



July 17, 2024

**Annual Meeting @5:30 p.m. followed by:
Board of Trustees July Meeting**

<https://us02web.zoom.us/j/83270003437?pwd=Z4ggB7fflnskmLJrhbmPv1OkJNWcFB.1>

Agenda

1. Call to Order
2. Oath of Office – Shannon Boyd
3. Election of Officers
4. 2024-25 Proposed Meeting Dates
5. Other Business
6. Adjournment

July Board of Trustees Meeting

<https://us02web.zoom.us/j/83270003437?pwd=Z4ggB7fflnskmLJrhbmPv1OkJNWcFB.1>

Agenda

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of June 20, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
8. CFO/Treasurer's Report
9. Student Trustee's Report – No written report this month.
10. County Liaison Reports
 - a. Cortland County
 - b. Tompkins County
11. College Senate Report – No report this month.



12. Committee and Affiliate Reports

- a. TC3 Foundation
- b. Auxiliary Operations
- c. New York Community College Association of Presidents (NYCCAP/SUNY)
- d. New York Community College Trustees (NYCCT)

13. President's Report

- a. President's Update
- b. Vice President Reports
 - Policy and Compliance Update
 - Maintenance of Public Order Policy
 - Discrimination and Harassment Policy
 - Childcare Center Update

14. Consent Agenda

- a. Appointment of Personnel
- b. Maintenance of Public Order Policy
- c. Discrimination and Harassment Policy
- d. Financial Audit Services Resolution
- e. Direct Service Provider III Credential
- f. Ratification of Promotion Recommendations by the President

15. Discussion Items

16. Adjournment

17. Informational Items

- a. Board of Trustees Retreat – August 2, 2024
- b. September Board Meeting – September 18, 2024
- c. 2024 Fall Semester First Day of Classes – August 26, 2024
- d. 18th Annual Panther Club Open – September 27, 2024 @ Elm Tree Golf Course
- e. NYCCT Conference – October 3-5, 2024 in Saratoga Springs

*****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.***



**Board of Trustees Regular Meeting
June 20, 2024
Open Session @ 5:30 p.m.**

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Arthur Kuckes, Matt McSherry, Seth Peacock, Lisa Perfetti, Romneya Quennell

Excused: Schelley Michell-Nunn

County Liaisons: Cathy Bischoff, Mike Lane

Staff: Joe DeHart, John Geer, Gina Holl, Amy Kremenek, Nancy Murphy, Dionysios Panagitsas, Don Perkins, Malvika Talwar, Seth Thompson, Susanna Van Sant

Guests: Shannon Boyd

1. **Call to Order:** The meeting was called to order at 5:30 p.m. by Chair Davison in the Board room at the college.
2. **Roll Call:** Ms. Murphy called the roll.
3. **Welcome Guests:** There were no guests in attendance.
4. **Approval of Agenda:** Mr. McSherry moved the Board of Trustees May 15, 2024 meeting agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.
5. **Public Comment:** There were no requests for public comment.
6. **Approval of Board of Trustees Meeting Minutes:** Ms. Dale-Hall moved that the minutes from the May 15, 2024 Board of Trustees Meeting be approved as submitted; seconded by Ms. Quennell; motion approved unanimously.
7. **Chair's Report:**
 - a. Chair Davison read a resolution in appreciation of '23/'24 Student Trustee Romneya Quennell. In addition, a card was given to Romneya to remember the Board with a small gift to help her purchase needed books and supplies as she continues her education. Chair Davison expressed her gratitude, appreciating all that Ms. Quennell had done on behalf of the students. A photo was taken of President Kremenek, Chair Davison, and Ms. Quennell. Mr. Corbin moved to approve the resolution; seconded by Mr. McSherry; approved unanimously. Mr. Lane commented that Ms. Quennell was exemplary, had



been a terrific student Trustee, always shared a good report, and always came to the meetings.

- b. Chair Davison expressed her appreciation for those who attended the Commencement celebrations on May 21, 2024 and acknowledged those who were unable and had conflicting obligations. She thanked those who helped with the preparation of the event and stated it was a wonderful graduation for our students. Ms. Quennell gave a nice speech. Chair Davison spoke of the Nurse Pinning Ceremony that took place prior to Commencement. Chair Davison, Ms. Buck, Ms. Perfetti, and President Kremenek attended with 59 graduating nurses this year. Ms. Perfetti shared that she spoke with Kim Sharpe on June 12th, and every nurse who had taken the State Boards thus far had passed. Chair Davison reported on the Distinguished Alumni Reception. The TC3 Foundation hosted this brand new event this year. Chair Davison noted it is going to be a great tradition for coming years. This year it recognized Thomas Pennell '03 graduate and Andrew Pierce '93 graduate. Both recipients brought family members to join in the celebration. Chair Davison attended the SPOT supervisor training graduation. The Board Annual meeting takes place in July. Chair Davison shared the need to appoint a Nominations Committee for the 2024-25 Board Officers, three in total. Mr. Peacock and Ms. Perfetti volunteered, and Ms. Buck was nominated. Chair Davison reported that the 24/'25 President's Contract beginning June 1 for 2024-25 has been finalized. Chair Davison stated the College's new legal firm assisted with the new Presidential contract; she thanked all the Board members for participating in the evaluation. The agenda for the Board Retreat will be shared by mid-July. Dr. Larry Nespoli is returning to serve as facilitator. The Foundation will be coming in for the lunch and presentation, taking place in the Forum.

8. **CFO/Treasurer's Report:** Dennis Panagitsas shared that the team is going through year-end processes and the budget is favorable to last year. Currently work is being done on reorganizing the staff and office in the Finance Department. New member Regina Holl has joined as Director of Auxiliary Operations, Budget and Finance. Chair Davison asked if Mr. Panagitsas could speak about the County Legislature budget process. Mr. Panagitsas explained that the budget had been presented to both Tompkins and Cortland Counties. The Tompkins County Legislature gave positive feedback and wanted increase support for TC3. The final Cortland County Legislature presentation will be on Thursday, June 27th at 6:00 p.m.
9. **Student Trustee's Report:** Ms. Quennell reported that incoming Trustee Shannon Boyd was on campus today (June 20) for New Trustee Orientation; her first Board Meeting in the role will be July 17. Ms. Quennell gave Ms. Boyd a heartfelt thank you for taking up this role and her utter faith in her as she moves forward. Ms. Quennell expressed her gratitude and amazement to see everyone at the beautiful graduation events. Her personal update was that she will be



attending Cornell pursuing a degree in Biology & Society with the intent to graduate in '26. Cornell was a dream school of hers, but she will always remember the TC3 mentorship she received and the support the Board gave her to serve her college community.

10. County Liaison Reports:

- a. Cortland County – Ms. Bischoff shared that the Family Court moved all offices out of the court building. An estimate for a new Mental Health Building came in \$2 million more than expected.
- b. Tompkins County – Mr. Lane thanked everyone who came to the budget presentation Tuesday night as well Mr. Panangitsas, President Kremenek, Ms. Darling, Chair Davison, Ms. Dale-Hall, and Ms. Buck. It was a nice showing and the Legislature really appreciated it. Mr. Lane shared similar space issues at Tompkins County. Mr. Lane referred back to the budget presentation sharing there is a general feeling that they want counties to provide 1/3 of operating support; however, they are cognizant that Cortland is having difficulties. That being said, Tompkins has not raised contributions since 2019, and they hope to change that next year.

11. College Senate Report: No report was shared this month.

12. Committee and Affiliate Reports:

- a. TC3 Foundation – President Kremenek shared that Jason Pomeroy was selected for the role of Executive Director of the Foundation. He starts on July 8, 2024. He currently works with the American Heart Association in Syracuse in a remote role. He is looking forward to being in an in-person role. Mr. Pomeroy lives in Cortlandville, and has worked at SUNY Cortland and Cazenovia, his Higher Education experience has been in fundraising. Mr. Pomeroy is familiar with both counties. Both Chair Davison and Ms. Buck participated in the interview process. Mr. Pomeroy will attend Board meetings and he will be at the Foundation portion of the Retreat in August. Once in place, Mr. Pomeroy will look at the office structure given that Sheila Abbey is retiring and make recommendations for the position.
- b. Auxiliary Operations – President Kremenek reintroduced Gina Holl, Director of Auxiliary Operations, and noted that she has been remarkable working with all of the intricacies that unite the auxiliaries and thanked her. Ms. Holl responded that it has been a pleasure to be at the college and honor. Ms. Holl will be working with the Foundation, Coltivare, Extension Centers, and Residence Halls.
- c. New York Community College Association of Presidents (NYCCAP/SUNY) – President Kremenek shared that Community Colleges received an additional budget of \$8 million, with \$97 million requested. The focus is in two areas: Mental health and expansion of health care enrollment. TC3 received \$175,000.
- d. New York Community College Trustees (NYCCT) – Ms. Buck updated that the proposed bill to add an 11th Board member was put aside in the Assembly. This could come up for a vote for a special session in the fall or again next year. Ms. Buck reminded everyone that the



NYCCT conference is October 3-5, there is a recognition banquet on Saturday evening. Registration opens next month, it is a good educational experience and opportunity to meet other Trustees from around the state.

13. President's Report

a. President's Update - President Kremenek stated that her written report is in the packet. She highlighted that at each seat was a copy of the latest "Kelab", it is produced every year, showcasing student and faculty talent. Dr. Joe DeHart, Interim Provost and Vice President of Academic Affairs, was introduced. President Kremenek closed with the search for a permanent Provost kicks off in August, the Pauley Group has been hired to conduct the search, with the goal to have a permanent Provost in place in January. The search committee will include representation from across campus.

b. Vice President Reports-

- Direct Support Professional Credential - Dr. Malvika Talwar presented to the Board the Direct Support Professional Credential (DSP), explaining that there are currently two DSP microcredentials in place, the third providing the skills for working with individuals with developmental disabilities in their environment/community. The grant pays for both the student tuition and the instruction, allowing students to move in cohorts to part three. Professor Patty Tvaroha is the lead and advisor.
- Policy Update – Carolyn Boone J.D., provided a policy update for approval this month on the Whistleblower Policy. Ms. Boone's goal is to view all policies and update accordingly. A "policy on policies" will be drafted to guide the development, review, maintenance and addition of new policies.

14. Consent Agenda: Ms. Perfetti moved the Consent Agenda items be approved; seconded by Ms. Buck; unanimously approved.

15. Discussion Items: NYCCT Awards and Nominations, nomination of Julianna Truesdale for the Distinguished Alumni Award through NYCCT. Ms. Quennell moved nomination to be approved; seconded by Mr. Peacock; unanimously approved. President Kremenek stated that she hopes our nominations grow in future years.

16. Executive Session: Mr. McSherry moved that the meeting convene in brief Executive Session for the purpose of discussion of collective bargaining with no further business expected following the meeting at 6:25 p.m.; seconded by Mr. Peacock; motion carried unanimously. Motion to go back into open session at 7:03 p.m. moved by Mr. McSherry; seconded by Ms. Buck; approved unanimously.

17. Adjournment: Mr. McSherry moved that the meeting be adjourned at 7:03 p.m.; seconded by Ms. Buck; motion carried unanimously.



Nancy C. Murphy
Clerk to the Board of Trustees

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Memorandum

TO: Members of the Board of Trustees

FROM: Judy Davison, Chair
Board of Trustees

DATE: July 17, 2024

SUBJECT: Future Board Meeting Dates 2024-25

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2024-2025. All Meetings will begin at 5:30 p.m. in the Ronald W. Space Board Room at the College and/or Zoom within state guidelines.

**Board of Trustees Meetings:
(Third Wednesday of each month unless otherwise noted.)**

September 18, 2024
October 16, 2024
November 20, 2024
December 18, 2024
January 15, 2025
February 19, 2025
March 19, 2025
April 16, 2025
May 21, 2025
June 18, 2025
July 16, 2025 * Annual Meeting

cc: Media Personnel
County Board Clerks
County Budget Officers

June 2024 Close

- Revenue collections at 94% of the budget and overall 1% slower than last year. We are expecting to achieve the budgeted amount and maybe a little higher.

Total	34,862,992	32,811,816	2,051,176	94.1%	33,934,042	32,382,859	95.4%	428,957	1.3%
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- Expenses are slightly better than last year (86.9% of the budgeted vs 88.5%) but we are still monitoring the year end expenses. My prediction is that we will be right on budget or maybe very slightly better.

Total Approved Budget Appropriations ⁴	34,862,992	30,292,685	4,262,743	86.9%	32,168,617	28,481,343	88.5%	(1,811,342)	-6.4%
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June 2024 Close - Revenue

Student Revenue	13,060,707	13,423,666	(362,959)	102.8%	11,784,201	12,203,924	103.6%	1,219,742	10.0%
State Revenue	9,763,019	9,762,800	219	100.0%	9,750,020	9,750,020	100.0%	12,780	0.1%
Local Revenue	10,774,654	8,431,446	2,343,208	78.3%	10,532,658	8,609,435	81.7%	(177,988)	-2.1%
Federal Revenue	0	0	0	0.0%	88,753	88,753	100.0%	(88,753)	-100.0%
Use of Fund Balance	1,003,562	1,003,562	0	100.0%	1,532,518	1,532,518	100.0%	(528,956)	-34.5%
Other	261,050	190,342	70,708	72.9%	245,892	198,210	80.6%	(7,868)	-4.0%
Total	34,862,992	32,811,816	2,051,176	94.1%	33,934,042	32,382,859	95.4%	428,957	1.3%

June 2024 Close - Expenses

Personnel	16,330,188	14,431,915	2,132,123	88.4%	15,911,648	13,372,319	84.0%	(1,059,596)	-6.7%
Equipment	130,000	41,084	88,916	31.6%	59,031	11,267	19.1%	(29,818)	-50.5%
Contractual	6,473,144	4,207,902	1,723,828	65.0%	4,982,142	4,140,566	83.1%	(67,337)	-1.4%
Scholarship & Awards Offset	3,439,832	3,477,776	(37,944)	101.1%	3,423,849	3,424,639	100.0%	(53,137)	-1.6%
Fringe Benefit	8,489,828	8,134,008	355,820	95.8%	7,791,947	7,532,553	96.7%	(601,455)	-7.7%
Total Approved Budget									
Appropriations⁴	34,862,992	30,292,685	4,262,743	86.9%	32,168,617	28,481,343	88.5%	(1,811,342)	-6.4%

Personal Services	0	0	0.0%	94,853	83,114	87.6%	83,114	100.0%	
Equipment									
Contractual Expenses			0.0%	1,096	1,075	98.1%	1,075	100.0%	
Employee Benefits	0	0	0.0%	46,726	46,544	99.6%	46,544	100.0%	
Total Public Service	0	0	0.0%	142,675	130,733	91.6%	130,733	100.0%	
Academic Support									
Personal Services	1,718,221	1,433,035	285,186	83.4%	1,551,654	1,241,597	80.0%	(191,438)	(15.4%)
Equipment			0	0.0%	34,056		0.0%	0	0.0%
Contractual Expenses	246,590	57,207	189,383	23.2%	192,367	117,764	61.2%	60,557	51.4%
Employee Benefits	713,057	815,523	(102,466)	114.4%	764,362	705,492	92.3%	(110,031)	(15.6%)
Total Academic Support	2,677,868	2,305,765	372,103	86.1%	2,542,439	2,064,853	81.2%	(240,912)	(11.7%)
Libraries									
Personal Services	578,667	479,241	99,426	82.8%	557,625	472,576	84.7%	(6,665)	(1.4%)
Equipment			0	0.0%	1,612	813	50.4%	813	100.0%
Contractual Expenses	289,876	126,144	163,732	43.5%	276,218	258,850	93.7%	132,706	51.3%
Employee Benefits	289,759	268,375	21,384	92.6%	274,692	264,144	96.2%	(4,231)	(1.6%)
Total Libraries	1,158,302	873,760	284,542	75.4%	1,110,147	996,383	89.8%	122,623	12.3%
Student Services									
Personal Services	2,491,648	1,996,092	495,556	80.1%	1,991,287	1,629,464	81.8%	(366,628)	(22.5%)
Equipment		1,156	(1,156)	0.0%	550	550	100.0%	(606)	(110.2%)
Contractual Expenses	696,125	497,314	198,811	71.4%	605,411	494,096	81.6%	(3,219)	(0.7%)
Employee Benefits	1,069,142	1,122,589	(53,447)	105.0%	980,931	937,564	95.6%	(185,025)	(19.7%)
Total Student Services	4,256,915	3,617,152	639,763	85.0%	3,578,179	3,061,674	85.6%	(555,478)	(18.1%)
Maintenance and Operations									
Personal Services	1,920,280	1,638,212	282,068	85.3%	1,834,543	1,475,732	80.4%	(162,479)	(11.0%)
Equipment	100,000	9,426	90,574	9.4%	7,586	1,186	15.6%	(8,240)	(694.8%)
Contractual Expenses	890,057	886,087	3,970	99.6%	1,000,137	730,393	73.0%	(155,694)	(21.3%)
Employee Benefits	951,381	941,702	9,679	99.0%	903,717	835,953	92.5%	(105,749)	(12.7%)
Total Maintenance and Operations	3,861,718	3,475,426	386,292	90.0%	3,745,982	3,043,264	81.2%	(432,162)	(14.2%)
Institutional Support									
Personal Services	1,712,837	1,419,266	293,571	82.9%	1,539,097	1,280,559	83.2%	(138,707)	(10.8%)
Equipment									
Contractual Expenses	433,513	356,635	76,878	82.3%	486,571	412,918	84.9%	56,283	13.6%
Employee Benefits	872,808	794,802	78,006	91.1%	758,176	715,057	94.3%	(79,746)	(11.2%)
Total Institutional Support	3,019,158	2,570,703	448,455	85.1%	2,783,844	2,408,534	86.5%	(162,170)	(6.7%)
General Institutional Services									
Personal Services	1,316,712	1,011,798	304,914	76.8%	1,227,698	1,034,573	84.3%	22,775	2.2%
Equipment	30,000	30,502	(502)	101.7%	7,931	7,931	100.0%	(22,571)	(284.6%)
Contractual Expenses	1,633,337	1,022,624	610,713	62.6%	896,192	907,598	101.3%	(115,027)	(12.7%)
Employee Benefits	1,156,388	545,767	610,621	47.2%	601,324	561,124	93.3%	15,357	2.7%
Total General Institutional Services	4,136,437	2,610,691	1,525,746	63.1%	2,733,144	2,511,225	91.9%	(99,466)	(4.0%)
Total Forecasted Departmental Appropriations¹	31,115,596	26,814,910	4,300,686	86.2%	27,502,873	25,056,704	91.1%	(1,758,205)	-6.4%

**2023-2024 Appropriations
Schedule of Employee Benefits
as of June 30th, 2024**

	2023-24 Mod Bud	2023-24 Actual	2023-24 Unexpended Balance	2023-24		2022-23 Total Exp PY	2022-23 PY to Date	2022-23		2022-23 PY % Expended	Variance		% Variance CY to PY
				Unexpended %	Unexpended			Fav(Unfav)	Fav(Unfav)				
Retirement Incentive Costs	179,068	312,370	(133,302)	174.4%	134,625	134,625	100.0%	(177,745)	(132.0%)				
HRA Retiree Benefits	83,119	90,453	(7,334)	108.8%	90,191	73,685	81.7%	(16,768)	(22.8%)				
State Employee's Retirement	1,095,738	1,112,634	(16,896)	101.5%	1,040,994	877,142	84.3%	(235,492)	(26.8%)				
State Teacher's Retirement	182,355	154,143	28,212	84.5%	170,268	148,096	87.0%	(6,047)	(4.1%)				
Optional Retirement Fund	792,864	579,001	213,863	73.0%	754,334	639,637	84.8%	60,637	9.5%				
Social Security	1,270,482	1,110,596	159,886	87.4%	1,205,875	1,016,311	84.3%	(94,285)	(9.3%)				
Worker's Compensation	94,558	638	93,920	0.7%	119,181	102,300	85.8%	101,662	99.4%				
Executive Benefits	37,000		37,000	0.0%	4,131	4,131	100.0%	4,131	100.0%				
Disability Insurance	8,418	5,700	2,718	67.7%	8,782	6,869	78.2%	1,168	17.0%				
Hospital and Medical Insurance	2,957,372	2,313,594	643,778	78.2%	2,672,308	2,229,950	83.4%	(83,644)	(3.8%)				
Post Retirement Health Insurance	1,540,800	1,200,000	340,800	77.9%	1,440,000	1,200,000	83.3%	0	0.0%				
Employee Tuition Benefits	128,104	98,572	29,532	76.9%	87,830	87,014	99.1%	(11,558)	(13.3%)				
Life Insurance	7,513	5,923	1,590	78.8%	7,907	6,051	76.5%	128	2.1%				
Vacation Benefits	93,600	75,000	18,600	80.1%	189,896	75,000	39.5%	0	0.0%				
Miscellaneous	3,237	3,560	(323)	110.0%	3,475	3,075	88.5%	(485)	(15.8%)				
Unemployment Insurance	15,600	576	15,024	3.7%	0	0	0.0%	(576)	0.0%				
Total Employee Benefits	8,489,828	7,062,759	1,427,069	83.2%	7,929,797	6,603,885	83.3%	(458,874)	(6.9%)				

Tompkins Cortland Community College
YTD Revenues 2023-2024
June 30th, 2024

	Modified Budget 2023-24	Revenues to Date 2023-24	Unrealized Balance 2023-24	% Realized 2023-24	Total Rev PY 2022-23	YTD Rev PY 2022-23	PY % Realized 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,883,694	3,890,433	(6,739)	100.2%	3,198,920	3,508,316	109.7%	382,117	10.9%
Spring	3,368,684	3,423,547	(54,863)	101.6%	2,818,898	3,100,436	110.0%	323,111	10.4%
Winter	127,690	159,385	(31,695)	124.8%	125,281	138,120	110.2%	21,265	15.4%
Summer	614,585	503,836	110,749	82.0%	468,997	519,206	110.7%	(15,370)	-3.0%
Nonresident Tuition	508,938	786,388	(277,450)	154.5%	746,555	779,803	104.5%	6,585	0.8%
Student Fee Revenue	1,012,926	1,002,249	10,677	98.9%	931,574	931,297	100.0%	70,952	7.6%
Bad Debt Reserve			0	0.0%	0	(376,000)	0.0%	376,000	-100.0%
Total Core Student Revenue	9,516,517	9,765,838	(249,321)	102.6%	8,290,227	8,601,178	103.8%	1,164,661	13.5%
Concurrent Enrollment Tuition	3,222,850	3,367,462	(144,612)	104.5%	3,247,690	3,247,848	100.0%	119,614	3.7%
Total Student Revenue	12,739,367	13,133,300	(393,933)	103.1%	11,537,917	11,849,026	102.7%	1,284,275	10.8%
Government Appropriations									
New York State	9,763,019	9,762,800	219	100.0%	9,750,020	9,750,020	100.0%	12,780	0.1%
Local Sponsors	4,882,882	2,905,330	1,977,552	59.5%	4,882,882	3,118,805	63.9%	(213,475)	-6.8%
Appropriated Cash Surplus	1,003,562	1,003,562	0	100.0%	600,000	600,000	100.0%	403,562	67.3%
Charges to Other Counties	5,891,772	5,526,117	365,655	93.8%	5,649,776	5,490,630	97.2%	35,487	0.6%
Federal Aid			0	0.0%	88,753	88,753	100.0%	(88,753)	-100.0%
Board Designated Reserves			0	0.0%	932,518	932,518	100.0%	(932,518)	-100.0%
Total Govt Appropriations	21,541,235	19,197,808	2,343,427	89.1%	21,903,949	19,980,726	91.2%	(782,917)	-3.9%
Other Revenues									
Service Fees	121,340	87,571	33,769	72.2%	96,446	89,423	92.7%	(1,852)	-2.1%
Interest Earnings		11,358	(11,358)	0.0%	9,007	5,971	66.3%	5,387	90.2%
Rental of Real Property	10,000	1,400	8,600	14.0%	11,035	8,250	74.8%	(6,850)	-83.0%
Contract Courses	100,000	96,899	3,101	96.9%	(25,031)	97,573	-389.8%	(674)	-0.7%
Noncredit Tuition	100,000	105,895	(5,895)	105.9%	174,870	167,902	96.0%	(62,007)	-36.9%
Grant Offsets	205,000	118,752	86,248	57.9%	180,373	147,436	81.7%	(28,683)	-19.5%
Unclassified Revenues	46,050	58,831	(12,781)	127.8%	45,476	36,553	80.4%	22,278	60.9%
Total Other Revenues	582,390	480,707	101,683	82.5%	492,177	553,108	112.4%	(72,401)	-13.1%
TOTAL REVENUES	34,862,992	32,811,816	2,051,176	94.1%	33,934,042	32,382,859	95.4%	428,957	1.3%
Summary									
Student Revenue	13,060,707	13,423,666	(362,959)	102.8%	11,784,201	12,203,924	103.6%	1,219,742	10.0%
State Revenue	9,763,019	9,762,800	219	100.0%	9,750,020	9,750,020	100.0%	12,780	0.1%
Local Revenue	10,774,654	8,431,446	2,343,208	78.3%	10,532,658	8,609,435	81.7%	(177,988)	-2.1%
Federal Revenue	0	0	0	0.0%	88,753	88,753	100.0%	(88,753)	-100.0%
Use of Fund Balance	1,003,562	1,003,562	0	100.0%	1,532,518	1,532,518	100.0%	(528,956)	-34.5%
Other	261,050	190,342	70,708	72.9%	245,892	198,210	80.6%	(7,868)	-4.0%
Total	34,862,992	32,811,816	2,051,176	94.1%	33,934,042	32,382,859	95.4%	428,957	1.3%

Vice President Reports

Vice President of Finance Report:

June 2024 Close

The Finance Division is going through some reorganization and change in faces but the work is constant and it demands our full engagement to complete the tasks and keep the College and its subsidiaries fiscally secure.

For the month of June we presented our budget to the legislative bodies of Tompkins and Cortland Counties. Our plan was received in a very positive manner by both sponsoring counties. Both bodies approved our budget without any concerns or arguments. Our next step are the submission of our budget to SUNY. Additionally in July we are going to meet with SUNY leadership to secure smooth transition to the new budget year.

Regarding our current year budget we are looking to finish the year slightly positive to the budget. Specifically our revenue is in a very similar point as last year and we have already collected about 94% of the current year budgeted revenue. The budgeted student revenue is up by about 3% due to the increased enrollment.

Our expenses are currently at 87% of the budgeted amount while the prior year percentage was about 88.5%. Overall we are looking to close the year positive to the budget by 1-1.5% (300-400K). Here I remind that we have already used about \$1M of fund balance so the positive difference will affect our fund balance use in a positive way.

Report to Board of Trustees

Campus Technology

July 2024

2023-2024 Goals

- Complete Power Campus/Slate Integration via Constituo by 9/1/2024 (in concert with Richard Floyd)
 - Progress report – Barbara-Ann Mitchell and Jonathan Walz-Koeppel have been working hard and expect to be testing imports of Slate data to Power Campus by late July. Barring any unforeseen issues, we should be production with this integration by mid-August, eliminating manual data entry which can be prone to error and delay, and meeting this goal on time.
- Implement NYSERNET Internet connection by 2/28/2024.
 - Instead of moving forward with NYSERNET, we've decided to implement an additional 1G EPL Connection via FirstLight to separate and securely route traffic to our cloud hosted applications. This connection has been installed and is now being tested. We will reevaluate the campus needs in late 2025 in preparation for the 26-27 budget year when our current firewalls will be in need of replacement.
- Procure and migrate to updated datacenter equipment using an appropriate mix of cloud and on-premises resources by 4/1/2024.
 - Five servers have been successfully moved to the ITEC IaaS cloud Hosted solution and testing of the proof of concept has been positive. We will continue with 4 additional servers to prove viability, then order new on site hardware sized to meet the remaining on campus needs (as planned), and continue to migrate the remaining servers to the ITEC IaaS solution, completing this project by 10/31/2024.
- Replace 12 remaining end of life campus fiber optic connections by 9/1/2024.
 - These installations have been completed, however we are asking the vendor to make some corrections to align with our cabling standards, ensuring the long term viability and reliability of these important connections.
- Complete the 2024 – 2027 Technology Strategic Plan by 11/30/2023.
 - Delayed due to resource constraints, but I hope to deliver this in Fall 2024.
- Upgrade Power Campus Admin, Power Campus Self Service, and MyTC3 by 4/1/2024.
 - The upgrade was completed successfully 5/31 – 6/2. Many thanks to the CT staff who worked tirelessly on this important project and worked through several weekends to make this a success.

Policy and Compliance Report – July 2024

Chief Policy and Compliance Officer

I attended the NYS Disability Services Council Spring Meeting and Conference for four days the last week in June. On the first day (a pre-conference day), I presented a 4-hour training session for §504 and ADA Compliance Officers. This session was intended for Compliance Officers who either had this responsibility as their sole responsibility, for Compliance Officers who had dual roles, providing direct services to students (and/or employees) and to Compliance Officers for whom this was just another hat they wear. The training provided a brief review of not only §504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, but also other laws that impact how we facilitate compliance with the nondiscrimination mandates, including the Fair Housing Act, the NYS Human Rights Law, the Civil Rights Act of 1964, and the Architectural Barrier Act of 1968. The second topic was about knowing the Compliance Officer's role in appeals – this is particularly important for those who serve in the dual role. And the third topic I reviewed was eyeing policies, processes, and procedures for operational efficiency and complying fully with required appeals processes. The keynote for the conference was delivered by L. Scott Lissner, Americans With Disabilities Act Coordinator and 504 Compliance Officer for The Ohio State University who spoke on the practical implications of the laws and how we might best serve our college and university communities. The conference was an excellent learning and networking experience.

I completed my mandated Title IX training for this year. And I worked with my colleagues in Title IX to prepare for the changes that must be implemented by August 1, 2024. Part of that was a revision to the Discrimination and Harassment Policy as noted below. In addition, we will be prepared to put up the new processes and procedures for Title IX complaints and resolutions on August first.

I also have been working with Global Initiatives on a possible Study Abroad trip for submission to SUNY for approval.

Policy

The Maintenance of Public Order Policy has been substantively updated. In addition, the Discrimination and Harassment Policy has undergone minor, but required, changes due to a change in regulations to Title IX.

Compliance

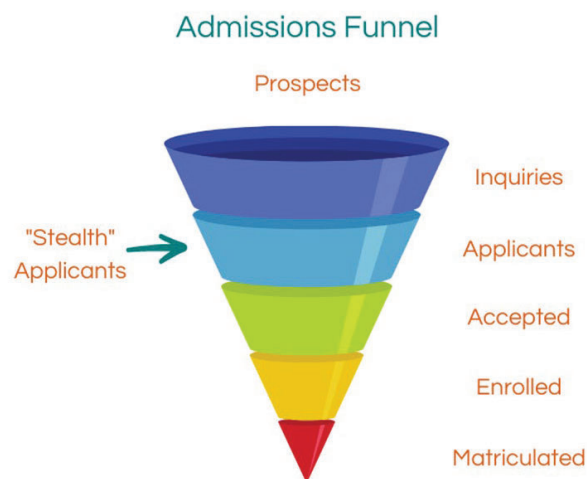
The work continues on developing a Compliance Calendar. Middle States recently has made some substantive compliance requirements additions. This ongoing project will likely evolve over several iterations as new regulations emerge from a wide variety of agencies.

Enrollment Management Division July 2024 Report

Vice President for Enrollment Management

The Enrollment Management Division welcomed the new Vice President for Enrollment Management, Robert “Rob” Palmieri on June 24th. In addition to meeting members of the college community and getting oriented to the campus, he is focused on conducting an extensive review of the enrollment management structure and each stage of the “Admissions” or “Enrollment” Funnel as illustrated below. This review is focused on helping inform “Top of the Funnel” strategies including effective targeted marketing, the development of a robust student search program of prospects (i.e. high school students, parents of teenagers, potential adult learners, College Now students, etc.), as well as the refinement of territorial recruitment management.

The expansion of the Slate Customer Relationship Management (CRM) platform continues to be a division and college priority that will allow us to not only improve process efficiencies and engagement, but integrate marketing, communications, and recruitment through each stage of the Admissions Funnel.



On Friday, June 28th members of the Strategic Enrollment Planning (SEP) Working Groups attended a full day workshop with RNL Consultant, Dr. Anne Monroe to prioritize the top enrollment strategies and begin the process of developing corresponding business or action plans. This work will continue as we look to launch a new Strategic Enrollment Management Plan during the fall semester.

Overall enrollment for Fall 2024 is up +3.5% (+37) when comparing to Fall 2023 as of July 8th. New student enrollment however, is down -35.8% (-110). Concerted efforts are currently underway to close this gap as described in the Admissions and Recruitment section.

Admissions and Recruitment

The Admissions Office continues to engage applicants and encourage accepted applicants to schedule their advising appointments through phone call campaigns. This has resulted in 167 new, transfer, and returning students scheduling advising appointments during the month of June.

Through a collaborative effort with the offices in the Enrollment Services Center, Strategic Marketing, and Enrollment Management Systems, an Express Registration Day scheduled for Saturday, July 13th was planned and promoted. In a little over a week, all 60 spots for students have been filled which is a very positive sign for closing the new student enrollment gap described above. The offices in the Enrollment Services Center are looking to expand Express Registration Day efforts for the remainder of the summer including leveraging the existing Tuesday evening hours.

In a joint initiative, the Admissions Office (Julie Partigianoni) and Workforce Development (Dara Riegel) will be tabling at the SouthWorks Development Project Open House on July 31st to recruit potential adult learners from 2pm - 7pm (<https://southworksithaca.com/vision>). It should also be noted that the Financial Aid Office has already been award packaging for the fall which is ahead of many colleges due to the national issues with the FAFSA application.

Finally, the Admissions Advisors are completing their *Year in Review* application and enrollment outcomes from the fall and spring travel season to help shape plans for the 2024-2025 recruitment season. The team is also reviewing on-campus recruitment efforts and brainstorming ideas for added opportunities to showcase the college in addition to the Fall Open House scheduled for November 1st and 2nd. A planning committee is being formed to include cross-campus representation and "Save the date" communication will be going out to high schools later this month.

CollegeNow

With the conclusion of the 2023-24 school year in June for K12, the CollegeNow team assisted high school instructors in entering final grades, reporting on Student Learning Outcome Assessments (SLO) similar to campus faculty, and troubleshooting and fielding various questions. The CollegeNow team continues to assist high school seniors with transcript questions and myTC3 account access and helped 139 high school students sign up for Summer 2024 courses which equates to 441 credit hours (14.7 FTE)

which is nearly a +10% increase from last year. They also coordinated with the Budget & Finance Office to invoice schools for various grant-funded projects before their fiscal year ended on June 30th.

The P-TECH program held its Senior Completer Ceremony at the college in June with Interim Provost and Vice President for Academic Affairs, Dr. Joe DeHart and Director of CollegeNow, Victoria Zeppelin providing brief remarks. Victoria has been selected to be on the search committee for the next P-TECH principal as the current principal, Keith Williams, leaves for another position at TST BOCES.

The CollegeNow Office is currently assisting about 50 prospective instructors to apply to teach CollegeNow courses for the 2024-25 school year. This includes syllabus review, orientation regarding expectations for instructors and students, program goals, college resources (library, etc.), and course information.

Finally, members of the CollegeNow team attended various professional development and off-campus events including a PowerCampus Users Conference in Kansas City, Missouri with members of the Campus Technology staff (Rhonda Kowalski); planning meetings for the arrival of Micron and the growing semiconductor industry in Syracuse (Victoria Zeppelin); PEAKS, a community college leadership development consortium (Brent Doane); and a University-Supported Community Schools event at SUNY Binghamton (Victoria Zeppelin).

Continuing Education & Workforce Development

The Continuing Education & Workforce Development Office coordinated and hosted the Certified Nursing Assistant (CNA) program graduation ceremony on June 21st with all 11 students passing their final exam and 73% who have since received their state certification.

In collaboration with Strategic Marketing, efforts are currently underway to promote the free Microelectronics and Nanomanufacturing Certificate Program for veterans and their dependents (<https://www.tompkinscortland.edu/academics/micronano>). In partnership with Penn State and Cornell University this certificate program starts in Fall 2024 with a capacity of 6 to 8 students. Since the start of the marketing campaign, the number of applicants has increased from 2 to 16. The Continuing Education & Workforce Development Office is working with the Cornell NanoScale Science and Technology Facility (CNF) to invite applicants to tour the CNF cleanroom and establish an interview process for the selection of candidates.

Nicole Leonard, Field Director for Congressman Marc Molinaro Molinaro recently visited campus and met with President Amy Kremenek, Professor of Mathematics, Sophia Georgiakaki, Director of Continuing Education and Workforce Development, Carrie Coates Whitmore, and CNF Laboratory Manager, Dr. Lynn Rathbun to learn more about this program.

Enrollment Management Systems

The expansion of the Slate Customer Relationship Management (CRM) platform continues with a focus on building out each stage of the Admissions Funnel. In the last month, User portals have been developed for Athletics, the Educational Opportunity Program (EOP), and Certificate of Residence. In addition, the Parchment Transcript integration project has been completed which allows for the automated retrieval of college transcripts.

Data integrity efforts are underway to reconcile data between Slate and PowerCampus and the Campus Technology Office and Enrollment Management Systems are collaborating to implement the automated Slate to PowerCampus and PowerCampus to Slate data integration.

The Enrollment Management Systems also designed the July 13th Express Registration Day sign up form utilizing Slate in collaboration with Strategic Marketing.

Strategic Marketing

The Strategic Marketing Team continues to build the the digital marketing infrastructure required to effectively execute “Top of the Funnel” strategies for the Admissions Funnel. This included partnering with MediaValet, a digital asset management system (<https://www.mediavalet.com/solutions/digital-asset-management-for-higher-education>).

For Fall 2024, various marketing efforts have been very successful in filling the Express Registration Day on Saturday, July 13th and generating applications for the free Microelectronics and Nanomanufacturing Certificate Program for veterans and their dependents. Additional support is being provided for new student orientation communications, international students, as well as other populations with high-conversion potential.

Financial Aid and Registration and Billing Report: June 2024

Financial Aid

The financial aid office is continuing working to send out financial aid award offers and loading anticipated aid to students for not only the summer but the fall as well.

Financial aid staff should be able to begin making corrections to student FAFSA's if need be in the next week or so.

We have been working with the new slate captain to assist with getting the financial aid information integrated into the slate system.

The financial aid office recently had to submit a report to SUNY in regards to the rate of continuing students who had a completed FAFSA on June 1, 2023 vs June 1, 2024 and I am happy to report that Tompkins Cortland Community College was at a 57% completion rate compared to last year at 46%.

Lastly, Tompkins Cortland Community College along with many other colleges across NY have taken advantage of a free outreach provided by Trellis a company that has contracted with the department of education to assist schools in reaching out to students to file a 2024-2025 FAFSA.

Registration and Billing

- Front Desk will resume being staffed by a full-time staff person instead of student workers. This will add professionalism and knowledge to serve students and parents.
- Working with Barbara Ann in Admissions to develop a tracking process in Slate for Certificates of Residency. This will improve a complicated process to insure TC3 meets the state's submission deadlines and receives the funds from the counties.
- Working to improve training on the phone system (All Mode) in the Call Center.
- Summer balances due are the lowest in several years. We are continuing to monitor these to control the growth in receivables.
- Encouraging new students to send their photos in now so their campus cards can be printed and distributed much more efficiently. Using mass communications to get this done.
- Preparing for the start of the Fall semester and students arriving on campus. We want to insure that students are aware of the costs of their education and work with them to develop a plan to pay for it. We are working closely and collaboratively with Financial Aid to accomplish this.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of July 2, 2024

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Student Success Advisor	June 2024	April 22, 2024	May 6, 2024	Hired: Marli Welsh (06/24/24)

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Electrician (1.0 FTE)	Buildings & Grounds	ASAP	Accepting Applications via Tompkins County Department of Human Resources
Principal Account Clerk (1.0 FTE)	Finance & Administration	ASAP	Tompkins County Department of Human Resources Canvassing Eligible Candidates

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Teacher	Childcare	ASAP	Accepting Applications
Substitute Teacher	Childcare	July 2023	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics & Recreation	July 2023	Continuous Recruitment
Resident Director	Residence Life	April 2024	Two Open Positions Filled: Hired: Kayla Torres (7/8/24) Katarina Carroll (7/30/24)

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications
Banquet Server	TC3 Bistro	July 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Dishwasher	TC3 Bistro	July 2023	Accepting Applications
Event Coordinator	TC3 Bistro	ASAP	Conducting Interviews
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Accepting Applications
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	ASAP	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of July 2, 2024

COMPLAINANT/SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOCIATION

Alleged violation of Articles 5, 8 and 19

Arbitration hearing scheduled for September 19, 2024.

PROFESSIONAL ADMINISTRATORS ASSOCIATION

Alleged violation of Articles 29.2, 41.2,
49.2.4.1, 49.2.4.2 and 52.3

Reached verbal agreement and have a draft MOA/Settlement
Agreement with bargaining unit for consideration.

TC3 ADJUNCT ASSOCIATION

None.

Provost Board Report

July 2024

Registrar- Degree Conferral for Spring Complete

TC3 has conferred 248 degree for this May's graduation. Last year, 227 were conferred. That is 21 more degrees or an increase of just over 9%.

Faculty Year-end Reports

Faculty have submitted their year-end reports to the Provost's Office. Interim Provost DeHart will be reviewing and responding to faculty in July. It is a great opportunity to hear all of the great things faculty are doing and is invaluable for future planning.

Progress on Master Academic Plan

Academic Affairs is entering the 3rd year of the current Academic Master Plan. Work has begun through the Academic Affairs Administration Council to determine progress over the previous year, review plan priorities for the coming academic year, and describe the work to be done this coming year.

Strategic Enrollment Plan

After a daylong retreat working on the college's overall strategic enrollment plan, the Academic Program Mix work group identified 3 priorities as part of the overall plan. These priorities include continuing the work of aligning academic programs with labor and community needs, developing additional CollegeNOW to TC3 pathways, and creating robust non-credit to credit pathways. The work group will be working throughout the summer to create action plans for these priorities.

Classroom Remodels/Refreshed

Academics and facilities have been working together to remodel several classrooms in accordance with grants received for specific efforts, and in general, updating furniture and technology as budget and time allows. The SUNY Transformation Grant is funding room 289A remodel and we are in the process to purchase high tech equipment to train students in nanotechnology. The goal is to have the room and equipment ready for students later this fall.

Faculty Promotions

To the Rank of Full Professor

Kerry Curran – Professor

To the Rank of Associate Professor

Cindy Whitney – Associate Professor

Continuing Appointment

Scott Bennett

Excellence Awards

Amber Gilewski

Sandy Moser

Janet Swinnich
Eric Sambolec
Robert Sarachan

Adjunct Faculty Promotions

To the Rank of Adjunct Professor

Gina Gammage-Sikora, Ph.D., Spanish Associate Adjunct Professor
Steve Weed, M.A., English Associate Adjunct Professor

To the Rank of Adjunct Associate Professor

Christine Evans, M.A., English as a Second Language and Spanish Adjunct Assistant Professor
Erik LaFavor, M.A., Sociology Assistant Adjunct Professor

To the Rank of Adjunct Assistant Professor

Komekia Peterson, M.S., Chemical Dependency Counseling Instructor
Jacqueline Thompson, M.S. (in progress), Nursing instructor

BOARD OF TRUSTEES REPORT

VP of Student Affairs and Senior Diversity Officer

July 2024

Athletics and Recreation

Overall 130 student-athletes were recruited and participated in NJCAA competition. Academically, student-athletes achieved a collective GPA of 2.60, with sixteen Panthers earning NJCAA All-Academic awards and TC3 Golf and Women's Soccer earning NJCAA Academic Teams of the Year honors. The Panthers also received a Region III Sportsmanship Award for their outstanding conduct in athletic competition. The 17th Annual Panther Club Golf Fundraiser and Alumni Event saw record participation, while the campus hosted the NYSPHSAA Class AAA and AA Girls Soccer Championships and ten IAC High School Championships in soccer, volleyball, and basketball. Panthers Men's Basketball won the MSAC Tournament Championship for the first time since 2014 and hosted the Section IV High School Basketball Semifinals and Finals. The community engaged actively with over 30 swim parties at the Panther Pool, nearly 11,000 Fitness Center visits, and a variety of exercise classes. Over 250 children participated in Panthers Sport Camps & Clinics, and PBR Travel Baseball held numerous weekend tournaments at Panther Park. Swimming lessons attracted over 5,200 participants, and Jazzercise continued to thrive. The campus hosted OCM BOCES and TST BOCES commencements.

Campus Police

Campus Police assisted the Village of Dryden with their annual Dairy Day Parade and attended the C4 Juneteenth Ceremony that took place at Courthouse Park in the City of Cortland. Officer Potter represented Campus Police at the opening ceremony and awards presentations for the Special Olympics at Ithaca College on June 14th and 15th. Additionally, Campus Police provided a safe environment for two BOCES Graduations that took place on our campus in the Stephen E. Garner Gymnasium in June. On July 13th, Campus Police will assist the Village of Dryden with the 17th Annual "Tribute Ride" by providing traffic control as it follows Route 38 through the village and town.

Childcare

The FSA Childcare Center will not be used for the academic year 24/25. No children will lose their places in the classroom, nor will any staff members lose their employment; there is adequate space at the A.Kuckes Center for moving all youngsters. The children's last day at the FSA Center will be August 15th, and they will begin their new classes on Monday, August 19th. This approach addresses our budgeting and recruitment challenges. Given this action, in September, the Center will be able to increase enrollment by supporting 20 new children at the A.K. childcare facility. Additionally, after the restructure, the childcare center will be shy of being fully staffed by 1-2 staff members, which the Center can hire or fill with student workers if no full-time applications are received.

Health and Wellness Services

Health and Wellness Services (HWS) - Health Center is preparing for the fall 2024 semester by receiving immunizations, with the NYSIIS-Pyramid. The HWS nurse continues to offer nursing evaluations for children in the Child Care Centers as needed. Through the support of SUNY Transformation Fund, Mental health counseling is available in-person and via telehealth during the summer for students enrolled for the fall semester or transferring to another institution. HWS is planning to expand mental health self-care options for the fall semester. Office Manager and Pantry Coordinator Sayre attended the National Anti-hunger Food Policy Conference in Washington, DC, met with Congressmen and Senators to advocate for students and communities, and participated in the NY Food Summit and Juneteenth round

table. Special Populations Grant Coordinator Ashley presented the Every Space campaign to the Ithaca Pride Opening Ceremony.

Office of Diversity Education and Support Services

The Office of Diversity Education, and Support Services (ODESS) is currently finalizing plans for an intensive four-week summer program. Numerous faculty, staff, and departments from TC3 have been invited to contribute their expertise to ensure a transformative experience for the incoming cohorts of the Educational Opportunity Program (EOP) and the Louis Stokes Alliance for Minority Participation (LSAMP). Recruitment efforts for eligible students are ongoing. ODESS currently have 45 applications submitted. On June 15th, ODESS collaborated with the Admissions team at the 4th annual Juneteenth event to share information about these programs to the community.

Residence Life

Residence Life is planning for new student orientation and opening week. Accordingly the department is putting effort towards delivering two outcomes. First, to make new students move in as efficient and smooth as possible. Residence Life is partnering with key campus offices to create a streamlined check-in process. Students will have the opportunity to provide any missing billing, health center, or financial aid paperwork or information before receiving their keys and will get the opportunity for face time with representatives from those offices for any last-minute questions. The second, is to make all students, family, and friends feel welcomed, celebrated, and part of the TC3 community. To this end, Residence Life is coordinating volunteers from across campus for a TC3 Move in Crew, creating opportunities to highlight local businesses and community offerings with Welcome Home packets, and offering a Family and Friends hospitality tent with refreshments, information and giveaways just for parents and families, and a TC3 backdrop for a move in day photo op.

Student Conduct, CARE Team & Title IX

Summer work is underway and is focused on wrap up/evaluations/reporting and preparing for fall 24. Currently, there are minimal slated changes to the Student Code of Conduct for the coming year. Recruitment has begun, along with online training for new conduct board members for any hearings that require a board this year. New Title IX regulations were released this spring and the coordinators are working as a team to update policies and procedures and trainings. At this time, no summer referrals have been submitted to the CARE team. Lastly, Darese Doskal, AVP Student Affairs attended the SUNY Title IX and conduct meetings in June.

Student Activities

During the 2023-24 academic year, there were 12 active clubs in good standing, with an average of 7 students per club. There have been 7 new clubs formed since last year. Club officer e-boards have maintained at least a president and treasurer for all active clubs. Also, in 2023-24, the average attendance at Student Activities department - hosted events was 44 students over 62 events for the year. The Student Government Association (SGA) executive board was full with average attendance at meetings at 16 students. SGA hosted 9 events on the year.

Consent Agenda

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-70**

APPOINTMENT OF PERSONNEL

WHEREAS, The Department of Human Resources has confirmed that each of the individuals identified on the attached list possesses credentials necessary for the appointments indicated, and

WHEREAS, it also has been confirmed that each of the listed individuals has accepted all requisite conditions for appointment, and

WHEREAS, each of the listed individuals also has been recommended for his or her appointment by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the individuals listed on the attachment.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, NANCY MURPHY, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of July 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 17th day of July 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**Appointment of Personnel
 Tuesday, July 2, 2024
 Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
February				
Weed, Steve	Developmental Education Meeting Participation	Adjunct	\$100.00	2/14/2024 To 4/8/2024
May				
McComb, Jared	MATH029 EL10 INDP, MATH200 EL10	Adjunct	\$3,702.00	5/29/2024 To 8/9/2024
Schat, Marjolein	BIOL115 Lab, Continuing Immersion	Adjunct	\$4,515.00	5/29/2024 To 8/9/2024
June				
Gonzalez Suarez, Jose	Perkins Grant for AST/Construction Lab Improvements	Adjunct	\$1,082.00	6/1/2024 To 6/30/2024
Schat, Marjolein	Laboratory Technician - BIOL/CHEM	Adjunct	\$1,152.32	6/17/2024 To 6/28/2024
Welsh, Marli	Student Success - Student Success Advisor	Instructor	\$61,480.00 *	6/24/2024

* Annual Salary to be Prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

July 17, 2024

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Brian Ackley	Technology Support Specialist (Part-time)	Campus Technology	July 5, 2024	Resignation
Katarina Carroll	Admissions Advisor	Admissions	July 29, 2024	Resignation
Sophia Darling	Vice President of Finance and Administration	Budget & Finance	July 8, 2024	Resignation
August Hennies	Director of Facilities	Facilities	June 28, 2024	Resignation
Douglas Paucke	Electrician	Buildings & Grounds	July 5, 2024	Resignation

FACULTY STUDENT ASSOCIATION

None.

BISTRO

John Gould	Cleaner/Dishwasher	TC3 Bistro	06/13/24	Separation
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**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-72**

**Maintenance of
Public Order
Policy**

WHEREAS, the College has identified need to update the existing Maintenance of Public Order

WHEREAS, the College has tasked the office of the Chief Policy and Compliance Officer to review, outline, and recommend best practices, and

WHEREAS, this policy has gone through review process and is recommended by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the Maintenance of Public Order

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, NANCY MURPHY, DEPUTY CLERK of the Board of Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of July 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 17th day of July 2024.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community
College

Responsible Executive

VP of Student Affairs
Director of Public Safety

Review Cycle

June 2025; Annually

References

[NYS Education Law §6430](#)
[Civil Rights Act of 1964](#)

Maintenance of Public Order Policy

Purpose and Scope

This policy governs the conduct of students, employees, licensees, invitees and all other persons, whether or not their presence is authorized, upon the campus of Tompkins Cortland Community College. They also apply to the same individuals with respect to any other premises or property, under the control of the College, and that are used in teaching, research, administrative service, cultural, recreational, athletic or other programs and activities.

Policy Statement

The college promotes free speech and discussion because of the tremendous benefits this freedom confers on our students' education. Tompkins Cortland Community College is also obligated to observe the protections for speech provided by the First Amendment to the United States Constitution and Article 1, Section 8 of the New York Constitution, and support protections offered by The Civil Rights Act of 1964, as amended, and other federal, state and local civil rights laws and regulations. However, the college must continue to function if the search for knowledge and truth is to be meaningful.

An academic institution cannot function properly in its search for knowledge and truth in an atmosphere that is not open. Therefore, no person, individually, or in concert with others, will engage in activity that interferes with the operations of the college or its affiliate organizations, including:

- Willfully or recklessly cause injury to another person, create a significant risk of doing so, or threaten to do so;
- physically restrain or detain any other person;
- remove anyone from any place where they are authorized to remain;
- willfully or recklessly damage or destroy property of the campus or property under its care, nor create a significant risk of doing so;
- remove property of the campus or property under its care without authorization;
- use campus property or property in the campus's care without authorization;
- enter into any private office without implied or explicit permission;
- enter into and remain in any campus building or facility in such manner as to obstruct its authorized use;
- remain in any building or facility after it is closed without authorization;
- refuse to leave a campus building or facility after being required to do so by an authorized personnel or police authority;
- obstruct the free movement of people and vehicles in any place to which this policy applies;
- deliberately disrupt or prevent the peaceful and orderly conduct of college or affiliated organizations' business;
- deliberately disrupt or prevent the freedom of any person to express their views, including invited speakers;



- excepting law enforcement officers, knowingly have in their possession upon the premises to which this policy applies, any firearm or weapon without the written authorization of the Director of Campus Police, whether or not a license to possess the weapon has been issued to the person;
- willfully incite others to commit immediate acts of violence or immediate acts of destruction of property, or

Violations

The penalty for violations of these rules shall include the ejection of a violator from the College and its property. Student or employee violations will be governed by the Code of Conduct or applicable employee disciplinary procedures and may include suspension, termination, expulsion, or other appropriate disciplinary action. An organization which authorizes such conduct by its members shall be subject to rescission of permission to operate on campus property.

Freedom of Speech and Assembly

No person shall be subject to any limitation or penalty for expressing their views or for assembling with others for such purpose so long as there is no violation of the above rules. The Vice President for Student Affairs, in consultation with The Director of Public Safety or their delegates are authorized to develop processes for persons planning to assemble and demonstrate. Such processes must be approved by the President and Executive Council. The College has the right to limit the time, place, and manner of demonstrations or protests in accordance with federal law. Demonstrations may take place between the hours of 9:00 a.m. and the close of normal College hours of operation; be located in such place(s) designated by the College's administration. The Vice President of Student Affairs, Director of Public Safety or their delegates are further authorized to designate specific location(s) of approved areas that will be concomitantly published with this policy on webpages, and other appropriate publications or postings. Peaceful picketing and other orderly demonstrations in such designated areas of the campus are not subject to interference provided there is no violation of the above rules.

Hazing

The practice commonly known as "hazing" will not be permitted on the Tompkins Cortland Community College campus and no recognized student organization may practice an initiation rite or require it as a condition for membership or affiliation, that involves reckless or intentional acts that create risk to the health, well-being, and lives of individuals. Individuals may not be harassed, humiliated, or abused, and may not be forced to consume liquor or drugs for the purpose of initiation into, or affiliation with, an organization. In addition, these organization may not take any action, create or participate in the creation of any situation, which recklessly or intentionally endangers the mental or physical health of anyone for the initiation into or affiliation with that organization.

The charter of all recognized student organizations will contain a statement prohibiting hazing and all new students will be made aware of the college position relative to hazing.

Individuals or organizations involved in hazing practices shall be subject to college disciplinary procedures, as well as to applicable local, state, or federal laws.

The Board of Trustees of Tompkins Cortland Community College authorizes the President of the college, or their delegates, to develop additional reasonable processes and procedures to administer this policy.

Resolution

2024-##-##

History

6/19/69 – 2nd Working draft/regulation of conduct of TC3 campus memorandum – no resolution number; 4/24/86; 2/16/17

Policy Reference Code

SA-01

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-71**

**Discrimination and
Harassment Policy**

WHEREAS, the College has identified need to update the existing Discrimination and Harassment Policy

WHEREAS, the College has tasked the office of the Chief Policy and Compliance Officer to review, outline, and recommend best practices, and

WHEREAS, this policy has gone through review process and is recommended by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the Discrimination and Harassment Policy.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, NANCY MURPHY, DEPUTY CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of July 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 17th day of July 2024.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community
College

Discrimination and Harassment Policy

Purpose and Scope

This policy details Tompkins Cortland Community College and its affiliates' commitment to its employees, volunteers, students, visitors, and vendors to an environment free from Discrimination and Harassment.

Policy Statement

Unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sex characteristics, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy or related conditions, predisposing genetic characteristics, domestic violence victim status or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct, including in admission and employment, so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because they have opposed any illegal discriminatory practices or because they have complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint. It is also the policy of the College to promote employment and opportunity for those who have been convicted of criminal offenses, and to assist such individuals in full rehabilitation and re-integration into society. The College will therefore only consider criminal convictions in making employment decisions where there is a direct relationship between the conviction and the employment and the employment would pose an unreasonable risk of harm as set forth in New York State Correction Law sections 752 and 753.

Sexual Harassment

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even non-employees of the College (i.e.,

vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or educational environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

"Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

Examples of this form of sexual harassment would include but are not limited to:

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that their refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person's ability to participate in or benefit from the college's programs.

Examples of this type of sexual harassment include, but are not limited to:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).
- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person's body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of their gender.

Other Unlawful Discrimination/Harassment

These same guidelines also apply to unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.

Examples of such hostile environment, discrimination, or harassment include but are not limited to:

- Transfer, demotion or termination of employees on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS



- status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
 - Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
 - The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
 - Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of discrimination or harassment. If an investigation results in a finding that a person who has accused another of discrimination or harassment has acted maliciously or has recklessly made false accusations, the reporting party will be subject to appropriate sanctions. It is important to note that due process considerations may limit the ability to investigate or resolve anonymous complaints.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement, including the application of Title IX, should be directed to—Carolyn Boone, Chief Policy and Compliance Officer and Title IX Coordinator, Room 229, 607.844.8222, Ext. 4283 TitleIX@tompkinscortland.edu or the [Department of Education's Office for Civil Rights](#), or both.

Grievance Procedures can be found in the Non-Academic Code of Conduct and in the Harassment and Discrimination Procedure, both on the college website.



Resolution
2024-##-##

History
3/13/04; 5/10/2007; 7/16/09 –
Resolution #2009-2010-7: Policy
Against Discrimination and
Harassment 12/08/11 –
Resolution #2011-2012-17;
11/10/2016;10/15/2020 –
Resolution 2020-2021-07

Policy Reference Number
CPCO-01

TO: President Kremenek
FROM: D. Panagitsas
DATE: July 3, 2024
RE: FINANCIAL AUDIT SERVICES RFP

The RFP process for the College, Faculty Student Association, and the TC3 Foundation has been completed. The RFP was sent to 4 firms throughout the region. Of the 4, only The Bonadio Group submitted a proposal prior to the required deadline.

It is recommended that award of the Financial Audit Services contract be extended to The Bonadio Group based on the criteria below.

1. Firm's community college and student financial aid auditing experience.
2. Staff experience assigned to this project.
3. Support Services available to provide research and technical advice.
4. Firm's commitment and ability to meet college report deadlines.
5. Additional resources and services available to the College
6. Cost of Services.

As noted, the Bonadio Group was the only firm to respond to the RFP. One firm advised that there was an issue with their system when questioned about their lack of response. The RFP was distributed to all firms according to their specific instructions for RFP submittal.

The period of agreement will be from August 1, 2024 through 2029 for audit services for fiscal years ending August 31, 2024, 2025, 2026, 2027, and 2028. A request will be made for a termination option whereby the contract may be terminated by either party provided at least 180 days written notice by registered or certified mail is given to the other party of its intention not to renew.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-73**

**APPROVAL OF DIRECT SERVICE PROVIDER III
CREDENTIAL**

WHEREAS, as a result of meetings with local employers and agencies indicating community interest and employer need, a proposal has been developed for a Direct Service Provide III credential to be sequenced with the existing Direct Service Provider I and II credentials, and

WHEREAS, upon review of this proposal, the College Curriculum Committee, The Faculty (through level 3 voting process), the College Senate, the Provost, and the President have endorsed the proposal, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the attached Direct Service Provider III credential

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, NANCY MURPHY, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the

Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of July 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 July 2024.

Clerk of the Board of Trustees Tompkins
Cortland Community College

CURRICULUM PROPOSAL FORM

Name: Patty Tvaroha

Academic Community/Program: Health, Human Services and Recreation/ Human Services

Date: 4/10/24

TYPE OF SUBMISSION

(Check the type of submission and enter the requested information)

Change(s) in Degree/Certificate Requirements

Program Title:

Degree/Certificate Type: A.A.S. A.A./A.S. Certificate

Change(s) to Existing Course

Course Number and Title:

Identify the type of change(s) proposed:

- Change in Course Title or Number
- Change in Prerequisites, Co-requisites, and/or Basic Skills for Course Success
- Change in Credit Hours
- Change in Instructional Format (Lecture, Laboratory Hours)
- Change in Catalog Description
- Major Change in Course Content
- Change in essential topics/learning outcomes
- Deletion of course from curriculum
- Update to current Master Course Syllabus Template

New Course

Academic Community Proposing/Endorsing Course:

Proposed Course Title:

Developmental **First Year** **(100 level) Second Year** **(200 level)**

New Degree/Certificate/Microcredential

Academic Community Proposing/Endorsing Proposal: Health, Human Services and Recreation

Proposed Title: Direct Service Provider III

Degree/Certificate: A.A.S. A.A./A.S. Certificate **Microcredential**

Other Curricular Change:

II. Proposal Summary and Rationale

Summarize the proposed curricular change(s) and provide a rationale. Indicate how the proposed change is intended to enhance or improve student learning.

Expanded Funding through SUNY and the Office of People With Developmental Disabilities has provided the opportunity to continue the current DSP offerings and expand to offer a third Microcredential (DSP III). There is a critical shortage of Direct Service Providers countrywide. The Direct Service Provider Microcredential is a way to help these essential employees increase their skills and advance their careers.

The Microcredential will include the following courses Health Care Ethics (Hlth230), Intro to Psychology (Psyc103) and DSP III Fieldwork (Hums122). This will allow the DSP III students to earn a third Microcredential, complete the remainder of the NADSP Badges and earn more college credits that will fit into the Human Services AAS, if they choose to do so.



MICRO-CREDENTIAL PROPOSAL FORM

- A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential.
- All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
- A new micro-credential will be active immediately following Board of Trustees approval.
- When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION
Faculty lead: Patty Tvaroha	Proposed title: Direct Service Provider III (DSPIII)
Department: Human Services	Minimum credits required (Minimum = 6; Maximum = 23): 7
Date submitted: 7/18/23	Courses: (List course code, title, and credits for each. Include any course choices allowed. Specify any minimum grade requirements. Note sequencing and semesters offered where relevant.)
Identify others who have been involved in the design/development of this credential.	HLTH 230 Health Care Ethics (3 credits)
TC3 Provost Office	PSYC 103 Intro to Psychology (3 credits)
TC3 Curriculum Committee	HUMS 122 DSP III Field Work (1 credit)
	Non-credit components, if any:

CREDENTIAL ALIGNMENT
<p>Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificate(s) with which this credential aligns.</p> <p>The courses in this microcredential align with the AS, AAS, and Certificate programs of Human Services. There is a critical need for Direct Service Providers in the field of Disability Service Provision. As a result, the National Alliance of Disability Service Providers (NADSP) has partnered with The Office of People With Developmental Disabilities (OPWDD) and SUNY to provide these Badging Microcredentials to Direct Service Providers who are already employed within the field.</p>
<p>What is the expected student population for this credential?</p> <p>Students enrolled in the DSP III Credential will be Direct Service Professionals employed at one of the local OPWDD-funded Disability Service Provider agencies.</p>
<p>Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.</p> <p>There is currently a nation-wide shortage of Direct Service Providers. The Department of Labor website states <i>“A current nationwide shortage of Direct Care Workers, including DSPs, adversely affects not only millions of DSP workers themselves, but also the many people who use or could benefit from their services. Shortages in recent years have spurred federal, state, and local action to bring more attention to this profession and mount an effective response to attract more people to become DSPs and support them through appropriate compensation and opportunities for advancement. People with disabilities can be great candidates as DSPs to help address the shortage.”</i></p>
<p>Explain the purpose of the proposed credential and list the learning outcomes.</p> <p>The purpose of the DSP III Credential is to assist Direct Service Professionals to gain skills and knowledge which will help them advance in their careers and earn a higher wage. The Learning Outcomes for the DSP III Credential will align with 15 of the NADSP Badges. (see attached)</p>

If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.

This microcredential aligns with the NADSP Badging system. It will allow students to earn Badges through NADSP, while earning this TC3 Credential.

Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

Students will be able to complete this Credential at no cost to themselves or the employers. The National Association of Disability Service Professionals (NADSP) grant will cover 100% of the tuition, fees, and books for this microcredential. The grant will also provide additional supports to students in the form of wrap-around funding to help with emergency expenses and a part-time coach to support the students in their career development.

Additional comments:

The grant will also provide additional supports to students in the form of wrap-around funding to help with emergency expenses and a part-time coach to support the students in their career development. Although the NADSP grant will end in the spring 2024 semester, we plan to continue to offer this microcredential to encourage career advancement in these critical roles and hopefully continue to feed students into the Human Services programs. When the grant ends, the cost to the student or sponsoring employer will be 7 credits of tuition/fees and books.

INSTITUTIONAL SUPPORT

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources and any other relevant supports. Please describe the relevant supports needed for the credential.

The grant provides for a part time 'coach' to assist students with academic decisions, as well as other barriers to success which might come up. In addition to the coach provided through the grant, students enrolled in this microcredential would be assigned to an academic advisor.

Technology supports must be in place as needed. Please identify any specialized technology needs. N/A

Identify target market audiences for this credential.

The target audiences for this microcredential are current employees at Disability Service Providing Agencies, as well as those who have a desire to work as a Direct Service Professional at a Disability Service Provider.

Additional comments:



Direct Support Provider III Credential

Student's Name:

Advisor's Name:

- Student are required to complete DSP I and DSP II before they can take DSP III.

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Completed
HLTH XXX	Healthcare Ethics	3			<input type="checkbox"/>
PSYC 103	Intro to Psychology	3			<input type="checkbox"/>
HUMS 122	DSP III Field Work	1			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 7

Approved:

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro- credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*



TO: Members of the Board of Trustees

FROM: Amy Kremenek, President

DATE: July 8, 2024

RE: Recommendations for Promotion, Continuing Appointments and Excellence Awards for the 2024-25 Academic Year

The faculty members below have been recommended by the Provost's Office for either promotion, continuing contracts or excellence awards. These promotions, continuing contracts and excellent awards are detailed in Articles 13, 9 and 7 of the Faculty Association collective bargaining agreement. Prior to each recommendation, the Provost's Office has assessed each for teaching ability, service to the college and their care for our students and their education. As a result, I also recommend the following faculty members for promotion, continuing contracts or excellence awards.

To the Rank of Full Professor

Kerry Curran – Professor

To the Rank of Associate Professor

Cindy Whitney – Associate Professor

Continuing Appointment

Scott Bennett

Excellence Awards

Amber Gilewski

Sandy Moser

Janet Swinnich

Eric Sambolec

Robert Sarachan

cc: Interim Provost and Vice President of Academic Affairs
Vice President of Human Resources



TO: Members of the Board of Trustees
FROM: Amy Kremenek, President
DATE: July 8, 2024
RE: Recommendations for Adjunct Faculty Promotions

The following adjunct faculty have been recommended for promotion by the Provost's Office in accordance with Article 13 of the Adjunct Association collective bargaining agreement. Prior to each recommendation, the Provost's Office has assessed their teaching ability, service to the college and care for our students and their education. As a result, I also recommend the following faculty members for promotion.

**Adjunct Faculty Promotion
Recommendation to Board July 17, 2024**

To the Rank of Adjunct Professor:

Gina Gammage-Sikora, Ph.D., Spanish Associate Adjunct Professor
Steve Weed, M.A., English Associate Adjunct Professor

To the Rank of Adjunct Associate Professor:

Christine Evans, M.A., English as a Second Language and Spanish Adjunct Assistant Professor
Erik LaFavor, M.A., Sociology Assistant Adjunct Professor

To the Rank of Adjunct Assistant Professor:

Komekia Peterson, M.S., Chemical Dependency Counseling Instructor
Jacqueline Thompson, M.S. (in progress), Nursing instructor

Cc: Interim Provost and Vice President of Academic Affairs
Associate Provost
Vice President of Human Resources



TO: Members of the Board of Trustees
FROM: Amy Kremenek, President
DATE: July 8, 2024
RE: Recommendations for Administrative Appointments and Quality Step Increases for the 2024 - 2025 Academic Year

The individuals below have been recommended by their respective Vice Presidents for Quality Step Increases as outlined in Articles 50 and 52 of the Professional Administrators Association collective bargaining agreement. I am recommending the attached list of individuals for promotion.

Quality Step Increase 1

David Fish
Carrie Whitmore

Quality Step Increase 2

Katrina Campbell
Donald Perkins

Quality Step Increase 3

Greg Kiehl
Jennica Petrella-Baum

Administrative Appointment

Michael Haupt
Dara Riegel
Bryan Temple

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