



Agenda
October 16, 2024
Board of Trustees Meeting @ 5:30 p.m.

<https://us02web.zoom.us/j/84897074510?pwd=mSx1du2eYdAP5TxYo9Pmp9XmLixPB4.1>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of September 18, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
 - a. Finance & Audit Committee Calendar
 - b. Conflict of Interest Disclosure Forms
 - c. Foundation Board Liaison
8. CFO/Treasurer's Report
 - a. Financial & Budget Update
9. Student Trustee's Report
10. County Liaison Reports
 - a. Cortland County
 - b. Tompkins County
11. College Senate Report
12. 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
13. President's Report
 - a. SUNY Connections Presentation
 - b. Vice President Reports



- VCISO Cyber-Security & Compliance Update
- Facilities Master Plan & Process
- Program Review/Academic Program Approval Process

14. Consent Agenda

- 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

15. Discussion Items

- a. Middle States Accreditation Overview and Standard 2 Discussion

16. Adjournment

17. Executive Session

18. 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

*****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 Regular Meeting
September 18, 2024
Open Session @ 5:30 p.m.

Present: Shannon Boyd, Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Matt McSherry, Seth Peacock

Excused: Arthur Kuckes, Schelley Michell-Nunn, Lisa Perfetti

County Liaisons: Cathy Bischoff, Mike Lane - excused

Guests: Rey Garcia and Ken Ender, Strategic Plan Consultants

Staff: Christopher Austen, Carolyn Boone, Joe DeHart, John Geer, Amber Gilewski, Regina Holl, Amy Kremenek, Nancy Murphy, Dennis Panagitsas, Rob Palmieri, Sayre Paradiso, Jason Pomeroy, Malvika Talwar, Seth Thompson, Cindy Whitney

1. **Call to Order:** The meeting was called to order at 5:34 p.m. by Chair Davison in the Board Room at the College.
2. **Roll Call:** Ms. Murphy called the roll.
3. **Welcome Guests:**
 - a. Christopher Austen, Director of Campus Police was introduced by Seth Thompson, Vice President of Student Affairs. Officer Austen joined the College in June, he comes with over two decades of experience and most recently worked at SUNY Cortland.
 - b. President Kremenek introduced Dr. Ken Ender and Dr. Reynaldo Garcia, the consultants hired to support the Strategic Planning committee.
4. **Approval of Agenda:** Ms. Buck moved the Board of Trustees September 18, 2024 meeting agenda be approved as submitted; seconded by Mr. McSherry; motion carried unanimously.
5. **Public Comment:** There were no requests for public comment.
6. **Approval of July 17, 2024 Board of Trustees Meeting Minutes:**



Mr. Peacock moved that the minutes from the July 17, 2024 Board of Trustees meeting be approved as submitted; seconded by Ms. Buck; motion approved unanimously.

7. Chair's Report:

- a. Foundation Board Liaison to Board of Trustees-
Chair Davison referenced the Board Policy is contained in meeting packet. She noted that Trustee McSherry has been serving as liaison to the TC3 Foundation, but there has not been a liaison from the TC3 Foundation coming to College Board meetings. Chair Davison believes this would be beneficial to increasing communication and collaboration of both Boards. It was decided that a letter will be sent to Regina Grantham, Chair of the Foundation Board, with the request.
- b. Board Resolution for Finance and Audit Committee-
Chair Davison spoke about the Board's interest in establishing a Finance and Audit committee Mr. McSherry, Board Treasurer, was thanked for stepping up to chair the committee. Mr. Corbin and Ms. Dale-Hall volunteered for the committee. Mr. McSherry will establish a calendar and cadence for meetings. Mr. Corbin moved to establish the Board Finance & Audit Committee; seconded by Ms. Buck; carried unanimously.
- c. SUNY Chancellor on Presidential Evaluations and Searches-
Chair Davison led a discussion on the SUNY Chancellor regarding Presidential Evaluations and Searches. The Chancellor would like to have the final determination on searches for Presidents, and conduct annual reviews; however, there is Community College legal precedence of college Board of Trustees' responsibility for Presidential hiring and annual reviews. NYCCT is asking Community College Boards to pass the resolution that reaffirms the role of the college boards and package them together to send a united message.
- d. Board Resolution on Employment Supervisory Authority-
Mr. Peacock moved that the SUNY Chancellor on Presidential Evaluations and Searches resolution be approved; seconded by Ms. Buck, unanimously agreed.

8. CFO/Treasurer's Report:

- a. Mr. Panagitsas, VP of Finance, shared that the finance team is working on closing the fiscal year (ended 8/31). The Enrollment Center now has the position of Bursar, the Interim Bursar is Tracey Gorsline.



- b. Community College Capital Request Plan 2025-26 to 2029-30 - Mr. Panagitsas outlined the financial backing of the plan; SUNY will match the contributions that Cortland County and Tompkins County individually give. The request is for \$500,000 in deferred maintenance, \$56,000 in funding of the Facilities Master Plan, and \$250,000 for the paving of two parking lots, the balance will support other deferred maintenance projects. The 5 year plan (2026-2030) of Capital projects including deferred maintenance that has been shared with SUNY is ~ \$12 million.
- c. Board Resolution on Facilities Master Plan – Mr. Geer, VP of Administration, reviewed the RFP process and selection of C&S Engineers, Inc. for the Facilities Master Plan.

Mr. McSherry moved that the resolution on the Facilities Master Plan be approved as submitted; seconded by Ms. Buck; motion carried unanimously.

- 9. **Student Trustee’s Report:** Ms. Boyd reported that new student orientation was well attended, there were games to play, welcome speeches, it was all well received. President Kremenek hosted a Leadership dinner with student leaders and school leadership. The Get Connected Fair had a massive turnout featuring booths with mini games, and resources from both counties. Student Government Association (SGA) meetings have commenced with President Kylie Golden-Appleton. There are four open positions, elections occur at the next board meeting. The Gender Sexual Alliance (GSA) club is going through the new club process after being inactive, Ms. Boyd serving as Treasurer. The work on the dorms has received positive feedback, some comments about the lack of air conditioning. Ms. Boyd promoted upcoming student events: SGA is leading blood drives and Student Activities holding voter registration booths.
- 10. **County Liaison Reports:**
 - a. Cortland County – Ms. Bischoff shared that Cortland County is changing their transportation provider to Centro. They have negotiated an interim agreement through the end of March. The County is in the process of evaluating their sales tax and the percentage that goes to municipalities, they plan to reduce it next year. They hope to finalize their budget by November.
 - b. Tompkins County – Mr. Lane was excused.
- 11. **College Senate Report:** Sayre Paradiso spoke in an Ex-Officio role, the Senate is working hard this year and intends to be stronger than in the past.



12. Committee and Affiliate Reports:

- a. New York Community College Trustees (NYCCT): Ms. Buck spoke about the need for advocacy efforts year round. The filling of Governor Appointments to Board of Trustees at Community Colleges continues to be an issue. Funding requests for next year will be restructured based on what was given last year. We asked for \$97 million and got \$8 million, we are looking to break that into different segments. Asking for \$30 million for contractual costs, \$10 million towards student success, \$30 million for high cost high need programs such as health care, and tech. Ms. Buck reiterated the resolution over Board Employment Supervisory Authority and the surrounding situation. She also referenced the continuing opposition to the bill passed in Senate about the makeup of the Board of Trustees.
- b. New York Community College Association of Presidents (NYCCAP/SUNY): President Kremenek spoke about the \$8 million allocation to mental health and expansion healthcare workforce. TC3 used the \$100,000 allocation for mental health services and applied it towards services in the afternoon. The healthcare workforce allocation was based on current enrollment and came to \$75,000, Interim Provost Joe DeHart and Kim Sharpe, Professor of Nursing, will expand enrollment by 10 students in evening nurse program. Ms. Dale-Hall shared that she would like to learn more about how the college works with SUNY and how we get our funding. President Kremenek will present on this in October.
- c. Auxiliary Operations: Regina Holl, Director of Auxiliary Operations, spoke of the big push to get students in dorms A-D, it took all hands on deck. Now it is time for debrief working groups with Residential life, Student Activities, and Facilities, to have plans in place to be least disruptive moving forward. The dining contract was finalized and is meeting attrition minimums. Coltivare has been open, soft phase in with happy hour, dinner service has started. The Cortland Extension Center sale anticipated to close by end of year. Partnered with Howard Hanna for an assessment on Ithaca Extension Center and how to better monetize it.
- d. TC3 Foundation: Jason Pomeroy, Executive Director of the TC3 Foundation, thanked the Board for inviting the Foundation Board to the retreat luncheon. Foundation books closed at \$1.3 million dollars and extrapolated that the total number of donors year over year have decreased, so there are opportunities to improve.



13. President's Report:

- a. Strategic Plan Presentation: President Kremenek introduced Dr. Garcia and Dr. Ender and invited them to present. They affirmed the work that is being done, the progress being made, the Mission, Vision, and Values is being an example of this. Strategic Plan is opportunity to bring it all together. They describe their role in the process and the goal to ensure the college remains relevant to the community it serves.
- b. Board Resolution on updated Mission, Vision, and Values
Ms. Buck moved that the Board Resolution on the updated Mission, Vision, and Values be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously.
- c. Board Resolution on Strategic Planning Guiding Principles
Ms. Buck moved that the Board Resolution on the Strategic Planning Guiding Principles be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously.
- d. Vice President Reports can be found in the packet.

14. Consent Agenda: Mr. McSherry moved the Consent Agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.

- a. Appointment of Personnel
- b. Ratification of Promotion Recommendation by the President
- c. Resolution on Waste Removal Contract

15. Discussion Items

- a. Middle States Accreditation Overview and Standard 1 Discussion- Dr. Malvika Talwar, Associate Provost, updated the Board about the process. There are 7 standards in the process. Dr. Talwar will be serving as the ALO (Accreditation Liaison Officer) and Victoria Zeppelin, Director of CollegeNow, and Kelly Wessell, Professor of Biology will serve as Co-Chairs.
- b. 2025 Commencement Date – President Kremenek shared that the current date for Commencement is Tuesday, May 20, 2025, however; this is expected to conflict with the Tompkins County Legislature meeting. Wednesday, May 21, is the regularly scheduled Board of Trustees meeting. Thursday, May 22, is expected to conflict with the Cortland County Legislature meeting. Considered possibilities of moving to either weekend – conflicts with Cornell, Ithaca College, SUNY Cortland graduations. When there were discussions with Provost's office about moving prior week it was not possible due to Finals week still underway. President Kremenek presented the following options: Keep Tuesday 5/20 and conflict with Tompkins County Legislature; Change/cancel the May Board meeting and move Commencement to Wednesday 5/21; or move



Commencement to Thursday 5/22 and conflict with Cortland County Legislature. Discussion ensued and it was decided to move May Board meeting to Wednesday, May 14, and move Commencement to Wednesday, May 21.

Ms. Dale-Hall moved that the May Board meeting be moved to Wednesday, May 14, 2025; seconded by Mr. Peacock; approved unanimously.

Mr. Peacock moved that the Tompkins Cortland Community College Commencement Ceremony be moved to Wednesday, May 21, 2025; seconded by Mr. McSherry; approved unanimously.

c. Additional Discussion items: No additional discussion items were brought forth.

16. **Executive Session:** Mr. McSherry moved that the meeting convene in Executive Session for the purpose of discussing Collective Negotiations, with no action to be taken and no further business expected at 7:33 p.m.; seconded by Ms. Buck; motion carried unanimously.

Motion to go back into open session at 7:58 p.m. by Mr. Corbin; seconded by Mr. McSherry; approved unanimously.

17. **Adjournment:** Mr. Corbin moved that the meeting be adjourned at 7:58 p.m.; seconded by Mr. McSherry; motion carried unanimously.

18. Informational Items

- a. 18th Annual TC3 Panther Club Golf Outing, Friday, September 27, 2024
- b. NYCCT Conference, October 3-5, 2024
- c. Board of Trustees Meeting, October 16, 2024

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TC3 Capital Plan Funding

- TC3 Buildings and Grounds owned by Sponsor Counties
- We are not permitted to use operating funds for Capital projects beyond repairs and maintenance
- Capital projects are ones that improve the buildings or grounds and change the overall value of the property
- Tompkins and Cortland Counties contributing funds for our Capital Projects
- SUNY matches the Sponsor Counties funds 1 for 1 to contribute to our projects

VP of Finance 2024 Capital Presentation

2024-25 TC3 Capital Projects

- Request of \$500K for Deferred Maintenance at the Main Campus buildings and grounds
- Request of State pre approved project for funding of Facilities Master Plan for about \$56K
- Request of \$250K for paving of two parking lots in the front of the College
- Currently working with the two Counties to secure funding

VP of Finance 2024 Capital Presentation

TC3 Future Capital Plan

- TC3 Facilities maintains list of Deferred maintenance projects necessary in the near future (approximately \$1.3M)
- 5 year plan (2026-2030) of Capital projects (including deferred maintenance) has been shared with SUNY (approximately \$12M)
- Facilities Master Plan consultant has been selected and will be awarded by this Board. This work will dictate facilities updates for the future and will affect our future planning.


VP of Finance 2024 Capital Presentation



Strategic Plan Board Presentation

Rey Garcia, Ph.D
Ken Ender, Ph.D

September 17, 2024



Board Guidelines—Strategic Plan

The plan will affirm the College Mission, Vision and Values:

MISSION:


- We foster lifelong curiosity and inquiry through innovative educational pathways, leading students to meaningful work, economic growth, and a brighter future.

VISION:

- To advance personal, economic, and social vitality in our communities through the transformative power of learning.


VALUES:

- **Excellence:** We cultivate excellent outcomes in teaching, learning, community partnerships, and student success.
- **Community:** We provide a caring, connected campus community and opportunities for our students, faculty, and staff to thrive.
- **Integrity and Accountability:** We proactively evaluate and innovate using data-informed decision making, honest communication, and resource stewardship.
- **Inclusion:** We foster engagement and belonging of all through our commitment to respectful dialogue and a diversity of ideas and people.
- **Connection:** We value collaboration and the deep interconnectedness of our local, regional and global communities in an ever-changing, diverse world.
- **Equity:** We seek equity and social mobility for our students and community in all endeavors.



Board Guidelines—Strategic Plan

- Plan guided by institutional research, best practices and data
- Mindful of our legacy, while bold and innovative for the future
- Committed to inclusivity through institutional governance, including TC3 students, faculty and staff
- The plan is a living document used to guide our decision-making, resource allocation and priorities
- Ensure good stewardship of the resources entrusted to the College
- Proactively seek input of students and the public the College serves



Purpose for Planning


- Direct the strategic trajectory of the College for the next three years (July 1, 2025-June 30, 2028)
- Develop three to four Strategic Directions for the College that respond to the internal and external opportunities and threats facing the institution
- Builds a case for the Plan and champions the WHY for each of the Directions being pursued
- Provides a future state for the College that demonstrates the on-going relevance and evolution of the institution to the community being served

Phases of the Process

**TOMPKINS
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COMMUNITY COLLEGE**

- Phase I, Initiate and Agree on a Strategic Planning Process, Sept '24
- Phase 2, Identify and Engage Stakeholders, Identify and Analyze Key Forces and Factors, October '24-December '24
- Phase 3, Develop and Finalize Strategic Directions, Goals and Smart Objectives for the Directions being pursued, January '25-May '25
- Phase 4, Implementation, June '25-June '28

**TOMPKINS
CORTELAND
COMMUNITY COLLEGE**



Questions?

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

	Modified Budget 2023-24	Expend to Date 2023-24	Unexpend Balance 2023-24	% Expended 2023-24	Total Exp PY 2022-23	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,564,038	17,041,842	(477,804)	102.9%	15,911,648	15,911,648	100.0%	(1,130,194)	-7.1%
Equipment	130,000	42,317	87,683	32.6%	11,939	11,939	100.0%	(30,378)	-254.5%
Contractual Expenses	5,931,730	5,661,024	270,706	95.4%	3,611,587	3,611,587	100.0%	(2,049,436)	-56.7%
Employee Benefits	8,489,828	9,592,700	(1,102,872)	113.0%	8,072,288	8,072,288	100.0%	(1,520,412)	-18.8%
Total Forecasted Departmental Appropriations¹	31,115,596	32,337,882	(1,222,286)	103.9%	27,607,462	27,607,462	100.0%	(4,730,420)	-17.1%
Scholarships & Awards									
Student Services		107,900	(107,900)	0.0%	176,086	176,086	100.0%	68,187	38.7%
Academic Support	3,439,832	3,369,560	70,272	98.0%	3,247,763	3,247,763	100.0%	(121,797)	(3.8%)
Total Scholarships & Awards	3,439,832	3,477,460	(37,628)	101.1%	3,423,849	3,423,849	100.0%	(53,611)	(1.6%)
Total Forecasted Appropriations²	34,555,428	30,292,685	4,262,743	87.7%	32,168,617	28,481,343	88.5%	(1,811,342)	(6.4%)
Adjustments to Approved Budget									
Personal Services	(233,850)		(233,850)	0.0%			0.0%	0	0.0%
Equipment									
Contractual Expenses	541,414		541,414	0.0%			0.0%	0	0.0%
Employee Benefits									
Total Adjustments to Approved Budget³ Favorable (Unfav)	307,564	0	0	0.0%	0	0	0.0%	0	0.0%
Personnel	16,330,188	17,041,842	(711,654)	104.4%	15,911,648	15,911,648	100.0%	(1,130,194)	-7.1%
Equipment	130,000	42,317	87,683	32.6%	11,939	11,939	100.0%	(30,378)	-254.5%
Contractual	6,473,144	5,661,024	812,120	87.5%	3,611,587	3,611,587	100.0%	(2,049,436)	-56.7%
Scholarship & Awards Offset	3,439,832	3,477,460	(37,628)	101.1%	3,423,849	3,423,849	100.0%	(53,611)	-1.6%
Fringe Benefit	8,489,828	9,592,700	(1,102,872)	113.0%	8,072,288	8,072,288	100.0%	(1,520,412)	-18.8%
Total Approved Budget Appropriations⁴	34,862,992	35,815,342	(952,350)	102.7%	31,031,311	31,031,311	100.0%	(4,784,031)	-15.4%

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 2023-24	Expend to Date 2023-24	Unexpend Balance 2023-24	% Expended 2023-24	Total Exp PY 2021-22 ⁵	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,825,673	7,328,093	(502,420)	107.4%	7,114,891	7,114,891	100.0%	(213,202)	(3.0%)
Equipment		1,233	(1,233)	0.0%	7,296	7,296	100.0%	6,064	83.1%
Contractual Expenses	1,742,232	1,498,062	244,170	86.0%	308,916	308,916	100.0%	(1,189,146)	(384.9%)
Employee Benefits	3,437,293	4,127,745	(690,452)	120.1%	3,607,530	3,607,530	100.0%	(520,215)	(14.4%)

Total Instruction	12,005,198	12,955,133	(949,935)	107.9%	11,038,633	11,038,633	100.0%	(1,916,500)	(17.4%)
Public Service									
Personal Services		0	0	0.0%	94,853	94,853	100.0%	94,853	100.0%
Equipment									
Contractual Expenses			0	0.0%	1,096	1,096	100.0%	1,096	100.0%
Employee Benefits		0	0	0.0%	49,329	49,329	100.0%	49,329	100.0%
Total Public Service	0	0	0	0.0%	145,278	145,278	100.0%	145,278	100.0%
Academic Support									
Personal Services	1,718,221	1,723,984	(5,763)	100.3%	1,551,654	1,551,654	100.0%	(172,330)	(11.1%)
Equipment			0	0.0%	(0)	(0)	100.0%	(0)	100.0%
Contractual Expenses	246,590	150,522	96,068	61.0%	192,367	192,367	100.0%	41,845	21.8%
Employee Benefits	713,057	984,459	(271,402)	138.1%	764,013	764,013	100.0%	(220,445)	(28.9%)
Total Academic Support	2,677,868	2,858,965	(181,097)	106.8%	2,508,034	2,508,034	100.0%	(350,931)	(14.0%)
Libraries									
Personal Services	578,667	568,333	10,334	98.2%	557,625	557,625	100.0%	(10,708)	(1.9%)
Equipment			0	0.0%	1,612	1,612	100.0%	1,612	100.0%
Contractual Expenses	289,876	284,474	5,402	98.1%	256,534	256,534	100.0%	(27,941)	(10.9%)
Employee Benefits	289,759	319,009	(29,250)	110.1%	317,566	317,566	100.0%	(1,442)	(0.5%)
Total Libraries	1,158,302	1,171,816	(13,514)	101.2%	1,133,337	1,133,337	100.0%	(38,479)	(3.4%)
Student Services									
Personal Services	2,491,648	2,451,431	40,217	98.4%	1,991,287	1,991,287	100.0%	(460,144)	(23.1%)
Equipment		1,156	(1,156)	0.0%	550	550	100.0%	(606)	(110.2%)
Contractual Expenses	696,125	661,229	34,896	95.0%	592,109	592,109	100.0%	(69,120)	(11.7%)
Employee Benefits	1,069,142	1,380,478	(311,336)	129.1%	1,017,042	1,017,042	100.0%	(363,436)	(35.7%)
Total Student Services	4,256,915	4,494,294	(237,379)	105.6%	3,600,988	3,600,988	100.0%	(893,306)	(24.8%)
Maintenance and Operations									
Personal Services	1,920,280	2,032,462	(112,182)	105.8%	1,834,543	1,834,543	100.0%	(197,920)	(10.8%)
Equipment	100,000	9,426	90,574	9.4%	1,236	1,236	100.0%	(8,190)	(662.6%)
Contractual Expenses	890,057	1,082,657	(192,600)	121.6%	977,888	977,888	100.0%	(104,769)	(10.7%)
Employee Benefits	951,381	1,162,133	(210,752)	122.2%	922,926	922,926	100.0%	(239,207)	(25.9%)
Total Maintenance and Operations	3,861,718	4,286,678	(424,960)	111.0%	3,736,592	3,736,592	100.0%	(550,085)	(14.7%)
Institutional Support									
Personal Services	1,712,837	1,695,498	17,339	99.0%	1,539,097	1,539,097	100.0%	(156,401)	(10.2%)
Equipment									
Contractual Expenses	433,513	523,121	(89,608)	120.7%	486,571	486,571	100.0%	(36,550)	(7.5%)
Employee Benefits	872,808	950,880	(78,072)	108.9%	785,986	785,986	100.0%	(164,893)	(21.0%)
Total Institutional Support	3,019,158	3,169,499	(150,341)	105.0%	2,811,654	2,811,654	100.0%	(357,845)	(12.7%)
General Institutional Services									
Personal Services	1,316,712	1,242,040	74,672	94.3%	1,227,698	1,227,698	100.0%	(14,342)	(1.2%)
Equipment	30,000	30,502	(502)	101.7%	1,245	1,245	100.0%	(29,257)	(2350.4%)
Contractual Expenses	1,633,337	1,460,959	172,378	89.4%	796,108	796,108	100.0%	(664,852)	(83.5%)
Employee Benefits	1,156,388	667,998	488,390	57.8%	607,896	607,896	100.0%	(60,102)	(9.9%)
Total General Institutional Services	4,136,437	3,401,499	734,938	82.2%	2,632,946	2,632,946	100.0%	(768,553)	(29.2%)
Total Forecasted Departmental Appropriations¹	31,115,596	32,337,882	(1,222,286)	103.9%	27,502,873	27,607,462	100.4%	(4,730,420)	-17.2%

**2023-2024 Appropriations
Schedule of Employee Benefits
as of August 31st, 2024**

	2023-24	2023-24	2023-24	2023-24	2022-23	2022-23	2022-23	Variance	% Variance
	Mod Bud	Actual	Uexpended	%	Total Exp	PY to Date	PY %	CY to PY	CY to PY
			Balance	Unexpended	PY		Expended	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	102,221	(19,102)	123.0%	90,191	90,191	100.0%	(12,031)	(13.3%)
State Employee's Retirement	1,095,738	1,305,366	(209,628)	119.1%	2,128,828	2,128,828	100.0%	823,462	38.7%
State Teacher's Retirement	182,355	179,435	2,920	98.4%	299,128	299,128	100.0%	119,694	40.0%
Optional Retirement Fund	792,864	689,263	103,601	86.9%	754,334	754,334	100.0%	65,071	8.6%
Social Security	1,270,482	1,307,418	(36,936)	102.9%	1,205,875	1,205,875	100.0%	(101,543)	(8.4%)
Worker's Compensation	94,558	15,715	78,843	16.6%	119,181	119,181	100.0%	103,466	86.8%
Executive Benefits	37,000		37,000	0.0%	4,131	4,131	100.0%	4,131	100.0%
Disability Insurance	8,418	6,998	1,420	83.1%	8,782	8,782	100.0%	1,783	20.3%
Hospital and Medical Insurance	2,957,372	2,771,313	186,059	93.7%	2,672,308	2,672,308	100.0%	(99,004)	(3.7%)
Post Retirement Health Insurance	1,540,800	1,440,000	100,800	93.5%	503,647	503,647	100.0%	(936,353)	(185.9%)
Employee Tuition Benefits	128,104	98,988	29,116	77.3%	87,830	87,830	100.0%	(11,158)	(12.7%)
Life Insurance	7,513	7,339	174	97.7%	7,907	7,907	100.0%	568	7.2%
Vacation Benefits	93,600	75,000	18,600	80.1%	189,896	189,896	100.0%	114,896	60.5%
Miscellaneous	3,237	3,875	(638)	119.7%	3,475	3,475	100.0%	(400)	(11.5%)
Unemployment Insurance	15,600	13,434	2,166	86.1%	0	0	0.0%	(13,434)	0.0%
Total Employee Benefits	8,489,828	8,328,736	161,092	98.1%	8,210,138	8,210,138	100.0%	(118,597)	(1.4%)

Tompkins Cortland Community College
YTD Revenues 2023-2024
August 31st, 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	3,888,340	(4,646)	100.1%	3,198,920	3,198,920	100.0%	689,420	21.6%
Spring	3,368,684	3,432,760	(64,076)	101.9%	2,818,898	2,818,898	100.0%	613,862	21.8%
Winter	127,690	159,385	(31,695)	124.8%	125,281	125,281	100.0%	34,104	27.2%
Summer	614,585	508,457	106,128	82.7%	468,997	468,997	100.0%	39,460	8.4%
Nonresident Tuition	508,938	772,872	(263,934)	151.9%	746,555	746,555	100.0%	26,317	3.5%
Student Fee Revenue	1,012,926	1,002,981	9,945	99.0%	931,574	931,574	100.0%	71,407	7.7%
Total Core Student Revenue	9,516,517	9,764,796	(248,279)	102.6%	8,290,227	8,290,227	100.0%	1,474,570	17.8%
Concurrent Enrollment Tuition	3,222,850	3,367,146	(144,296)	104.5%	3,247,690	3,247,690	100.0%	119,456	3.7%
Total Student Revenue	12,739,367	13,131,942	(392,575)	103.1%	11,537,917	11,537,917	100.0%	1,594,026	13.8%
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	4,882,897	(15)	100.0%	4,882,882	4,882,882	100.0%	15	0.0%
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	5,649,776	100.0%	(123,659)	-2.2%
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	21,175,376	365,859	98.3%	21,903,949	21,903,949	100.0%	(728,573)	-3.3%
Other Revenues									
Service Fees	121,340	94,098	27,242	77.5%	96,446	96,446	100.0%	(2,348)	-2.4%
Interest Earnings		13,946	(13,946)	0.0%	9,007	9,007	100.0%	4,938	54.8%
Rental of Real Property	10,000	1,400	8,600	14.0%	11,035	11,035	100.0%	(9,635)	-87.3%
Contract Courses	100,000	96,899	3,101	96.9%	(25,031)	(25,031)	100.0%	121,930	-487.1%
Noncredit Tuition	100,000	126,420	(26,420)	126.4%	174,870	174,870	100.0%	(48,450)	-27.7%
Grant Offsets	205,000	153,481	51,519	74.9%	180,373	180,373	100.0%	(26,893)	-14.9%
Unclassified Revenues	46,050	63,246	(17,196)	137.3%	45,476	45,476	100.0%	17,769	39.1%
Total Other Revenues	582,390	549,489	32,901	94.4%	492,177	492,177	100.0%	57,312	11.6%
TOTAL REVENUES	34,862,992	34,856,807	6,185	100.0%	33,934,042	33,934,042	100.0%	922,765	2.7%
Student Revenue	13,060,707	13,449,359	(388,652)	103.0%	11,784,201	11,784,201	100.0%	1,665,158	14.1%
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	10,409,014	365,640	96.6%	10,532,658	10,532,658	100.0%	(123,644)	-1.2%
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	232,072	28,978	88.9%	245,892	245,892	100.0%	(13,820)	-5.6%
Total	34,862,992	34,856,807	6,185	100.0%	33,934,042	33,934,042	100.0%	922,765	2.7%
Total	34,862,992	33,603,923	1,259,069	96.4%	33,934,042	33,813,358	99.6%	(209,436)	-0.6%

To: TC Board of Trustees

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

College Senate Report October 3, 2024

- 3 Senate positions were filled for this semester. New Senators are Mario Barrero, Jonathan Walz-Koeppel, and Sierra Brock. Sierra Brock was then nominated for and elected as Senate secretary.
- Chancellor's award process for the Fall semester
 - o Chancellor's Award for Excellence in Adjunct Teaching
 - o Nominations due 10/11/2024
 - o The Senate continues to discuss bringing Chancellor's awards back under Senate purview instead of having a stand-alone award committee.
- Vote went out for upcoming Senate meetings
 - o Results was that Senate will be meeting two (2) times a month for one (1) hour. Dates for the remainder of the 2024-25 academic year is as follows:

Fall

October 11th
October 25th
November 8th
December 6th

Spring

January 31st
February 14th
February 28th
March 14th
March 28th
April 11th
April 25th
May 9th

- Senate has rearranged meeting structure to include working meetings and community reporting meetings.

Auxiliary Operational Highlights, October 2024

Operational Assessment. The operational assessment is a crucial element of TC3’s ongoing organizational transformation. It aims to identify existing challenges and lay the foundation for tailored solutions that streamline processes, enhance productivity, and promote sustainable growth. The Auxiliary Operations team has developed a phased assessment plan to comprehensively understand, support, and leverage our auxiliary operations. This initiative aligns with the College’s strategic visioning efforts and the Middle States accreditation processes.

Phase/Activity	Month 1	Month 2	Month 3	Month 4*
Phase 1: Assessment				
Meet with key stakeholders and staff to define needs and challenges	█			
Comprehensive assessment of policy, procedures, and business intelligence tools		█		
Evaluate standard compliance requirements and identify internal and external risks			█	
Draft & submit Departmental Assessment Report for leadership review				█
Collaborate with leadership to refine, revise, and finalize goals and objectives for implementation				█
Phase 2: Development & Action Plan				
Draft Development & Action Plan based on Phase 1		█		
Collaborate with leadership to finalize and implement development and action plan			█	
Comprehensive policies and procedures manual for areas identified in the Development & Action Plan				█
Departmental staffing analysis				█
Policy, procedure, and systems training				█
Supervisory development				█
Phase 3: Key Performance Indicators & Evaluation				
Design success metrics strategy	█			
Collect & analyze data		█		
Adjust success metrics strategy (if needed)			█	
Communicate and share findings				█

Compliance & Reporting. We have successfully brought all known external programmatic and financial reporting for auxiliary operations into compliance, establishing an electronic reminder schedule for ongoing oversight. All financial commitments are being met in accordance with individual 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. Additionally, all annual safety inspections, including fire inspections, have been completed for all properties, and necessary recommendations are being addressed by the facilities team.

Culinary Arts Center (Farm to Bistro Initiative). *Coltivare* is experiencing significant growth, with revenue increasing by 50% between July and September. The phased opening plan is progressing well, with current service hours from Wednesday through Sunday for dinner. In the **Teaching Lab**, a total of 43 students are registered across the Culinary Arts’ four academic programs for Fall 2024. The College has received a Southern Tier 8 grant to pilot a training and career development program for workers in the hospitality industry. Collaboration with Cornell has proven successful, as they continue to rent the Teaching Lab this semester with plans for a long-term relationship. In partnership with the TC3 Farm, we have updated our Sustainable Farming and Food Systems programming to ensure seamless alignment with Cornell’s offerings, fostering better skills exploration at the Farm. Culinary Arts students will engage in several internships throughout the academic year at both the Farm and *Coltivare*. The **TC3 Farm** will host composting workshops over the next month as part of a USDA grant initiative. A new Freshman Seminar

course titled "Exploration of a Local Food System" has been introduced to enhance student connections with community partners.

Cortland and Ithaca Extension Centers. We are currently awaiting instructions from SUNY regarding the next steps in the sale of the Cortland Extension Center following the recent Board of Trustee meeting. The Ithaca Extension Center is undergoing re-appraisal, and we have engaged Kyle Steele from Howard Hanna Real Estate Services to evaluate and lease any unused space, including areas that the College has leased but is not fully utilizing.

To: Board of Trustees
From: Jason Pomeroy, Executive Director
Date: October 16, 2024

Foundation Board and Committees

Board Meeting October 8
- Presentation by CIO

The campus housing bond work continues with our legal team at Bond, Schoeneck & King.

- Expecting next meeting with Bond Holders council to be scheduled for later in October

Regina Grantham, Chair of the Foundation Board, has accepted the invitation to be the Foundation Board's Liaison to the Board of Trustees

- We have formally requested a new BOT Liaison to the Foundation board
- We look forward to having closer ties between our organizations going forward

Upcoming Meetings

- Property Management Committees, December 16
- Board Development Committee, November 14
- Executive Committee, December 17
- Finance/Audit Committee, December 9
- Full Board, January TBD

Scholarships

Since 1997 - \$6,619,977
2023-2024 Total Awards – \$496,066
2024-2025 YTD Awards - \$351,201

Retiree Event

In collaboration with the President's office retirees were hosted here on September 27 to celebrate the campus' 50th anniversary and to share stories and hear updates from the President and from the Foundation. Thirty one retirees attended. Thanks Judy and Regina for attending on behalf of the respective boards.

Communications

2024-2025 Solicitation Plan

- 3 Direct Mail Solicitations
- 12 Email Solicitations (not including giving day)
- A 24 hour day of giving challenge

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

- A draft Strategic Enrollment Plan (SEP) was developed by the SEP Workgroup consisting of cross-campus representatives. The final plan will be presented at the Board of Trustees' November meeting. I will appoint and charge a College SEP Council following approval of the SEP Plan.
- The College earned acceptance into the *Strengthening Advising* cohort of community colleges led by national convener Achieving the Dream. This work is scheduled to be completed in April 2025.
- I participated in a *Health Professions Convening* hosted by Cayuga Health President Dr. Marty Stallone to discuss the great need for health care graduates across the region and funding available to support student scholarships, case management, and the expansion of faculty.
- An external consultant is being secured to review Student Affairs and provide best practice recommendations relative to strengthening retention, managing risk and supporting student development.

CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS

- The Facilities Master Plan has been awarded to C&S Companies; briefing the TC3 Foundation Board regarding the process and setting the stage for a future Major Gifts campaign.
- The search for the College's successor Provost is underway; applications closed 10/3. The search committee, led by VP Malvika Talwar and Professor Ken Whitener, will conduct first-round interviews and select finalists for full day, on-campus interviews to occur in November.
- A tentative agreement was reached between the College and the Professional Administrators Association for a three-year successor collective bargaining agreement. I commend the negotiating teams from the PAA and the College for their efforts and commitment to reach agreement. The agreement will be presented for Board approval at the next meeting.
- The process to develop the College's successor Strategic Plan was initiated on 9/18-9/19. The goal is to complete and launch the new plan in June 2025.

CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION

- The Diversity Equity Action Committee has been charged with reviewing the results from SUNY Student and Faculty/Staff Campus Climate Surveys to be administered this fall and making recommendations based on the findings.
- I hosted the 3rd annual Fall Retiree Breakfast on 9/27. Board Chair Judy Davison and TC3 Foundation Board Chair Regina Grantham also attended.
- The Accreditation Liaison Officer and Middle States co-chairs have been appointed and the Self-Study process is underway. The campus community and Board will be heavily engaged throughout the process. The Middle States team visit will occur in fall 2026 or spring 2027 (TBD).

EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION

- The advocacy platform for the 2025 NYS Legislative Session has been established by the NY Community College Presidents (NYCCAP) and NY Community College Trustees (NYCCT). Scheduling advocacy visits with our state representatives.
- TC3 alumna Julianna Mistlebauer '09 received the 2024 NYCCT Distinguished Alumni Award for Professional Contribution at the annual NYCCT Awards Dinner in Saratoga on 10/5. She received a standing ovation for her accomplishments.



Vice President Reports

Status of Open Positions
as of October 1, 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	Accepting Applications
Admissions Advisor	ASAP	July 18, 2024	August 19, 2024	Hired: Joseph Cloke (10/01/24)
Bursar	ASAP	October 3, 2024	October 17, 2024	Internal Only Posting – Accepting Applications
Comptroller	ASAP	September 23, 2024 (Reposted)	October 7, 2024	Accepting Applications
Director of Educational Opportunity Programs and Assistant Diversity Officer	ASAP	August 9, 2024	September 9, 2024	On-Campus Interviews Scheduled
Financial Aid Counselor	ASAP	August 27, 2024	September 3, 2024	Hired: Shannon Hale (10/15/24)
IT Infrastructure Manager	ASAP	September 11, 2024	September 25, 2024	Hired: David Centro (09/30/24)
Systems Administrator	ASAP	September 27, 2024	October 11, 2024	Internal Only Posting – Accepting Applications

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	Tompkins County Department of Human Resources Canvassing Eligible Candidates

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
Lifeguard	Athletics & Recreation	Pending	RTF in process for three lifeguards
Assistant Coach – Men’s Basketball	Athletics & Recreation	September 2024	Accepting Applications Hired: Jake Fusilli (10/01/24)
Assistant Coach – Women’s Basketball	Athletics & Recreation	September 2024	Hired: Willie Fann (10/01/24) Hired: Madeline Harris (10/01/24)

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Bartender	TC3 Bistro	ASAP	Accepting Applications
Busser/Food Runner	TC3 Bistro	ASAP	Accepting Applications Hired: Nicole Sayward (9/17/24)
Dishwasher	TC3 Bistro	ASAP	Accepting Applications
Host/Hostess	TC3 Bistro	ASAP	Accepting Applications Hired: Kelsey Perkins (9/18/24)
Line Cook	TC3 Bistro	ASAP	Accepting Applications Hired: Krissie Cross (9/25/24)
Server	TC3 Bistro	ASAP	Accepting Applications
Sous Chef	TC3 Bistro	ASAP	Promoted: Manuel Reynoso (9/12/24)
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 October 16, 2024

COMPLAINANT/SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOCIATION

None.

PROFESSIONAL ADMINISTRATORS ASSOCIATION

None.

TC3 ADJUNCT ASSOCIATION

None.

Resignations/Retirements/Separations

Presented to the Board of Trustees
October 16, 2024

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Mary Sue Keep	Student Housing Coordinator	Enrollment Management	02/27/25	Retirement

FACULTY STUDENT ASSOCIATION

None.

BISTRO

Nikita Blackburn	Hostess/FOH Supervisor	TC3 Bistro	09/03/24	Resignation
Angela Crowley	Banquet Server	TC3 Bistro	09/03/24	Resignation

Public Safety

Public Safety has had another busy month. In September, we participated with three other Police Departments at the SOAP Project on campus. With all of the assistance from our students, staff and fellow officers, one thousand bars of hotel soap were labeled with available resources for victims of sex trafficking. These soap bars will be distributed to local hotels and motels. Our State Fire Officer paired up with Public Safety to table at the beginning of the month for a College Hour program. We spoke with about twenty four students on topics such as personal and fire safety. Officer Davis and Fazzary paired up with Residence life and put on a program about use of our battery Jump Pack. In October we will be hosting Coffee with a Cop on October 2nd in the Student Center and participating in Domestic Violence programming.

Facilities

Facilities has been working on various projects and routine maintenance. On main Campus crews just completed painting all the railings on the first floor, servicing all HVAC related equipment and moving large pieces of athletic equipment sold in a recent auction. The Grounds Crew have been occupied with seasonal mowing, field maintenance and patching potholes as needed. The installation of a new batting cage at the baseball field was also a plus. The Janitorial staff has been busy with their regular cleaning duties as well as setting up and breaking down furniture for the many scheduled events we host on campus. Campus wide we spent quite a bit of time preparing for our annual State Fire Inspection. This included general housekeeping items to ensure adequate means of egress, the inspection of all our safety systems, as well as small repair and renovation initiatives on our dormitories.

2024-2025 Goals

- Procure updated datacenter equipment including an appropriate mix of cloud and on-premises resources by 11/1/2024.
 - We are currently sizing and pricing replacement datacenter hardware and hope to order equipment in the next 30 days, as our current hardware goes end of support at the end of October and November.
- Migrate all possible on campus servers to ITEC Infrastructure as a Service (IaaS).
 - Seven servers have been successfully moved to the ITEC IaaS cloud Hosted solution.
 - We encountered some speed issues with the dedicated circuit, especially when transmitting Test Power Campus Data from ITEC to TC3. We've resolved the issues and are now making further progress with planning and testing.
 - We will finalize planning and begin mass migration over the next month.
- 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. 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 will move to an Azure Entra ID authenticated version of MyTC3 shortly after 10/9, 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 completed the purchase of KnowBe4 Security Awareness Training.
 - We are currently integrating this with Entra ID for Single Sign On.
 - Once complete, we will deliver the first monthly Security Awareness Training, with a goal date of 10/11/24 for delivery and 10/25/24 for completion, aligning with October as Cybersecurity Awareness Month.
- Complete Written Information Security Plan (WISP) by 8/31/2025.
 - We have finalized procurement of Virtual Chief Information Security Officer (vCISO) services from Cyberstone/Terecai.
 - We are working with the vCISO to work through the WISP development.

Development of the Strategic Enrollment Management (SEM) Plan

On September 20th the members of the Strategic Enrollment Planning Workgroups participated in a Data Summit which included an extensive environmental scan and interactive review of various trend reports. This process helped inform the development of specific goals for the new Strategic Enrollment Management Plan.

The Workgroups will be reconvening on October 18th to review and approve a draft of the new Strategic Enrollment Management Plan. The next steps will include presentations at Executive Council, College Senate, and the Student Government Association (SGA).

Enrollment Services Center (ESC) Reorganization

The Dean for Enrollment Operations and Welcome Center Services, Colleen Conroy and Vice President for Enrollment Management, Rob Palmieri continue to meet with each staff member in the ESC to more fully understand roles, responsibilities, and office processes.

A planning group of ESC staff as well as staff across the campus (Athletics & Recreation, Health and Wellness Services, Residence Life, Student Activities, and Technology Support) has been established to develop a new student onboarding process to be piloted for the class of Spring 2025. The purpose of the new “Accepted Panther Day” will be 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.”

Enrollment Initiatives

The Enrollment Management Systems Office successfully developed and launched an enhanced Admission Application for Spring and Fall 2025, integrating insights from Admissions, ESC Leadership, Global Initiatives, Institutional Research, and Student Success. This new application incorporates tailored questions for various student populations (i.e. Nursing and International Students), advanced conditional logic, and streamlines checklist assignments while enhancing front-end processing and simplifying workflows for greater efficiency.

The College Now Office continues to work with 88 high schools to register students for the Fall 2024 semester throughout the months of September and October. They are on pace to match enrollment from last Fall. Assistant Director Brent Doane continues to visit high schools working with individual students and presenting to student groups about the benefits of taking college coursework while in high school.

At the conclusion of 2023-24, the Continuing Education and Workforce Development Office served an enrollment of 1,326 registrations, 700 through contract training. They are currently promoting open enrollment (<https://www3.tc3.edu/biz/default>) and contract training for 2024-25. Recruitment efforts continues 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

Assistant Director for Employer Relations and Experiential Learning, Dara Riegel planned and coordinated a series of career exploration workshops including a very successful Fall Career Carnival on October 1st. The focus of this event was “to introduce students to the many amazing organizations in our region and support them in exploring a wide range of careers by connecting with professionals in different roles, in a low-pressure environment.” Other career focused student events during September included:

- Coffee and Cookies with Your Career Team
- Life After TC3: Career Confidence for Transfers
- Life After TC3: Demystifying the Job Search
- Second Year Students! Find Your Spring Internship
- Res Life Career Tabling
- Rock Your Anthem!

TC3 Finance Report

The accounting Department is working in closing the year. Our preliminary closing shows that our expenses will be very close to the budget .The revenue side is exactly where we budgeted with a deviation of less than 10K being right on the budgeted amount.

At the same time we are working on preparing for the 4 audits (TC3, Single Audit, Foundation and FSA). We have hired one accountant and hope to finalize the Comptroller hire this month, and at the same time we are disengaging from our temporary employees. With a full compliments of accountants we are planning on being. We expect to finish work for the audits in January or early February.

Additionally this month we are starting the work with all the campus stakeholders for the 2025-26 Budget. We will be asking for Departments to submit requests for contractual expenses. Also I will be working with the President and the Executive team to prepare that salaries and benefits portion of the budget.

The Bursar's office is being formed as a standalone operation. We are working in creating policies and procedures to deal with student accounts, collections as well as all the other billing for the college. This department will be billing also for all programs and grants as well as being responsible for the chargebacks billing including handling the students Certificates of Residency.

As part of the College's renewed focus on institutional effectiveness this month we have been taking steps to begin conversations across the College regarding the Middle States Self Study process, and the related Middle States Self Study institute has begun in earnest. The Middle States Self Study will serve as an important framework for the College's efforts to examine how well we met our prior Mission, Vision and Values both qualitatively and quantitatively. We will also be looking to the future to define institutional goals to ensure we are meeting our newly revised Mission, Vision and Values.

Self-Study Institute: Universities and Colleges accredited by Middle States Commission on Higher Learning that have on-campus accreditation visits scheduled for 2026-2027 are in the current cohort of the Middle States Self Study Institute. The two co-chairs of the Self Study and the Accreditation Liaison Officer are attending this institute: Dr. Kelly Wessel and Victoria Zeppelin are serving as co-chairs and I am serving as the ALO. We are currently drafting the initial committee structure of the self-study process and the overall timeline as part of our work for the institute.

Institutional Research and Institutional Effectiveness: One of the key elements in ensuring that our institution is meeting its defined Mission is to ensure that we are continuing to develop infrastructure to assess and quantify important metrics related to the College's mission such as student graduation, retention, course success etc. while also meeting the institutions data compliance responsibilities. The institutional research office is continually working on projects to this end and has made significant progress over the last several years. One recent example includes collaborating with VP Rob Palmieri to create interactive reports to understand the enrollment landscape in our sponsor counties and the surrounding counties to help inform the planning of recruitment and admission processes.

Professional Development: To help us meet our College's Mission the institutional effectiveness office will also be focusing on ensuring that we support our faculty and staff with opportunities for professional development. Michelle Nightingale will be leading this effort, and she kicked off her work by supporting the PEAKS Leadership cohort and by helping to organize the Fall Professional Development event on October 8th.

Middle States Standard Spotlight: Last month I briefly shared some highlights of Standard I. I am copying an excerpt of the criterion for this standard here. I think this excerpt illustrates how important initiatives we will be engaged in over the next year (such as the Strategic Plan and the Strategic Enrollment Plan) align with the requirement of this Standard I.

Criteria

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

1. clearly defined mission and goals that:
 - a. are developed through appropriate collaborative and inclusive participation by all who facilitate or are otherwise responsible for institutional development and improvement;
 - b. address external as well as internal contexts and constituencies;
 - c. are approved and supported by the governing body;
 - d. guide faculty, administration, staff, and governing structures in making decisions related to planning, resource allocation, program and curricular development, and the definition of institutional and educational outcomes;
 - e. include support of scholarly inquiry and creative activity, at levels and of the type appropriate to the institution;
 - f. are publicized and widely known by the institution's internal stakeholders;
 - g. are periodically evaluated;
2. institutional goals that are realistic, appropriate to higher education, and consistent with mission;
3. goals that focus on student learning outcomes and student achievement that
 - a. include retention, graduation, transfer, and placement rates;
 - b. consider diversity, equity, and inclusion principles;
 - c. are supported by administrative, educational, and student support programs and services;
 - d. prioritize institutional improvement; and
4. periodic assessment of mission and goals to ensure they are relevant and achievable.

Provost October 2024 Board Report

Faculty Meeting

The first faculty meeting of the year was held Friday, September 20th with good attendance and discussion regarding how Malvika Talwar's transition to her new position will affect the work of the Provost's office. Discussion included how to best backfill the vacancy in the Provost's office and the reporting structure for full-time faculty. Though discussion is continuing, the consensus was to wait until the permanent Provost is hired to allow them to make the final decisions.

Fall Day Work

The afternoon of October 8th (Fall Day) faculty will hold department meetings from 1-2pm with the rest of the afternoon focusing on revising Master Course Syllabi that still need to be put into the new format that contain more information about the learning outcomes. The majority of courses have been completed, but this afternoon should have all of these important documents complete.

Baker Learning Center

This fall the Baker Learning Center (BLC) and Tutoring services expanded their hours into the evening to better serve students. We are monitoring usage and will adjust hours if needed in the spring term. Early usage data suggests that at least early in the term, students have taken advantage of the evening hours. The BLC has been promoting these expanded hours to faculty and will continue to promote them as we enter the latter half of the semester so students can get the needed help as they prepare for mid-term exams and beyond.

Access and Equity

Clockworks software will be launched this month to give students a secure portal to self-identify any disabilities or learning barriers and request accommodations to improve their learning. This software will allow better access for students, especially online students and not require dropping into the access and equity office. This system will also facilitate the documentation necessary for instructors regarding approved accommodations.

Study Abroad

As mentioned in last month's report, we have two study abroad trips planned for the fall term with travel during the winter break. The late start prep classes began October 1 with a deadline of October 4 for students to be paid in full and final decisions to be made regarding financial viability of the trips. Trip budgets will be reviewed beginning Oct 7 and meetings/communications will be held with Finance, Provost, Global Offices and sponsors to make final decisions regarding travel. Each trip has contingency plans in place should travel not be possible for students to maintain their load and earn credits they were expecting.

Athletics and Recreation – Men’s and Women’s Soccer are coming towards the end of their seasons. Basketball teams will get underway October 1. Women’s Basketball and Softball teams participated in Feed Our Starving Children service event with faculty member Margaret DeGaetano. The following revenues were generated by the Department: **\$2,863.50** from memberships and group activities, **\$1,188** from room rental by the Jazzercise group, and **\$3,980** from the sale of obsolete equipment.

Childcare – Currently 14 children enrolled are of students, 6 of staff and 33 are from the community. Some children will move up based on age at the end of October, creating 7 openings. Still hiring one teacher aid. Tuition will be reviewed and raised soon based on an increase in market rates. The Education Coordinator is working with students to fulfill placement credits for Early Childhood Program.

Health and Wellness - The Panther Pantry and Community Closet has hired four Empire State Service Corps students to staff pantry and work with students around SNAP benefits. The Recovery Center and the LGBTQ+ student organization each hosted luncheons to kick off the year and introduce students to supports. Staff have delivered NARCAN, Don’t Cancel that Class, and other educational programming and attending/assisting community events. Counseling and Health Center are seeing typical number of students for typical transition and health issues.

Office of Diversity Education and Support Services - The Educational Opportunity Program (EOP) welcomed 17 new first-time students. EOP has 17 returning students, for a total cohort of 34. The three-week summer institute was held August 4-23 and highlighted readiness in math and English, college prep curriculum, and community building activities. The fall semester kicked off individual counselor meetings, peer mentor relationships, and campus engagement (e.g., attendance at the Get Connected fair and Career Carnival).

Residence Life – Tompkins, Cortland and Tioga Halls are mostly full and Cayuga Lake Hall is half full occupying 281 beds in total. The top two floors of Cayuga Lake Hall are due to be completed this year for a total of 60 additional beds. Staff held a six week series of “How to College” programming. They are now moving into a six week series of DEI programming. They are just wrapping up NY State Fire Inspections.

Student Activities is hosting 25 events over September and October. There are 9 active clubs and several more in the works. SGA is running well. They are hosting a blood drive and working with faculty on voter registration programming.

Student Conduct, CARE Team & Title IX – September saw 17 conduct incidents involving 38 students. Of these, 13 had alcohol related charges, 1 had marijuana charges and 2 were smoking inside the building. We also had one harassment situation. There were 8 Title IX reports this month. Most of these involved verbal harassment; two involved alleged sexual assaults, one of which resulted in a Clery notice. Two individuals were issued emergency removals pending their investigation and hearing process. There were 17 CARE team referrals. Title IX training was provided to student club officers, Enrollment Center staff and the College Teaching Center.



Consent Agenda

**TOMPKINS CORTLAND COMMUNITY
COLLEGE RESOLUTION 2024-2025-10**

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 16th day of October 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 16th day of October 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Monday, September 30, 2024
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Weed, Steve	English Developmental Education Meeting/Participation	Adjunct	\$50.00	08/19/24
Archer, Pamela	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Aslanis, Ruth	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Bechtold, Charles	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Buchanan, Patricia	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Bullock, Sarah	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Cornish, Erin	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Duthie, Diane	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Earley, Bernie	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Farah, Fred	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Floyd, Laurie	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Frisbie, Megan	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Gammage-Sikora, Gina	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Gomez De La Torre-Clavel, Macarena	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Ha, Lien	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Johnston-Anumonwo, Ibipo	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Komar, Tanya	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Kurcoba, Kevin	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
LaFavor, Erik	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
LaMorte, Michelle	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Lewis, Justine	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Mack, Alyssa	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Marie, Jill	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Masciari, Daniel	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
McComb, Jared	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
McLane, Todd	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Need, Barbara	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Peterson, Komekia	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Schat, Marjolein	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Sewell, Patrick	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Sylstra, Jennifer	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Timonin, Michael	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
van der Veur, Shirley	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
VanDonsel, Mandy	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
VanKanegan, Megan	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Weaver, Bobbie	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Weed, Steve	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Whitcraft, Michelle	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Wirth, Thomas	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Wolff, Sarah	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Zaia, Heather	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Zhoa, Jiang	Attending Adjunct Convocation	Adjunct	\$100.00	8/20/2024
Carr, Jenelle	Attending Nursing Orientation	Adjunct	\$100.00	8/23/2024
Hendrix, Brittany	Attending Nursing Orientation	Adjunct	\$100.00	8/23/2024
Schaffer, Patricia	Attending Nursing Orientation	Adjunct	\$100.00	8/23/2024

Employee	Department	Title/Rank	Salary	Employment Dates
Steenburg, Jennifer	Attending Nursing Orientation	Adjunct	\$100.00	8/23/2024
Usherwood, Colleen	Attending Nursing Orientation	Adjunct	\$100.00	8/23/2024
Bennett, Chauncey	COMM127 M02	Adjunct	\$3,787.00	8/26/2024 To 12/13/2024
Bui, Michelle	Para-Professional Tutor	Adjunct	\$12,192.96	8/26/2024 To 12/13/2024
Eisenberg, Seth	PARA101 M49C INDP	Adjunct	\$624.00	8/26/2024 To 12/13/2024
McDaniel, Michael	FITN230 M21	Adjunct	\$1,935.00	8/26/2024 To 11/5/2024
McLane, Todd	ENVS112 M03 FSS 142 M01 ENVS285 M01 ENVS217 F01	Adjunct	\$5,780.75	8/26/2024 To 12/13/2024
Phillips, Jamie	FITN230 M20	Adjunct	\$1,539.00	8/26/2024 To 11/5/2024
Raethka, Tim	HLTH205 M49C INDP	Adjunct	\$2,496.00	8/26/2024 To 12/13/2024
Rice, Douglas	ENGL100, 101 - OCM BOCES	Adjunct	\$9,738.00	8/26/2024 To 12/13/2024
Young, Tammi	FITN217 workload credit calculation correction	Adjunct	\$860.25	8/26/2024 To 12/13/2024
Debessai, Solomie	Para-Professional Tutor	Adjunct	\$9,218.56	8/27/2024 To 12/13/2024
Vargas, Kristina	Para-Professional Tutor	Adjunct	\$9,218.56	8/27/2024 To 12/13/2024

September

Webb, Erin	Returning Adjunct Library Assistant	Adjunct	\$5,319.81*	9/1/2024 To 12/31/2024
Riedl, Sophie	Para-Professional Tutor - Revision	Adjunct	\$4,653.60	9/16/2024 To 12/13/2024
Centro, David	Campus Technology - IT Infrastructure Manager	Grade 5	\$100,000.00	9/30/2024

October

Almann, Nancy	BIOL114 BL2	Adjunct	\$3,870.00*	10/1/2024 To 12/13/2024
Archer, Pamela	CAPS111 BL3	Adjunct	\$1,420.24	10/1/2024 To 11/5/2024
Cloke, Joseph	Enrollment Services - Admissions Advisor	Grade 1	\$58,458.00	10/1/2024
Eaves, Robert	MATH200 M02	Adjunct	\$3,078.00	10/1/2024 To 12/13/2024
Fetridge, Wendy	ACCT101 ME51, BL2	Adjunct	\$8,656.00	10/1/2024 To 12/13/2024
Floyd, Laurie	ENGL210 BL4	Adjunct	\$3,078.00	10/1/2024 To 12/13/2024
Ford, Lisa	ENGL100 BL5	Adjunct	\$3,870.00	10/1/2024 To 12/13/2024
Fussner-Kelly, Shirley	MATH029 EL02	Adjunct	\$3,441.00	10/1/2024 To 12/13/2024
Hartnett, Gerri-Ann	PSYC103 ME50	Adjunct	\$3,246.00	10/1/2024 To 12/13/2024
LaFavor, Erik	SOC1101 M09	Adjunct	\$3,441.00	10/1/2024 To 12/13/2024
Mack, Alyssa	BIOL101 BL3	Adjunct	\$3,787.00	10/1/2024 To 12/13/2024
Mack, Alyssa	Professional Tutor - Amended	Adjunct	\$3,315.10	10/1/2024 To 12/13/2024
Marie, Jill	ENGL102 ME52	Adjunct	\$3,870.00	10/1/2024 To 12/13/2024
Okaru, Alfred	FITN101 M01	Adjunct	\$1,720.50	10/1/2024 To 11/5/2024
Reddy, Trivikrama	DRAF107 M02	Adjunct	\$3,516.50	10/1/2024 To 12/13/2024
Scrivens, Michael	BUAD215, BUAD217 B49C INDP	Adjunct	\$4,368.00	10/1/2024 To 12/13/2024
Sewell, Patrick	PHIL101 M01	Adjunct	\$3,870.00	10/1/2024 To 12/13/2024
Timonin, Michael	HSTY201 M05	Adjunct	\$3,246.00	10/1/2024 To 12/13/2024
Weaver, Bobbie	ENGL100 BL6	Adjunct	\$3,246.00	10/1/2024 To 12/13/2024
Weaver, Bobbie	Professional Tutor - Amended	Adjunct	\$1,785.05	10/1/2024 To 12/13/2024
Weingarten, Jennifer	CAPS121 BL3 CAPS131 M03	Adjunct	\$2,394.68	10/1/2024 To 12/13/2024
Young, Tammi	FITN170 M02	Adjunct	\$1,720.50	10/1/2024 To 12/13/2024
Hale, Shannon	Enrollment Services - Financial Aid Counselor	Grade 1	\$62,500.00*	10/15/2024
Cornish, Erin	Develop and instruct non-credit workshop - Basic Math Skills for Apprentices and Geometry and Trig for Apprentices - biz	Adjunct	\$5,280.00	10/21/2024 To 11/14/2024

TO: Dr. Amy Kremenek, President
FROM: John Geer, Dennis Panagitsas and Joe DeHart
RE: Position Descriptions for October Board Approval
DATE: October 2, 2024

For October 2024, three position descriptions are being presented to the Board of Trustees for approval:

Bursar

This is a revised position for the College. After reviewing the needs of the Finance department, the job description needs to be updated to reflect the current needs. This position will oversee and manage the College's student billing and accounts receivable. The grade is 3, with a salary range of \$58,511 to \$87,767.

Comptroller

This is a revised position for the College. After reviewing the needs in the Finance department, the job description needed to be updated to include the finance responsibilities for the affiliated organizations, an increased number of direct reports, and the responsibility of leading our finance department. The grade is 5, with a salary range of \$72,778 to \$109,166.

Instructional Designer

This is a new position for the College. After reviewing the responsibilities within the Library department, this job description was needed. The current Instructional Technology Associate's responsibilities align with these responsibilities with this new title. As a result, the incumbent will be promoted to this position. The grade is 3, with a salary range of \$58,111 to \$87,757.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-12**

**APPROVAL OF POSITION DESCRIPTION
BURSAR**

WHEREAS, the College has determined, based on a review and analysis of the Finance Office, that there is a need to revise the Bursar position description, and

WHEREAS, the attached Bursar position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Bursar position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

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 16th day of October 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 16th day of October 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Bursar

GRADE

3

PAGE

Page 1 of 2

ORGANIZATIONAL UNIT

Finance

REPORT TO

Vice President of Finance

APPROVED BY**SUMMARY:**

The Bursar will oversee and manage student billing, accounts receivable for Tompkins Cortland Community College. This role ensures that financial transactions are accurate and compliant with institutional policies and relevant regulations. The Bursar works closely with the Comptroller, financial aid office, students, and other departments to ensure efficient financial processes and effective customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for all student accounts and all receivables. Leading the Bursar student accounts office to constantly audit and update the student accounts and issue bills.
- Oversee day-to-day operations related to student accounts and all other TC3 billing. Collaborates with the one stop shop at Enrollment Services Center and oversees the student payments process. Collaborates with the accounting office to forward and record payments.
- Manage accounts receivable, ensuring timely collection of receivables. Periodically reports to the Vice President of Finance on the student receivables. Proposes policies and programs that could improve collections and also leverage them to improve enrollment.
- Maintain organized records of tuition fees, student accounts, and other financial transactions. Responsible for establishing the Assessment Rules as well as reconciling daily the Global Assessment reports.
- Responsible for all tax forms to the students. Leads the 1098T annual process according to Federal regulations. Also supervises the possible questions and other requests the students might have regarding 1098Ts
- Maintains Power Campus for TC3, audits all entries, facilitates training, and operates as the subject matter expert of the system.
- Address student inquiries regarding their accounts and assist in resolving any discrepancies or issues. Customer service should be a priority of the office.
- Work with faculty, the financial aid office, and other departments to coordinate financial processes and services.
- Responsible for Internal Controls in the student, receivables, and collections area. In collaboration with the Vice President of Finance and the Comptroller proposes and facilitates Internal Controls in billing and receivables.

TOMPKINS CORTLAND COMMUNITY COLLEGE**POSITION TITLE**

Bursar

GRADE

3

PAGE

Page 2 of 2

ORGANIZATIONAL UNIT

Finance

REPORT TO

Vice President of Finance

APPROVED BY

- Design and update financial procedures and provide training and support to staff on these processes.
- Interact with internal and external auditors and participate in year-end close procedures.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance, Business Management, or a related field and 3 years of experience in financial operations, including student accounts experience.

DESIRED QUALIFICATIONS:

Master's degree and 5 years of experience in Higher Education

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE
Instructional Designer

GRADE
3

PAGE
Page 1 of 1

ORGANIZATIONAL UNIT
Academic Affairs

REPORT TO
Director of Library

APPROVED BY

SUMMARY:

The Instructional Designer will support the faculty in creating learning experiences to ensure students succeed in an online, hybrid, hyflex, virtual/remote and face-to-face web-enhanced courses. They will train and guide faculty in the design, development and delivery of courses that meet the curriculum standards of the various program offerings at the College. They will implement technology that supports the creation of digital learning materials, activities, and assessments to pave the way for student success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Training

- Direct faculty in designing and developing online, hybrid and hyflex courses that follow current best practices.
- Conduct instructional design, Learning Management System and other training to faculty to support the development of high quality online, hybrid and hyflex instruction for students.
- Develop instructional design manuals, rubrics, FAQs and assessment tools for online, hybrid and hyflex course development.
- Provide training and develop resources for front-line student-facing technical support at the college.
- Research and implement innovative technologies for online, hybrid and hyflex courses
- Maintain awareness of best practices, emerging technologies, and new opportunities in educational technology that may be adopted as new and emerging instructional media, technologies, pedagogies, and practices.
- Continuously updates faculty on relevant new technologies and best practices

Technical Support

- Provide front-line technical support for faculty in courses that utilize the Learning Management System
- Provide secondary technical support for students in courses that utilize the Learning Management System
- Support internal professional development initiatives that require online delivery

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE
Instructional Designer

GRADE
3

PAGE
Page 2 of 2

ORGANIZATIONAL UNIT
Academic Affairs

REPORT TO
Director of Library

APPROVED BY

- Acts as administrator of the college's Learning Management System and associated third-party tools
- Coordinates with the college's Campus Technology department to ensure adequate technology infrastructure to meet the needs of the Learning Management System
- Collaborates with SUNY, vendors, and other technical support personnel to aid in the solution of problems regarding instructional technology and learning management systems

Planning and Administration

- Provides leadership in the development of strategic approaches to the integration of technology with the academic curriculum of the college
- Participates in relevant college policy and planning committees and meetings.
- Serves as the college's liaison to SUNY-wide and other consortiums that aim to adopt and implement technology-enhanced instructional initiatives.
- May supervise student workers and interns. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
- Performs other job-related tasks as assigned.

SUPERVISION:

Types Supervised (check each category):

Classified Staff
 Administrative
 Faculty
 Adjunct Faculty
 Students
 Faculty Student Association (FSA)

Indicate number in each category:

of Classified Staff
 # of Administrative
 # of Faculty
 # of Adjunct Faculty
 # of Students
 # of FSA

MINIMUM QUALIFICATIONS:

Bachelor's Degree and one year of technology support experience are required as well as 2 years of experience using a learning management system

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-14**

**APPROVAL OF POSITION DESCRIPTION
COMPTROLLER**

WHEREAS, the College has determined, based on a review and analysis of the Finance Office, that there is a need to revise the Comptroller position description, and

WHEREAS, the attached Comptroller position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Comptroller position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

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 16th day of October 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 16th day of October 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Comptroller

GRADE

5

PAGE

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ORGANIZATIONAL UNIT

Finance and Administration

REPORT TO

Vice President of Finance

APPROVED BY**SUMMARY**

Responsible for all accounting functions for Tompkins Cortland Community College, TC3 Foundation and the Faculty Student Association (FSA). This includes accounts payable, cash receipts, restricted fund accounting, capital project accounting, purchasing, payroll and the general ledger. Collaborates with the Bursar and other billing functions. Collaborates with the Director of Auxiliary Operations in account closing for the TC3 Foundation and the FSA. Assists the Vice President of Finance with complex financial analysis, financial reporting, budget preparation, and audit functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the daily functions of the finance office including accounts payable, cash receipts, purchasing, restricted fund accounting, capital project accounting, payroll and the general ledger.
2. Supervises accounts payable, cash receipts, purchasing, restricted fund accounting, capital project accounting, payroll and the general ledger functions, and staff.
3. Maintains internal financial controls for all three entities (Tompkins Cortland Community College, TC3 Foundation, and the Faculty Student Association).
4. Responsible for the administrative approval of all financial software access related to the budget and financial functions.
5. Posts data from subsidiary ledgers to the general ledger and closes the general ledger monthly, including review and preparation of journal entries.
6. Prepares monthly bank reconciliations for all accounts; responsible for monitoring cash flow and investments.
7. Responsible for the general ledger of all three entities ensuring that all accounts are fully reconciled with supporting systems and related party transactions.
8. Assists department managers and/or staff with new activities and programs by developing procedures in order to achieve their financial goals and still maintain effective accounting practices as well as ensuring compliance with college policy, state and federal laws and regulations.
9. Assists the Vice President with preparation of annual operating budgets, maintenance of budgetary controls, complex financial analysis and budgetary forecasts.
10. Directs the preparation for annual independent audits for the College, TC3 Foundation, and the Faculty Student Association.

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11. Directs internal audit functions of various college departments and activities including tests of compliance with college policy, state and federal laws and regulations as they apply to all three entities.
12. Responsible for maintaining appropriate records to document final accounting for all books of account, including the general ledger, cash receipts, and cash disbursements. Such record keeping methods will comply with record retention requirements.
13. Collaborates with Bursar in monitoring revenue sources and ensure compliance of revenue sources.
14. Develops and maintains relationships with various county government departments, banking institutions, outside funding agencies, as well as internal college departments and organizations.
15. Directs staff within the finance office. Assures the effective use of human resources by recommending hiring, disciplinary, and other human resources actions, together with the training motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
16. Serves on various College committees and performs other related tasks as assigned.
17. Oversees the production of payroll and purchasing tax forms.

SUPERVISION:

Types Supervised (check each category):

<input checked="" type="checkbox"/>	Classified Staff
<input checked="" type="checkbox"/>	Administrative
<input type="checkbox"/>	Faculty
<input type="checkbox"/>	Adjunct Faculty
<input type="checkbox"/>	Students
<input type="checkbox"/>	Faculty Student Association (FSA)

Indicate number in each category:

<u>5-6</u>	# of Classified Staff
<u>1</u>	# of Administrative
<u> </u>	# of Faculty
<u> </u>	# of Adjunct Faculty
<u> </u>	# of Students
<u> </u>	# of FSA

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting and 10 years of experience in a full-charge accounting position, supervisory experience.

PREFERRED QUALIFICATIONS

MBA or CPA preferred

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-8**

CLEANING SUPPLIES BID AWARD

WHEREAS, Tompkins Cortland Community College requires the purchase of Custodial Supplies, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Cleaning Supplies, and

WHEREAS, Quill, of Lincolnshire, IL, Pyramid School Products, of Tampa, FL, Hummel’s Office Plus, of Mohawk, NY, Hill & Markes of Amsterdam, NY, Sanico, of Binghamton, NY, and Interboro, of Montgomery, NY submitted bids for a total of \$26,537.08; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards the 2024-2025 Custodial Supplies Bid to Quill, of Lincolnshire, IL in the amount of \$1,771.00
Pyramid School Products, of Tampa, FL in the amount of \$219.70
Hummel’s Office Plus, of Mohawk, NY in the amount of \$11,497.20
Hill & Markes. Of Amsterdam, NY in the amount of \$1,068.46
Sanico, of Binghamton, NY in the amount of \$7,456.12
Interboro, of Montgomery, NY in the amount of \$4,524.60
for a total amount not to exceed \$26,537.08.

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 16th day of October, 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 16th day of October 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

September 30, 2024

From: Kevin Caveney, Purchasing

Re: Bid Award Recommendation for Custodial Supplies for 2024-2025

In consultation with Cleaning Supervisor, Emily Nelson, we are recommending the award for the Custodial Supplies Bid for the 2024-2025 fiscal year as follows:

To Quill, of Lincolnshire, IL in the amount of \$1,771.00

To Pyramid School Products, of Tampa, FL in the amount of \$219.70

To Hummel's Office Plus, of Mohawk, NY in the amount of \$11,497.20

To Hill & Markes. Of Amsterdam, NY in the amount of \$1,068.46

To Sanico, of Binghamton, NY in the amount of \$7,456.12

To Interboro, of Montgomery, NY in the amount of \$4,524.60

The submitted bids totaled \$26,537.08. The bid request was structured to allow submittal of bids for all or selected items, and allowed for award to more than one vendor based on best price and or the best interest of the College. The vendors above provided the lowest overall pricing to accommodate each need.

The bid was advertised in The Ithaca Journal and The Cortland Standard, as well as on the TC3 website. Bid documents were sent to known vendors and by request. Ten vendors submitted bids for selected items.

A summary of the bids received is attached.

Notes*

Custodial Supplies Summary										
Bids received 9/26/24 based on RFB sent 9/11/24										
Vendor	Quill LLC	United Sales	Pyramid	Central-Poly	Unipak	Hummel's	Hill & Markes	Sanico	Dispose N Save	Interboro
**Diversey™ J-Fill® Station 4™ Chemical Dispenser Systems, quantity of 2	NO BID	NO BID	NO BID	NO BID	NO BID	\$0.00	\$0.00	NO BID	NO BID	NO BID
**Diversey™ Virex® II 256 One-Step Disinfectant Cleaner & Deodorizer, 2.5 L J-Fill®; 2/Case - 8 cases	\$555.36	NO BID	NO BID	NO BID	NO BID	\$732.80	\$800.00	NO BID	NO BID	NO BID
**Diversey™ Glance NA Glass & Multi-Surface Cleaner for J-Fill, Refill, 2.5L, 2/Case, 10 cases	\$1,124.70	NO BID	NO BID	NO BID	NO BID	\$916.00	\$1,000.00	NO BID	NO BID	NO BID
**Diversey™ PERdiem 58 Liquid General Purpose Cleaner, 2.5L J-Fill Bottle, 2/Case, 20 cases	NO BID	NO BID	NO BID	NO BID	NO BID	\$1,832.00	\$2,000.00	NO BID	NO BID	NO BID
**Diversey™ Crew 44 Liquid Bathroom Cleaner and Scale Remover, 2.5L J-Fill Bottle; 2/Case, 12 cases	\$1,041.96	NO BID	NO BID	NO BID	NO BID	\$1,099.20	\$1,200.00	NO BID	NO BID	NO BID
Tork Paper Towels 290088 (6) 700ft rolls per case, 120 cases	\$6,424.80	\$12,132.00	\$9,838.80	NO BID	NO BID	\$6,420.00	\$7,006.80	\$8,752.80	NO BID	NO BID
Tork Paper Towel Dispenser 5510282 qty 60	NO BID	NO BID	\$3,659.40	NO BID	NO BID	\$0.00	\$2,677.80	\$0.00	NO BID	NO BID

*Award to one vendor for complete system

9.5" x 10" 6cs 250ct/case or equivalent	NO BID	NO BID	\$107.94	NO BID	NO BID	NO BID	\$169.80	\$84.12	\$123.60	NO BID	NO BID
10.25" x 7.5" 4cs 500ct/case or equivalent	NO BID	NO BID	\$87.96	NO BID	NO BID	NO BID	\$143.60	\$74.16	\$107.80	NO BID	NO BID
Toilet Tissue 1 ply 3.375" core, 9" diameter, 1.5lb roll, 12 rolls per case - 150 case or equivalent quantity	NO BID	\$4,444.50	NO BID	\$5,400.00	NO BID	NO BID	\$4,530.00	\$4,350.00	\$4,065.00	NO BID	NO BID
Symmetry Foaming Hand Wash 4 x 67.6oz per case - 50 cases	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	\$3,310.00	NO BID	NO BID
Clario Instant Hand Sanitizer 6 x 33.8oz per case - 15 cases	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	\$498.00	\$1,042.20	NO BID	NO BID	NO BID
3M Easy Trap Duster Sheets 8 in x 125 ft roll - 6 Rolls	\$242.16	NO BID	\$365.94	NO BID	NO BID	NO BID	\$348.00	\$206.88	\$343.20	NO BID	NO BID
8 in x 125 ft roll - 6 Rolls											
Mr. Clean Magic Erasers 36 pads per box - 12 boxes or equivalent quantity	NO BID	NO BID	\$479.76	NO BID	NO BID	NO BID	\$504.00	\$407.40	\$454.80	NO BID	NO BID
CLR Calcium Lime and Rust Remover 6 gallons	\$100.74	NO BID	NO BID	NO BID	NO BID	NO BID	\$132.00	\$52.62	NO BID	NO BID	NO BID
ZEP Tile and Grout Cleaner (12) 32oz bottles per case - 2 cases	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	\$110.00	\$84.00	\$81.12	NO BID	NO BID
10" Deck/Floor Scrub Brush w/handle qty 4	NO BID	NO BID	\$35.96	NO BID	NO BID	NO BID	\$48.00	\$31.48	\$36.40	NO BID	NO BID

15" Angled Broom - quantity of 10	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
Hoover Commercial Bagless Vacuum qty 10	\$1,771.00	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
Microfiber mop head 15oz - quantity of 24	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
60" Wet Mop clamp style handle - quantity of 10	\$150.00	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID

Quill \$1,771.00

\$1,771.00

Pyramid \$59.90

Pyramid \$79.90

Pyramid \$79.90

\$219.70

Hummel's \$732.00

Hummel's \$916.00

Hummel's \$1,832.00

Hummel's \$1,099.20

Hummel's \$6,420.00

Hummel's \$498.00

\$11,497.20

Hill & Markes \$211.80

Hill & Markes \$84.12

Hill & Markes \$74.16

Hill & Markes \$206.88

Hill & Markes \$407.40

Hill & Markes \$52.62

Hill & Markes \$31.48

\$1,068.46

Sanico \$4,065.00

Sanico \$3,310.00

Sanico	\$81.12
	\$7,456.12
Interboro	\$208.20
Interboro	\$695.00
Interboro	\$2,040.00
Interboro	\$327.00
Interboro	\$167.40
Interboro	\$1,087.00
	\$4,524.60
Total	\$26,537.08

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-9**

Tabletop Scanning Electron Microscope (SEM)

WHEREAS, there is a need for a Tabletop Scanning Electron Microscope (SEM), for instruction at TC3, to be funded by the SUNY Transformation Grant, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for a Tabletop Scanning Electron Microscope (SEM), and

WHEREAS, Angstrom Scientific Inc. of Ramsey, NJ, has provided the lowest responsible bid meeting specifications for new equipment that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for a Tabletop Scanning Electron Microscope (SEM), to Angstrom Scientific Inc per their bid of \$124,000. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by the Provost and Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

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

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, NANCY MURPHY, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 16th day of October 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 16th day of October 2024.

Clerk of the Board of Trustees

September 30, 2024

From: Kevin Caveney, Purchasing

RE: Recommendation of Bid Award for Tabletop Scanning Electron Microscope (SEM)

Tompkins Cortland Community College seeks to purchase equipment for Micro-Nanotechnology Fabrication and Safety curriculum to expand existing programming. Funding has been secured by a SUNY Transformations grant and will be used to purchase equipment and update the college facilities. The equipment for these credentials will also be an important enhancement for interdisciplinary undergraduate research projects for students in the biology, environmental science, and chemistry departments.

In consultation with the Provost and Faculty, we are recommending the award of the bid for a **Tabletop Scanning Electron Microscope (SEM)**, to Angstrom Scientific, Inc. the bid amount of \$124,000. A sealed bid process was conducted per the requirements of New York State General Municipal Law 103. A summary of the bids received is listed below.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and on the College's website. Bid requests were sent to 3 qualified vendors for this specific equipment. Bids were received from Nanoscience Instruments in the amount of \$146,066 and from Angstrom Scientific in the amount of \$124,000 for new equipment. Angstrom Scientific also offered the option of a refurbished/demo unit for the amount of \$119,500. It was determined to be in the best interest of the College to acquire the new unit for \$124,000.

Kevin Caveney
Purchasing

October 1, 2024

From: Kevin Caveney, Purchasing

RE: Recommendation of Bid Award for (3) Instructional Vacuum Demonstration Systems

Tompkins Cortland Community College seeks to purchase equipment for Micro-Nanotechnology Fabrication and Safety curriculum to expand existing programming. Funding has been secured by a SUNY Transformations grant and will be used to purchase equipment and update the college facilities. The equipment for these credentials will also be an important enhancement for interdisciplinary undergraduate research projects for students in the biology, environmental science, and chemistry departments.

In consultation with the Provost and Faculty, we are recommending the award of the bid for **(3) Instructional Vacuum Demonstration Systems** to AJA International, Inc. for the bid amount of \$138,000. A sealed bid process was conducted per the requirements of New York State General Municipal Law 103. A summary of the bids received is listed below.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and on the College's website. Bid requests were sent to 2 qualified vendors for this specific equipment. Bids were received from Kurt J. Lesker Co. in the amounts of \$159,195 and \$147,786.88 (for an alternate proposal) and from AJA International, Inc. in the amount of \$138,000 for equipment meeting the specifications.

Kevin Caveney
Purchasing

**TOMPKINS CORTLAND COMMUNITY COLLEGE
Resolution 2024-2025-16**

**Approval of
Retiree Benefits**

WHEREAS, the Retiree Benefits were established and approved by Board resolution 1996-97-38 in January 1997,

Whereas, the office of Human Resources has reviewed outlined benefits and the need to update those no longer valid, and

Whereas, the college no longer offers a “copy card” contained within the 1997 resolution,

Resolved, the Board of Trustees of Tompkins Cortland Community College appreciates the service and dedication of employee who have retired and desire to provide retirees with the following benefits, and

1. Tompkins Cortland Community College ID card
2. Continued access to and use of the College library
3. Ability to attend workshops offered by the Workforce Development office at the staff member rate, where a reduced staff member rate is available.
4. Membership to the fitness center at the staff member rate
5. Ability to audit courses on the same basis as senior citizens

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 16th day of October 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 16th day of October 2024.

Clerk of the Board of
Trustees Tompkins
Cortland Community
College