



**Agenda**  
**November 20, 2024**  
**Board of Trustees Meeting @ 5:30 p.m.**

<https://us02web.zoom.us/j/81013078090?pwd=XBrr7VbUbgw8apipfCbB5kpSHeOOwf.1>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*\*
6. Approval of October 16, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
  - a. December Graduate Ceremony
  - b. CEANY Adult Learner Award
8. Treasurer/CFO
  - a. Financial & Audit Committee Report
  - b. Financial & Budget Update
9. Student Trustee's Report
10. County Liaison Reports
  - a. Cortland County
  - b. Tompkins County
11. College Senate Report
12. Faculty Council on Community Colleges (FCCC) Update
13. Committee and Affiliate Reports
  - a. New York Community College Trustees (NYCCT)
  - b. New York Community College Association of Presidents (NYCCAP/SUNY)
  - c. Auxiliary Operations
  - d. TC3 Foundation
    - o Strategic Fundraising Plan



- 14. President's Report
  - a. Policy Update
    - o Study Abroad Policy
    - o Management Confidential Employee Policy
  - b. Vice President Reports
    - o Strategic Enrollment Plan Presentation
  
- 15. Consent Agenda
  - a. Appointment of Personnel
  
- 16. Discussion Items
  - a. Middle States Accreditation Overview
  
- 17. Adjournment
  
- 18. Informational Items
  - a. December Graduate Ceremony, December 6, 2024 @ 6:00 p.m. in the Forum
  - b. Board of Trustees Meeting, December 18, 2024
  - c. Board Basketball Night TC3 vs Cayuga CC January 29, 2025 @ 6:00 p.m.

***\*\*Public Comment: Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.***



**Minutes  
Board of Trustees Meeting  
October 16, 2024  
Open Session @ 5:30 p.m.**

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

Excused: Arthur Kuckes

County Liaisons: Mike Lane, Cathy Bischoff - excused

Foundation Board Liaison: Regina Grantham

Guests: Matthew Richardson, Cyberstone

Staff: Scot Beekman, Carolyn Boone, Joe DeHart, Nic Dovi, John Geer, Amber Gilewski, Regina Holl, Amy Kremenek, Nancy Murphy, Michelle Nightingale, Dennis Panagitsas, Rob Palmieri, Donald Perkins, Jason Pomeroy, Melissa Schmidt, Malvika Talwar, Amy Faben-Wade

- **Call to Order:** The meeting was called to order at 5:33 p.m. by Chair Davison in the Board Room at the College.
- **Roll Call:** Ms. Murphy called the roll.
- **Welcome Guests:**  
Chair Davison welcomed Regina Grantham, Chair of the TC3 Foundation Board. Ms. Grantham will serve as the liaison from the Foundation to the Board of Trustees, as contained in the Board Policy. Ms. Michell-Nunn was appointed as the reciprocal member to the Foundation Board. Mr. McSherry moved that the Board approve the appointment of Ms. Michell-Nunn to serve as Board liaison to the Foundation; seconded by Ms. Boyd; motion approved unanimously.
- **Approval of Agenda:** Ms. Buck moved the Board of Trustees October 16, 2024 meeting agenda be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously.
- **Public Comment:** There were no requests for public comment.



- **Approval of September 18, 2024 Board of Trustees Meeting Minutes:** Mr. Peacock moved that the minutes from the September 18, 2024 Board of Trustees meeting be approved as submitted; seconded by Ms. Dale-Hall; motion approved unanimously.
- **Chair's Report:**
  - a. **Finance & Audit Committee Calendar-**  
Chair Davison thanked Mr. McSherry, Ms. Dale-Hall, and Mr. Corbin for their willingness to serve on the committee. It was shared that the committee will meet five times per year, every other month starting in November.
  - b. **Conflict of Interest Disclosure Forms-**  
Chair Davison noted the Board of Trustees Bylaws, section 14, is a Conflict of Interest prohibition on deliberating or voting on any matter where a Board member has a direct or indirect interest. Forms were placed at seats for voting Trustees. The purpose of the forms are to acknowledge the Bylaws and to disclose any potential conflicts. Board members were requested to complete and return to Nancy Murphy by the next Board meeting.
- **CFO/Treasurer's Report:** Mr. Panagitsas indicated that the books are closed for the 2023-2024 fiscal year, ending in the positive. The 2024 audit has begun with auditors' onsite this week.
- **Student Trustee's Report:** Ms. Boyd shared that students are at the halfway mark, tensions are high with students trying to get everything done; however, TC3 has done a good job at creating and highlighting resources. There has been additional traffic in the tutoring center, with increased communication with the professors and student needs. Clubs and activities have provided opportunity for morale; involvement and fun with things like open mic and Halloween trivia. Ms. Boyd's main priorities this month are to get Gender and Sexuality Alliance Club running, and connect with the Nursing program and IT. Mr. DeHart shared that the Nursing cohort capacity will be increasing with an additional section in the spring term, increasing the graduates by ten. This is supported by a SUNY grant. Ms. Boyd concluded with sharing an update on the NYCCT conference and all that she learned about artificial intelligence and her hopes to collaborate with the CIO here on campus to increase AI use.
- **County Liaison Reports:**
  - a. Cortland County – Ms. Bischoff was excused.



- b. Tompkins County – Mr. Lane appreciated the TC3 delegation at the Budget and Legislation meetings. He congratulated TC3 on 50 years here in Dryden, and the passing of the resolution for autonomy for the Board, in support of NYCCT. The County is hard at work with the County budget, putting forward a budget of \$250 million with a 3 percent increase on the tax levy. Mr. Lane shared the resolution to provide funding for the deferred maintenance and capital improvements passed, contingent on Cortland County. He closed by sharing that Tompkins County is very proud of our College and their joint venture with Cortland. President Kremenek noted that the Cortland County Legislative meeting for the deferred maintenance resolution is to take place 6:00 p.m., Thursday, October 24<sup>th</sup>. Board members were asked to attend as their schedules allow.
- **College Senate Report:** Ms. Faben-Wade, Chair of College Senate, updated the Board that three seats have been filled by Maria Barrero, Jonathan Walz- Koeppel, and Sierra Brock, who has the role of Secretary. Senate has partnered this year with the Student Government Association (SGA), each sending a representative to attend reciprocal meetings. Chancellor Awards for Excellence in Adjunct Teaching closed this month with an increase in nominations. The Senate meeting dates are set for the year, with each month featuring a working meeting and also a guest/presentation meeting.
  - **Committee and Affiliate Reports:**
    - a. New York Community College Trustees (NYCCT): Ms. Buck gave a synopsis of the NYCCT conference, the theme centered on healthcare. There was a Trustee only meeting in preparation for the Chancellor meeting. The Chancellor referenced the Division of Budget who has asked for flat budget requests this year. He also said there are two million residents in the state that have some college credits, but no degree and that they are a pool of potential candidates. Ms. Buck facilitated a panel on healthcare challenges and solutions, Malvika Talwar represented TC3 on it. There was also a thought provoking speaker on AI. The conclusion of the conference was the awards banquet, which we had nominated alumna Julianna Mistlebauer, who won and was recognized. Ms. Mistlebauer shared her story of life in LA, being sex trafficked, drug addiction, prison to sobriety and moving to Ithaca. She decided to try TC3 as a non-traditional student and graduated with a 4.0 in graphic design and went onto RIT where she graduated with a 4.0. Ms. Buck said her story moved the conference attendees to tears, Ms. Mistlebauer received a standing ovation. The College and Ms. Mistlebauer were each given a plaque.



- b. New York Community College Association of Presidents (NYCCAP/SUNY): President Kremenek stated that the NYCCAP October meeting will take place immediately preceding the Presidents meeting. The NYCCAP meeting will be holding an event to honor Johanna Duncan Poitier. Valerie Dent was named interim Vice Chancellor for Community Colleges, she will give an update at the meeting. There will be an advocacy update, \$100 million for workforce funding and high needs programs, the regional economic impact report will be discussed, and the Chancellor will host a reception for SUNY Presidents. Ms. Dale-Hall asked if there is a better way to advocate for the money. The discussion included the importance of the student voice, voice, speaking to our local politicians, keeping messages consistent and united, and targeting different politicians who may not be on the higher education committees.
  - c. Auxiliary Operations: Ms. Holl, Director of Auxiliary Operations, shared that she is continually assessing and evaluating for efficiency and fiscal responsibility. Coltivare's opening, received good feedback, and continuing to see growth. Ms. Holl indicated Wellness Center external grant funding to bring on staff and retain staff continue to offer great student support, and pre-critical care has cut down on emergency cases. Work is being done to decommission the Cortland Extension Center for the upcoming sale to SUNY Cortland. Ms. Buck highlighted that at the NYCCT conference the food pantry of SUNY Schenectady was featured, many people remembered Sayre Paradiso from her presentation last year and called her the "gold standard."
  - d. TC3 Foundation: Ms. Grantham stated the Foundation is particularly excited to have the new Executive Director, Jason Pomeroy. She thanked the College Board for inviting the Foundation to their retreat to work together on goals and mission of TC3. Ms. Grantham emphasized campus housing work is continuing in a friendly positive way thanks to Ms. Holl and Mr. Panagitsas. She extended gratitude for the reciprocal liaisons and appreciation for Mr. McSherry for his role as liaison to their Board wishing him success on his new endeavor. Ms. Grantham was enthusiastic about the retiree event, the celebration of the 50<sup>th</sup> anniversary of the Dryden campus and the stories shared. Mr. Pomeroy shared an update stemming from Fall Day and the discussion of alumni engagement. Data was pulled and 120 current employees are alumni, with 202 employees having taken at least a class here.
- **President's Report:**
    - a. SUNY Connections Presentation – President Kremenek provided an overview of SUNY connections to Community Colleges (presentation



following minutes). Discussion of the roles and responsibilities of SUNY/Chancellor regarding the President selection ensued. President Kremenek also noted there was an article by Larry Nespoli, facilitator from the Board Retreat, at each seat.

- b. Vice President Reports:
  - VCISO Cyber-Security & Compliance Update: Mr. Beekman introduced Matthew Richardson, Virtual Chief Information Security Officer with Cyberstone, whom we have a 3-year service agreement. Shared service gives us a reduced cost. SUNY does not provide services for risk assessment, a service needed for cyber security controls to meet mandates. Cyberstone is working on a written information security program, risk assessments, data classification, Cybersecurity, meeting GLBA requirements, information security compliance and finding our vulnerabilities.
  - Facilities Master Plan & Process: Mr. Dovi shared that C&S Engineers have been selected, signing of agreement and timeline are underway, and the Master Plan should be ready in 6 months. There will be a series of client meetings to discuss the information. The kick off meeting is scheduled to understand expectations, projects, and milestones with all the stakeholders.
  - Program Review/Academic Program Approval Process: Mr. DeHart presented on program review emphasizing the overall process through shared governance. He explained general program review (a five-year cycle), snapshot review, program discontinuation, program creation, and proposed changes to curriculum process for '25-'26 (presentation can be found following minutes).
- **Consent Agenda:** Mr. McSherry moved the Consent Agenda be approved as submitted; seconded by Ms. Michell-Nunn; motion carried unanimously.
  - a. Appointment of Personnel
  - b. Approval of Position Description Bursar
  - c. Approval of Position Description Instructional Designer
  - d. Approval of Description Comptroller
  - e. Custodial Supplies Bid Award
  - f. Tabletop Scanning Electron Microscope (SEM) Bid Award
  - g. Instructional Vacuum Demonstration Systems Bid Award
  - h. Approval of Retiree Benefits Update
- **Discussion Items:**



- a. Middle States Accreditation Overview and Standard 2 Discussion: Ms. Talwar referenced the Evidence repository document, a helpful tool containing each standard and what is the evidence standard, focusing on page 6 standard 2.
- **Executive Session:** Mr. Corbin moved that the meeting convene in Executive Session for the purpose of discussion of 1) the employment history of a particular person and 2) collective bargaining. No further business is expected following Executive Session at 8:07 p.m.; seconded by Mr. McSherry; motion carried unanimously.

Motion to go back into open session at 8:20 p.m. by Mr. McSherry; seconded by Mr. Corbin; approved unanimously.

- **Adjournment:** Mr. McSherry moved that the meeting be adjourned at 8:20 p.m.; seconded by Mr. Corbin; motion carried unanimously.
- **Informational Items:**
  - a. Board of Trustees Meeting, November 20, 2024
  - b. December Graduate Ceremony, December 6, 2024 @ 6:00 p.m. in the Forum
  - c. Board Basketball Night TC3 vs Cayuga CC January 29, 2025 @ 6:00 p.m.
  - d. Middle States Standards for Accreditation and Requirements of Affiliation

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



## SUNY Connections Overview

- ▶ Article 126 NYS Education Law – Parts 600-607
- ▶ Roles and responsibilities
  - ▶ SUNY Board of Trustees
  - ▶ College Board of Trustees
  - ▶ President
- ▶ Appointment authority
- ▶ Annual Report
- ▶ Curriculum – Associate degrees, certificates
- ▶ Operating and Capital Budget approvals, grants

## SUNY Board of Trustees Roles & Responsibilities

- ▶ Approving the establishment of the community college
- ▶ Approving programs, curricula and budgets
- ▶ Providing standards and regulations to guide and govern its operation

## Board of Trustees – Roles and Responsibilities\*

- ▶ Appoint President
- ▶ Approve curricula
- ▶ Prepare, approve and implement budgets
- ▶ Establish tuition and fees
- ▶ Approve sites
- ▶ Confer degrees on the recommendation of President and Faculty

*\*Subject to approval by SUNY Board of Trustees*

## Community College Presidential Appointments

- ▶ Approval or disapproval of the appointment of a president by the State University trustees shall be made in accordance with the State University trustees guidelines for the selection and approval of such appointments.
- ▶ The guidelines shall include a procedure for the State University trustees to receive the recommendation of the Chancellor concerning such appointment.
- ▶ The College Trustees shall formulate and record the policies and procedures of appointment and conditions of employment of the President

## President – Roles and Responsibilities

- ▶ Employee of the College Board of Trustees
- ▶ Implement and administer all policies of College BOT and SUNY BOT
- ▶ Present to College BOT for action – Curriculum, Budget, Personnel appointments, Planning/Management Facilities, Granting of degrees
- ▶ Administration of Collective Bargaining Agreements
- ▶ Submit an annual report on college operations to College BOT
- ▶ Submit an annual report on college operations to the SUNY Chancellor

## SUNY Community College Budget Approvals

- ▶ Tuition and Fees
- ▶ Annual Operating Budget
- ▶ Capital funding
  - ▶ 50/50 – 50% Local sponsor(s) or Fundraising + 50% State match
- ▶ Annual Financial Report (State Comptroller and SUNY)
- ▶ Grant-funded programs – review, approval, reporting according to SUNY requirements and guidelines



# Who?

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## MaJames Robertson

Cyberstone Co-Founder | Product Manager | Consultant | Analyst  
10+ Years in Technology and Security Consulting



# What?

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## vCISO

- o Information Risk Management
- o Information Security Compliance (GLBA, NIST, PCI ...)
- o Vulnerability Discovery and Reporting (Penetration Testing)
- o Policy & information security governance support (GLBA Audit Response, SUNY 6900)

**2024 EDUCAUSE Top 10**  
Institutional Resilience



**1**

**Cybersecurity as a Core Competency**  
Balancing cost and risk



# Why?



**FERPA**  
Family Educational Rights & Privacy Act

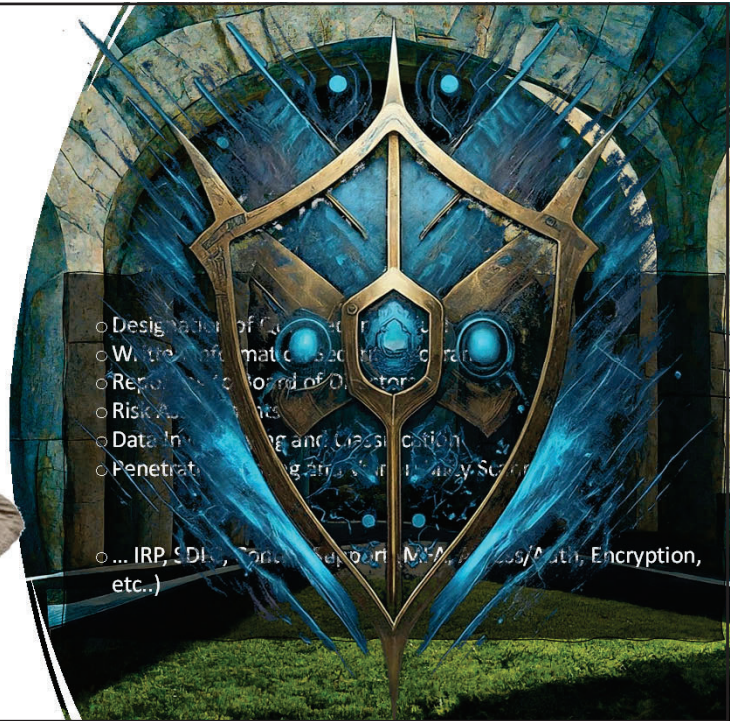


HIPAA



**NIST**

Gramm-Leach-Bliley Act



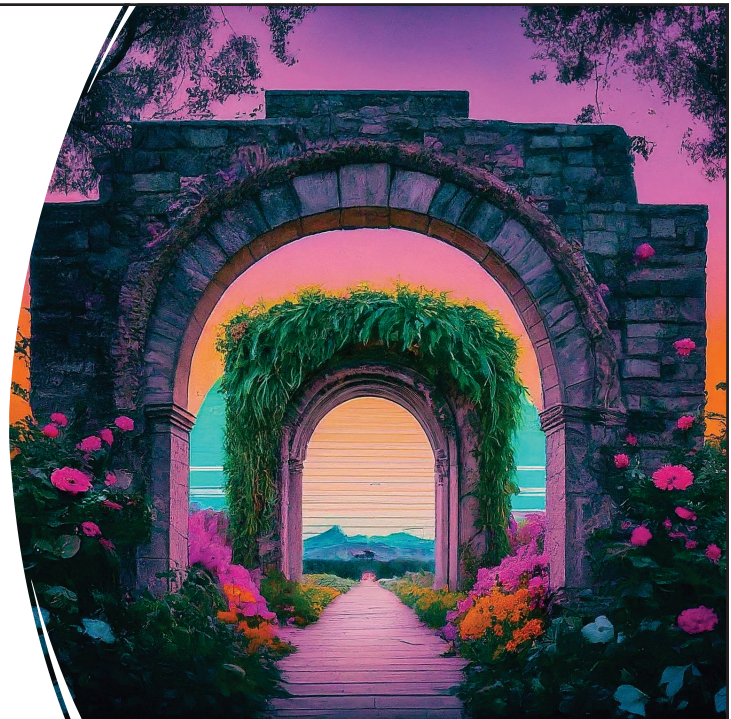
- o Designation of Confidential Information
- o Written Information Security Program
- o Report to Board of Directors
- o Risk Assessment
- o Data Inventory and Classification
- o Penetration Testing and Vulnerability Scanning
- o ... IRP, SDLC, Incident Response, MFA, PAM, ADFS/ADFS, Encryption, etc..)



# Questions?

**Scot Beekman**

Chief Information Officer (CIO) for TC3  
SB152@tompkinscortland.edu





Program Review  
Academic Affairs  
Fall 2024  
DeHart

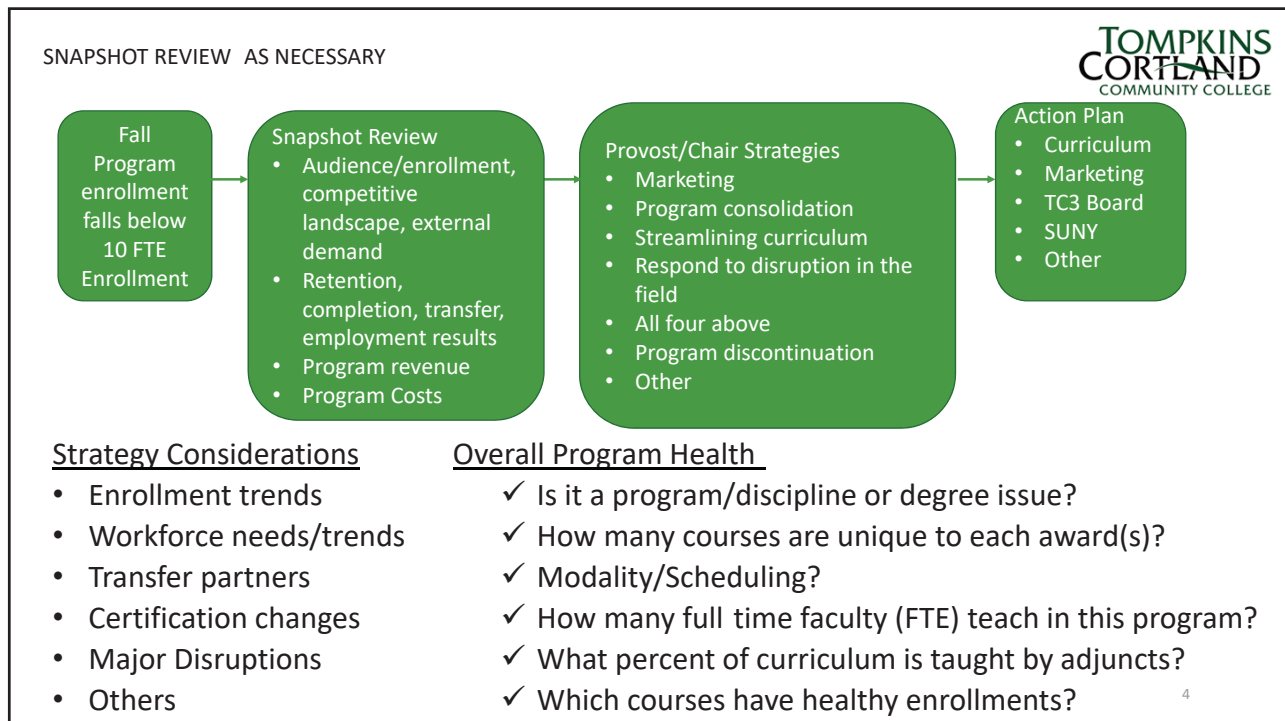
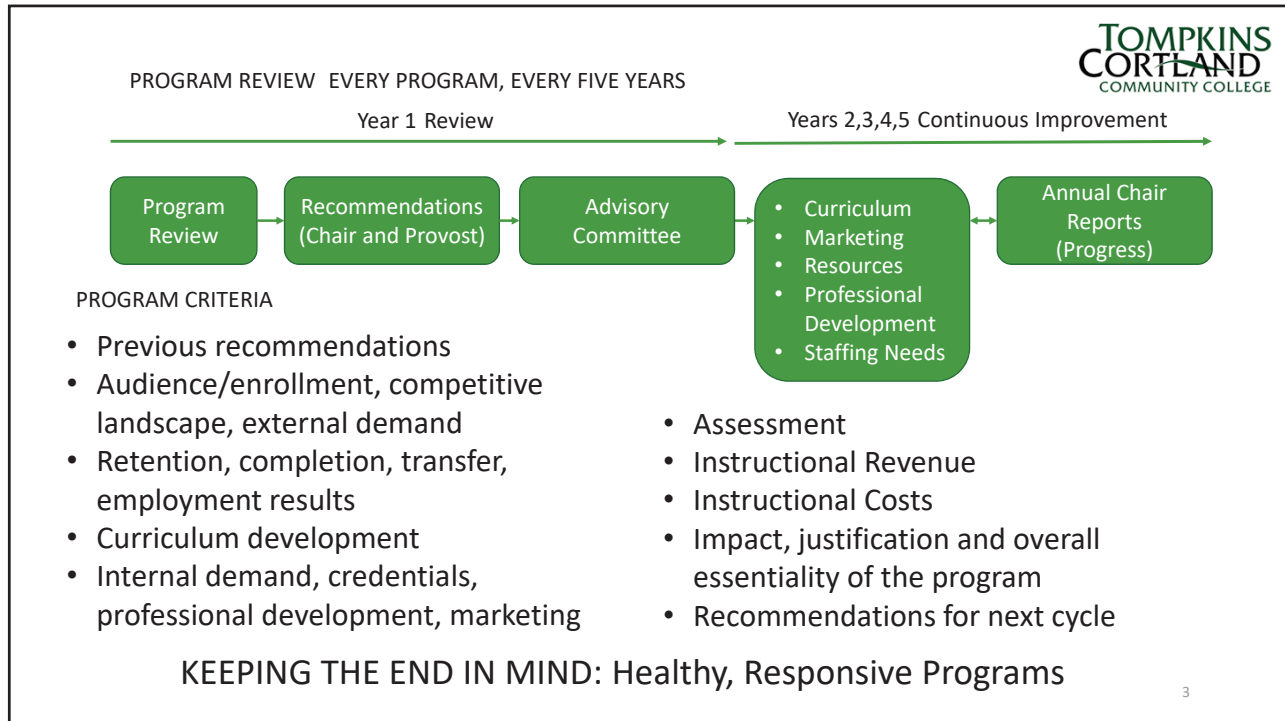
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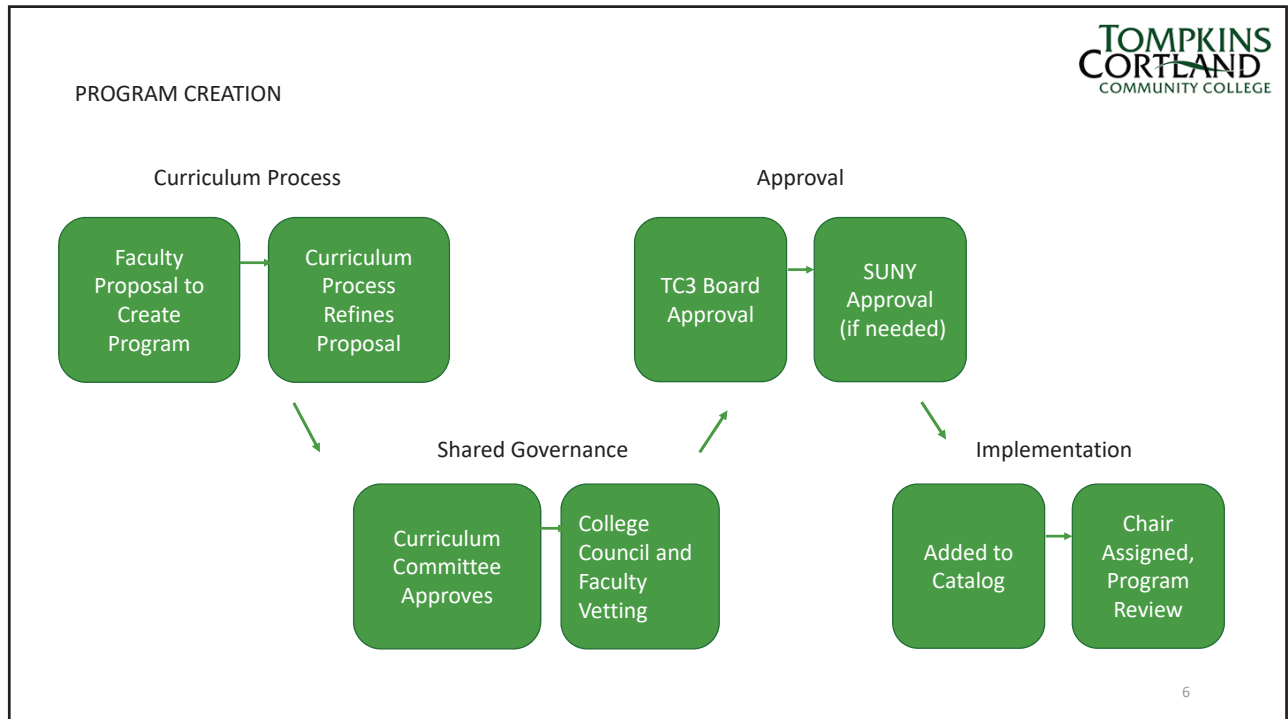
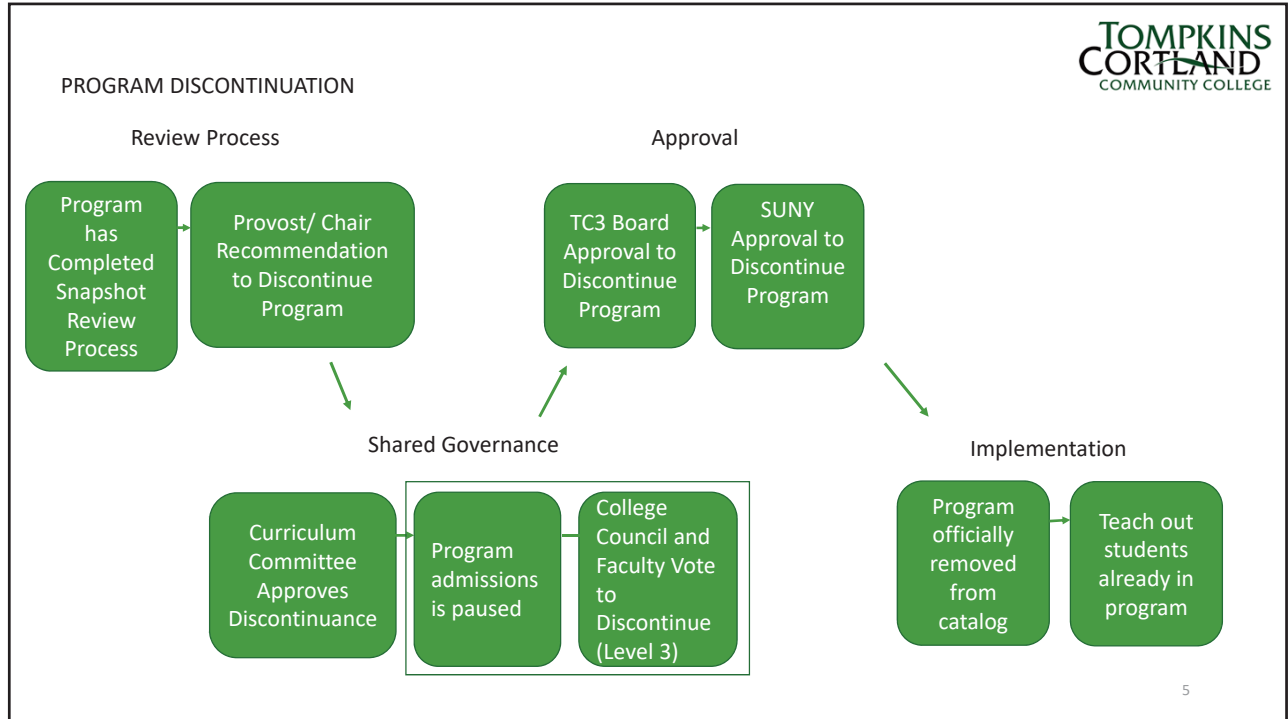


## Commitment to Shared Governance

All of the processes in this presentation have gone through or are going through the shared governance process at TC3 including College Senate and Faculty.

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## Importance of Curriculum Committee



- Additional level of shared governance in addition to College Senate and Faculty processes
- Relies on the expertise of both faculty and staff to make sure we meet the needs of students, workforce and communities
- Critical component for both program creation and program discontinuance

7

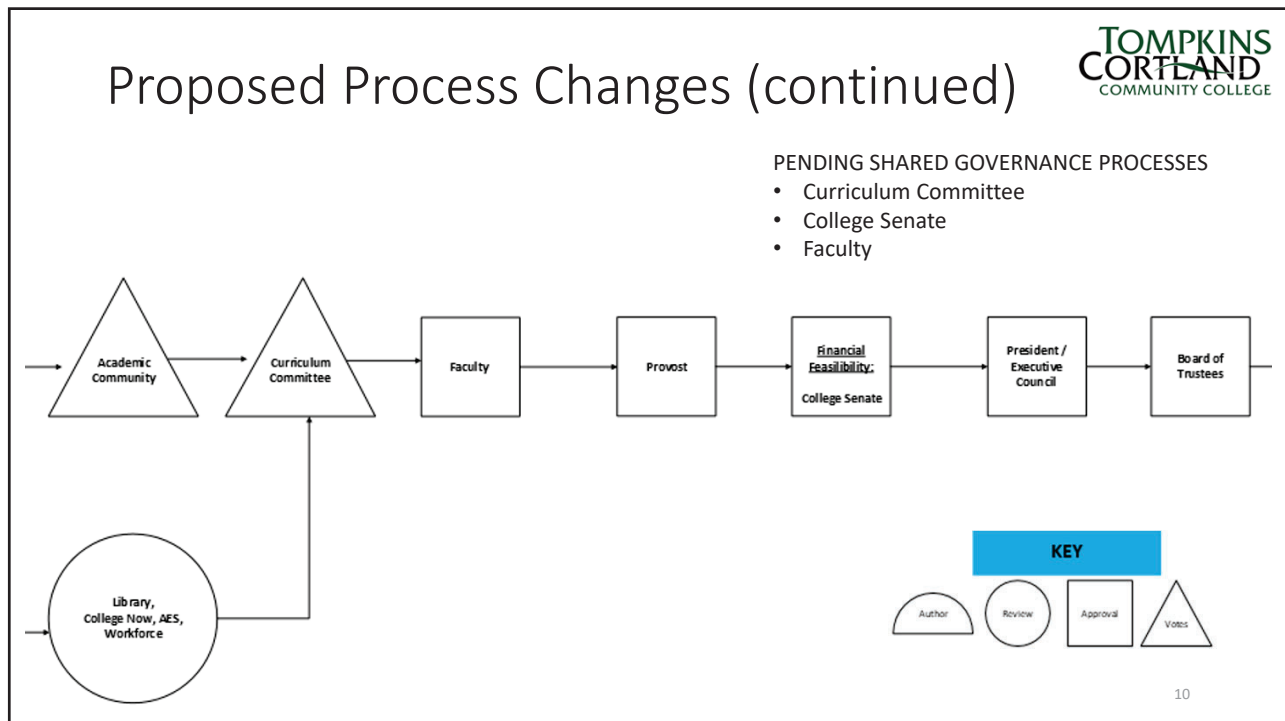
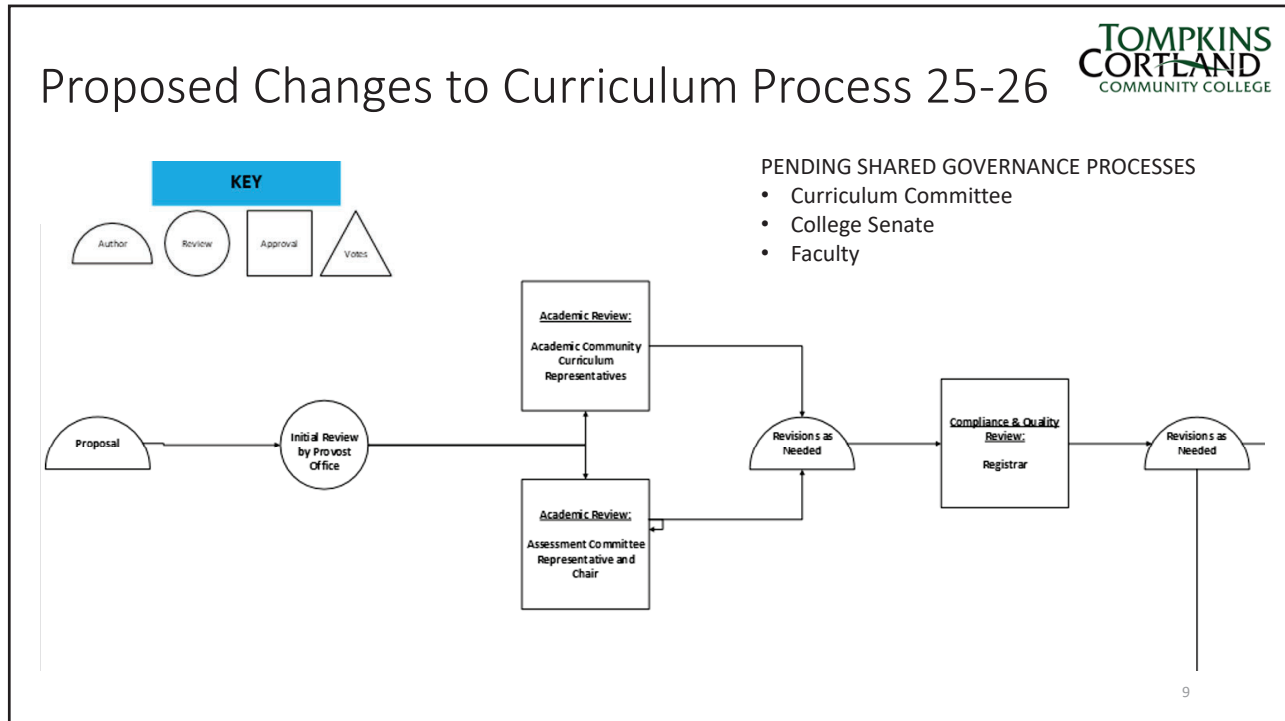
## Curriculum Changes Proposed for 25-26



### GOALS

- Transparency
- Defined role of the Provost
- Explicit Feedback Loops
- Efficiency

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## Thank you!

- Anndrea Mathers
- Katrina Campbell
- Malvika Talwar

### Work Group Members:

Danielle Bethoney

Karla Block

David Flaten

Gina Gammage Sikora

Eric Jenes

Susan Mueller

Angela Palumbo

Robert Sarachan

Virginia Shank

Sue Stafford

Travis Vande Berg

Kelly Wessell

Victoria Zeppelin

## Questions?



# Financial and Budget Update

**Tompkins Cortland Community College**  
**2024-2025 Appropriations**  
**Year-to-Date through October 31st, 2024**

	Modified Budget 2024-25	Expend to Date 2024-25	Unexpend Balance 2024-25	% Expended 2024-25	Total Exp PY 2023-24	YTD Exp PY to Date 2023-24	PY % Expended 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Forecasted Dept. Appropriations</b>									
Personal Services	16,679,820	2,566,336	14,113,484	15.4%	17,159,959	2,470,684	14.4%	(95,651)	-0.6%
Equipment	100,000	2,140	100,000	2.1%	77,984	2,495	3.2%	355	0.5%
Contractual Expenses	6,680,409	1,118,183	5,562,226	16.7%	5,729,014	881,786	15.4%	(236,398)	-4.1%
Employee Benefits	8,339,910	1,283,168	7,056,742	15.4%	9,652,562	1,394,554	14.4%	111,386	1.2%
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,800,139</b>	<b>4,969,827</b>	<b>26,832,452</b>	<b>15.6%</b>	<b>32,619,519</b>	<b>4,749,519</b>	<b>14.6%</b>	<b>(220,307)</b>	<b>-4.6%</b>
<b>Scholarships &amp; Awards</b>									
Student Services	95,000	143,281	(48,281)	150.8%	107,900	220,508	204.4%	77,227	35.0%
Academic Support	3,290,136	1,261,314	2,028,822	38.3%	3,369,560	1,172,913	34.8%	(88,401)	(7.5%)
<b>Total Scholarships &amp; Awards</b>	<b>3,385,136</b>	<b>1,404,595</b>	<b>1,980,541</b>	<b>41.5%</b>	<b>3,477,460</b>	<b>1,393,421</b>	<b>40.1%</b>	<b>(11,175)</b>	<b>(0.8%)</b>
<b>Total Forecasted Appropriations<sup>2</sup></b>	<b>35,185,275</b>	<b>6,374,422</b>	<b>28,810,853</b>	<b>18.1%</b>	<b>35,918,636</b>	<b>6,011,394</b>	<b>16.7%</b>	<b>(363,028)</b>	<b>(6.0%)</b>
<b>Adjustments to Approved Budget</b>									
Personal Services				0.0%			0.0%	0	0.0%
Equipment									
Contractual Expenses				0.0%			0.0%	0	0.0%
Employee Benefits									
<b>Total Adjustments to Approved Budget<sup>3</sup> Favorable (Unfav)</b>	<b>0</b>	<b>0</b>		<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Personnel</b>									
Personnel	16,679,820	2,566,336	14,113,484	15.4%	17,159,959	2,470,684	14.4%	(95,651)	-0.6%
Equipment	100,000	2,140	100,000	2.1%	77,984	2,495	3.2%	355	0.5%
Contractual	6,680,409	1,118,183	5,562,226	16.7%	5,729,014	881,786	15.4%	(236,398)	-4.1%
Scholarship & Awards Offset	3,385,136	1,404,595	1,980,541	41.5%	3,477,460	1,393,421	40.1%	(11,175)	-0.3%
Fringe Benefit	8,339,910	1,283,168	7,056,742	15.4%	9,652,562	1,394,554	14.4%	111,386	1.2%
<b>Total Approved Budget Appropriations<sup>4</sup></b>	<b>35,185,275</b>	<b>6,374,422</b>	<b>28,812,993</b>	<b>18.1%</b>	<b>36,096,979</b>	<b>6,142,940</b>	<b>17.0%</b>	<b>(231,482)</b>	<b>-3.8%</b>

**Explanation of Sub-Totals and Totals:**

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

	Modified Budget 2024-25	Expend to Date 2024-25	Unexpend Balance 2024-25	% Expended 2024-25	Total Exp PY 2023-24	YTD Exp PY to Date 2023-24	PY % Expended 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Instruction</b>									
Personal Services	6,873,419	1,183,460	5,689,959	17.2%	7,346,168	1,175,801	16.0%	(7,659)	(0.7%)
Equipment			0	0.0%	1,233		0.0%	0	0.0%
Contractual Expenses	1,770,800	381,229	1,389,571	21.5%	1,503,361	224,760	15.0%	(156,469)	(69.6%)
Employee Benefits	3,436,727	591,730	2,844,997	17.2%	4,137,974	662,699	16.0%	70,969	10.7%
<b>Total Instruction</b>	<b>12,080,946</b>	<b>2,156,419</b>	<b>9,924,527</b>	<b>17.8%</b>	<b>12,988,735</b>	<b>2,063,260</b>	<b>15.9%</b>	<b>(93,159)</b>	<b>(4.5%)</b>
<b>Public Service</b>									

Personal Services	0	0	0.0%	94,853	83,114	87.6%	83,114	100.0%	
Equipment									
Contractual Expenses		0	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%	
<b>Total Public Service</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>142,675</b>	<b>130,733</b>	<b>91.6%</b>	<b>130,733</b>	<b>100.0%</b>	
<b>Academic Support</b>									
Personal Services	1,730,249	231,360	14.98,889	13.4%	1,729,175	239,210	13.8%	7,850	3.3%
Equipment			0	0.0%	34,056		0.0%	0	0.0%
Contractual Expenses	293,470	7,930	285,540	2.7%	155,731	20,430	13.1%	12,500	61.2%
Employee Benefits	865,124	115,680	749,444	13.4%	987,365	137,828	14.0%	22,149	16.1%
<b>Total Academic Support</b>	<b>2,888,843</b>	<b>354,969</b>	<b>2,533,874</b>	<b>12.3%</b>	<b>2,872,271</b>	<b>397,468</b>	<b>13.8%</b>	<b>42,498</b>	<b>10.7%</b>
<b>Libraries</b>									
Personal Services	582,717	80,539	502,179	13.8%	568,333	88,147	15.5%	7,609	8.6%
Equipment			0	0.0%	1,612	813	50.4%	813	100.0%
Contractual Expenses	313,250	38,089	275,161	12.2%	285,126	60,533	21.2%	22,445	37.1%
Employee Benefits	291,359	40,269	251,090	13.8%	319,009	49,363	15.5%	9,093	18.4%
<b>Total Libraries</b>	<b>1,187,326</b>	<b>158,897</b>	<b>1,028,429</b>	<b>13.4%</b>	<b>1,172,467</b>	<b>198,043</b>	<b>16.9%</b>	<b>39,147</b>	<b>19.8%</b>
<b>Student Services</b>									
Personal Services	2,509,121	342,723	2,166,398	13.7%	2,451,431	309,052	12.6%	(33,671)	(10.9%)
Equipment			0	0.0%	1,156	128	11.1%	128	100.0%
Contractual Expenses	859,603	96,174	763,429	11.2%	676,147	116,032	17.2%	19,858	17.1%
Employee Benefits	1,254,545	171,362	1,083,183	13.7%	1,380,478	176,441	12.8%	5,080	2.9%
<b>Total Student Services</b>	<b>4,623,269</b>	<b>610,258</b>	<b>4,013,011</b>	<b>13.2%</b>	<b>4,509,212</b>	<b>601,654</b>	<b>13.3%</b>	<b>(8,605)</b>	<b>(1.4%)</b>
<b>Maintenance and Operations</b>									
Personal Services	1,933,723	258,242	1,675,481	13.4%	2,032,462	186,141	9.2%	(72,101)	(38.7%)
Equipment	100,000		100,000	0.0%	9,426		0.0%	0	0.0%
Contractual Expenses	1,149,290	57,687	1,091,603	5.0%	1,100,768	140,513	12.8%	82,827	58.9%
Employee Benefits	966,861	129,121	837,740	13.4%	1,162,133	106,349	9.2%	(22,772)	(21.4%)
<b>Total Maintenance and Operations</b>	<b>4,149,874</b>	<b>445,050</b>	<b>3,704,824</b>	<b>10.7%</b>	<b>4,304,789</b>	<b>433,003</b>	<b>10.1%</b>	<b>(12,047)</b>	<b>(2.8%)</b>
<b>Institutional Support</b>									
Personal Services	1,724,826	252,400	1,472,426	14.6%	1,695,498	223,873	13.2%	(28,528)	(12.7%)
Equipment		2,140	(2,140)	0.0%			0.0%	(2,140)	0.0%
Contractual Expenses	414,625	131,575	283,050	31.7%	538,461	51,657	9.6%	(79,917)	(154.7%)
Employee Benefits	862,413	126,200	736,213	14.6%	950,880	125,694	13.2%	(506)	(0.4%)
<b>Total Institutional Support</b>	<b>3,001,864</b>	<b>512,315</b>	<b>2,489,549</b>	<b>17.1%</b>	<b>3,184,838</b>	<b>401,224</b>	<b>12.6%</b>	<b>(111,091)</b>	<b>(27.7%)</b>
<b>General Institutional Services</b>									
Personal Services	1,325,765	217,612	1,108,153	16.4%	1,242,040	165,346	13.3%	(52,266)	(31.6%)
Equipment			0	0.0%	30,502	1,554	5.1%	1,554	100.0%
Contractual Expenses	1,879,371	405,500	1,473,871	21.6%	1,468,325	266,785	18.2%	(138,715)	(52.0%)
Employee Benefits	662,881	108,806	554,075	16.4%	667,998	89,636	13.4%	(19,170)	(21.4%)
<b>Total General Institutional Services</b>	<b>3,868,017</b>	<b>731,918</b>	<b>3,136,099</b>	<b>18.9%</b>	<b>3,408,864</b>	<b>523,321</b>	<b>15.4%</b>	<b>(208,597)</b>	<b>(39.9%)</b>
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,800,139</b>	<b>4,969,827</b>	<b>26,830,312</b>	<b>15.6%</b>	<b>27,502,873</b>	<b>4,748,707</b>	<b>17.3%</b>	<b>(221,120)</b>	<b>-0.8%</b>

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

	2024-25		2024-25		2024-25		2024-25		2023-24		2023-24		2023-24	
	Mod Bud	Actual	Unexpended	Balance	%		Total Exp	PY	PY to Date	PY %	Variance		CY to PY	% Variance
					Expend	Expend					Fav(Unfav)	Fav(Unfav)		
Retirement Incentive Costs	175,906	99,079	76,827	56.3%	322,370	172,031	53.4%	72,952	42.4%					
HRA Retiree Benefits	81,651	10,599	71,052	13.0%	102,221	20,977	20.5%	10,377	49.5%					
State Employee's Retirement	1,076,389	211,755	864,634	19.7%	1,305,366	189,712	14.5%	(22,043)	(11.6%)					
State Teacher's Retirement	179,135	30,922	148,213	17.3%	179,435	27,071	15.1%	(3,851)	(4.2%)					
Optional Retirement Fund	778,863	130,086	648,777	16.7%	689,263	108,008	15.7%	(22,077)	(20.4%)					
Social Security	1,248,047	203,026	1,045,021	16.3%	1,309,213	192,114	14.7%	(10,912)	(5.7%)					
Worker's Compensation	92,888	10,776	82,112	11.6%	15,715	(481)	(3.1%)	(11,257)	2339.4%					
Executive Benefits	36,347		36,347	0.0%			0.0%	0	0.0%					
Disability Insurance	8,270	1,319	6,951	16.0%	6,998	649	9.3%	(670)	(103.2%)					
Hospital and Medical Insurance	2,905,149	241,000	2,664,149	8.3%	2,771,313	461,827	16.7%	220,827	47.8%					
Post Retirement Health Insurance	1,513,592	120,000	1,393,592	7.9%	1,440,000	240,000	16.7%	120,000	50.0%					
Employee Tuition Benefits	125,841	42,583	83,258	33.8%	98,988	40,934	41.4%	(1,649)	(4.0%)					
Life Insurance	7,380	1,403	5,977	19.0%	7,339	1,289	17.6%	(114)	(8.9%)					
Vacation Benefits	91,947		91,947	0.0%	75,000	15,000	20.0%	15,000	100.0%					
Miscellaneous	3,180	420	2,760	13.2%	3,875	300	7.7%	(120)	(40.0%)					
Unemployment Insurance	15,325	15,003	322	97.9%	13,434		0.0%	(15,003)	0.0%					
<b>Total Employee Benefits</b>	<b>8,339,910</b>	<b>1,117,972</b>	<b>7,221,938</b>	<b>13.4%</b>	<b>8,340,530</b>	<b>1,469,432</b>	<b>17.6%</b>	<b>351,460</b>	<b>23.9%</b>					

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

	Modified Budget 2024-25	Revenues to Date 2024-25	Unrealized Balance 2024-25	% Realized 2024-25	Total Rev PY 2023-24	YTD Rev PY 2023-24	PY % Realized 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
<b>Student Revenue</b>									
Core Tuition									
Fall	3,894,291	3,745,140	149,151	96.2%	3,888,340	3,891,270	100.1%	(146,131)	-3.8%
Spring	3,442,436	(30)	3,442,466	0.0%	3,432,760	(825)	0.0%	795	-96.4%
Winter	140,361	43,969	96,392	31.3%	159,385	35,972	22.6%	7,997	22.2%
Summer	614,802		614,802	.	508,457	(138)	0.0%	138	-100.0%
Nonresident Tuition	800,000	492,325	307,675	61.5%	772,872	628,259	81.3%	(135,935)	-21.6%
Student Fee Revenue	982,033	473,752	508,281	48.2%	1,002,981	483,281	48.2%	(9,529)	-2.0%
<b>Total Core Student Revenue</b>	<b>9,873,923</b>	<b>4,755,155</b>	<b>5,118,768</b>	<b>48.2%</b>	<b>9,764,796</b>	<b>5,037,820</b>	<b>51.6%</b>	<b>(282,664)</b>	<b>-5.6%</b>
Concurrent Enrollment Tuition	3,290,136	1,261,946	2,028,190	38.4%	3,367,146	1,176,310	34.9%	85,636	7.3%
<b>Total Student Revenue</b>	<b>13,164,059</b>	<b>6,017,101</b>	<b>7,146,958</b>	<b>45.7%</b>	<b>13,131,942</b>	<b>6,214,130</b>	<b>47.3%</b>	<b>(197,028)</b>	<b>-3.2%</b>
<b>Government Appropriations</b>									
New York State	9,762,800	2,446,950	7,315,850	25.1%	9,762,800	2,440,700	25.0%	6,250	0.3%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,897		0.0%	0	0.0%
Appropriated Cash Surplus	1,127,425	1,127,425	0	100.0%	1,003,562	1,003,562	100.0%	123,863	12.3%
Charges to Other Counties	5,700,000	1,263,312	4,436,688	22.2%	5,526,117	2,274,589	41.2%	(1,011,277)	-44.5%
<b>Total Govt Appropriations</b>	<b>21,473,107</b>	<b>4,837,687</b>	<b>16,635,420</b>	<b>22.5%</b>	<b>21,175,376</b>	<b>5,718,851</b>	<b>27.0%</b>	<b>(881,164)</b>	<b>-15.4%</b>
<b>Other Revenues</b>									
Service Fees	96,040	34,690	61,350	36.1%	94,098	35,645	37.9%	(955)	-2.7%
Interest Earnings	9,007	978	8,029	10.9%	13,946	3,360	24.1%	(2,382)	-70.9%
Rental of Real Property	11,035		11,035	0.0%	1,400	100	7.1%	(100)	-100.0%
Contract Courses	25,031	48,043	(23,012)	191.9%	96,899	59,189	61.1%	(11,146)	-18.8%
Noncredit Tuition	174,870	33,459	141,411	19.1%	126,420	25,017	19.8%	8,442	33.7%
Grant Offsets	180,373	852	179,521	0.5%	153,571	(1,597)	-1.0%	2,449	-153.3%
Unclassified Revenues	51,753	8,317	43,436	16.1%	63,246	7,378	11.7%	940	12.7%
<b>Total Other Revenues</b>	<b>548,109</b>	<b>126,339</b>	<b>421,770</b>	<b>23.0%</b>	<b>549,579</b>	<b>129,092</b>	<b>23.5%</b>	<b>(2,753)</b>	<b>-2.1%</b>
<b>TOTAL REVENUES</b>	<b>35,185,275</b>	<b>10,981,127</b>	<b>24,204,148</b>	<b>31.2%</b>	<b>34,856,897</b>	<b>12,062,073</b>	<b>34.6%</b>	<b>(1,080,945)</b>	<b>-9.0%</b>
<b>Student Revenue</b>	<b>13,460,000</b>	<b>6,133,293</b>	<b>7,326,707</b>	<b>45.6%</b>	<b>13,449,359</b>	<b>6,333,981</b>	<b>47.1%</b>	<b>(200,688)</b>	<b>-3.2%</b>
<b>State Revenue</b>	<b>9,762,800</b>	<b>2,446,950</b>	<b>7,315,850</b>	<b>25.1%</b>	<b>9,762,800</b>	<b>2,440,700</b>	<b>25.0%</b>	<b>6,250</b>	<b>0.3%</b>
<b>Local Revenue</b>	<b>10,582,882</b>	<b>1,263,312</b>	<b>9,319,570</b>	<b>11.9%</b>	<b>10,409,014</b>	<b>2,274,589</b>	<b>21.9%</b>	<b>(1,011,277)</b>	<b>-44.5%</b>
<b>Use of Fund Balance</b>	<b>1,127,425</b>	<b>1,127,425</b>	<b>0</b>	<b>100.0%</b>	<b>1,003,562</b>	<b>1,003,562</b>	<b>100.0%</b>	<b>123,863</b>	<b>12.3%</b>
<b>Other</b>	<b>252,168</b>	<b>10,147</b>	<b>242,021</b>	<b>4.0%</b>	<b>232,162</b>	<b>9,241</b>	<b>4.0%</b>	<b>906</b>	<b>9.8%</b>
<b>Total</b>	<b>35,185,275</b>	<b>10,981,127</b>	<b>24,204,148</b>	<b>31.2%</b>	<b>34,856,897</b>	<b>12,062,073</b>	<b>34.6%</b>	<b>(1,080,945)</b>	<b>-9.0%</b>
<b>Federal Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>88,753</b>	<b>88,753</b>	<b>100.0%</b>	<b>(88,753)</b>	<b>-100.0%</b>
<b>Use of Fund Balance</b>	<b>1,003,562</b>	<b>1,003,562</b>	<b>0</b>	<b>100.0%</b>	<b>1,532,518</b>	<b>1,532,518</b>	<b>100.0%</b>	<b>(528,956)</b>	<b>-34.5%</b>
<b>Other</b>	<b>261,050</b>	<b>190,342</b>	<b>70,708</b>	<b>72.9%</b>	<b>245,892</b>	<b>198,210</b>	<b>80.6%</b>	<b>(7,868)</b>	<b>-4.0%</b>
<b>Total</b>	<b>34,862,992</b>	<b>32,811,816</b>	<b>2,051,176</b>	<b>94.1%</b>	<b>33,934,042</b>	<b>32,382,859</b>	<b>95.4%</b>	<b>428,957</b>	<b>1.3%</b>



To: TC Board of Trustees

From: College Senate /Amy Faben-Wade (Chair), Sierra Brock (Secretary), and Sayre Paradiso (Ex-Officio)

College Senate Report October 31, 2024

- 1 Senator position was filled. Sandor Molnar was voted on the committee as the student member.
- The Senate has reviewed the nominations and has put forth our selection for the Adjunct Chancellor's Award. We had more nomination participation from the college campus than in previous years in this particular category.
- The TC3 College Senate webpage has been updated to reflect Senate members, meeting dates, and minutes attached (similar to the Board of Trustee's webpage to maintain consistency).
- We are in the process of reviewing and voting on Article 3.7.1, Criteria for establishing a committee and any recommended updates to these procedures.
- Rob Palmieri, Vice President for Enrollment Management, briefed the committee on the Strategic Enrollment Plan.
- The committee was provided the Study Abroad Policy and the Involuntary Leave of Absence Policy and voted on these proposals.

### Auxiliary Operational Highlights, November 2024

**Operational Assessment.** Operational assessment began this month and is trending according to the project timeline (phase 1). Discovery meetings are being held with key leadership and staff in various areas of auxiliary operations. The order of discovery meetings is based on each area's level of risk and financial investment.

**Compliance & Reporting.** All known external programmatic and financial reporting for auxiliary operations are in compliance and financial commitments are being met in accordance with individual contracted terms and agreements. In our continued efforts to improve financial health, discussions are ongoing with the majority bondholders of the residence hall regarding the renegotiation of outstanding debt service. The next meeting is scheduled for November 12, 2024.

Annual safety inspections, including fire inspections, have been completed for all properties, and all non-student based findings have been addressed by the facilities team. Concentrated efforts and financial investments are currently being made to ensure required timely and planned inspections are scheduled appropriately (boiler, water, sprinkler, etc.). TC3 is currently compliant in all facility required compliance areas.

As TC3 works to draft and implement its required Single-Use Plastics policy, Operations is working to assess how the proposed policy will affect auxiliary operations, both operationally and fiscally, to build in proactive interventions that may be required.

**Culinary Arts Center.** Coltivare continues its phased in "return to full dining service" roll out. TC3 is currently working with Scott Riesenberger to monitor revenue and expenses for profit projections. As well as train Coltivare staff in compliant fiscal/operational processes for eventual self-sustaining management.

As full operations at the Culinary Center resume, we continue to see enhanced and holistic integration of Coltivare, the Culinary Arts Program, and TC3 Farm under the **Farm-to-Bistro Initiative**

- Sustainable Farming and Food Systems programming has been updated to match a seamless transfer with Cornell's programming as well as provide better alignment with skills exploration on the TC3 Farm.
- TC3's has re-established its collaboration with Florence University of Arts to re-start the long standing study abroad partnership (2012-2019) and a study abroad trip to Dominican Republic is scheduled for January 2025. This will be co-led by Amanda Bisson and Farmer Todd McLane.
- The Culinary Arts academic program has reintroduced its practicum course this semester, where students must complete a semester employed in a professional food service operation. This course will have a cohort of approximately 6 interns working in Coltivare starting in January.
- The chefs at Coltivare and the education programs are working to streamline operations to engage and integrate culinary students when possible. One example is timing of coursework and menus to align so students are able to hone skills and the restaurant is able to utilize product, such as stock making, meat, vegetable prep and knife skills.

**Cortland and Ithaca Extension Centers.** SUNY is scheduled to review and approve the acquisition of the Cortland Extension Center this month. There is no change to the current expectation that the sale will be completed late December/early January. TC3 has begun coordinating the decommissioning of the building to prepare for building turnover. Kyle Steele from Howard Hanna Real Estate Services has been retained to market and lease all unused space at Ithaca Extension Center. There is express interest from TST Boces and Christopher Spohn, Executive Director of Tompkins County Workforce Development, to assume TC3's space on the 5<sup>th</sup> and 6<sup>th</sup> floors for a turnkey, workforce development support center with several collaborating NGOs and meetings are in place to continue these discussions.

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

**STUDENTS: ENROLLMENT AND RETENTION**

- The review and assessment of Student Affairs kicked off on 10/31. A total of 23 interviews were conducted by the external consultant with students and SA faculty and staff, and two open meetings were held for the campus community. The report is due by 12/31/24.
- Consideration of the possibility of affiliating with Achieving the Dream as part of a consortium of six community colleges, based on work with the NC Community College system, is underway. A meeting of the interested campuses is scheduled for 11/13 to consider next steps.
- I received draft recommendations from leadership for the “TC3 Welcome Center” one-stop model, designed to re-envision the Enrollment Service Center and strengthen service and support throughout the student life cycle.

**CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS**

- Work to resolve long-standing issues with the financing of seven residence halls continues. A meeting is scheduled with Residence Hall bondholders’ Indentured Trustee and their Legal Counsel.
- The sale of the Cortland Extension Center to SUNY Cortland is scheduled for consideration at the December SUNY Board of Trustees meeting. A commercial real estate agent has been secured to fully lease the Ithaca Extension Center to outside tenants to increase cash flow to the Foundation and reduce dependence on College resources.
- The next meeting of the 2025-28 Strategic Plan Working Group is 12/3, with the focus on four draft Strategic Frameworks based on work from the initial meeting in September.
- Three candidates for TC3’s Provost & Vice President of Academic Affairs will be on campus in November. Each visit is two full days, first day is a series of interviews; the second is an extended tour of both Cortland and Tompkins Counties to familiarize candidates with our community.
- A tentative agreement was reached between the College and the Adjunct Faculty Association for a three-year successor collective bargaining agreement. I commend both negotiating teams for their efforts and commitment to reach agreement.

**CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION**

- The SUNY Campus Climate Survey closes on 11/22. I have charged the cross-campus Diversity Equity Action Committee with reviewing the results and making recommendations, which will be shared with the campus community and the Board of Trustees.

**EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION**

- The campus community and local officials celebrated the 50<sup>th</sup> anniversary of TC3’s Dryden campus on 10/21. Proclamations were received from both sponsoring counties, Congressman Marc Molinaro and Dryden Mayor Mike Murphy.
- The Village of Dryden is a finalist for the NY Forward \$10 million grant competition. I provided a letter of support and was interviewed for the video supporting Dryden’s application. Public Information Officer Peter Voorhees has also been actively involved in the committee for TC3.
- NYS launched the competition for ONRAMP, One Network for Regional Advanced Manufacturing Partnerships, applications due 12/2. TC3 is lending its support and ideas to the Southern Tier application focused on battery/rail, led by the Binghamton IDA and Corning Community College.

# Study Abroad Policy

## Purpose and Scope

Study abroad experiences offer opportunities to enrich student learning and must be planned, implemented, and assessed to ensure academic alignment, support orderly program implementation, limit foreseeable risks, comply with applicable laws, regulations and policies – and foster community-building among participants. The College’s Study Abroad stakeholders include faculty, the Global Initiative Office (GIO), student participants, the Provost’s Office, Finance, Registration and Billing, Campus Police, Student Affairs, SUNY, and may include others associated with a particular study abroad program.

## Policy Statement

All study abroad programs and courses offered by Tompkins Cortland Community College, including those occurring in other countries, are subject to College oversight. Study abroad carries inherent risks that must be managed by multiple stakeholders to insure effective delivery. This includes appropriate preparation and response to any emergencies that may occur. All faculty and college employees involved in the creation, management, coordination, or oversight of study abroad programs, as well as students participating in study abroad opportunities, are responsible for implementation of approved study abroad programs and activities consistent with this policy, including its purpose and scope.

No study abroad program will be approved in the event of a Department of State Level 3 or Level 4 Travel Advisory. The College also reserves the right to cancel previously approved student abroad programs, even mid-semester, should health, safety, security, or other general or specific circumstances warrant such a change.

Final approval of any study abroad opportunity, in any given semester or term, is vested in the President of the College or Designee. Approval in one semester or term does not imply approval for future semesters or terms. Processes consistent with this policy detail program approval requirements.



Responsible Executive  
VP Human Resources

Review Cycle  
July 2025; 5 years

References  
[NYS CVS §201](#)

# Management Confidential Employees Policy

## Purpose and Scope

This policy ensures that terms of employment are clearly and consistently communicated and available to all Management Confidential employees of Tompkins Cortland Community College,

## Policy Statement

Tompkins Cortland Community College employs management confidential employees as defined by the New York Civil Service Law who perform specific managerial and confidential functions on behalf of the College. Management confidential employees shall be covered by all College policies as may be applicable. The Office of Human Resources shall maintain a current list of management confidential employees, as defined by New York State Civil Service Law.

## At-Will Employment

The employment relationship between the College and its management confidential employees shall be voluntary. Accordingly, employment is subject to termination by either the employee or the College at will, with or without cause, and with or without notice, at any time and for any reason or no reason at all.

Nothing in this policy or any other policy, offer letter, or any other statement whatsoever, whether oral or written, shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of employment with the College, or relinquish any of the College's rights in that regard, or to create any contract of employment for a fixed duration.

Resolution  
2024-##-##

History  
No prior written policy

Policy Reference Number  
HR-01

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-19**

**Resolution on  
Strategic  
Enrollment Plan**

**WHEREAS**, the College is embarking on a new Strategic Enrollment Plan and has identified specific goals and strategies; and

**WHEREAS**, these goals and strategies were developed by a representative body of over 40 members of the College community across the areas of Academic Programs; Admissions, Marketing, and Recruitment; Data and Technology; Student Experience and Retention; and Student Financial Support; and

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the adoption of the Strategic Enrollment Plan.

**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 20<sup>th</sup> day of November 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 20<sup>th</sup> day of November 2024.

Clerk of the Board of Trustees  
Tompkins Cortland Community  
College



# Vice President Reports

**Status of Open Positions**  
as of November 5, 2024

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION REVIEW BEGINS</u>	<u>CURRENT STATUS</u>
Accounting Faculty	ASAP	September 9, 2024	October 9, 2024	Conducting Zoom Interviews
Bursar	ASAP	October 3, 2024	October 17, 2024	Hired: Tracy Gorsline (11/01/24)
Comptroller	ASAP	September 23, 2024 (Reposted)	October 7, 2024	Hired: Kori Post (10/31/24)
Director of Educational Opportunity Programs and Assistant Diversity Officer	ASAP	August 9, 2024	September 9, 2024	Offer in Progress
Systems Administrator	ASAP	September 27, 2024	October 11, 2024	Interviews Concluded – Internal Only Posting

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Administrative Assistant – Level 4 (TC3 Administrative Assistant) (1.0 FTE)	Academic Affairs	ASAP	Hired: Adriana Pickett-Becerra (11/18/24)
Campus Environmental Health & Safety Officer (1.0 FTE)	Facilities	ASAP	Accepting Applications via Tompkins County Department of Human Resources
Senior Cleaner (1.0 FTE)	Facilities	ASAP	Internal Only Posting – Accepting Applications

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Substitute Teacher	Childcare	July 2023	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications Hired: Kelly Freeman (10/07/24)
Lifeguard	Athletics & Recreation	ASAP	Accepting Applications Hired: Jack Brenner (10/15/24)
Assistant Coach – Men’s Basketball	Athletics & Recreation	September 2024	Accepting Applications Hired: Tariq Macklin (10/18/24)

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Bartender	TC3 Bistro	ASAP	Accepting Applications



Busser/Food Runner	TC3 Bistro	ASAP	Accepting Applications
Dishwasher	TC3 Bistro	ASAP	Accepting Applications
Host/Hostess	TC3 Bistro	ASAP	Accepting Applications Hired: Madeleine Grobelny (09/27/24)
Line Cook	TC3 Bistro	ASAP	Accepting Applications
Server	TC3 Bistro	ASAP	Accepting Applications Hired: Daniel Knauer (10/16/24) Hired: Annabelle Riker (10/18/24)
Catering & Event Coordinator	TC3 Bistro	ASAP	Accepting Applications
Kitchen Expediter	TC3 Bistro	ASAP	Accepting Applications
Steward/Dishwasher	TC3 Bistro	ASAP	Accepting Applications

**Status of Grievances**  
as of November 20, 2024

**COMPLAINANT/SUBJECT**

**DISPOSITION**

**CSEA**

None.

**FACULTY ASSOCIATION**

None.

**PROFESSIONAL ADMINISTRATORS ASSOCIATION**

None.

**TC3 ADJUNCT ASSOCIATION**

None.

### **Public Safety**

At the beginning of the month, Campus Police hosted a “Coffee with a Cop” event, which saw around 30 attendees engaging with officers. A strong presence is being maintained on campus, particularly in the Residence Hall area during evening hours. The after-hours office has been relocated from the A/B Connection back to Cayuga Hall and is now operational. As November approaches, Campus Police will focus on updating processes and resources to enhance support for students, faculty, and staff.

### **Facilities**

At Tompkins Cortland Community College we have been working on various projects and routine maintenance. On main Campus crews just completed painting the men’s and women’s locker rooms, transitioning all HVAC related equipment from cooling to heating cycles and assembling a large order of ADA compliant desks for distribution throughout campus. The maintenance division has also focused on system and element repairs including skylight adjustments, circulator pump rebuilds, exterior photocell replacements, interior lighting relay install and numerous drain repairs.

Grounds has been occupied with seasonal banner removal, leaf collection, tree removals and stump grinding. Grounds personnel also focused on turf maintenance and the rebuilding of the pitcher’s mound at the college’s baseball field. Seasonal equipment maintenance has also been completed on all summer related apparatus.

The Janitorial staff has been busy with their regular cleaning duties with a noticeable increase in carpet cleaning. A great amount of time an effort has also been spent setting up and breaking down furniture for the many scheduled events we host on campus.

As for the TC3 foundation properties we spent quite a bit of time tackling numerous HVAC related hurdles at the Ithaca Extension Center and preparing the Cortland Extension Center for sale. Personnel also continued to support the Coltivare restaurant by completing many routine works requests such as the installation of new dispensers in all public bathrooms, electrical and communication upgrades as well as lighting change overs at the cooking instruction stations. In our Cayuga Lake Dormitory we continue to replace kitchens and bathrooms as well as small repair and renovation initiatives as work is identified. This major dormitory overhaul should be completed well before students arrive for the spring semester.

### **2024-2025 Goals**

- Procure updated datacenter equipment including an appropriate mix of cloud and on-premises resources by 11/1/2024.
  - We have been able to minimize the requirements for this equipment which result in significant savings for the college. We are currently pricing replacement datacenter hardware and hope to order equipment in the next 30 days.
- Migrate all possible on campus servers to ITEC Infrastructure as a Service (IaaS).
  - Twenty four servers have been successfully moved to the ITEC IaaS cloud Hosted solution.
  - We have finalized planning and have begun mass migration, expected completion by 12/31/2024.
- Complete the 2025 – 2028 Technology Strategic Plan by 3/1/2025.
  - I have discussed this with President Kremenek and plan to work on this during the Strategic Planning process in the Fall of 2024 and Winter 2025. I will present this to the Board in March 2024.
- Create and roll out updated MyTC3 Portal by 4/30/2025.
  - Our Software Development team is currently working with our Marketing and Web Development team to design MyTC3 2.0 in a sustainable and secure way, ensuring alignment with the college’s vision for web services.
- Implement Multifactor Authentication for students by 11/1/2024.
  - We have enabled MFA for all student workers.
  - We have run into an issue with some applications SSO using this method and are investigating solutions.
  - We will move to an Azure Entra ID authenticated version of MyTC3 as soon as possible, which will allow us to enable MFA for this service. This will effectively provide MFA for all services accessed via MyTC3 and significantly strengthen our security posture and further align us with GLBA Cybersecurity requirements.
- Implement monthly KnowBe4 Security Awareness Training by 11/1/2024.
  - We have delivered the first monthly Security Awareness Training, with current participation at 60%.
  - We will follow up with those who did not complete it and will deliver our second monthly training materials in November.
  - Our goal is to have 100% participation by 12/31/2024.
- Complete Written Information Security Plan (WISP) by 8/31/2025.
  - We are working with the vCISO and campus resources work to develop the WISP.

## **October & November 2024**

### **Policy**

There are three new policies ready for Board action: Management Confidential, Study Abroad, and Involuntary Leave of Absence. There is also one revised policy – Professor Emerit – that had gone through College Governance (Faculty and College Senate in May 2023) that needs Board approval. I anticipate that in December, there will be additional new and revised policies related to Human Resources, Finance, and General Administration.

### **Compliance**

SUNY is requiring us to examine and, if necessary, revise a number of policies and/or processes ancillary to the Maintenance of Public Order Policy approved in September. That work is ongoing. There are a number of newly (and previously) mandated trainings for employees and students that are in progress of dissemination. Human Resources and Student Affairs both report an increased level of compliance. Human Resources anticipates that the Learning Management System in the new payroll system will assist with ease of tracking and completion of these and future mandatory trainings.

### **Chief Policy and Compliance Officer**

I completed the required NYS Sexual Harassment training and the SUNY required Title VI training timely and successfully. In addition, I successfully completed the FEMA **ISC-100.C: Introduction to Incident Command System**, the **ICS-363- Introduction to Emergency Management for Higher Ed**, and the **ICS-700.B- NIMS- An Introduction**, required of all Executive Team members. I also successfully completed the October (Cyber) Security Awareness training.

I attended the Fall Meeting of STIXCA (SUNY Title IX Coordinator Association) and learned about cyber stalking, AI threats, and apps that assist cyber stalkers as well as tools to resist this growing on line problem. We also heard from SUNY Counsel's office, and separately from the SUNY Student Conduct Institute on additional training and information for Title IX compliance. In addition, I participated in a Roundtable on providing accommodations for persons who are pregnant or with pregnancy-related conditions.

The SUNY EITA (Electronic & Information Technology Accessibility) group continues to meet monthly and is a valuable resource as TC3 ramps up its efforts to bring all of its electronic and information technology into full compliance with federal, state, and SUNY laws, regulations, orders, and policies.

*Strategic Enrollment Plan (SEP)*

The Strategic Enrollment Planning Workgroups met on October 18<sup>th</sup> and reviewed and approved the new Strategic Enrollment Plan (SEP). Members also participated in Data Summit II which focused on a review of various student success metrics. Highlights of the Strategic Enrollment Plan were presented to the College Senate, President's Cabinet and Student Government Association (SGA).

A presentation to the Board of Trustees is scheduled for the November 20<sup>th</sup> meeting for formal adoption.

*Enrollment Services Center (ESC) Reorganization*

The Dean for Enrollment Operations and Welcome Center Services, Colleen Conroy and Vice President for Enrollment Management, Rob Palmieri, and Bursar, Tracy Gorsline are in the process of designing a centralized one-stop welcome center in order to enhance the student experience and streamline office processes. This new one-stop design is based on a comprehensive assessment which included meeting with each staff member in the ESC to more fully understand roles, responsibilities, and office processes.

The new student onboarding program called "Accepted Panther Day" is being piloted for the Spring 2025 incoming student class. The purpose of the new "Accepted Panther Day" is to:

*"To provide an intentional first campus experience for new students and their families after acceptance to the college. This program will allow students to understand relevant course placements, technology and campus resources, and complete advisement & registration for their first semester classes in one visit to campus. It is required of all new and transfer students."*

Our first two events are scheduled for Friday, November 22<sup>nd</sup> and Saturday, December 7<sup>th</sup> and we continue to receive reservations.

*Enrollment Initiatives*

The Admissions Office held Open Houses on Friday, November 1<sup>st</sup> and Saturday, November 2<sup>nd</sup> and hosted 274 people (132 prospective students and their 142 guests). The dedication and efforts from members across the TC3 community resulted in a great event!

The CollegeNow Office registered over 3,300 concurrent students from 88 high schools for Fall 2024. This is a 7.7% increase from last fall and a testament to the efforts of the CollegeNow Team. Staff members recently attended the National Alliance of Concurrent Enrollment Partnerships (NACEP) National Conference on October 27-29.

The Continuing Education and Workforce Development Office is currently serving a non-enrollment of 266 registrations for Fall 2024 through open enrollment and contract training. The vast majority of enrollment occurs during the spring and summer each year.

Recruitment efforts have yielded 20 applications to date for the Ithaca Area Economic Development (IAED) Direct to Work – Pathways to Manufacturing program and the Microelectronics & Nanomanufacturing program which provides a free opportunity to veterans and their dependents to earn a certificate in partnership with Penn State and Cornell University.

#### *Career Programming & Events*

The Continuing Education and Workforce Development Office held two very successful events in October. The Career Carnival included 35 employer participants and hosted 150 current TC3 students and 230 area high school students. The How It's Made: Manufacturing and Development Expo (MADE) included 17 businesses and hosted 211 high school students. The MADE business participants included: Menlo Microsystems, Micron, International Union of Painters & Allied Trades, Raymond Corporation, Intertek, C&D Assembly, Ithaca Area Economic Development, Seven Valley Special Cables, Southern Tier Building Officials Association, Precision Filters Inc., Carpenters Union Local 277, Zufall Communications, BorgWarner, Stork H&E Turbo Blading, Inc., Wagner Hardwoods, Pyrotek, and Albany International Corp.

TC3 Finance Report

1. October 2024 Close

After the first two months our budget seems to be coming as expected with no surprises. Having completed about 17% of the year we can see that our expenses are about 1% higher than the budget which is mostly attributed in contractual purchases earlier in the year. The personnel cost seems to be in accordance to our budgeted amount.

Revenue seems a bit lower than last year but this is attributed to chargebacks billing that was recorded in October last year while will be recorded in November in the current year. Of concern is the revenue being lower than predicted for the FALL semester by about 150K. The Enrollment group is working hard on this and we are hopeful that the next three semesters we will see increased revenue.

Overall I feel that we started the year well. Three out of the four collective bargaining units have agreed to three year contracts with salary increases that are 3.75 annually and savings in the health insurance.

2. Current year Audit

The auditors have made significant progress with the single audit and our team has been working to complete our requested information for their visit in the beginning of December. We have a second week scheduled with the auditors in the beginning of January to finalize all the audits. With the hire of the new comptroller we have the personnel and expertise to finish the audits on time to have the auditors present to the Board in February or March at the latest.

3. Budgeting for 2025-26

We have started working with the Institutional Research Department and Enrollment in order to forecast enrollment for the upcoming year. We are looking to have solid projections by December. Departmental expenses and wages will be planned and input from the departments and the Executive Council will be done in the next two months. We will finalize putting the draft budget together in February and look for final input by the President and the Executive Council. In March we will finalize any edits and will present to the Finance Committee. We will propose the budget to the BOT in the April meeting looking to get the budget voted in May.



The following areas have been areas of focus this month:

**Middle States Self-Study Institute and Self- Study Progress:** The Middle States Self-Study Institute for College's in the Self Study cohort for 2026-2027 concluded on 11/7/2024. The Self-Study Institute has provided TC3's core team (composed of the Accreditation Liaison Officer and Co-chairs) an opportunity to learn directly from the Middle States team regarding various aspects of preparation for the Self Study and to learn from peers at other institutions who have gone through the accreditation process more recently.

The core team is now working on putting together the overall team to engage in the self-study process and the other related infrastructure needed to prepare for the self-study process. One of the crucial first steps that we are currently working on is to prepare a draft self-study design and we are vetting key elements of this design through the College's shared governance process.

**Institutional Research and Institutional Effectiveness:** This month I wanted to highlight some of the data compliance work of the institutional research team. Throughout the year the IR office reports data regularly to SUNY and to the Department of Education. For example, last week the institutional research team (our analyst Michael Haupt is the lead for this reporting) wrapped up the Early Student Submission for Fall 2024. The data reported regarding student headcounts in this report is an important metric as it allows the College and SUNY to compare fall enrollment across the system through accurate and consistent data definitions. Ensuring the accuracy of this data is a collaborative effort between IR and multiple departments across campus. The data provided in this report is also the foundation for data reports made to the Department of Education as well.

**Professional Development:** Feedback from the Fall Professional Development Day (attended by 150 employees) was collected. Survey data indicated that one of the events that survey respondents unanimously found valuable and enjoyable was the Campus Showcases. At this event, campus community members were invited to display their work to other members of the campus community. The goal here was for us to celebrate the work of individuals and departments across the College and learn from each other. Survey respondents singled out two showcases as especially informative and inspiring: the first was by Karen Rachetta, Co-ordinator of Access and Equity who shared a neurodivergence simulator to help participants understand neurodivergence better, and the second was engineering teaching faculty member Alex Chernokov's demonstration of electrical circuits for participants.

**Middle States Standard Spotlight:** Last month I briefly shared some highlights of Standard II Ethics and Integrity at the Board Meeting. I am copying an excerpt from that Standard here. The evidence to support this standard has a strong emphasis on policies and procedures related to Ethics and Integrity at all levels of the College. Carolyn Boone as our Chief Policy and Compliance Officer is currently doing a significant amount of this work.

**Standard II****Ethics and Integrity**

Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.

**Criteria**

An accredited institution possesses and demonstrates the following attributes or activities:

1. a commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property rights;
2. a climate that fosters respect among students, faculty, staff, and administration from a range of diverse backgrounds, ideas, and perspectives;
3. a grievance policy that is documented and disseminated to address complaints or grievances raised by students, faculty, or staff. The institution's policies and procedures are fair and impartial, and assure that grievances are addressed promptly, appropriately, and equitably;
4. the avoidance of conflict of interest or the appearance of such conflict in all activities and among all constituents;
5. fair and impartial practices in the hiring, evaluation, promotion, discipline, and separation of employees;
6. honesty and truthfulness in public relations announcements, advertisements, recruiting and admissions materials and practices, as well as in internal communications;
7. as appropriate to its mission, services or programs in place:
  - a. to promote affordability and accessibility;
  - b. to enable students to understand funding sources and options, value received for cost, and methods to make informed decisions about incurring debt;
8. compliance with all applicable federal, state, and Commission reporting policies, regulations, and requirements to include reporting regarding:
  - a. the full disclosure of information on institution-wide assessments, graduation, retention, certification and licensure or licensing board pass rates;
  - b. the institution's compliance with the Commission's Requirements of Affiliation;
  - c. substantive changes affecting institutional mission, goals, programs, operations, sites, and other material issues which must be disclosed in a timely and accurate fashion;
  - d. the institution's compliance with the Commission's policies; and
9. periodic assessment of ethics and integrity as evidenced in institutional policies, processes, practices, and the manner in which these are implemented.

**Online Teaching Policy Workgroup Update**

The faculty voted to approve an Online Teaching Policy at the end of the spring semester of 2024. Currently, there is a working group of five teaching faculty, the Instructional Designer, the CTC Director, and the Assistant Provost that is researching the best way to implement that policy. The group is working on becoming certified OSCQR Reviewers, which is a designation offered by SUNY for people who are trained in their online course quality rubric (OSCQR). The group has facilitated a student focus group, a survey for teaching faculty including adjuncts, and a virtual conference with directors of online learning at three other community colleges. The goal of this group is to make recommendations for training, professional development, and requirements for online instructors, as well as the review process of online courses. Those recommendations will be shared with the faculty at the first full faculty meeting of the spring 2025 semester in January.

**Phi Theta Kappa (PTK)**

Scott Bennett has agreed to be one of two PTK advisors. Scott was able to attend the state PTK conference in early November to get oriented to being a PTK advisor and start the PTK season at TC3. The PTK calendar runs each calendar year and our goal for the 2025 year is to achieve 5-star chapter status. This is the highest rating a chapter can achieve. PTK is a priority for academic affairs and benefits our students through scholarships and leadership opportunities. It also benefits the college through student engagement, service projects and recruitment of the best and brightest students. We have invited our fall students to join and are getting a good number of inquiries about how to be involved on campus. We are looking for an additional PTK advisor but there are a few interviews happening this next week and we expect to have a full team by the end of November.

**Baker Learning Commons**

POP-UP SENSORY EVENT – DECEMBER 2, 2024 -12:15-1:15 – The Baker Center for Learning is partnering with Racker Center to host a pop-up sensory tent. Racker Center will be hosting the tent with a variety of sensory tools and activities for students to explore the different ways our body can regulate multiple sensory needs. Students will engage in SENSORY BINGO – if they explore tools to meet all the senses, they can win a free t-shirt to display our “Disability as Diversity” logo.

NEURODIVERSE UNIVERSE – The sensory space is coming to TC3 in Spring 2025 – In collaboration with Racker Center, SUNY Cortland, and the Mental Health Association of Cortland County, the Baker Center for Learning will be implementing a sensory space where students and staff can experience sensory calming or sensory stimulating activities to help regulate their sensory needs. 95% of the students who have disclosed a disability on campus fall within the neuro-divergent population.

Students in the Active Minds, Phi Theta Kappa, LGBTQ+, and Art Dept. have been invited to provide input, help develop the space and possibly paint a mural on a wall within the space. These partnerships are all in the works.

**Academic Records**

To date, 120 students have applied for December graduation. We have also started receiving applications for May graduation as students have been meeting with their advisors to plan for Spring

course registration. All academic advisors were provided lists of advisees who are nearing completion of their degree, based on data pulled from Degree Works, to aid in the advisement discussions.

There is a new SUNY GEN ED Competency in Civic Discourse that has been released to campuses for final comment and that is expected to be voted on by the SUNY Board of Trustees at their December meeting. If approved, the new Competency will be a graduation requirement in all AS, AA, and AAS programs for students who initially matriculate at the College beginning in Fall 2026. Additionally, changes have been proposed to the outcomes of the existing Information Literacy Competency to explicitly include Artificial Intelligence (AI). The Academic Communities will be working to incorporate these changes into their curriculum maps.

**Athletics and Recreation** – Three TC3 Soccer players earned All -Conference for outstanding play this fall. Cassie Doane (Owego), Emma Lobdell (Dryden), and Jay Pearson (Penicui, Scotland). Over 1,500 spectators attended the IAC High School Soccer Championships hosted by TC3 on October 19. The NY Swims Grant is being put to excellent use with 29 children from ages 4 to 12 in community lessons two nights/week and thirteen TC3 Daycare 4-year olds learning to swim once/ week. The On-line Gear Store is launching in early November!

**Childcare** – Currently hiring for 1 teacher aide to start as soon as possible and 1 teacher aide for January. The center hosted open house along with the college. The child care center was open for self-guided tours 930am-1230pm on Saturday Nov. 2<sup>nd</sup> All waitlisted families were invited.

**Health and Wellness** – 50 individuals were served in our flu and covid clinic this month. Employees and students were offered mental health awareness training. The Pantry hosted our local Nutritional Outreach Educational Program representative to educate students on SNAP and referrals. HWS partnered with Residence Life and others to deliver a National Coming Out Day Celebration. The Recovery Program hosted Recovery 101 and Working with LGBTQ+ Youth trainings for students, faculty and staff and continues to have strong participation in various support meetings.

**Office of Diversity Education and Support Services/EOP** - During October, the EOP application and recruitment process was revamped using Slate. This new process is modeled after the SUNY application to allow for clearer application review workflows and communication with EOP applicants. The search for the EOP Director continued with virtual interviews with 12 candidates and on-campus second round interview with four finalists, resulting in an offer being made last week. The peer mentors coordinated the Hispanic Heritage Month celebrations, highlighting a different Latin country each day outside the ODESS office. The EOP students also celebrated fall with pumpkin carving and a visit to the Stoughton Farm corn maze.

**Residence Life** – October programming focused on DEI (Diversity, Equity & Inclusion) issues and AOD (Alcohol & Other Drug) Harm reduction and Halloween events including a Spooktacular event which included spooky snack making, mocktail tables, a ping pong tournament, pumpkin painting, and other activities. The Residence Hall Association has been brought back. There is a new group of officers and the Residence Directors, Kayla Torres and Katie Carroll, are advising.

**Student Activities** is hosting 20 events over October and November which included the off-campus Leadership Retreat which provided advanced training for 25 student leaders and voter registration & education programming. There are 10 active clubs and several more in the works. SGA is running well.

**Student Conduct, CARE Team & Title IX** – September saw 26 conduct incidents involving 40 students. Of these, 5 had alcohol related charges, 7 had marijuana charges and 7 were smoking inside the building. There were 6 Title IX reports this month. October was Domestic Violence Awareness month and events were well attended. There were 17 CARE team referrals.



# Consent Agenda

**TOMPKINS CORTLAND COMMUNITY  
COLLEGE RESOLUTION 2024-2025-17**

**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:**       **I, NANCY MURPHY, CLERK** of the Board of  
                                      **SS:**           Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**   **DO HEREBY CERTIFY** the foregoing resolution is  
  a true copy of a resolution duly adopted by the Board  
of Trustees of Tompkins Cortland Community College at a regular meeting of said  
Board on the 20th day of November 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 20th day of November 2024.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Tuesday, November 5, 2024**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>September</b>				
VanKanegan, Megan	Professional Tutor - Revision	Adjunct	\$1,622.78	9/30/2024 To 12/13/2024
<b>October</b>				
Burns, Frank	HRMG107 HY1	Adjunct	\$1,082.00	10/1/2024 To 11/5/2024
Horner, Frances	HLTH111 M01	Adjunct	\$5,386.50	10/1/2024 To 12/13/2024
Loviglio, Christopher	ENGL100 M21	Adjunct	\$3,078.00	10/1/2024 To 12/13/2024
McIntyre, David	HRMG105 HY2	Adjunct	\$1,147.00	10/1/2024 To 11/5/2024
McLane, Todd	HRMG220 M01	Adjunct	\$608.50	10/1/2024 To 12/13/2024
Altmann, Herman	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Coffman, Justin	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Duthie, Diane	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Farah, Fred	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Frisbie, Megan	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Gammage-Sikora, Gina	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Iacobucci, Christine	Attending Fall Day	Adjunct	\$100.00	10/9/2024
LaFavor, Erik	Attending Fall Day	Adjunct	\$100.00	10/9/2024
LaMorte, Michelle	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Mack, Alyssa	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Marie, Jill	Attending Fall Day	Adjunct	\$100.00	10/9/2024
McComb, Jared	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Need, Barbara	Attending Fall Day	Adjunct	\$100.00	10/9/2024
van der Veur, Shirley	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Weaver, Bobbie	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Weed, Steve	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Whitecraft, Michelle	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Williams, Diane	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Wojciechowicz, Donald	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Wojciechowicz, Lori	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Zaia, Heather	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Zhoa, Jiang	Attending Fall Day	Adjunct	\$100.00	10/9/2024
Farrell, Christopher	Academic Affairs - English	Instructor	\$61,760.00 *	10/23/2024
Post, Kori	Finance - Comptroller	Grade 5	\$102,000.00 *	10/31/2024
<b>November</b>				
Gorsline, Tracy	Finance - Bursar	Grade 3	\$87,113.00 *	11/1/2024
Pickett-Becerra, Adriana	Academic Affairs - Administrative Assistant	Grade J	\$61,328.00 *	11/1/2024

\* Annual Salary to be Prorated.