene in Executive Session for the purpose of 1) collective negotiations and 2) the employment history of a particular person. No further business is expected following Executive Session at 6:44 p.m.; seconded by Mr. McSherry.

15. Adjournment: Mr. Corbin moved that the meeting be adjourned at 7:30 p.m.; seconded by Mr. McSherry; motion carried unanimously.

16. Informational Items:

- a. Board of Trustees Meeting, January 15, 2025
- b. Board Basketball Night TC3 vs Cayuga CC January 29, 2025 @ 6:00 p.m.

Nancy C Murphy
Clerk to the Board of Trustees
Tompkins Cortland Community College



Financial and Budget Update

TC3 Finance Report

1. December 2024 Close

After one third of the fiscal year gone by we should be at about 33.3% of the total. . Our expenses have been very close to the budget and comparable to last year's numbers. We will continue our monitoring of the budget as year goes on.

Revenues again are very close to where we were last year. The Winter and Spring tuition should be coming in favorable to the budget. Chargebacks are coming a better than budgeted by about 150K for half of the year.

Overall our performance is satisfactory to date but we still have to be looking for further efficiencies during the current fiscal year.

2. Budgeting for 2025-26

We are making significant progress with the 2025-26 budget. The Divisions are working on their budget proposals and in February we will put everything together. Revenues projections coming to an end and we will be able to make proposals on the tuition level for next year.

3. Comptroller

The Comptroller's office is working to finish the Audit. Also we are establishing new workflows and procedures that will improve our efficiency and internal controls.

4. Bursar Office

Our Bursar's office is working on new collection policies for our students. Later in the semester we will work on older student receivables and how can we leverage them to benefit TC3.

Tompkins Cortland Community College
2023-2024 Appropriations
Year-to-Date through December 31st , 2024

| | Modified Budget 2024-25 | Expend to Date 2024-25 | Unexpend Balance 2024-25 | % Expended 2024-25 | Total Exp PY 2023-24 | YTD Exp PY to Date 2023-24 | PY % Expended 2023-24 | Fav Var (Unfav Var) to PY | % Variance to PY |
|---|----------------------------|---------------------------|-----------------------------|-----------------------|-------------------------|-------------------------------|--------------------------|------------------------------|------------------|
| Forecasted Dept. Appropriations | | | | | | | | | |
| Personal Services | 16,679,820 | 5,938,044 | 10,741,776 | 35.6% | 16,877,572 | 5,445,186 | 32.3% | (492,858) | -2.9% |
| Equipment | 100,000 | 27,229 | 74,911 | 27.2% | 43,929 | 14,166 | 32.2% | (13,063) | -29.7% |
| Contractual Expenses | 6,680,409 | 1,818,312 | 4,862,097 | 27.2% | 5,723,959 | 1,609,431 | 28.1% | (208,881) | -3.6% |
| Employee Benefits | 8,339,910 | 2,960,022 | 5,379,888 | 35.5% | 9,570,162 | 3,111,622 | 32.5% | 151,600 | 1.6% |
| Total Forecasted Departmental Appropriations¹ | 31,800,139 | 10,743,607 | 21,058,672 | 33.8% | 32,215,622 | 10,180,404 | 31.6% | (563,203) | -5.5% |
| Scholarships & Awards | | | | | | | | | |
| Student Services | 95,000 | 263,584 | (168,584) | 277.5% | 107,900 | 308,145 | 285.6% | 44,562 | 14.5% |
| Academic Support | 3,290,136 | 1,277,588 | 2,012,548 | 38.8% | 3,369,560 | 1,202,459 | 35.7% | (75,129) | (6.2%) |
| Total Scholarships & Awards | 3,385,136 | 1,541,172 | 1,843,965 | 45.5% | 3,477,460 | 1,510,604 | 43.4% | (30,568) | (2.0%) |
| Total Forecasted Appropriations² | 34,555,428 | 30,292,685 | 4,262,743 | 87.7% | 32,168,617 | 28,481,343 | 88.5% | (1,811,342) | (6.4%) |
| Adjustments to Approved Budget | | | | | | | | | |
| Personal Services | | | | 0.0% | | | 0.0% | 0 | 0.0% |
| Equipment | | | | | | | | | |
| Contractual Expenses | | | | 0.0% | | | 0.0% | 0 | 0.0% |
| Employee Benefits | | | | | | | | | |
| Total Adjustments to Approved Budget³ Favorable (Unfav) | 0 | 0 | | 0.0% | 0 | 0 | 0.0% | 0 | 0.0% |
| Personnel | | | | | | | | | |
| Personnel | 16,679,820 | 5,938,044 | 10,741,776 | 35.6% | 16,877,572 | 5,445,186 | 32.3% | (492,858) | -2.9% |
| Equipment | 100,000 | 27,229 | 74,911 | 27.2% | 43,929 | 14,166 | 32.2% | (13,063) | -29.7% |
| Contractual | 6,680,409 | 1,818,312 | 4,862,097 | 27.2% | 5,723,959 | 1,609,431 | 28.1% | (208,881) | -3.6% |
| Scholarship & Awards Offset | 3,385,136 | 1,541,172 | 1,843,965 | 45.5% | 3,477,460 | 1,510,604 | 43.4% | (30,568) | -0.9% |
| Fringe Benefit | 8,339,910 | 2,960,022 | 5,379,888 | 35.5% | 9,570,162 | 3,111,622 | 32.5% | 151,600 | 1.6% |
| Total Approved Budget Appropriations⁴ | 35,185,275 | 12,284,779 | 22,902,636 | 34.9% | 35,693,081 | 11,691,008 | 32.8% | (593,770) | -5.1% |

Explanation of Sub-Totals and Totals:

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2023-24 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
- Total Approved Budget Appropriations:* This represents the Approved Budget.
- Excludes impacts of GASB 68 (OPEB), GASB 75 (ERS/TRS) & GASB 87 (Lease Liability)

| | Modified Budget 2024-25 | Expend to Date 2024-25 | Unexpend Balance 2024-25 | % Expended 2024-25 | Total Exp PY 2023-24 ⁵ | YTD Exp PY to Date 2023-24 | PY % Expended 2023-24 | Fav Var (Unfav Var) to PY | % Variance to PY |
|--------------------------|----------------------------|---------------------------|-----------------------------|-----------------------|--------------------------------------|-------------------------------|--------------------------|------------------------------|------------------|
| Instruction | | | | | | | | | |
| Personal Services | 6,873,419 | 2,813,284 | 4,060,135 | 40.9% | 7,170,131 | 2,729,036 | 38.1% | (84,248) | (3.1%) |
| Equipment | | | 0 | 0.0% | 1,233 | | 0.0% | 0 | 0.0% |
| Contractual Expenses | 1,770,800 | 527,053 | 1,243,747 | 29.8% | 1,509,743 | 526,011 | 34.8% | (1,042) | (0.2%) |
| Employee Benefits | 3,436,727 | 1,407,663 | 2,029,064 | 41.0% | 4,103,636 | 1,576,441 | 38.4% | 168,778 | 10.7% |
| Total Instruction | 12,080,946 | 4,747,999 | 7,332,947 | 39.3% | 12,784,743 | 4,831,488 | 37.8% | 83,489 | 1.7% |
| Public Service | | | | | | | | | |

| | | | | | | | | | |
|---|-------------------|-------------------|-------------------|--------------|-------------------|-------------------|--------------|------------------|----------------|
| Personal Services | 0 | 0 | 0.0% | 0 | | | | | |
| Equipment | | | | | | | | | |
| Contractual Expenses | | | 0.0% | | | | | | |
| Employee Benefits | 0 | 0 | 0.0% | | | | | | |
| Total Public Service | 0 | 0 | 0.0% | | | | | | |
| Academic Support | | | | | | | | | |
| Personal Services | 1,730,249 | 570,009 | 1,160,240 | 32.9% | 1,729,175 | 547,521 | 31.7% | (22,488) | (4.1%) |
| Equipment | | 13,152 | (13,152) | 0.0% | | | 0.0% | (13,152) | 0.0% |
| Contractual Expenses | 293,470 | 22,616 | 270,854 | 7.7% | 162,056 | 30,779 | 19.0% | 8,163 | 26.5% |
| Employee Benefits | 865,124 | 285,004 | 580,120 | 32.9% | 987,365 | 318,700 | 32.3% | 33,696 | 10.6% |
| Total Academic Support | 2,888,843 | 890,782 | 1,998,061 | 30.8% | 2,878,596 | 897,001 | 31.2% | 6,220 | 0.7% |
| Libraries | | | | | | | | | |
| Personal Services | 582,717 | 205,720 | 376,998 | 35.3% | 568,333 | 203,050 | 35.7% | (2,670) | (1.3%) |
| Equipment | | | 0 | 0.0% | 1,612 | 1,612 | 100.0% | 1,612 | 100.0% |
| Contractual Expenses | 313,250 | 64,004 | 249,246 | 20.4% | 291,796 | 81,345 | 27.9% | 17,341 | 21.3% |
| Employee Benefits | 291,359 | 102,860 | 188,499 | 35.3% | 319,009 | 113,708 | 35.6% | 10,848 | 9.5% |
| Total Libraries | 1,187,326 | 372,583 | 814,743 | 31.4% | 1,179,137 | 398,103 | 33.8% | 25,519 | 6.4% |
| Student Services | | | | | | | | | |
| Personal Services | 2,509,121 | 552,396 | 1,956,725 | 22.0% | 2,451,431 | 492,499 | 20.1% | (59,897) | (12.2%) |
| Equipment | | | 0 | 0.0% | 1,156 | 389 | 33.7% | 389 | 100.0% |
| Contractual Expenses | 859,603 | 148,793 | 710,811 | 17.3% | 676,147 | 156,943 | 23.2% | 8,150 | 5.2% |
| Employee Benefits | 1,254,545 | 276,198 | 978,347 | 22.0% | 1,380,478 | 280,572 | 20.3% | 4,373 | 1.6% |
| Total Student Services | 4,623,269 | 977,387 | 3,645,882 | 21.1% | 4,509,212 | 930,403 | 20.6% | (46,984) | (5.0%) |
| Maintenance and Operations | | | | | | | | | |
| Personal Services | 1,933,723 | 684,748 | 1,248,975 | 35.4% | 2,032,462 | 559,324 | 27.5% | (125,424) | (22.4%) |
| Equipment | 100,000 | 11,937 | 88,063 | 11.9% | 9,426 | 1,950 | 20.7% | (9,987) | (512.1%) |
| Contractual Expenses | 1,149,290 | 180,964 | 968,326 | 15.7% | 1,101,173 | 309,337 | 28.1% | 128,373 | 41.5% |
| Employee Benefits | 966,861 | 375,821 | 591,040 | 38.9% | 1,162,133 | 317,604 | 27.3% | (58,217) | (18.3%) |
| Total Maintenance and Operations | 4,149,874 | 1,253,469 | 2,896,405 | 30.2% | 4,305,194 | 1,188,214 | 27.6% | (65,255) | (5.5%) |
| Institutional Support | | | | | | | | | |
| Personal Services | 1,724,826 | 571,538 | 1,153,288 | 33.1% | 1,689,321 | 529,627 | 31.4% | (41,911) | (7.9%) |
| Equipment | | 2,140 | (2,140) | 0.0% | | | 0.0% | (2,140) | 0.0% |
| Contractual Expenses | 414,625 | 252,476 | 162,149 | 60.9% | 524,344 | 115,911 | 22.1% | (136,565) | (117.8%) |
| Employee Benefits | 862,413 | 280,772 | 581,641 | 32.6% | 950,880 | 297,655 | 31.3% | 16,883 | 5.7% |
| Total Institutional Support | 3,001,864 | 1,106,925 | 1,894,939 | 36.9% | 3,164,544 | 943,193 | 29.8% | (163,733) | (17.4%) |
| General Institutional Services | | | | | | | | | |
| Personal Services | 1,325,765 | 540,350 | 785,415 | 40.8% | 1,236,718 | 384,129 | 31.1% | (156,221) | (40.7%) |
| Equipment | | | 0 | 0.0% | 30,502 | 10,214 | 33.5% | 10,214 | 100.0% |
| Contractual Expenses | 1,879,371 | 622,408 | 1,256,964 | 33.1% | 1,458,701 | 389,106 | 26.7% | (233,302) | (60.0%) |
| Employee Benefits | 662,881 | 231,704 | 431,177 | 35.0% | 666,662 | 206,942 | 31.0% | (24,763) | (12.0%) |
| Total General Institutional Services | 3,868,017 | 1,394,462 | 2,473,555 | 36.1% | 3,392,583 | 990,391 | 29.2% | (404,071) | (40.8%) |
| Total Forecasted Departmental Appropriations¹ | 31,800,139 | 10,743,607 | 21,056,532 | 33.8% | 27,502,873 | 10,178,792 | 37.0% | (564,815) | -2.1% |

**2024-2025 Appropriations
Schedule of Employee Benefits
as of December 31st, 2024**

| | 2024-25 | 2024-25 | 2024-25 | 2024-25 | 2023-24 | 2023-24 | 2023-24 | Variance | % Variance |
|----------------------------------|------------------|------------------|------------------|--------------|------------------|------------------|--------------|-----------------|---------------|
| | Mod Bud | Actual | Unexpended | % | Total Exp | PY to Date | PY % | CY to PY | CY to PY |
| | | | Balance | Unexpended | PY | | Expended | Fav(Unfav) | Fav(Unfav) |
| Retirement Incentive Costs | 175,906 | 99,079 | 76,827 | 56.3% | 322,370 | 182,038 | 56.5% | 82,958 | 45.6% |
| HRA Retiree Benefits | 81,651 | 30,718 | 50,933 | 37.6% | 102,221 | 32,721 | 32.0% | 2,003 | 6.1% |
| State Employee's Retirement | 1,076,389 | 447,401 | 628,988 | 41.6% | 1,297,366 | 433,995 | 33.5% | (13,406) | (3.1%) |
| State Teacher's Retirement | 179,135 | 60,029 | 119,106 | 33.5% | 179,435 | 65,591 | 36.6% | 5,562 | 8.5% |
| Optional Retirement Fund | 778,863 | 270,878 | 507,985 | 34.8% | 685,651 | 240,736 | 35.1% | (30,142) | (12.5%) |
| Social Security | 1,248,047 | 478,743 | 769,304 | 38.4% | 1,302,180 | 445,415 | 34.2% | (33,328) | (7.5%) |
| Worker's Compensation | 92,888 | 49,078 | 43,810 | 52.8% | 15,715 | (810) | (5.2%) | (49,888) | 6159.9% |
| Executive Benefits | 36,347 | | 36,347 | 0.0% | | | 0.0% | 0 | 0.0% |
| Disability Insurance | 8,270 | 2,633 | 5,637 | 31.8% | 6,998 | 1,934 | 27.6% | (699) | (36.1%) |
| Hospital and Medical Insurance | 2,905,149 | 935,000 | 1,970,149 | 32.2% | 2,746,569 | 907,943 | 33.1% | (27,057) | (3.0%) |
| Post Retirement Health Insurance | 1,513,592 | 480,000 | 1,033,592 | 31.7% | 1,440,000 | 480,000 | 33.3% | 0 | 0.0% |
| Employee Tuition Benefits | 125,841 | 64,331 | 61,510 | 51.1% | 98,988 | 53,579 | 54.1% | (10,752) | (20.1%) |
| Life Insurance | 7,380 | 2,921 | 4,459 | 39.6% | 7,339 | 1,919 | 26.1% | (1,002) | (52.2%) |
| Vacation Benefits | 91,947 | | 91,947 | 0.0% | 75,000 | 30,000 | 40.0% | 30,000 | 100.0% |
| Miscellaneous | 3,180 | 980 | 2,200 | 30.8% | 3,875 | 830 | 21.4% | (150) | (18.1%) |
| Unemployment Insurance | 15,325 | 15,003 | 322 | 97.9% | 13,434 | | 0.0% | (15,003) | 0.0% |
| Total Employee Benefits | 8,339,910 | 2,936,794 | 5,403,116 | 35.2% | 8,297,143 | 2,875,892 | 34.7% | (60,903) | (2.1%) |

Tompkins Cortland Community College
YTD Revenues 2024-2025
December 31st , 2024

| | Modified Budget 2024-25 | Revenues to Date 2024-25 | Unrealized Balance 2024-25 | % Realized 2024-25 | Total Rev PY 2023-24 | YTD Rev PY 2023-24 | PY % Realized 2023-24 | Fav Var (Unfav Var) to PY | % Variance to PY |
|-----------------------------------|-------------------------------|--------------------------------|----------------------------------|--------------------------|----------------------------|--------------------------|-----------------------------|---------------------------------|------------------------|
| Student Revenue | | | | | | | | | |
| Core Tuition | | | | | | | | | |
| Fall | 3,894,291 | 3,731,622 | 162,669 | 95.8% | 3,886,989 | 3,870,290 | 99.6% | (138,669) | -3.6% |
| Spring | 3,442,436 | 2,669,787 | 772,649 | 77.6% | 3,432,760 | 2,731,047 | 79.6% | (61,260) | -2.2% |
| Winter | 140,361 | 171,184 | (30,823) | 122.0% | 159,385 | 168,676 | 105.8% | 2,508 | 1.5% |
| Summer | 614,802 | | 614,802 | 0.0% | 506,052 | 65 | 0.0% | (65) | -100.0% |
| Nonresident Tuition | 800,000 | 1,192,114 | (392,114) | 149.0% | 772,872 | 1,424,654 | 184.3% | (232,540) | -16.3% |
| Student Fee Revenue | 982,033 | 821,828 | 160,205 | 83.7% | 1,002,981 | 839,984 | 83.7% | (18,156) | -2.2% |
| Total Core Student Revenue | 9,873,923 | 8,586,535 | 1,287,388 | 87.0% | 9,761,040 | 9,034,716 | 92.6% | (448,181) | -5.0% |
| Concurrent Enrollment Tuition | 3,290,136 | 1,278,220 | 2,011,916 | 38.9% | 3,367,146 | 1,201,195 | 35.7% | 77,025 | 6.4% |
| Total Student Revenue | 13,164,059 | 9,864,755 | 3,299,304 | 74.9% | 13,128,186 | 10,235,911 | 78.0% | (371,156) | -3.6% |
| Government Appropriations | | | | | | | | | |
| New York State | 9,762,800 | 2,446,950 | 7,315,850 | 25.1% | 9,762,800 | 2,440,700 | 25.0% | 6,250 | 0.3% |
| Local Sponsors | 4,882,882 | | 4,882,882 | 0.0% | 4,882,897 | | 0.0% | 0 | 0.0% |
| Appropriated Cash Surplus | 1,127,425 | 1,127,425 | 0 | 100.0% | 1,003,562 | 1,003,562 | 100.0% | 123,863 | 12.3% |
| Charges to Other Counties | 5,700,000 | 2,416,800 | 3,283,200 | 42.4% | 5,526,117 | 2,274,589 | 41.2% | 142,211 | 6.3% |
| Total Govt Appropriations | 21,473,107 | 5,991,175 | 15,481,932 | 27.9% | 21,175,376 | 5,718,851 | 27.0% | 272,324 | 4.8% |
| Other Revenues | | | | | | | | | |
| Service Fees | 96,040 | 53,544 | 42,496 | 55.8% | 94,098 | 57,114 | 60.7% | (3,570) | -6.3% |
| Interest Earnings | 9,007 | 3,094 | 5,913 | 34.3% | 13,946 | 5,334 | 38.2% | (2,240) | -42.0% |
| Rental of Real Property | 11,035 | | 11,035 | 0.0% | 1,400 | 100 | 7.1% | (100) | -100.0% |
| Contract Courses | 25,031 | 48,043 | (23,012) | 191.9% | 96,899 | 59,189 | 61.1% | (11,146) | -18.8% |
| Noncredit Tuition | 174,870 | 46,230 | 128,640 | 26.4% | 126,420 | 31,419 | 24.9% | 14,811 | 47.1% |
| Grant Offsets | 180,373 | 852 | 179,521 | 0.5% | 171,908 | 13,244 | 7.7% | (12,392) | -93.6% |
| Unclassified Revenues | 51,753 | 18,351 | 33,402 | 35.5% | 63,410 | 40,485 | 63.8% | (22,134) | -54.7% |
| Total Other Revenues | 548,109 | 170,113 | 377,996 | 31.0% | 568,080 | 206,884 | 36.4% | (36,772) | -17.8% |
| TOTAL REVENUES | 35,185,275 | 16,026,042 | 19,159,233 | 45.5% | 34,871,641 | 16,161,646 | 46.3% | (135,604) | -0.8% |
| Student Revenue | 13,460,000 | 10,012,571 | 3,447,429 | 74.4% | 13,445,602 | 10,383,633 | 77.2% | (371,062) | -3.6% |
| State Revenue | 9,762,800 | 2,446,950 | 7,315,850 | 25.1% | 9,762,800 | 2,440,700 | 25.0% | 6,250 | 0.3% |
| Local Revenue | 10,582,882 | 2,416,800 | 8,166,082 | 22.8% | 10,409,014 | 2,274,589 | 21.9% | 142,211 | 6.3% |
| Use of Fund Balance | 1,127,425 | 1,127,425 | 0 | 100.0% | 1,003,562 | 1,003,562 | 100.0% | 123,863 | 12.3% |
| Other | 252,168 | 22,296 | 229,872 | 8.8% | 250,663 | 59,162 | 23.6% | (36,866) | -62.3% |
| Total | 35,185,275 | 16,026,042 | 19,159,233 | 45.5% | 34,871,641 | 16,161,646 | 46.3% | (135,604) | -0.8% |

January 2025

From: Kevin Caveney, Purchasing
Re: Disposal of Surplus Items Report

Upon advisement from Campus Technology, and due to equipment replacements and/or upgrades, the following equipment has been determined to be obsolete and/or non-functioning, and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the college is normally designated for auction or placement with non-profit agencies if feasible. The remaining items are designated for e-waste/ recycling with Regional Computer Recycling and Recovery. Prior to disposal, proper security measures are completed and documented. Designated drives are destroyed and the items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, items are removed from the College's inventory.

20 Printers
4 Copiers (auctioned)
37 Monitors
1 Power UPS
1 Notification Unit
60 Security Cameras
89 Computers
26 Switches
Automatic Cutter (Print Shop) (auctioned, \$217)

Upon advisement from and in coordination with the Buildings and Grounds Department and the related department(s), due to non-use and declined condition or lack of functionality, age, wear, breakage and/or replacement upgrades, the following items were determined to be obsolete and of no further use to the College. The items have been properly disposed of, donated to non-profits, or auctioned (as noted) and removed from the College's inventory.

10 Classroom Tables (auctioned)
34 Various Chairs
7 Miscellaneous Tables
5 Vacuum Cleaners
3 Carpet Shampooers
7 'Butcher Block' Tables (auctioned, \$260)
30 'Trapezoid Tables', 10 Panel desks, 90 Blue Plastic Chairs (auctioned)
1 Filing Cabinet
1 Floor Cleaning Machine
3 Refrigerators

Auxiliary Operations Report, January 2025

The TC3 Foundation continues its efforts to assess and optimize its properties and operational infrastructure to better align with strategic goals and the College's mission.

Residence Halls

- Preparations are underway for the Spring semester, with students housed in **Halls A–D**.
 - Fall 2024: **272** students were housed.
 - Spring 2025: **207** students are currently signed up (+ 9 pending).
- **Halls E, F, and G:** Exploration of both short- and long-term opportunities remains ongoing:
 - Internal and external stakeholder discussions continue regarding short-term summer use.
 - Long-term possibilities include the potential sale, with collaboration underway with legal counsel, majority bondholders, and a real estate broker for market assessments.
- Financial reporting and debt servicing for the Residence Halls remain compliant, with the next bond payment due in **May 2025**.

Cortland Extension Center

- TC3 is actively collaborating with SUNY Cortland on the sale and acquisition process.
- A technical review by County and State teams is scheduled for **January 10, 2025**.
- Decommissioning efforts for the site are in progress.

Ithaca Extension Center

- **Kyle Steele** (Howard Hanna Real Estate Services) continues to market unused spaces to increase rental income and alleviate financial strain.
- Critical HVAC and fire system control repairs are being triaged to remain compliant with safety and landlord requirements while managing limited resources.

Coltivare

- Operations have been temporarily paused due to licensing and permit disruptions at the end of 2024.
- Current operational documentation is under review to ensure compliance with all legal requirements.

Culinary Arts Program

- Continued success in fostering educational and experiential opportunities:
 - **Cornell Collaboration:** Partnership with Cornell University's Nolan School of Hotel Administration continues in Spring 2025.
 - **Internships:** Three Culinary Arts students completed paid internships at Coltivare.
 - **Showcase Event:** The "Tasteful Sensations" event in November attracted 80 guests and raised nearly \$6,000 to support future student special projects.
 - **Cultural Experience Course:** Eight students will travel to the Dominican Republic in January for the **HRMG 220 Culture and Cuisine** course.

TC3 Farm

- A new **Seed Exchange Program** has launched, offering free seeds to residents of **Cayuga, Tompkins, and Cortland counties**.
 - This initiative, previously managed by Wells College, promotes food sovereignty and resiliency.
 - It will be administered by students in the **Sustainable Farming and Food Systems** program under the supervision of the TC3 Farm Director.

The following update reflects progress toward the 2024-25 Presidential Goals as approved by the Board of Trustees and shared with the campus community in August 2024. The goals are organized according to the four focus areas: Student Enrollment and Retention, Campus Institutional Resources and Assets, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration.

STUDENTS: ENROLLMENT AND RETENTION

- The Student Affairs assessment report is complete and received from the external consultant. The summary report has been distributed to members of the Student Affairs team and a next steps discussion is scheduled for 1/14/25.
- Core enrollment for the spring 2025 semester is currently tracking up 3.6% in FTE, 4.0% in headcount. Applications are down by 12% with acceptances up 11%. Efforts continue with an Instant Admission Week (1/13-1/17) and ongoing phone/text/email campaigns to especially focus on new student enrollment, down about half. Continuing students are up by nearly 5%.

CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS

- The sale of the Cortland Extension Center to SUNY Cortland continues to proceed. The item was not on the agenda for the SUNY Board of Trustees meeting in December as expected. In the meantime, we have provided access to SUNY Cortland to begin work on the Internet/fiber connectivity for the building.
- A \$300,000 payment was remitted to the Residence Hall bondholders in December, the first in many years on the bonds that currently total more than \$40 million. We are expecting a list of approved brokers from the bondholders' representatives in order to make progress on the sale of the three vacant buildings.
- We continue to focus on reducing expenses and generating cash flow for the TC3 Foundation. Efforts are underway to fully lease the Ithaca Extension Center (IEC), generating crucial cash flow, as well as addressing significant concerns with Coltivare. I met with representatives of a local non-profit, which has been occupying space gratis at the IEC for several years, to discuss a formal lease agreement and non-profit rental rate.

CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION

- The Institutional Research staff are compiling the data from the Campus Climate Survey, which was received "raw" from SUNY, into more usable information. The data will be sent to the College's Diversity Equity Action Committee (DEAC) along with a timeline and charges in February.
- The College was closed from 12/23/24-1/2/25 for the Holiday Winter Break.

EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION

- As a Board member with the Cortland Business Development Corporation, I toured the Byrne Dairy plant in Cortlandville on 1/6/25. Byrne currently employs 100+ workers in high-paying, advanced manufacturing jobs using state-of-the-art technology with immediate plans to double the workforce with a phase 2 expansion, followed by phases 3 and 4. I am in contact with plant leadership to host a tour for College faculty and staff to learn more about Byrne's needs and how TC3's academic programs and services can support this growing business.
- The College's 2024 Annual Report has been completed and will be distributed electronically to a large mailing list of community leaders, elected officials, donors, etc. A postcard will be mailed to direct receivers to the website for the complete report. A limited number of hard copies will be retained.
- The College's flags are lowered to half-mast for 30 days in honor of the National Day of Mourning and national observance of the death of former President Jimmy Carter.



Vice President Reports

Status of Open Positions
as of January 2, 2025

UNCLASSIFIED STAFF

| <u>POSITION</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>ADVERTISED</u> | <u>APPLICATION REVIEW BEGINS</u> | <u>CURRENT STATUS</u> |
|----------------------------|--|-------------------|--------------------------------------|----------------------------------|
| Accounting Faculty | ASAP | September 9, 2024 | October 9, 2024 | Hired: Lynn Benedetto (08/18/25) |
| Digital Content Specialist | ASAP | November 13, 2024 | November 27, 2024 | On-Campus Interviews Scheduled |

CLASSIFIED STAFF

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>CURRENT STATUS</u> |
|---|-------------------|--|--|
| Campus Environmental Health & Safety Officer (1.0 FTE) | Facilities | ASAP | Accepting Applications via Tompkins County Department of Human Resources. Unanimous choice candidate withdrew at conclusion of 1 st search attempt. |

FACULTY STUDENT ASSOCIATION

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>CURRENT STATUS</u> |
|------------------------------------|------------------------|--|------------------------|
| Assistant Coach, Men's Baseball | Athletics & Recreation | ASAP | Accepting Applications |
| Assistant Teacher | Childcare | ASAP | Accepting Applications |
| Lifeguard | Athletics & Recreation | ASAP | Accepting Applications |
| Substitute Teacher | Childcare | July 2023 | Continuous Recruitment |
| Teacher Aide | Childcare | ASAP | Accepting Applications |

Status of Grievances
as of January 15, 2025

COMPLAINANT/SUBJECT

DISPOSITION

CSEA

Filed a Class Action. One known complaint.
CSEA alleging misinterpretation of Article 28.8.

College has provided information, per a union information request.
The grievance had been denied on two separate filing attempts, on procedural premise. The College has been copied on an arbitration filing from CSEA to the American Arbitration Association.

FACULTY ASSOCIATION

None.

PROFESSIONAL ADMINISTRATORS ASSOCIATION

None.

TC3 ADJUNCT ASSOCIATION

None.

Public Safety

Campus Police successfully fully transitioned to the Spillman reporting system on January 1, 2025. Additionally, the department has received ten new portable radios acquired through a Department of Criminal Justice Services (DCJS) grant. Work is underway to upgrade in-car computers to ensure more reliable access to reporting systems and critical information for officers, also funded by the DCJS grant.

So far, over the winter break, approximately half of the mandatory in-service training requirements for 2025 have been completed, with the remainder scheduled for later in January. All campus AEDs have been upgraded and replaced with new units. Preparations are also in progress to revitalize Campus Police resources and materials for the upcoming Spring orientation.

Facilities

During the month of December 2024 our different departments were involved with various projects; below is a brief summary of what was accomplished and by whom. **Grounds Crews** performed the usual snow removal duties as weather dictated (plowing and salting) along with relocating 7 loads of salt into the shed. They also hung numerous banners for seasonal college initiatives and cleaned up trash and garbage numerous times at the dormitories. Grounds Crews also were tasked with transporting all computer related equipment and apparatus from the Cortland Extension Center to Main Campus in an effort to decommission the facility. Grounds personnel also concentrated on vehicle and equipment maintenance specifically installed new hinges on the Ram 3500 and new tires on the athletics golf cart.

College Maintenance Staff were busy with many college initiatives. Specifically the installation of a new Fan Coil unit at the day care center, an oil pressure sensor repair on the College generator, control repairs on the boilers and cleaning of the cafeteria refrigeration units. Other initiatives included the removal of curtains in the Provosts Office, the installation of window film around the pool, started a header installation for the security grill at the cafeteria, moved various pieces of furniture, attained quotes for RTU #9 and materials for renovations in room #229 and tended to the yellow men's room plumbing on multiple occasions.

Custodial Staff Members occupied their time with their regular cleaning duties as well as event set up and room set up for the many events the College typically hosts. Staff also concentrated on getting the floor scrubber for the gymnasium up and running, carpet cleaning, detailed cleaning in P-tech area. Crews also assisted with cleaning and disinfecting room 101 in conjunction with the departmental reconfiguring.

Foundation staff has been busy at the numerous sites they oversee and provide maintenance within. At **Coltivare**, employees coordinated with multiple contractors to attain remedies for the HVAC system in the dining room of the restaurant this work has been completed. Staff also assembled what was needed to obtain the restaurant occupancy permit. Employees coordinated repairs on the Main walk in freezer and exhaust hoods through Duffy's.

At the **Ithaca Extension Center**, there were 3 large heat pumps installed on the 2nd floor. This project was performed by the Carrier Corp with assistance by internal staff. Troubleshooting of the Fire panel at IEC has also become increasingly problematic and personnel stationed at the facility spent time attempting to repair and attaining the necessary quotations for both short and long term solutions.

At the **Dormitories**, private contractors worked on the ongoing renovations in the D building and completed 3 full apartment renovations on the 3rd floor. Foundation staff accompanied vendors for the inspection of over 600 fire doors and all sprinkler systems. Staff also worked diligently to keep the walkways at the dormitories clear of snow and ice as needed. Small HVAC related hurdles were also corrected including the installation of air bleeders in F building, actuators in 2nd floor of the D building, the servicing of all stairwell heat units in buildings E, F and G, installed ceiling tiles in building D, repaired a domestic hot water leak in building C and installed approximately 120 range hood fire suppression units in various locations.

Human Resources

December has been a productive month for the Department of Human Resources as we continued to advance key initiatives.

Our work with the Paycor implementation has been a central focus. We successfully processed the second and third payroll cycles in the new system, working closely with the payroll office to ensure a smooth transition. Alongside these efforts, we completed year-end adjustments and wrapped up open enrollment changes for both active and retired employees. With these milestones behind us, we're now gearing up for the next phase of the project: implementing benefits management and applicant tracking.

Recruitment remained a top priority throughout the month. The team supported hiring for various open positions across the College and its related entities. In collaboration with the Academic Affairs Department, we also facilitated adjunct position postings in preparation for the Spring 2025 semester. To prepare for the applicant tracking rollout, we have engaged in training sessions, both virtually and through Paycor's training hub, ensuring we'll be equipped to the new system's capabilities.

In addition to these initiatives, we took steps to improve our data accuracy by cleaning up active employee headcount and records. This is part of an ongoing effort to refine our processes and leverage Paycor to drive greater efficiency in our operations.

As we close out the year, we remain focused on streamlining workflows and strengthening our systems to meet the evolving needs of the College community.

Resignations/Retirements/Separations

Presented to the Board of Trustees
January 15, 2025

| <u>NAME</u> | <u>TITLE</u> | <u>DEPARTMENT</u> | <u>EFFECTIVE</u> | <u>REASON</u> |
|-------------|--------------|-------------------|------------------|---------------|
| None. | | | | |

FACULTY STUDENT ASSOCIATION

None.

BISTRO

| | | | | |
|---------------|------------|------------|------------|-------------|
| Hayllie Grant | Dishwasher | TC3 BISTRO | 12/11/2024 | Resignation |
|---------------|------------|------------|------------|-------------|

2024-2025 Goals

- Procure updated datacenter equipment including an appropriate mix of cloud and on-premises resources by 11/1/2024.
 - Our servers have been selected and ordered. Our storage has been selected and is in the process of being ordered. We expect both to be delivered by mid-January.
- Migrate all possible on campus servers to ITEC Infrastructure as a Service (IaaS).
 - 45 servers have been successfully moved to the ITEC IaaS cloud Hosted solution.
 - This completes our hybrid cloud migration.
- Complete the 2025 – 2028 Technology Strategic Plan by 3/1/2025.
 - I have discussed this with President Kremenek and plan to work on this during the Strategic Planning process in the Winter of 2025. I plan to present this to the Board in March 2025.
- Create and roll out updated MyTC3 Portal by 4/30/2025.
 - Our Software Development team is currently working with our Marketing and Web Development team to design MyTC3 2.0 in a sustainable and secure way, ensuring alignment with the college’s vision for web services.
- Implement Multifactor Authentication for students by 11/1/2024.
 - We have enabled MFA for all students with minor knows technical exemptions which we expect to be overcome by Fall 2025.
 - This effectively provides MFA for all services accessed at TC3 by all users (within our accepted risk ruleset) and significantly strengthens our security posture and further aligns us with GLBA Cybersecurity requirements.
- Implement monthly KnowBe4 Security Awareness Training by 11/1/2024.
 - We have delivered the first KnowBe4 Security Awareness Training, with 2024 completion at 65.5%, up from 20% completion in 2023.
 - We are still revising this process and expect to increase participation to 100% in 2025.
 - We will begin 2025 Security Awareness Training later in January with the 2025 Mitnick Update, and continue regularly throughout the year with additional engaging, timely, and relevant content.
- Complete Written Information Security Plan (WISP) by 8/31/2025.
 - We continue to progress with the development of the WISP, along with additional required policies.

Chief Policy and Compliance Officer

I served as a member of the search/screening committee for the Digital Content Specialist. The committee expects to conclude its process the week of January 6. There were a substantial number of applicants for this position.

I have accepted the opportunity to co-chair with Assistant Professor Virginia Shank, Standard II of the Middle States Self Study: Ethics and Integrity - *Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.* We are in the process of recruiting members for this team.

Policy

There are a revised policy ready for Board action: Records Retention and Disposition Policy – LGS1 (replacing MI-1). Additional input on the SUNY mandated Single Use Plastics Policy is being sought from students and should be ready in January or February. Purchasing is endeavoring to comply with the SUNY Single Use Plastics Policy goals for this year. A report/form is due to SUNY on January 17.

Compliance

Campus Technology has rolled out mandatory compliance trainings to the campus community for computer and data security. The Executive Council is continuing to explore ways to more fully examine and make accessible all meetings. SUNY has sent out guidance on compliance with the **Stop Campus Hazing Act**. We had already drafted a policy and are in the process of forming an ad hoc committee of stakeholders to develop appropriate processes and procedures. SUNY's guidance will be considered.

Strategic Enrollment Plan (SEP)

The new Strategic Enrollment Plan was presented to faculty members at the Provost meeting on Friday, December 6th. After an engaging discussion, volunteers were requested for any faculty members interested in serving on the new SEP Council. The selection of members to the SEP Council will be finalized in consultation with the President and Executive Council in January. The first meeting of the SEP Council will be scheduled for February 2025.

Enrollment Services Center (ESC) Reorganization

The design of a centralized one-stop welcome center to enhance the student experience and streamline office processes continued throughout the month of December. In addition to relocating offices within the suite, plans are underway for an open concept floor plan, a new welcome desk, and waiting area. As part of ongoing professional development and incorporation of best practices, staff members visited the One Stop Center at Finger Lakes Community College on December 13th.

The “Accepted Panther Day” new student onboarding pilot program for Spring 2025 welcomed 51 accepted students along with 48 family members to campus on Saturday, December 7th and Tuesday, December 17th. Based on feedback from incoming students, the vast majority reported being satisfied with the overall event and individual onboarding sessions. 89% of students agreed or strongly agreed that they felt more comfortable about attending TC3. The last Accepted Panther Days are scheduled for Thursday, January 9th, Tuesday, January 14th, and Friday, January 24th.

Enrollment Update

Spring 2025 “Core” Enrollment is up +2.9% (34) in headcount and +3.0% in FTE as of January 3rd. Extensive efforts continue to encourage current fall students to register including phone calls, emails, and text messages. Similar efforts are underway for accepted students not yet registered for classes. An “Instant Admission Week” is scheduled for Monday, January 13th thru Friday, January 17th to increase applications for spring. A comprehensive proactive outreach campaign to thousands of former students (students who left and did not transfer) is in development to encourage re-enrollment as well.

The Continuing Education and Workforce Development Office served a non-credit enrollment of 283 registrations for Fall 2024 through open enrollment and contract training. The vast majority of enrollment occurs during the spring and summer each year.

Middle States Self-Study Institute and Self-Study Progress: This month I am going to use most of this space to sharing some major components we are required to have in the Middle States Self Study Design Template that we will be submitting to the Middle States Commission in mid-February. The document is required to have the following elements:

1. **Institutional overview:** This section provides the context for current challenges, notable achievements and other important contextual information aligned with institutions mission and strategic goals that are of note for the Middle States Commission and for the College to examine in a productive reflection through the self-study process.
2. **Institutional Priorities to be addressed in the Self-Study and the alignment of these priorities with the seven Middle States Standards.**
3. **Intended Outcomes of the Self Study:** This is a section that allows us to self-reflect on what we as an institution are interested in learning from the process.
4. **Organizational Structure of the Steering Committee and Working Groups for the Self Study:** The make-up and structure of the self-study effort is described in detail here.
5. **Guidelines for Reporting:** These set clear standards and expectations for the working groups in terms of deadlines, analysis formats etc.
6. **Organization of the Final Self Study Report:** This section outlines the style and organization of the Self Study for the whole process.
7. **Self-Study Timeline:** A detailed timeline of the Self Study Process
8. **Communication Plan:** This plan is related to ensuring that this a shared process that is meaningfully engaging the campus community.
9. **Evaluation Team Profile:** This allows us to request team members from institutions that are like us or those that are aspirant peer institutions.
10. **Strategy for Addressing Annual Institutional Update Indicators and Metrics:** The College submits reports to Middle States annually. Here we will explain how we will address these in the self-study design.
11. **Evidence Inventory Strategy:** Here we outline how we will be creating a shared inventory for the evidence (qualitative and quantitative) that we will be using to carry out the analysis in the self-study.
12. **Strategy for Identifying Self Study Visits to be Conducted:** This outlines for the self-study teams how many sites they will be visiting.

Middle States Standard Spotlight: Last month I shared some highlights of Standard IV The Support of the Student Experience. I am copying an excerpt from that Standard here. This affiliation standard focuses on all aspects of the student experience that support student learning. These include student recruitment, retention, persistence, completion and success. Offering appropriate courses and modalities in alignment with the College's mission and effective student support services. The co-chairs for this standard working group are Angela Palumbo, Faculty in ESL and English and Darese Daskal, AVP for Student Affairs.

Standard IV: Support of the Student Experience

Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.

Criteria

A candidate or accredited institution possesses and demonstrates the following attributes or activities:

1. clearly stated, ethical policies, practices, and processes to recruit, admit, retain, and facilitate the success of students whose interests, abilities, experiences, and goals provide a reasonable expectation for success and are compatible with institutional mission, including:
 - a. accurate and comprehensive information regarding expenses, financial aid, scholarships, grants, loans, repayment, and refunds;
 - b. a process by which students who are not adequately prepared for study at the level for which they have been admitted are identified, placed, and supported in attaining appropriate educational outcomes;
 - c. orientation, advisement, and counseling programs to enhance retention and guide students throughout their educational experience;
 - d. processes designed to enhance student achievement including certificate and degree completion, transfer to other institutions, and post-completion placement;
2. fair and transparent policies and procedures regarding evaluation and acceptance of transfer credits, credits awarded through experiential learning, prior non-academic learning, competency-based assessment, and other alternative learning approaches;
3. policies and procedures for the safe and secure maintenance and appropriate release of student information and records;
4. if offered, athletic, student life, and other extracurricular activities that are regulated by the same academic, fiscal, and administrative principles and procedures that govern all other programs;
5. if applicable, adequate and appropriate institutional review and approval of student support services designed, delivered, or assessed by third-party providers; and
6. periodic assessment of the effectiveness of student support services for all student populations with appropriate metrics and evaluation.

Athletics and Recreation – James Williamson and Tom Wilk both participated in the Fall 2025 BOSCA (Business of Small College Athletics) Academy.

Childcare – The center will be hiring for 3 open positions for Spring; 1 teacher assistant and 2 teacher aides. All registration packets have been sent out to incoming student parents. We are setting up appointments for the week of Jan 13th for them to come in and finalize their child's spot. Our partnership with Ptech will start in early January where they will be constructing nap mat holders for our classrooms as well as working on some other projects.

Health and Wellness – HWS will provide counseling during evening hours 4:00 to 7:00 Mon – Thurs for the spring 2025 semester. The Pantry is implementing a new software tracking system. Over the winter break, HWS will refine and streamline our SUNY Service Corps program. The Pantry will receive our first delivery via our new partnership with Cortland Produce on Weds, December 18th. HWS and the Foundation are finishing an application to the Office of Cannabis Management for a grant that would help support alcohol and drug prevention and recovery services. HWS is finishing out our grant with OASAS and building out the sustainability of the coalition's efforts.

Office of Diversity Education and Support Services/EOP – Director Shadayvia Wallace begins on January 7, joining TC3 from Ithaca College where she spent three years as the MLK first-generation Scholars program director and Associate Director of the BIPOC (Black, Indigenous, and People of Color) Unity Center. We will welcome a small cohort of 4 new Spring 2025 EOP students in a pre-semester program which begins on January 21.

Residence Life – Residence Halls closed for the winter break on Saturday, December 14th. In total, 22 students registered to stay for break (or at least a portion of break). Mid-year training for the resident assistant staff will be January 24-26. In addition to operational training, we will also focus this year on implicit bias, cultivating a sense of belonging on their floors, and conflict resolution and de-escalation. Residence halls open for the winter/spring semester on January 25th. Returning and new students can move in on the 25th and 26th. We currently have 199 students in Spring housing – 188 continuing and 11 new students.

Student Activities - Student Activities wrapped up the semester with Stress Less programming, reviewing club end-of-semester reports and spring '25 plans, and the December 2024 Graduation Recognition Ceremony. Looking forward to the next semester, Student Activities is planning spring '25 New Student Orientation, Welcome Week(s) activities, the SGA planning retreat and club trainings, and initiatives to expand virtual badges for the co-curricular transcript.

Student Conduct, CARE Team & Title IX – We saw 33 conduct incidents involving 49 students in December. 15 were recharges for incomplete sanctions; the remainder were primarily found during closing checks. 9 had marijuana charges and 9 were alcohol charges. 4 students were removed from housing. There were 5 CARE team referrals.



Consent Agenda

Appointment of Personnel
Thursday, January 2, 2025
Presented to the Board of Trustees

| Employee | Department | Title/Rank | Salary | Employment Dates |
|-----------------------|--|------------|------------|-------------------------|
| August | | | | |
| Komar, Tanya | CTC New Teaching Mentorship Program with C. Shanks | Adjunct | \$456.15 | 8/19/2024 To 12/16/2024 |
| Loviglio, Christopher | CTC New Teaching Mentorship Program with S. Weed | Adjunct | \$243.28 | 8/19/2024 To 12/16/2024 |
| Weed, Steve | CTC New Teaching Mentorship Program with C. Loviglio | Adjunct | \$306.00 | 8/19/2024 To 12/16/2024 |
| Archer, Pamela | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Cornish, Erin | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Evans, Christine | CollegeNow Faculty Liaison | Adjunct | \$418.29 | 8/26/2024 To 12/13/2024 |
| Farah, Fred | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Galezo, David | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Grossman, Rick | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Ha, Lien | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Hartnett, Gerri-Ann | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Kidder, Jennifer | CollegeNow Faculty Liaison | Adjunct | \$418.29 | 8/26/2024 To 12/13/2024 |
| Komar, Tanya | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| LaMorte, Michelle | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Lewis, Justine | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Need, Barbara | CollegeNow Faculty Liaison | Adjunct | \$3,167.02 | 8/26/2024 To 12/13/2024 |
| Okaru, Alfie | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Sewell, Patrick | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Whitcraft, Michelle | CollegeNow Faculty Liaison | Adjunct | \$3,585.30 | 8/26/2024 To 12/13/2024 |
| Woloszyn, Alexander | CollegeNow Faculty Liaison | Adjunct | \$418.29 | 8/26/2024 To 12/13/2024 |
| Young, Tammi | CollegeNow Faculty Liaison | Adjunct | \$418.29 | 8/26/2024 To 12/13/2024 |
| Zaia, Heather | CollegeNow Faculty Liaison | Adjunct | \$3,167.02 | 8/26/2024 To 12/13/2024 |
| December | | | | |
| Moore, Amy | Coverage for D. Debartolo at CMC | Adjunct | \$182.46 | 12/7/2024 |
| Delisle, Jake | Para-Professional Lab Tech. | Adjunct | \$2,984.80 | 12/17/2024 To 1/17/2025 |
| Earley, Bernard | ENGL101 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Galezo, David | PHIL101 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Gammage-Sikora, Gina | SPAN101 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Gilbert, Mary | ENGL102 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Johnsen, Laura | ANTH202 BL3 | Adjunct | \$3,195.00 | 12/18/2024 To 1/17/2025 |
| Kobre, Michael | BIOL114 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Kyle, John | CAPS131 BL1 | Adjunct | \$1,561.45 | 12/18/2024 To 1/17/2025 |
| Lyon, Crystal | ART 124 BL1 | Adjunct | \$3,930.50 | 12/18/2024 To 1/17/2025 |
| McLane, Todd | HRMG220 | Adjunct | \$3,010.50 | 12/18/2024 To 1/17/2025 |
| Panzer, Nina | SOCI101 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Richards, David | BUAD201 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Schmid, Joseph | ACCT101 BL1 | Adjunct | \$5,352.00 | 12/18/2024 To 1/17/2025 |
| Seyfried, Matthew | ENGL201 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Seyfried, Matthew | ENGL204 BL1 | Adjunct | \$4,014.00 | 12/18/2024 To 1/17/2025 |
| Sheehan, John | ANTH202 BL1 ANTH202 BL2 | Adjunct | \$8,028.00 | 12/18/2024 To 1/17/2025 |

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Student Support Program Specialist

GRADE

2

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ORGANIZATIONAL UNIT

Health & Wellness Services

REPORTS TO

Director of Health &
Wellness Services

APPROVED BY

SUMMARY

The Student Support Program Specialist, focused on a target population is responsible for developing, implementing, and overseeing programs and services that support the well-being, inclusion, mental health, and academic success of students at Tompkins Cortland Community College. This role involves providing advocacy, education, and resources to foster a welcoming and inclusive campus environment. They will also work with other departments to help create best practice policies and procedures to improve resources available to all students. The Coordinator will work collaboratively with students, faculty, staff, and external partners to ensure that the needs of a specific population of students are met and that the college community is educated about the issues and needs of this population.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for designing, developing, and managing programs, workshops, and events that promote awareness, education, mental health, and advocacy for the target population.
- Coordinate and oversee support groups and mentoring programs, focusing on mental health and wellness
- Responsible for organizing annual events
- Provide one-on-one support, referrals, and resources to students, with a focus on mental health and wellness
- Develop and distribute informational materials about resources and services on and off campus.
- Serve as an advocate for students facing discrimination, mental health challenges, or other issues
- Collaborate with colleagues in Health and Wellness Services to provide specialized mental health support for students
- Responsible for the development and promotion of wellness programs that address the unique mental health needs of students
- Responsible for the creation and implementation of strategies to reduce mental health stigma and promote positive well-being among students
- Collaborate with various campus departments, including Residence Life, Health and Wellness Services, and Academics, to ensure inclusion in their programs and services
- Work with student organizations to support their activities and initiatives

TOMPKINS CORTLAND COMMUNITY COLLEGE

| | | |
|------------------------------------|---------------------|--------------------|
| <u>POSITION TITLE</u> | <u>GRADE</u> | <u>PAGE</u> |
| Student Support Program Specialist | 2 | 2 of 2 |

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|-----------------------------------|--|---------------------------|
| <u>ORGANIZATIONAL UNIT</u> | <u>REPORTS TO</u> | <u>APPROVED BY</u> |
| Health & Wellness Services | Director of Health & Wellness Services | |

- Responsible for the development of partnerships with local organizations and mental health resources
- Conduct training sessions and workshops for students, faculty, and staff on issues, mental health awareness, inclusive practices, and being allies for the target population
- Create and maintain educational materials and resources for the campus community
- Stay current on best practices and emerging trends in population support services and higher education
- Maintain accurate records of program participation, services provided, and outcomes achieved
- Assess the effectiveness of programs and services through surveys, feedback, and other evaluation methods
- Prepare and deliver reports annually at a minimum
- Provide recommendations for improvements based on assessment data
- 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:

of Classified Staff
 # of Administrative
 # of Faculty
 1-3 # of Adj. Faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree in human services, psychology, social work, or a closely related field, and a minimum of four years of experience. Demonstrated knowledge of student support services in higher education and experience working with young adults or college students. Experience working with a diverse population.

PREFERRED QUALIFICATION

Master's degree in Higher Education Administration or Higher Education Leadership, Counseling, or fields related to this position; experience in health promotion and community development for a target population.

Vice President of Institutional Effectiveness

As a member of the President's Executive Council, Vice President of Institutional Effectiveness is ensure creative and innovative leadership for the creation of a culture in which continuous quality improvement and planning activities are integrated, understood, and practiced in ways consistent with the College mission, values, and vision.

Promote institutional capacity for effective and meaningful outcomes assessment efforts and promote common understanding and value in the use of assessment and continuous improvement. The Vice President oversees the planning and execution of key institutional effectiveness functions, including strategic planning, accreditation, research, and support of college and SUNY system initiatives. Working in collaboration with the senior leadership team and the governance bodies, the Vice President develops and implements the institutional planning and assessment structure, including non-academic assessment. The Vice President will actively lead an organizational culture that values and utilizes data when making decisions. With an eye towards continuous improvement and equity, the Vice President champions a comprehensive, collaborative, effective, and inclusive communication and feedback strategy throughout the college community. This position will lead the College's major grant planning and development processes focused on acquiring grants in alignment with the strategic priorities of the College. The Vice President will work to establish and retain a high-quality IE Office team to provide a foundational resource for college strategies and initiatives.

Work Tasks & Duties

Leadership & Planning

- As a member of the President's Executive Team, collaborates with college senior leadership to assess, develop, and implement strategies and initiatives in support of the college vision, mission, values, and goals.
- Carries broad responsibility for strategic planning and assessment, accreditation and data quality, data compliance, institutional research, data transparency and data governance. This includes working closely with appropriate VPs and self-governance committees at the College.
- Develops and maintains positive and effective working relationships across the college community to lead and support institutional initiatives, policies, and procedures.
- Leads the Institutional Effectiveness and Research (IER) Office and staff in order to help shape the strategic direction of the college; ensures operational leadership for the IER Office, including tasks such as recruitment, performance management, coaching, professional development, and communication. Leads the IE staff in assisting others with how to best use and interpret data and data visualizations.
- Maintains strong relationships with Institutional Effectiveness leaders across the SUNY, participating in discussions, system meetings, and other activities as appropriate.
- Develops strategies to help maintain and strengthen a culture of data informed decisions by creating professional development opportunities to improve data literacy and improve data transparency at all levels.
- Collaborates with the VPAA, VPSS to regularly assess strategies through monitoring of student outcomes to help ensure the College is continuously monitoring and improving student outcomes relative to industry, state and national benchmarks and best practices.

Strategic Planning & Assessment

- Maintains broad responsibility for the development, implementation, on-going assessment, and communication of the college's Strategic Plan and related institutional goals.
- In collaboration with the President, facilitates a Strategic Planning Steering Committee to ensure routine, effective communication, input and progress-checks, as well as oversight of related sub-committees. Places an emphasis on broad involvement and feedback, to include the strategic planning website, stakeholder inclusion, and an annual strategic planning summit.
- Provides leadership and oversight for institutional assessment processes, including data analysis and report creation for general education assessments and academic assessments in collaboration with the VPAA. For non-academic assessment works closely with all relevant offices and VPs and ensures that appropriate plans are developed, and results are collected, analyzed, used to make improvements, and communicated; identifies and monitors trends. Facilitates the review of all department plans by a designated non-academic assessment committee.
- To support assessment of academic and non-academic functions oversees the creation and implementation of relevant external and internal surveys through the IER office. The office will also support leadership and offices in creating and reporting key performance indicators and appropriate metrics.
- Collaborates with academic leadership to facilitate the program review process for all academic programs; utilizes objective perspective to navigate SWOT analyses, data summaries, feasibility recommendations, and opportunities for improvement to strengthen sustainability of academic programs.
- Identifies opportunities for potential creation/modification of programs by monitoring and researching the education and labor market landscape. Works with Academic Affairs, faculty and the Strategic Enrollment Council to share information and coordinate work.
- Collaborates with academic leadership to identify and monitor key performance indicators to assess educational effectiveness and provides reports and analysis to help support continuous improvement.

Accreditation & Institutional Research

- Leads a collaborative effort for the successful re-affirmation of the college through the Middle States Commission on Higher Education (MSCHE) Self Study process.
- Functions as the Accreditation Liaison Office (ALO), responsible for efficient, effective, and timely communications between the college and MSCHE as well as with stakeholders within the college and SUNY. Ensures assignment of roles and responsibilities within the IER Office and broader college in support of required Middle States accreditation requirements including annual completion of the Middle States Annual Institutional Updates.
- Ensures a current understanding of Middle States standards and interpretations; educates the campus-at-large and specific stakeholders as updates, additions, or revisions occur.
- Collaborates with the IER Office staff and appropriate academic leadership to provide support, insight, and expertise to departmental accreditation processes.
- Ensures accurate, complete, and timely reporting as requested and required by the federal government, state or other regulatory bodies.

- Leads the IER Office to assess, develop, refine, and respond to data/research/data visualization requests by individuals or departments within the college. Leads the office in thinking proactively about relevant data strategies to help the continuous development of all areas of the College.
- Ensures institutional research board activities occur as appropriate for the scope of activities at the College.

Grants and Leadership

- Builds and maintains relationships across the college to enhance knowledge of current and planned initiatives, policies, processes, and challenges. Uses broad college view and expertise to act as a ‘connector’ between projects, departments, and individuals to help ensure the best use of our resources, data, and time.
- Oversees the Carl D Perkins Federal Grant as grant manager or through oversight of designee.
- Provides leadership of the research and development process for large grants by the College and supervises a grant writer to help pursue relevant grants. Liaises with relevant external organizations and stakeholders in order to support this effort.
- In collaboration with the Executive Council provide support to key strategic initiatives of the College as needed and ensure compliance with grant requirements, parameters and required reporting.

Organizational Learning

- Works to develop a culture of organizational learning, professional and professional development through the supervision of the Dean of Organizational Development and Institutional Effectiveness.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE: Dean of Organizational Development and Institutional Effectiveness

REPORTS TO: Vice President of Institutional Effectiveness

POSITION SUMMARY

The Dean of Organizational Development and Institutional Effectiveness provides collaborative leadership for talent development at the campus by creating a plan for professional development initiatives throughout campus community that help foster a culture of engagement, continuous improvement, and collaboration. The Dean also assists with institutional effectiveness efforts including institutional strategic planning, accreditation, assessment, institutional planning infrastructure, survey framework, and strategic initiatives. Additionally, the Dean aids in institutional research and grant projects to help enhance the College's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops and leads cross-functional teams to coordinate college-wide and departmental employee enrichment, professional development and leadership programs. This includes creating new opportunities for employee professional growth and engagement through facilitation of workshops/seminars, design of new initiatives and creating an inventory of all current professional development opportunities at the campus and available through affiliated networks (SUNY, BIZ, etc.).
2. Collaborates with Human Resources to develop annual timelines, streamlined communication, and underlying infrastructure for campus-wide employee training to support talent development and employee retention at the College.
3. Leads the planning, coordination and assessment efforts related to college-wide professional development events, recognition initiatives and celebrations to create spaces for faculty, staff and students to regularly engage with each other. This work will be done in collaboration with the Executive Council, President's Cabinet, and with input from the campus community.
4. Serves as campus facilitator for leadership development and supervisor training programs, coordinating all campus cohort activities on and off-site. Coordinates with other campus facilitators and external facilitators/presenters in overall program planning and curriculum development.
5. Works with Human Resources to develop new employee orientation activities across departments and divisions, including but not limited to all required staff compliance training.
6. Creates employee assessment measures to regularly evaluate campus culture, workplace well-being, engagement and job satisfaction by working collaboratively with institutional leadership.

TOMPKINS CORTLAND COMMUNITY COLLEGE

7. Communicates and collaborates with department/unit heads and campus technology to assess the needs for technology training that ensures institutional effectiveness, necessary automation, and streamlining of processes/workflows using the most relevant technological solutions.
8. Assists the Vice President of Institutional Effectiveness in developing and maintaining the institutional assessment and planning ecosystem, college accreditation and strategic planning processes and related infrastructure. Supports the technical and logistical processes and planning involved in implementing all aspects of institutional effectiveness.
9. Plays a key role in setting up the framework for non-academic assessment at the College. Leads the efforts to ensure timely compliance with planning and assessment deadlines by all relevant departments.
10. Collaborates with the Vice President of Institutional Effectiveness to analyze multiple internal data sources, surveys and national trends to prepare written summaries/reports which inform college program and service development, quality control and process improvement.
11. Helps to promote a campus culture of process and data integrity by standardizing departmental documentation procedures and streamlining supports in conjunction with the institutional effectiveness office and the Data Governance committee.
12. Builds and maintains a network of professionals in community college leadership through other colleges, SUNY and professional associations. Attends and presents at related local, regional, and national professional conferences as budget allows.
13. Supervises staff where appropriate while ensuring 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.
14. Aids in managing the institutional effectiveness and research office. Assures the efficient use of material resources by assessment of department and institutional needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
15. Provides grant writing, reporting, and logistics support as needed.
16. Serves on various college and community committees and performs other related

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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.

MINIMUM QUALIFICATIONS

Master's degree plus a minimum of eight years of higher education leadership experience in assessment, student or academic affairs administration, management, and supervisory experience.

PREFERRED QUALIFICATIONS

Community college experience preferred.

Retention and Disposition Schedule LGS-1

Purpose and Scope

The State Archives, State Department, pursuant to section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the *Official Compilation of Codes, Rule, and Regulations of the State of New York*, has requested the retention and disposition schedule for New York Local Government Records (LGS-1). This Retention and Disposition Schedule for New York Local Government Records indicates the minimum length of time that local government officials must retain their records before they may be disposed of legally.

Policy Statement

Tompkins Cortland Community College thereby adopts the Retention and Disposition Schedule for New York Local Government Records LGS-1. It has been prepared and issued pursuant to Article 57.25 of the Arts and Cultural Affairs Law and Part 185, Title 8 of the *Official Compilation of Codes, Rule, and Regulations of the State of New York*.

Schedule Purposes

The purposes of this Schedule are to:

1. Ensure that records are retained as long as needed for administrative, legal, and financial purposes;
2. Ensure that state and federal record retention requirements are met;
3. Ensure that record series with enduring historical and other research value are identified and retained permanently; and
4. Encourage and facilitate the systematic disposal of unneeded records.

Resolution
2024-##-##

History
3/18/76 – Resolution #1975-76-23 – Records Retention and Disposition 4/24/86; 3/23/89 – Resolution #1988-89-68 – Records Retention and Disposition Schedule CC-1 5/10/2007; 11/10/2016

Policy Reference Number
IN-##



Informational Items

**TOMPKINS CORTLAND COMMUNITY
COLLEGE RESOLUTION 2024-2025-23**

NYCCT Action on SUNY Resolution

WHEREAS, on November 12, 2024, the State University of New York (“SUNY”) Board of Trustees adopted a resolution regarding “Strengthening the Community College Presidential Search Process and Ensuring Transparency and Accountability” (the “Resolution”) which amends the SUNY Guidelines for Presidential Searches for Community Colleges (the “SUNY Guidelines”); and

WHEREAS, the Chancellor of SUNY and other SUNY officials have taken action(s) in furtherance of the aforesaid Resolution, including implementing new requirements regarding the employment contract of community college presidents; and

WHEREAS, the Board of Trustees of Tompkins Cortland Community College has been advised that the adoption and implementation of said Resolution exceeds the statutory authority granted to the SUNY Board, in contravention to statute and existing policy and/or guidelines; and

WHEREAS, the Board of Trustees of Tompkins Cortland Community College has further been advised that the SUNY Board failed to promulgate the new rules/requirements contained in the Resolution pursuant to the State Administrative Procedure Act’s statutorily required rulemaking procedure; and

WHEREAS, the Board of Trustees of Tompkins Cortland Community College has determined that it is in its best interest to institute legal action, and/or take any other appropriate legal action to protect its rights, authority and autonomy as it relates to the Community College Presidential Search Process.

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby appoints Ingerman Smith, LLP, as Special Counsel for the purpose of commencing legal action against the SUNY Board of Trustees, the Chancellor of SUNY, Dr. John King, and/or any other proper parties on a cooperative basis with other community colleges and/or parties in the State Supreme Court, County of Albany, and/or other appropriate administrative agency(ies), jurisdiction(s) and/or tribunal(s), challenging the legality of the action(s) taken by SUNY related to the Resolution, the legality of the Resolution and the action(s) that the Chancellor of SUNY and others have taken in furtherance of the aforesaid Resolution and/or take any other appropriate legal action to address issues relating to the Resolution and its impact on the interests, rights, autonomy and authority of the Tompkins Cortland Community College; and

BE IT FURTHER RESOLVED, that the Chair of the Board of Trustees of Tompkins Cortland Community College is herewith authorized to execute a retainer agreement with Ingerman Smith, LLP, and any other necessary documentation relative to this appointment, on behalf of the Board.

STATE OF NEW YORK: **I, NANCY MURPHY, 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 18th day of December 2024, 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 18th day of December 2024.

A handwritten signature in black ink that reads "Nancy C. Murphy". The signature is written in a cursive, flowing style.

Clerk of the Board of Trustees
Tompkins Cortland Community College