



Agenda
September 18, 2024
Board of Trustees Meeting @ 5:30 p.m.

<https://us02web.zoom.us/j/81929745620?pwd=Kup5NmFG99jNDIGmjPkVhXaZB9pWzD.1>

1. Call to Order
2. Roll Call
3. Welcome Guests
 - a. Christopher Austen, Director of Campus Police
 - b. Dr. Ken Ender and Dr. Reynaldo Garcia
4. Approval of Agenda
5. Public Comment**
6. Approval of July 17, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
 - a. Foundation Board Liaison to Board of Trustees
 - b. Board Resolution for Finance and Audit Committee
 - c. SUNY Chancellor on Presidential Evaluations and Searches
 - d. Board Resolution on Employment Supervisory Authority
8. CFO/Treasurer's Report
 - a. Financial Update
 - b. Community College Capital Request Plan 2025-26 to 2029-30
 - c. Board Resolution on Facilities Master Plan
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. Strategic Plan Presentation
- b. Board Resolution on updated Mission, Vision, and Values
- c. Board Resolution on Strategic Planning Guiding Principles
- d. Vice President Reports

14. Consent Agenda

- 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
- b. 2025 Commencement Date

16. Adjournment

17. Executive Session

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

*****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.***

**Tompkins Cortland Community College
Board of Trustees
Annual Meeting
July 17, 2024
In person and Zoom
Open Session at 5:30 p.m.**

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

Excused: Dean Corbin, Arthur Kuckes

County Liaisons: Mike Lane, Cathy Bischoff (excused)

Staff: Scot Beekman, Carolyn Boone, Tracey Brunner, Joe DeHart, Nic Dovi, John Geer, Gina Holl, Amy Kremenek, Nancy Murphy, Dennis Panagitsas, Don Perkins, Jason Pomeroy, Zach Snyder, Malvika Talwar, Seth Thompson, Susanna VanSant

Guests: None

1. **Call to Order:** The meeting was called to order by Chair Davison at 5:34 p.m.
2. **Oath of Office:** Chair Davison administered the oath to incoming Student Trustee Shannon Boyd. Tracey Brunner notarized the oath. A photo of President Kremenek, Chair Davison, and Ms. Boyd was taken.
3. **Roll Call:** Ms. Murphy took roll.
4. **Election of Officers:** Lisa Perfetti spoke on behalf of the Nominations Committee (Seth Peacock, Roxann Buck, Lisa Perfetti) presenting the report. The current officers had been asked to continue to serve in their roles. A call for other nominations was made, none were offered. Ms. Perfetti, on behalf of the Nominating Committee, moved that the current officers continue their service; seconded by Ms. Buck, motion carried unanimously.
5. **2024-25 Proposed Meeting Dates:** Chair Davison referenced the draft calendar of proposed dates enclosed in the Board packet for the upcoming year and opened the floor for discussion of dates. The proposed dates fall on the third Wednesday of the month. Ms. Dale-Hall moved that the proposed dates be approved; Ms. Michell-Nunn seconded; motion carried unanimously.
6. **Other Business:** No other business
7. **Adjournment of Annual Meeting:** Ms. Buck moved that the annual meeting be adjourned; seconded by Ms. Perfetti; motion carried unanimously. The meeting adjourned at 5:42 p.m.

Open Session Regular Meeting

1. **Regular Meeting:** Chair Davison called to order at 5:42 p.m.



2. **Roll Call:** Ms. Murphy called roll.
3. **Welcome Guests:** Chair Davison welcomed Jason Pomeroy, Executive Director of the TC3 Foundation, who started on July 8, and Nic Dovi, Director of Facilities, formerly of City of Cortland Public Works.
4. **Approval of Agenda:** Ms. Buck moved the Board of Trustees July 17, 2024 Regular Meeting agenda be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously.
5. **Public Comment:** There were no requests for public comment.
6. **Approval of Minutes:** Ms. Dale-Hall moved that the minutes from the June 20, 2024 Board of Trustees meeting be approved as submitted; seconded by Ms. Buck; motion approved unanimously.
7. **Chair's Report:** Chair Davison thanked Dean Corbin, Roxann Buck, and Sue Dale-Hall who attended recent Cortland County and Tompkins County Finance Committee meetings and Legislature meetings with her to present the College's 2024-25 Operating Budget.
8. **CFO/Treasurer's Report:** VP of Finance Dennis Panagitsas commended the College passing the budget at both counties and appreciated the positive comments. Ms. Dale-Hall asked if money from other counties is included in local revenue. Mr. Panagitsas indicated it is and the school is still in the process of collecting it. A discussion ensued over the Fund Balance, an ideal one for this size college is 5-15%. We are working on reducing the draw from our Fund balance.
9. **Student Trustee's Report:** No report this month.
10. **County Liaison Reports:**
 - a. **Cortland County:** No report this month
 - b. **Tompkins County:** Mr. Lane expressed his gratitude for President Kremenek joining on Zoom and Mr. Panagitsas in-person at the Legislature meeting the night before, it means so much to the Legislature to see people at the meetings. Tompkins County passed the Tompkins Cortland Community College budget. Tompkins County is continuing to work on their budget and working on a 5% reduction for the upcoming year.
11. **College Senate Report:** No report this month.
12. **Committee and Affiliate Reports:**
 - a. **TC3 Foundation:** President Kremenek introduced Jason Pomeroy, new Executive Director of the Foundation, he comes most recently from the American Heart Association of Syracuse and has extensive Higher Education fundraising experience.
 - b. **Auxiliary Operations:** Ms. Holl, Director of Auxiliary Operations, reported that the Foundation and affiliate audit were finalized and the 990R, filed. Focus has been on getting the dorms ready and the restaurant fully operating in September with enhanced "Happy Hour" offerings beginning in August. Ms. Holl is in the process of reviewing the Ithaca Extension Center lease and assisting with the sale of the Cortland Extension Center to SUNY Cortland.



- c. **New York Community College Association of Presidents (NYCCAP/SUNY):** President Kremenek shared that all colleges will make campus climate issues a clear part of orientation for new and continuing students, and Residential Life staff. The Lieutenant Governor Service, Civil Society, and SUNY Service Corps are providing funding for six students community service positions. The Chancellor is planning to host monthly meetings and four in person sessions for presidents. Johanna Duncan-Poitier, Senior Vice Chancellor for Community Colleges, is retiring end of September.

Mr. Lane inquired about recruitment recovery in students from downstate, President Kremenek indicated it is starting to improve, but not in significant numbers. The vast majority of students are from the sponsor and “donut” counties.

- d. **New York Community College Trustees (NYCCT):** Ms. Buck reminded everyone of the conference in October with the award dinner on October 5th.

13. President’s Report:

- a. **President’s Update:** President Kremenek indicated fall semester is five weeks away, enrollment patterns are consistent and headcount is up 4%. Full time enrollment is down 2%. The budget is built on enrollment projections. Our continuing students are up, but we are currently, down about a 1/3 in new students. New registration events are being held over the weekends.

Questions over the lower full time number were asked, President Kremenek explained that applications are flat, acceptances are up to 100 percent, processes changes, students have choices when it comes to schools, challenges have been captured in World Café reports. These reports have been presented to the Board and also the campus.

b. Vice President

- **Policy and Compliance Update:** Ms. Boone noted that the Maintenance of Public Order Policy update now outlines the violations and penalties. Ms. Perfetti asked Ms. Boone why her name was on the policy vs a title, Ms. Boone shared there is a law now that you have to put the name and title even though the person may leave the role.
- **Childcare Center Update:** Mr. Thompson indicated that employee recruitment hasn’t been as strong as we would like, they have added radio ad placements. We pay above the average pay rate. Mr. Thompson worked with Mr. Panagitsas and Ms. Goodwin to develop a plan – 25% student, 25% staff and 50% community. TC3 is of the few resources that begin care at six weeks which requires a smaller ratio of infant to caregiver. The question of offering afterschool care was raised. This would require different credentials and retrofitting of the space.

14. Consent Agenda: Ms. Buck moved the Consent Agenda be approved with the ratifications of the recommendations of the President noted; seconded by Ms. Dale-Hall; approved unanimously.

- a. Appointment of Personnel
- b. Maintenance of Public Order Policy
- c. Discrimination and Harassment Policy



- d. Financial Audit Services Resolution
- e. Ratification of Promotion Recommendations by the President

15. Discussion Items: No discussion items were brought forth.

16. Adjournment: Ms. Buck moved that the meeting be adjourned at 6:54 p.m.; seconded by Ms. Michell-Nunn.

17. Informational Items

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

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

BOARD POLICY - LIAISON TC3 FOUNDATION, INC.

The Board of Trustees wishes to maintain a continuous, close working relationship with the TC3 Foundation, Inc. and invites a designated liaison from the Foundation to attend all public meetings of the Board of Trustees. The designee may participate in discussions and present materials, but shall not have a vote.

9/20/84 – 1984-85-16 – Request for Liaison from the TC3 Foundation, Inc.

4/24/86

11/10/2016

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-7**

ESTABLISHMENT OF A BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE

WHEREAS, the Bylaws of the Tompkins Cortland Community College Board of Trustees provide for the Chairman of the Board to establish and appoint committees for the purpose of making recommendations, reporting, informing or advising the Board on matters pertaining to the operation of the College and other functions of the Board, and

WHEREAS, the Board of Trustees has determined that a need exists for a Board standing committee to advise the Board on the state of the College's financial operations, budgetary allocations, and student fees, including the College's annual operating budget, monthly, quarterly and year-end financial conditions, and the finances of its affiliate operations that impact the overall College, and

WHEREAS, the Board of Trustees also desires that a standing committee be appointed to assist the Board of Trustees in fulfilling its fiduciary responsibilities relating to the College's financial statements, financial reporting processes, systems of risk management, internal controls, compliance, and the audit processes, and

WHEREAS, the purpose of the standing committee is to ensure that the College operates within available resources and applicable federal, state, SUNY and sponsor policies in a manner supportive of the College's mission, vision and values and Strategic Plan, and

WHEREAS, by virtue of the Bylaws of the Tompkins Cortland Community College Board of Trustees, a committee shall provide detailed knowledge required by the Board in performing its functions and making its decisions, and then communicate that knowledge and the Committee's findings to the Board, without acting in the name of the Board of Trustees unless specific authority for such action has been authorized by the Board, and

WHEREAS, the Bylaws of the Tompkins Cortland Board of Trustees provide that Board committees consist of three (3) members, no two of which shall sit together on another special committee, with a Chairman designated by the Chairman of the Board and meeting as needed when directed by the Chairman, and

WHEREAS, per the Bylaws, the Chairman serves as an ex-officio member of all Board committees with committee meetings open to all members of the Board of Trustees, be it therefore

RESOLVED, that the College Board of Trustees appoints a standing committee on Finance and Audit to be chaired by the Treasurer of the Board of Trustees, with two additional Board members to comprise the committee members and appointed by the Chairman, to meet at least quarterly, and to advise the Board according to these charges.

TOMPKINS CORTLAND COMMUNITY COLLEGE

RESOLUTION 2024-2025-7
Continued

STATE OF NEW YORK: **I, NANCY MURPHY, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community
 College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the
Board of Trustees of Tompkins Cortland Community College at a regular meeting
of said Board on the 18th day of September 2024, and the same is a complete copy
of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set
my hand and caused the official seal of
Tompkins Cortland Community College to be
hereunto affixed this 18th day of September
2024.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

TOMPKINS CORTLAND COMMUNITY COLLEGE
Resolution 2024-2025-1

Trustee Resolution on Employment Supervisory Authority

Employment supervisory authority of the board of trustees over the president of
Tompkins Cortland Community College

WHEREAS New York State Education Law Section 6306, specifies that Tompkins Cortland Community College shall be administered by a board of trustees; five appointed by the local legislative body or board, four by the governor, and one elected from the student body; and

WHEREAS the Tompkins Cortland Community College Board of Trustees shall appoint a president for the college, subject to approval by the state university trustees; and

WHEREAS, the Tompkins Cortland Community College Board of Trustees may enter into any contract or agreement deemed necessary or appropriate for the effective operation of the college, including, but not limited to, the employment contract with the president; and

WHEREAS, the responsibility and the authority to conduct the annual performance evaluation of Tompkins Cortland Community College president and to amend the terms of their contract rests entirely with Tompkins Cortland Community College Board of Trustees;

NOW, THEREFORE BE IT RESOLVED, that the Tompkins Cortland Community College president's performance appraisal, performance evaluation or performance review, and terms and conditions of their employment contract can only be influenced by, altered, or amended via negotiations between the president and the Board of Trustees at Tompkins Cortland Community College

STATE OF NEW YORK: **I, NANCY MURPHY, CLERK** of the Board
 SS: of Trustees of Tompkins Cortland Community
 College,

COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the
Board of Trustees of Tompkins Cortland Community College at a regular meeting of
said Board on the 18th day of September 2024, and the same is a complete copy of
the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my
hand and caused the official seal of Tompkins
Cortland Community College to be hereunto
affixed this 18th day of September 2024.

Clerk of the Board of Trustees
Tompkins Cortland
Community College

Personal Services	0	0	0.0%	94,853	87,621	92.4%	87,621	100.0%	
Equipment									
Contractual Expenses			0.0%	1,096	1,096	100.0%	1,096	100.0%	
Employee Benefits	0	0	0.0%	46,726	49,068	105.0%	49,068	100.0%	
Total Public Service	0	0	0.0%	142,675	137,785	96.6%	137,785	100.0%	
Academic Support									
Personal Services	1,718,221	1,570,111	148,110	91.4%	1,551,654	1,380,839	89.0%	(189,272)	(13.7%)
Equipment			0	0.0%	34,056		0.0%	0	0.0%
Contractual Expenses	246,590	61,013	185,577	24.7%	192,367	176,949	92.0%	115,936	65.5%
Employee Benefits	713,057	892,285	(179,228)	125.1%	764,362	783,467	102.5%	(108,818)	(13.9%)
Total Academic Support	2,677,868	2,523,409	154,459	94.2%	2,542,439	2,341,254	92.1%	(182,155)	(7.8%)
Libraries									
Personal Services	578,667	522,545	56,122	90.3%	557,625	512,283	91.9%	(10,262)	(2.0%)
Equipment			0	0.0%	1,612	1,612	100.0%	1,612	100.0%
Contractual Expenses	289,876	189,793	100,083	65.5%	276,218	262,041	94.9%	72,248	27.6%
Employee Benefits	289,759	292,625	(2,866)	101.0%	274,692	286,379	104.3%	(6,246)	(2.2%)
Total Libraries	1,158,302	1,004,963	153,339	86.8%	1,110,147	1,062,315	95.7%	57,352	5.4%
Student Services									
Personal Services	2,491,648	2,200,483	291,165	88.3%	1,991,287	1,761,018	88.4%	(439,465)	(25.0%)
Equipment		1,156	(1,156)	0.0%	550	550	100.0%	(606)	(110.2%)
Contractual Expenses	696,125	557,813	138,312	80.1%	605,411	535,255	88.4%	(22,558)	(4.2%)
Employee Benefits	1,069,142	1,237,048	(167,906)	115.7%	980,931	1,011,641	103.1%	(225,408)	(22.3%)
Total Student Services	4,256,915	3,996,501	260,414	93.9%	3,578,179	3,308,464	92.5%	(688,037)	(20.8%)
Maintenance and Operations									
Personal Services	1,920,280	1,638,212	282,068	85.3%	1,834,543	1,475,732	80.4%	(162,479)	(11.0%)
Equipment	100,000	9,426	90,574	9.4%	7,586	1,186	15.6%	(8,240)	(694.8%)
Contractual Expenses	890,057	886,087	3,970	99.6%	1,000,137	730,393	73.0%	(155,694)	(21.3%)
Employee Benefits	951,381	941,702	9,679	99.0%	903,717	835,953	92.5%	(105,749)	(12.7%)
Total Maintenance and Operations	3,861,718	3,475,426	386,292	90.0%	3,745,982	3,043,264	81.2%	(432,162)	(14.2%)
Institutional Support									
Personal Services	1,712,837	1,550,888	161,949	90.5%	1,539,097	1,395,106	90.6%	(155,782)	(11.2%)
Equipment									
Contractual Expenses	433,513	433,438	75	100.0%	486,571	435,155	89.4%	1,717	0.4%
Employee Benefits	872,808	868,511	4,297	99.5%	758,176	779,344	102.8%	(89,166)	(11.4%)
Total Institutional Support	3,019,158	2,852,837	166,321	94.5%	2,783,844	2,609,606	93.7%	(243,232)	(9.3%)
General Institutional Services									
Personal Services	1,316,712	1,123,910	192,802	85.4%	1,227,698	1,124,156	91.6%	247	0.0%
Equipment	30,000	30,502	(502)	101.7%	7,931	7,931	100.0%	(22,571)	(284.6%)
Contractual Expenses	1,633,337	1,121,827	511,510	68.7%	896,192	983,010	109.7%	(138,818)	(14.1%)
Employee Benefits	1,156,388	606,315	550,073	52.4%	601,324	609,300	101.3%	2,986	0.5%
Total General Institutional Services	4,136,437	2,882,554	1,253,883	69.7%	2,733,144	2,724,397	99.7%	(158,157)	(5.8%)
Total Forecasted Departmental Appropriations¹	31,115,596	28,917,007	2,198,589	92.9%	27,502,873	26,800,632	97.4%	(2,116,376)	-7.7%

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

	2023-24	2023-24	2023-24	2023-24	2022-23	2022-23	2022-23	Variance	% Variance
	Mod Bud	Actual	Unexpended	%	Total Exp	PY to Date	PY %	CY to PY	CY to PY
			Balance	Unexpended	PY		Expended	Fav(Unfav)	Fav(Unfav)
Retirement Incentive Costs	179,068	312,370	(133,302)	174.4%	134,625	134,625	100.0%	(177,745)	(132.0%)
HRA Retiree Benefits	83,119	97,299	(14,180)	117.1%	90,191	76,788	85.1%	(20,510)	(26.7%)
State Employee's Retirement	1,095,738	1,212,545	(116,807)	110.7%	1,040,994	956,738	91.9%	(255,807)	(26.7%)
State Teacher's Retirement	182,355	167,352	15,003	91.8%	170,268	156,272	91.8%	(11,081)	(7.1%)
Optional Retirement Fund	792,864	634,763	158,101	80.1%	754,334	692,541	91.8%	57,778	8.3%
Social Security	1,270,482	1,206,738	63,744	95.0%	1,205,875	1,095,321	90.8%	(111,417)	(10.2%)
Worker's Compensation	94,558	638	93,920	0.7%	119,181	118,781	99.7%	118,142	99.5%
Executive Benefits	37,000		37,000	0.0%	4,131	4,131	100.0%	4,131	100.0%
Disability Insurance	8,418	6,349	2,069	75.4%	8,782	8,128	92.6%	1,779	21.9%
Hospital and Medical Insurance	2,957,372	2,544,594	412,778	86.0%	2,672,308	2,432,181	91.0%	(112,413)	(4.6%)
Post Retirement Health Insurance	1,540,800	1,320,000	220,800	85.7%	1,440,000	1,320,000	91.7%	0	0.0%
Employee Tuition Benefits	128,104	98,572	29,532	76.9%	87,830	87,830	100.0%	(10,742)	(12.2%)
Life Insurance	7,513	6,616	897	88.1%	7,907	7,262	91.8%	647	8.9%
Vacation Benefits	93,600	75,000	18,600	80.1%	189,896	82,500	43.4%	7,500	9.1%
Miscellaneous	3,237	3,560	(323)	110.0%	3,475	3,075	88.5%	(485)	(15.8%)
Unemployment Insurance	15,600	576	15,024	3.7%	0	(729)	0.0%	(1,305)	179.0%
Total Employee Benefits	8,489,828	7,686,970	802,858	90.5%	7,929,797	7,175,442	90.5%	(511,529)	(7.1%)

Tompkins Cortland Community College
YTD Revenues 2023-2024
July 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	3,890,433	(6,739)	100.2%	3,198,920	3,513,583	109.8%	376,850	10.7%
Spring	3,368,684	3,423,547	(54,863)	101.6%	2,818,898	3,099,824	110.0%	323,723	10.4%
Winter	127,690	159,385	(31,695)	124.8%	125,281	138,120	110.2%	21,265	15.4%
Summer	614,585	502,607	111,978	81.8%	468,997	518,543	110.6%	(15,936)	-3.1%
Nonresident Tuition	508,938	786,388	(277,450)	154.5%	746,555	754,551	101.1%	31,837	4.2%
Student Fee Revenue	1,012,926	1,002,249	10,677	98.9%	931,574	931,632	100.0%	70,617	7.6%
Bad Debt Reserve			0	0.0%	0	(376,000)	0.0%	376,000	-100.0%
Total Core Student Revenue	9,516,517	9,764,609	(248,092)	102.6%	8,290,227	8,580,253	103.5%	1,184,356	13.8%
Concurrent Enrollment Tuition	3,222,850	3,367,462	(144,612)	104.5%	3,247,690	3,247,690	100.0%	119,772	3.7%
Total Student Revenue	12,739,367	13,132,071	(392,704)	103.1%	11,537,917	11,827,943	102.5%	1,304,128	11.0%
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	3,662,177	1,220,706	75.0%	4,882,882	3,982,397	81.6%	(320,220)	-8.0%
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	19,954,655	1,586,580	92.6%	21,903,949	21,003,463	95.9%	(1,048,808)	-5.0%
Other Revenues									
Service Fees	121,340	90,551	30,789	74.6%	96,446	92,460	95.9%	(1,910)	-2.1%
Interest Earnings		12,537	(12,537)	0.0%	9,007	7,405	82.2%	5,131	69.3%
Rental of Real Property	10,000	1,400	8,600	14.0%	11,035	8,785	79.6%	(7,385)	-84.1%
Contract Courses	100,000	96,899	3,101	96.9%	(25,031)	97,573	-389.8%	(674)	-0.7%
Noncredit Tuition	100,000	105,895	(5,895)	105.9%	174,870	170,747	97.6%	(64,852)	-38.0%
Grant Offsets	205,000	148,766	56,234	72.6%	180,373	160,171	88.8%	(11,406)	-7.1%
Unclassified Revenues	46,050	61,149	(15,099)	132.8%	45,476	444,810	978.1%	(383,661)	-86.3%
Total Other Revenues	582,390	517,196	65,194	88.8%	492,177	981,952	199.5%	(464,756)	-47.3%
TOTAL REVENUES	34,862,992	33,603,923	1,259,069	96.4%	33,934,042	33,813,358	99.6%	(209,436)	-0.6%
Summary									
Student Revenue	13,060,707	13,425,416	(364,709)	102.8%	11,784,201	12,188,724	103.4%	1,236,692	10.1%
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	9,188,293	1,586,361	85.3%	10,532,658	9,632,173	91.5%	(443,879)	-4.6%
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	223,852	37,198	85.8%	245,892	621,171	252.6%	(397,320)	-64.0%
Total	34,862,992	33,603,923	1,259,069	96.4%	33,934,042	33,813,358	99.6%	(209,436)	-0.6%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-4**

**Resolution on
FACILITIES MASTER PLAN**

WHEREAS, a Request for Proposal (RFP) was sent to four engineering firms for services, and

WHEREAS, the submitted proposals were thoroughly reviewed for content, scope of work, and pricing, and

WHEREAS, the proposed scope of work submitted by C&S Companies included a comprehensive conditions assessment for all campus buildings, including the main academic building, athletics facility, and the six (6) residential buildings, and

WHEREAS, C&S Companies also will perform a visual inspection of existing mechanical rooms/systems and mechanical units on the roof, combined with a review of maintenance records and discussions with maintenance staff, to provide recommendations on the life cycle costs of major mechanical systems, and

WHEREAS, the scope of work also includes reviewing and recommending growth strategies for various academic programs based on projections provided by the College, assessing existing and available space, classroom utilization rates, and cross-collaboration potential, with recommendations for additional options if needed, and

WHEREAS, these services will be compiled into a single Facilities Master Plan document outlining a summary of campus planning, campus enrollment projections by academic program, existing conditions assessments, space needs/utilization, and recommendations on capital projects, and

WHEREAS, as a result of the submission, the current Director of Facilities conducted a further review, including consideration of references from past clients that confirmed expertise relevant to the needs of higher education and community colleges, be it therefore

RESOLVED, that the Board of Trustees accepts the recommendation to retain C&S Companies for the purpose of creating a Campus Facilities Master Plan.

STATE OF NEW YORK: I, NANCY MURPHY, CLERK of the Board

SS: of Trustees of Tompkins Cortland Community College,

COUNTY OF TOMPKINS: DO HEREBY CERTIFY the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of September 2024, and the same is a complete copy of the whole of such resolution.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-4
Continued**

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of September 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

Recommendation of Bid Award for a Facilities Master Plan

Tompkins Cortland Community College seeks to purchase services to develop a comprehensive Facilities Master Plan (FMP). This plan will guide the College in long-range program development, growth, and capital planning. The FMP will evaluate potential academic and institutional support program development, including the expansion of existing programs and the campus's maximum growth and build-out potential. Additionally, it will outline a capital program that identifies preferred land use, potential building sites, campus circulation plans, and capacity and massing plans to support the College's academic and institutional needs.

In consultation with the President, Vice President of Administration, the Vice President of Finance, and the Director of Facilities, we are recommending the award of the bid to C&S Companies located at 441 S. Salina Street, Syracuse, New York 13202 for the bid amount of \$85,000. The selection process and proposal evaluation of Master Plan submittals included consideration of the following elements. The firm's understanding of the work to be completed, similar project experience, quality of current staff, familiarity of both Federal and State requirements, organizational and fiscal responsibility, and specific project area familiarity. C&S scored the highest regarding the evaluation rubric described above and therefore this firm is recommended for the award of this initiative.

Bid requests were sent to four (4) qualified vendors for this specific service. Tompkins Cortland Community College received three (3) bids in response. As a result of the submission from C&S Companies, the current Director of Facilities conducted a further review, including consideration of references from past clients that confirmed expertise relevant to the needs of higher education and community colleges. The references that provided detailed information on C&S and their past performances were Dutchess Community College, Broome Community College as well as Syracuse University.

John Geer
Vice President of Administration

March 1, 2024

Consultant Procurement
Tompkins Cortland Community College
170 North St
Dryden, NY 13053

Re: Request for Proposals: Tompkins Cortland Community College Campus Master Facility Plan

C&S is a full-service planning, design, and construction firm of more than 600 professionals who offer engineering, architecture, site development, environmental investigation, commissioning, and construction management services. In the last 56 years, we have established a solid reputation with clients throughout New York State for high-quality engineering and architectural services.

We are thankful opportunity to collaborate with the Tompkins Cortland Community College team to provide professional architectural and engineering services in support of a long-range Facilities Master Plan (FMP) for the college. Developing a strong Facilities Master Plan is the first critical step in establishing a structured framework for orderly growth and development of capital improvements on campus. The plan should describe the optimal, desired development of available land, consistent with the mission statement of the College. The approved Facilities Master Plan should be receptive to your current and projected needs yet be flexible to accommodate changes that can be expected to occur.

We believe in order to fully understand the Colleges current and future facility requirements; an analysis of space and program needs, a review of existing and potentially new (or revised) land uses, and projected program growth over the next 10-15 years is essential. This roadmap will provide the College with a plan for orderly growth and development that best serves the campus not only in the near future, but in the long-term growth as well.

Community Colleges are unique and independent entities in the world of Higher Education. They can flex and morph to support the communities and students that they serve. A Facilities Master Plan is no different. The master plan should provide that guidance necessary to grant the College power to project facility or program needs and correlate that to capital funding. A solid plan provides confidence that the project enhancements are directly tied to the beneficial growth of the campus.

C&S has teamed up with numerous Community College campuses around the state and truly understands that whatever capital improvement needs are being addressed, they are pointed. They are well thought out needs assessments that need to be addressed with little room to spare financially. We pride ourselves in being able to sit with our clients, listen to the information that they can provide and help guide them forward through the project.

We have reviewed the RFQ, have no exceptions or deviations, and are submitting the attached qualifications package for consideration.

The C&S team is the right partner for SUNY Oswego on this renovation.

C&S implements sustainable designs and construction

processes in a manner that can greatly improve energy efficiency and reduce the burden on the environment while improving the health, wellbeing, and productivity of the end users. When experienced design professionals incorporate sustainable philosophies early in a project, the initial cost can be kept in balance, and substantial savings over the life of the project can be realized.

Our well thought-out approaches maximize our collective knowledge and experience from completing other projects for higher education clients throughout New York State. We have **design and construction experience at more than 50 university campuses.**

C&S's architects and engineers have **extensive experience collaborating with Community College campuses across the state** to assist in unleashing the potential of their campuses.

Our design team out of our Syracuse headquarters is less than **an hour drive** to campus and can provide a quick response time for anything needed throughout the planning process.

We look forward to supporting Tompkins Cortland Community College on the road to success with the right combination of technical expertise and a focus on customer service. If you have any questions regarding our qualifications, or if you require any additional information, please do not hesitate to contact us at your convenience.

Sincerely,
C&S ENGINEERS, INC.



Nathan Brown, AIA, LEED AP
Project Manager



John Camp, PE
Senior Vice President

Section 2 Experience

Firm Background

Since 1968, the C&S Companies have earned a solid reputation for quality engineering, architectural, environmental, planning, and construction services. Our clients trust C&S to deliver successful projects time and time again. Our diverse group of professionals specializes in meeting multi-disciplined challenges, working together to seamlessly complete both routine and complex projects.



Resources

C&S has developed into a diverse organization of more than 600 technical and administrative staff in 20 offices. We are headquartered in Syracuse and have additional offices throughout New York (Rochester, Buffalo, Albany, Binghamton, Plattsburgh, and Watertown) and across the United States. Our technical staff includes engineers, architects, geologists, landscape architects, scientists, planners, designers, computer programmers, inspectors, and construction managers. Our more than 100 licensed professionals and 50+ professionals certified in green building and sustainability are supported by a full administrative staff, state-of-the-art field equipment, and the latest in computer hardware and software.

Education Services

As part of C&S's client focus, the Education Services Group was formed to provide services to colleges and universities. By focusing on the higher education sector, we have been able to concentrate more deeply on our campus clients' needs. Our experience qualifies us to more comprehensively understand the educational culture and its unique concerns and enables us to better serve our education clients. Education Services has completed many different types of educational projects, including new construction and renovation projects. Projects have ranged from small building additions and complete building renovations to new construction and assessments. We offer a wide range of services to our educational clients, including:

- ◆ Mechanical/HVAC engineering
- ◆ Architectural and interior design
- ◆ Electrical engineering
- ◆ Plumbing engineering
- ◆ Structural engineering
- ◆ Site/civil/utilities/GIS
- ◆ Communications/data systems design
- ◆ Fire protection/detection engineering
- ◆ Security design
- ◆ Life safety code review
- ◆ ADA code assessments and retrofit
- ◆ Smart classroom design
- ◆ Landscape/hardscape design
- ◆ Building envelope roofing assessment and design (rooftop and façade)
- ◆ Energy-related services
- ◆ Environmental
- ◆ Transportation design and planning
- ◆ Construction management services

Technology

C&S brings the revolution of cost-effective, detailed three-dimensional design to our clients. The benefits include improved trade/utility coordination, resulting in fewer conflicts and less re-work during construction and reduced change orders. Another benefit is a higher level of design detail/clarity that promotes a better bidding and construction experience. Renderings and 3-D isometrics/perspectives of the finished product help the owner and contractor visualize the end product. Virtual walk-throughs and fly-bys provide a real-life perspective of the look and feel of the proposed project. C&S also uses building information modeling (BIM) technology to establish a digital representation of the physical aspects of a facility in three dimensions with embedded object information and/or intelligence.



Rendering of New Covered Staircase, SUNY Morrisville



New Covered Staircase, SUNY Morrisville

3D Laser Scanner

C&S has extensive experience with our top-of-the-line Leica RTC360 laser scanner to aid in more precise field measurements and photographs. Existing methods of field reconnaissance are slow and often not as thorough as we would like, so we decided to invest in and leverage the most up-to-date technology.

By performing a 3D scan of a building, we can now capture all of the data and know that we are accurate to within one-sixteenth of an inch. Once a building is scanned, we can extract that data into several different formats. We can create a point cloud for our design team, which is brought into our 3D software. From there, we can model the exact geometry of any structure.

Sustainability and Green Design

C&S implements sustainable designs and construction processes in a manner that can greatly improve energy efficiency and reduce the burden on the environment while improving the health, well being, and productivity of the end users. When experienced design professionals incorporate sustainable philosophies early in a project, the initial cost can be kept in balance, and substantial savings over the life of the project can be realized.

Our 600+ staff members include more than 100 licensed professionals and 50+ professionals certified in green building and sustainability.

Our team has been involved in the design, commissioning, construction management and LEED certification on several sustainable projects, with at least four being certified as LEED Platinum.

Advantages of 3D Representation

- ◆ Fewer conflicts and less re-work during construction, reducing change orders
- ◆ Higher level of design detail/clarity for a positive bidding and construction experience
- ◆ Real-life perspective of the look and feel of the proposed project

Leica RTC360



Scan the QR code to hear about C&S's Lidar scanning capabilities.

College and University Experience

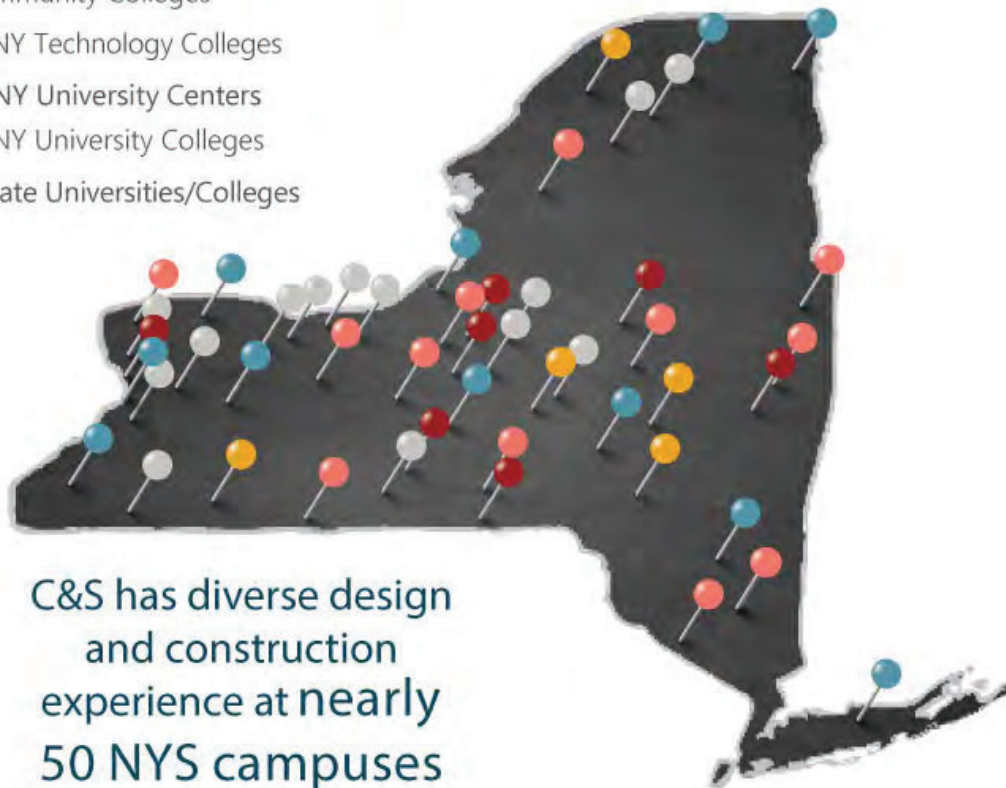
C&S has served higher education in New York State for almost 30 years, including projects with individual SUNY campuses, SUCF, DASNY, and OGS. Our collective experience at nearly 50 public and private campuses across the state enables us to share best practices and lessons learned as a result. **We understand the sensitivities of doing work in a campus environment and know how to minimize the disruption of ongoing campus operations during the improvements.**

SUCF/SUNY/New York State Agency Experience

C&S currently holds term contracts with SUCF, OGS, and the Dormitory Authority of the State of New York. We are also holding or have held campus-led A/E term contracts with the University at Albany, the University at Buffalo, SUNY ESF, SUNY Oswego, SUNY Geneseo, SUNY Morrisville, and the University of Rochester.

NYS Campus Experience

- Community Colleges
- SUNY Technology Colleges
- SUNY University Centers
- SUNY University Colleges
- Private Universities/Colleges



C&S has diverse design and construction experience at nearly 50 NYS campuses

Campus Planning

C&S takes an interdisciplinary, collaborative approach to campus planning. Using sustainability as a lens, planners engage a broad range of stakeholders to develop a planning framework for a functional and attractive environment to support the academic mission. C&S's acknowledgment of the importance of the relationship between the campus and its surrounding community, as well as our customized approach to data collection and analysis, ensures that plans are achievable. Our diverse planning staff includes professional engineers, architects, landscape architects, certified arborists, GIS analysts and members of the American Institute of Certified Planners (AICP) with expertise in land use planning, economic analysis, sustainability, transportation planning, landscapes and stakeholder/public engagement.

C&S Campus/Site Master Planning Experience

Type of Projects	Representative Projects
Master Plans	<ul style="list-style-type: none"> ◆ Kent State University airport master plan ◆ Finger Lakes regional sustainability master plan ◆ Corning Community College campus master plan* ◆ Dutchess Community College campus master plan* ◆ Buffalo State College campus master plan* ◆ Dutchess Community College security master plan ◆ SUNY Upstate Medical University security master plan ◆ Hamilton College energy master plan
Facility Assessments and Design	<ul style="list-style-type: none"> ◆ Onondaga Community College building condition assessments (academic and dormitory) ◆ Chautauqua County facility condition assessments, 18 varied-purpose buildings ◆ Albany County DPW facility inventory/assessments, shared space study, and master plan for six facilities ◆ Ulster County facility condition assessment, space needs forecast, life-cycle analysis model, and capital planning recommendations for 74 buildings ◆ Architectural/engineering term contracts for SUCF, DASNY, OGS, Parks, and other NYS agencies
Transportation and Parking	<ul style="list-style-type: none"> ◆ University of Rochester parking supply and demand study/model ◆ Binghamton University pedestrian and traffic circulation/safety study ◆ SUNY Oswego transportation demand management plan ◆ Nazareth College campus parking study/plan ◆ Niagara University parking lot planning and design ◆ Syracuse University Hill park and ride feasibility study
Site/Civil/Utilities	<ul style="list-style-type: none"> ◆ SUNY College at Brockport north campus utilities assessment, GIS model, and improvements design ◆ SUNY Cobleskill comprehensive site utility assessment/model ◆ SUNY Oswego campus infrastructure assessment and sustainability plan ◆ SUNY Morrisville rehab/replacement of underground utilities and site amenities ◆ SUCF state-wide site infrastructure term contracts

Trophy Point, LLC - SDVOB

Trophy Point is a small business enterprise (SBE) and a service-disabled, veteran-owned business (SDVOB) providing construction cost estimating, construction management support, owner's representative services, and construction consulting services. Trophy Point understands the variables that impact stakeholders on a given project and how the decisions they make ultimately influence construction costs.

Trophy Point Higher Education Experience:

- ◆ SUNY ESF, *Renovate Marshall Hall*
- ◆ SUNY Buffalo, *Renovate Foster Hall*
- ◆ SUNY Buffalo, *Renovate Crosby Hall*
- ◆ SUNY Buffalo, *Natural Science Complex Renovations*

Proposed Approach

C&S has been working on major renovation projects for various SUCF and SUNY campuses for many years. Attention to detail continues to set C&S apart from other consultants. We understand the need to complete this project expeditiously with minimal impact to faculty, staff, and students. A responsive, reliable approach minimizes our clients' worries and maximizes our performance. Our approach is centered on the following principals:

- ◆ Flexibility based on active listening
- ◆ Communication among team members
- ◆ Project leadership, not simply management
- ◆ Responsibility for quality, cost, and schedule

Our approach to Facilities Master Planning is active listening. Through conversations with various team members from senior leadership to adjunct faculty, our team is able to extract issues that impact the growth and structure of various programs. Understanding the mission and direction of a campus helps to inform where strategic growth can occur and where the greatest impact on the campus community can occur.

The process starts with the assessment and analysis of existing facilities, campus land and current space utilization. We will then dive into defining various planning assumptions and guidelines based on inclusive stakeholder participation; establishment of goals and objectives.

Our team will then look to identify and define specific components of the campus that would benefit from implementation of the goals and objectives outlined by the team. We would then take those areas and create a Facilities Master Plan including a summary of individual projects with recommended sequencing.

While all projects have their unique challenges and opportunities, the most important piece to a successful navigation of the process is "communication". We pride ourselves on our client centered communication. We provide bi-weekly project status reports that afford you an overview of the project status in a clear, simple format.

Cost Effective Project Implementation

As a result of continuously rising costs to provide services, it is essential that this project is implemented in the most cost-effective manner. To ensure the highest level of cost control, our team will use the following techniques:

Use of Independent Construction Cost Estimators

We have enlisted the services of Trophy Point for cost estimating. Trophy Point understands the market and real world numbers. They do not just use industry publications to establish costs. C&S has a long and successful history of teaming with Trophy Point on many projects.



SUNY Oswego Café and Lounge Renovation



SUNY Canton Southworth Library First Floor Renovations



OCC Mawhinney Renovations

Ability to Meet Schedules and Budgets, Providing a Quality Product

C&S uses a variety of methods to ensure that our projects stay on schedule and within budget. With regard to financial control, a project work plan is created that defines the scope of work, schedule, staffing, and a detailed breakdown of hours allocated for each project task. This workplan is distributed to all team members working on the project and is reviewed at all internal progress meetings. Costs incurred versus allocated budget information is available to all team members by task via a computerized cost accounting system. C&S prepares a detailed project schedule identifying the tasks required to complete a project and the timeframes for completing each task.

Detailed Field Work

C&S owns a 3D LIDAR scanner that we use for projects similar to this and have available for our use on this project. With the scanner, we can create a 3D model in REVIT that is extremely accurate for existing conditions.

Familiarity with Campus Buildings

The assembled project team has extensive knowledge and experience working in Tompkins Cortland Community College. Previously completed projects and studies throughout the building have familiarized the team with the intricacies of the building's structural system, potentially hazardous materials, energy efficiency deficits, and system integration challenges. Previous experience and lessons learned will inform all stages of the Facilities Master Plan.

To: TC Board of Trustees

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

College Senate Report September 3, 2024

- Senate positions remain open for the following positions
 - Follow up call for nominations sent the week of 9/2/24
 - NEEDED:
 - Classified Staff
 - 3 FSA
 - 2 Student

- Chancellor's award process for the Fall semester
 - Chancellor's Award for Excellence in Adjunct Teaching
 - Nominations due 10/11/2024
 - The Senate also discussed bringing Chancellor's awards back under Senate purview instead of having a stand-alone award committee.

- Vote went out for upcoming Senate meetings.
 - Senate will either be schedule to meet one (1) time a month for two (2) hours or two (2) times a month for one (1) hour.

AUXILIARY OPERATIONS REPORT

9/4/2024

Foundation

Operations

Efforts continue to assess and align the Foundation's operations and financial standing. The Finance & Administration team, led by Dennis Panagitsas, is currently working to evaluate current processes and implementing new/updated ones where needed. Also being reviewed are all contractual and vendor agreements to ensure streamlined fiscal oversight and compliance requirements. This will be used to create a strategic plan for how these properties, and associated agreements, fit within TC3s overall mission.

Reporting & Compliance

Over the last three months, the Foundation has become compliant with all financial and grant reporting requirements and external funders/lenders are grateful. This has been instrumental in repairing TC3's reputation with key stakeholders. Invoicing and payments are now being addressed in a timely manner to mitigate disruption to operations and eliminate late fees incurred.

Internally, the Budget & Finance team is focused on gaining a better understanding of the various donor fund balances and process for awarding and managing scholarships and grants to build a more compliant and efficient process for faculty and staff.

Scholarships

All Fall & Pathways scholarships have been awarded and students notified. There has been historical challenges in having enough applicants apply for available awards, and the criteria for some make it almost impossible to find viable candidates. The Foundation's Executive Director is working with donors to adjust criteria on awards that have become hard to award as enrollment has shifted.

A new process, with enhanced student outreach and stewardship, is being developed to increase the annual scholarship applicant pool.

Residence Halls

Move in weekend (August 23/24) was an overall success for students and parents and considerably smoother than last year. Under an "all hands on deck" push, we were able to hit the target of housing all students in Halls A-D.

Upon debrief, and with students now actively using the facilities, additional problems have arisen that need to be addressed. A strategic repair and annual maintenance plan is currently being drafted to ensure student housing is managed according to industry standards ([ACUHO-I](#) & [CAS](#)), with enhanced fiscal oversight. We are looking to leverage professional facility associations to assist our knowledgebase in student housing needs.

Bond Debt

Collaboration to address the bond debt owed by the Foundation for residence halls continues with legal counsel. TC3 has worked over the summer to analyze historical financial and enrollment impact to the residence halls and quantify the reinvestment of revenue into their repair and maintenance. A comprehensive report, including solution-based scenario modeling for practical debt alleviation has been submitted to counsel for final review and our next meeting with majority bond holder legal counsel is being scheduled for late September.

Cortland Extension Center

TC3 has secured, and provided SUNY Cortland, all requested documents needed for the review and approval of sale, which is scheduled to be presented at the next Board meeting.

In the meantime, the Center has been *le* for public use to mitigate the financial burden to the College and Foundation. The only current event planned is the November Board of Elections, which is being managed by the President's Office. This has been communicated out to the TC3 community for alignment.

Ithaca Extension Center

All critical facility repairs to the IEC have been completed and all current and expiring leases are being reviewed for compliance and renewal. We are working with key departments within the College to assess actual usage of the 5th and 6th floors and are exploring options to alleviate the College's current commitment for space .

A comprehensive assessment of space was conducted with Ithaca Realtors and the last property assessment has been provided for their review. We will be working over the next few months to fully lease all space, while assessing options/impact in selling the property.

Coltivare

Coltivare has made significant progress in re-launching the restaurant to the public. Since January, 65 private events have been hosted bringing in \$149,408 in net revenue.

A contract with Cornell's Nolan School to host their Fall semester classes at the TC3 Culinary Teaching Lab has been executed; if successful, they will also contract for the Spring. This will decrease the financial burden currently being borne by the College, while also forging collaborative, crosscutting partnerships between TC3 and Cornell's culinary programs.

In July, a trial "happy hour" was launched to the public (Wednesday through Friday, 5-7 pm). An enhanced happy menu was introduced in early September and service was expanded to Wednesday through Saturday, 5-8pm. The restaurant is scheduled to open for full dinner service the week of September 23, Wednesday through Saturday, 5-9pm. Chef Scott is currently working with the Foundation and President's Office to coordinate a "Return to Service" welcome event for its key stakeholders September 25.

Coltivare has made a significant investment in time and resources to rebrand the restaurant, including a [new logo and website](#). A social media campaign was launched August to raise awareness around the restaurant's happy hours and dining service. Since the launch of the ad campaigns and marketing

initiatives, we have seen happy hour attendance and revenue increase by almost 50%. New external and internal signage has been installed to increase local visibility.

Significant facility repair and maintenance needs have been addressed to prepare for full service dining. While there is nothing mitigating the opening of the restaurant, there are still some issues that need to be addressed and an assessment of the lease and landlord responsibility for these issues is being conducted.

Recruitment and staffing continues to be a challenge that has significant impact on ability to support a fully operational restaurant.



To: Board of Trustees
From: Jason Pomeroy, Executive Director
Date: September 18, 2024

Foundation Board and Committees

Board Meeting July 9

- Presentation by Alesco Advisors
 - o Endowment performing above peers and above market projection for risk level
- 11 Motions approved including
 - o Approved Restricted Fund Payouts
 - o Adopted 24-25 Operating and Capital Budget (Did not have a budget in 23-24)
 - o Appointed TC3 Bistro LLC BOD
 - o Adoption of proposed 24-25 Bistro Budget
 - o Adoption of proposed 24-25 TC3 Farm Budget

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

- Thank you from the Foundation BOD for allowing us to join you at your retreat for the presentation by BSK.

Upcoming Meetings

- Property Management Committees, September 16
- Board Development Committee, September 19
- Executive Committee, September 24
- Finance/Audit Committee, September 30
- Full Board, October 8

Scholarships

2023-2024 Total Awards – \$496,066

2024-2025 YTD Awards - \$325,355

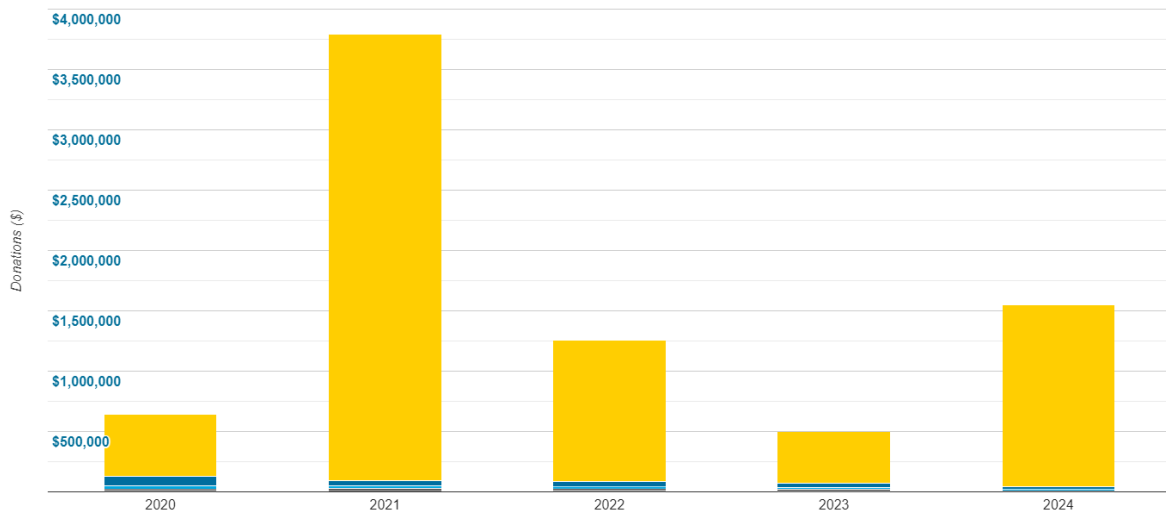
We are working with all of our partners to streamline our scholarship process

- Implementing Awards Management software
- Eliminating restrictions
- Pairing down back and forth committee work
- Getting financials out in a timely manner

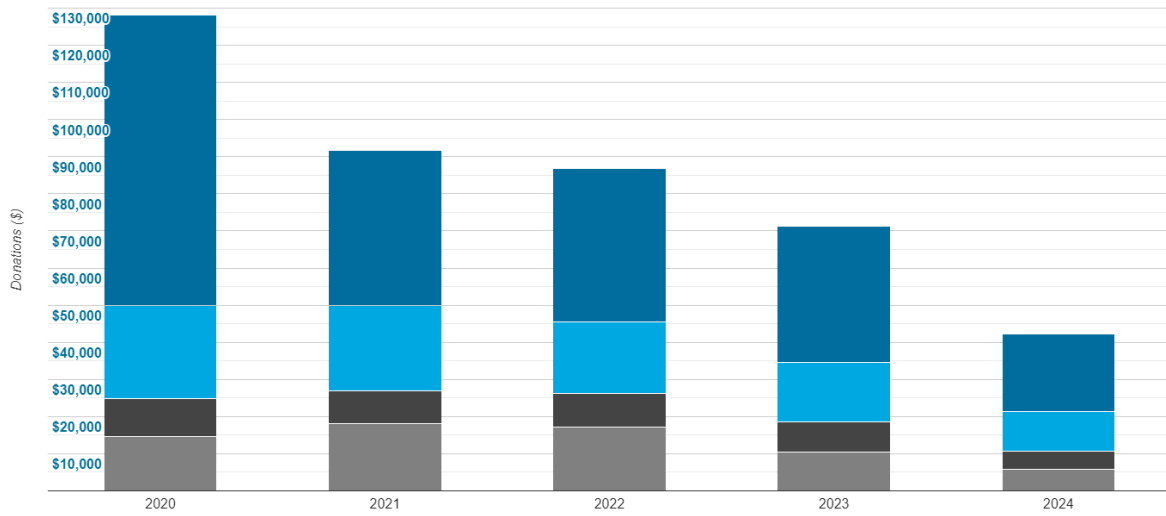
Philanthropy

2023-2024 (09/01/2023-08/31/2024) revenue raised to date: \$1,313,138 from 116 donors

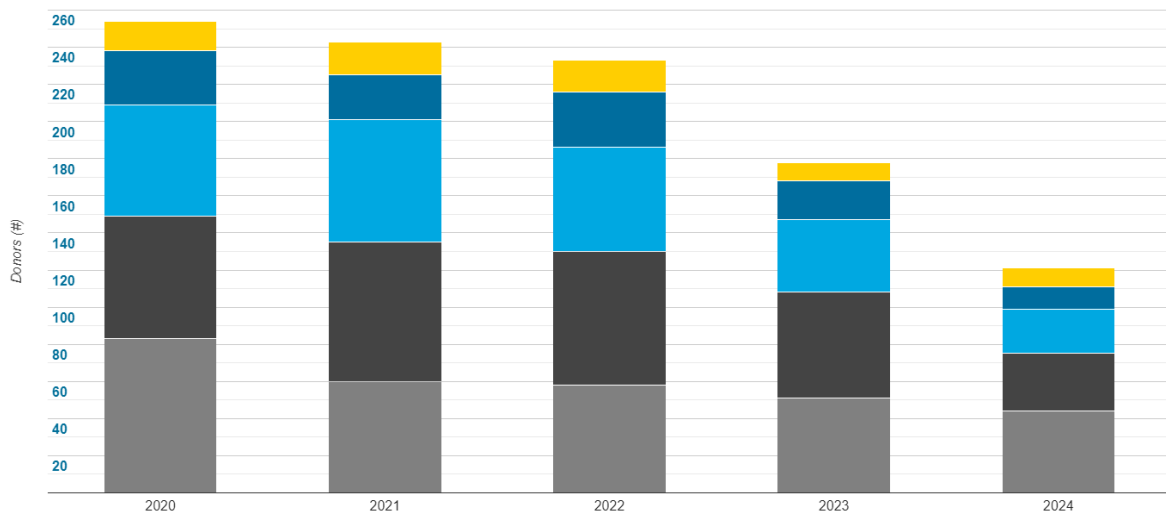
Donations last 5 fiscal years



Donations \$5,000 and under last 5 fiscal years



Donors last 5 fiscal years



Communications

2024-2025 Solicitation Plan

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

Foundation Board Members	
Regina Grantham, chair (Cortland County) Kansas Underwood, vice chair (Tompkins County), alum Clint Books, secretary/treasurer (Cortland County) Doug Bentley, alum (Cortland County), alum Amanda Bisson, Faculty Liaison Rich Cunningham (Cortland County) Dale Davis, alum (Cortland County), alum Bob Haight (Cortland County) Amy Kremenek, College President Amy Lanzilotta (Tompkins County), alum	Adam Long (Tompkins County) Mike McMahon (Cortland County) Matt McSherry, Board of Trustees Liaison Janet Morgan (Tompkins County) Greg Richards (Cortland County) Gary Stewart (Tompkins County) Mary Stoe (Tompkins County) Brian Tobin (Cortland County) Jennifer Turck (Cortland County) Baruch Whitehead (Tompkins County) Paula Younger (Tompkins County)

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-2**

**Resolution on
Strategic Planning
Guiding Principles**

WHEREAS, the College is embarking on a successor strategic plan and has identified the need for Guiding Principles; and

WHEREAS, the Board of Trustees has created principles to guide the College leadership and campus and community stakeholders through the process, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the adoption of the Strategic Planning Guiding Principles.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, NANCY MURPHY, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is

a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of September 2024, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of September 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

1. We will be guided by institutional research, best practices and data.
2. We will be mindful of our legacy, while bold and innovative for the future.
3. We will commit to inclusivity through institutional governance, including TC3 students, faculty and staff.
4. We will ensure the Strategic Plan is a living document, used to guide our decision-making, resource allocation and priorities.
5. We will affirm the College's Mission, Vision and Values.
6. We will ensure good stewardship of the resources entrusted to us.
7. We will proactively seek the input of students and the public we serve.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-3**

**Resolution on
VISION, MISSION, and VALUES**

WHEREAS, the Mission, Vision, and Values for the College were last approved by Board resolution 2005-2006-80 in June 2006, and

WHEREAS, throughout the 2023-24 academic year the College community has been engaged in wide-ranging discussions regarding the College's Vision, Mission, and Values, and

WHEREAS, the College is engaged in an Appreciative Inquiry process that involved the "World Cafe" methodology for which employees, students, and representatives of various boards and community constituencies engaged, and

WHEREAS, the major themes identified by the "World Cafe" process became the basis for examining and developing our Vision, Mission, and Values, and

WHEREAS, throughout the past several months there have been numerous discussions with employees and students, including College Forum-sponsored College-wide meetings, and

WHEREAS, the "World Cafe" Group has developed the Vision, Mission, and Values, based on suggestions, ideas, and comments from all sectors of the College community, and

WHEREAS, the Mission, Vision, and Values, in draft form were presented and discussed at a Board of Trustees' retreat on August 2, 2024, and

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the recommendation of the President for the attached document to become the Vision, Mission, and Values for Tompkins Cortland Community College.

STATE OF NEW YORK: **I, NANCY MURPHY, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of Trustees
of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of
September 2024, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of September 2024.
Clerk of the Board of Trustees
Tompkins Cortland Community College

TC3 MISSION, VISION, AND VALUES FINAL BOARD PROPOSAL

MISSION, VISION, VALUES SUBCOMMITTEE

SUBCOMMITTEE MEMBERSHIP: Kevin Caveney (Office of Budget and Finance), Merryn Clay (Global Initiatives), Rhonda Kowalski (Concurrent Enrollment), Virginia Shank (English and Creative Writing), Malvika Talwar (Academic Affairs/Institutional Research), Jonathan Walz-Koepfel (Institutional Technology), Carrie Whitmore (Workforce Development)

BACKGROUND AND PROCESS

In AY 2023-2024, the College hosted a series of Word Cafe conversations, gathering more than 1000 individual responses from students, faculty, and staff on issues of vital importance to the College including a World Cafe conversation focused on the Mission, Vision and Values. In February 2024, the President charged TC3 faculty and staff alumni of a SUNY community college leadership consortium (PEAKS Community College Leadership Program) with developing a Mission, Vision, and Values proposal informed by this broad feedback. In April, the PEAKS group convened to review and discuss the input gathered through the above sessions, focusing on the themes and trends identified in the resulting reports and connected readings.

From this review, a Mission subcommittee emerged organically as the next step to fulfill the President's charge of delivering recommendations to the Executive Council. Members volunteered and/or were recruited to ensure broad representation across college departments. The Mission subcommittee used an iterative drafting process that combined synchronous and asynchronous collaboration and independent work. This process included: 1) Subcommittee members met to continue discussion from the larger PEAKS group, 2) Each member then wrote mission, vision, and values statements, 3) These were compiled and voted on to highlight top contenders, 4) The subcommittee settled on a draft proposal that was shared via an MS Form, first with PEAKS alumni and then with College Senate, 5) Feedback was reviewed and the subcommittee met again to edit a final proposal. On June 3, 2024, PEAKS leaders presented the

final proposed mission, vision, and values to Executive Council, which consists of the President and the College's leadership team. The Board of Trustees then considered the proposed update to the Mission, Vision, and Values at the annual summer retreat held on August 2, 2024. The Board affirmed the overall approach and requested some additions, which were then shared with members of the Mission subcommittee. The subcommittee's response to the Board and the final proposal with all the input incorporated are provided below.

SUBCOMMITTEE RESPONSE TO THE BOARD

The Mission, Vision, and Values subcommittee would like to express our gratitude to the Board for its thoughtful consideration and valuable additions to the proposed Mission, Vision, and Values (MVV). Subsequent to the Board's recommended revisions, the subcommittee arranged for two additional meetings to finalize the MVV. The first was an open meeting for faculty and staff to share their perspectives and comments on the MVV as shared during the College's Fall 2024 Opening Day meeting; at the second meeting, the subcommittee reviewed feedback from the open meeting and drafted our final recommendation.

The subcommittee reviewed the Board's requested additions carefully, to understand the intent while also considering feedback from the open meeting. The Board's wish to emphasize lifelong curiosity, a commitment to outcomes, taking initiative, and striving for innovation have all been preserved, while adjusting the language for clarity, style, and grammatical structure. The subcommittee and the larger campus meeting shared a strong consensus that even though students are at the center of our work, it is important that the Mission and Vision speak to/of/for the entire campus—students, faculty, and staff alike. We therefore balanced those two needs, maintaining the student-centered language in our Mission while keeping our Vision more broadly focused. The final text of TC3's Mission, Vision, and Values is provided below.

In conclusion, we believe this robust proposal is the product of a collaborative, cross-campus effort to synthesize diverse and substantial input from our community, contextualized by discussions, readings, and presentations focusing on current trends in higher education at community colleges. We thank all the members of the TC3 campus community for their participation in the yearlong process of developing the College's new Mission, Vision and Values. We recognize the important role of the TC3 Board as the final step in the approval of this Mission, Vision, and Values proposal. We hope the Board will agree that this proposal sets us on a promising path towards the future.

FINAL MISSION

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

FINAL VISION

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

FINAL 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 for 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.

TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, President
DATE: September 3, 2024
SUBJECT: President's Update

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

STUDENTS: ENROLLMENT AND RETENTION

- The fall 2024 semester started on August 26. As of 9/3/24, when compared to this same time last year core enrollment is currently up 5.3% in headcount and 4.5% in FTE, with 1,671 core students enrolled versus 1,587 core students last fall. Part-time enrollment is up 7.2% and full-time is up 4.1%. Budgeted enrollment is currently down by 3.7% in headcount and 5.0% in FTE. The gap has been persistent through the summer and is attributable to new student enrollment, down by 10% from last year and 20% off from budgeted. Concerted effort is underway to register students for late-start classes.
- For the fall 2024 semester, 2,616 applications were received, about 5% off from last year. The Admissions & Recruitment team have retooled the 2024-25 Student Recruitment Plan, which was presented to Executive Council on 8/14. Acceptances were up this fall by 45%.
- The Enrollment Services Center is engaged in a comprehensive review and reorganization including leadership responsibility centralized with the Vice President of Enrollment Management and the Dean of Enrollment and Welcome Center Services who began 9/1. Each member of the ESC has been invited to participate in 1/1 meetings and three employee-led workgroups are in place to share experience, employ broad expertise and inform decisions regarding the optimal structure and associated processes to serve students' needs.
- The College's successor Strategic Enrollment Plan continues to progress with the plan to be presented to President's Cabinet and College Senate in October, followed by the Board of Trustees at the November meeting. Following plan approval, a cross-functional Enrollment Council led by the VP of Enrollment Management will be charged to lead the plan's implementation.

CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS

- Following an extensive process to solicit proposals, review responses and engage in conversation with experienced campuses, the College has selected C&S Companies to develop a Facilities Master Plan. It has been a number of years since the College has had an FMP, which is necessary to secure matching capital funds from NYS and necessary to guide decision-making, prioritize work and engage with potential funders for projects. The plan will include significant input from the campus community, including students, as well as local sponsoring counties.

- The new Executive Director of the TC3 Foundation, Jason Pomeroy, started on July 8. A key priority is the development of a strategic Fundraising Plan designed to secure private philanthropic dollars to support students and other College needs.
- Members of the TC3 Foundation Board of Directors joined the College's Board on 8/2 to receive a briefing on the interconnections between the College and the Foundation relative to roles and responsibilities, agreements, governance structure and communication needs. Follow-up will be necessary in order to create sustainable frameworks and assets that meet the current needs of the College and better reflect the capacity of the Foundation.
- The second phase of the results of the Feasibility Study on the potential for adult student/family housing was presented to the campus community and community leaders on 8/19. The recommendation is that the first phase include only adult students, and to assess the possibility of adding families once additional policies, investments, services, etc., are available and implemented. A cross-functional workgroup will be formed to assess current resources, identify gaps and inform next steps.
- A tentative agreement was reached between the College and the Civil Service Employees Association, Inc. (CSEA) for a three-year successor collective bargaining agreement. I commend the negotiating teams from the CSEA and the College for their efforts and commitment to reach agreement. The agreement is currently being finalized and will be presented for Board approval at the next meeting.
- The process to develop the successor Strategic Plan for TC3 begins in September. I will be working with the Board, the College's Strategic Planning Steering Committee, Dr. Malvika Talwar and Dr. Ken Ender and Dr. Rey Garcia, two highly experienced and well-respected community college leaders, throughout this process. The timeline to complete the plan for Board approval in June 2025.

CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION

- Several TC3 alumni of the PEAKS Community College Leadership Consortium have completed work with the campus community to update the College's Mission, Vision and Values, which were also reviewed by the Board in August. The final document will be presented for Board approval at the September Board meeting. I extend my great appreciation to Merryn Clay, Carrie Coates Whitmore, and members of the PEAKS group for their leadership of this important work.
- The Diversity Equity Action Council (DEAC) will hold their first meeting of the 2024-25 academic year on September 19. The committee list has been presented and I will appoint and charge the members as required by DEAC Bylaws. The charges will include appointing a DEAC representative to assist with review of the College's policies, assessing the results of the fall Campus Climate Survey for faculty, staff and students and presenting recommendations, and conducting a review of the DEAC Bylaws. I will also attend the September meeting.
- The Campus Climate Survey, conducted by SUNY, has been scheduled for this fall. Two separate surveys will be conducted, one for students and one for faculty/staff. As noted above, DEAC will be charged to lead the assessment of the results and also to present recommendations to me.
- Student leaders from Residence Life, EOP and Student Government were invited to a campus leadership dinner I hosted in the Panther Den on 8/21. The event was also attended by members of Executive Council with the goal of fostering connections and shared leadership across campus. Approximately 15 student leaders attended.

- I hosted an Ice Cream Social for students in the President's office on 8/26. Approximately 50 students attended, including many who came solo with the goal of meeting new friends and making connections.

EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION

- I traveled with Director of Workforce Development Carrie Coates Whitmore on 8/12 to Corning Community College to visit their workforce center that includes a recently revamped non-credit, one-year Auto Technician program. We are partnered with Corning on a grant that TC3 is working to implement with TST BOCES providing the location for the instruction. The need for Auto Technicians, particularly with experience working on electric/hybrid vehicles, has been identified as a local industry need.
- I attended the summer meeting on 8/13 of INVEST, a highly regarded program in local high schools that supports students interested in careers in business and the insurance industry. The Madden College of Business at LeMoyne College is among the supporters as well, and we are engaging in transfer discussions with their AACSB-accredited business program as a result of this connection.
- Interim Provost Joe DeHart, Student Affairs VP Seth Thompson and I visited the Cornell First-generation and Low-Income Student Empowerment Center on 8/7. The leadership and staff provided an in-depth overview of their programs and services and we discussed the multitude of ways for TC3 students/graduates/faculty/staff to connect. Separately, I attended a small dinner hosted by Cornell on 8/14 to welcome new Interim President Mike Kotlikoff.

Vice President Reports

Report to Board of Trustees

Campus Technology

July 2024

2023-2024 Goals

- Complete Power Campus/Slate Integration via Constituo by 9/1/2024 (in concert with Richard Floyd)
 - Progress report – This has now been accomplished through a wonderful collaboration between Barbara Ann Mitchell, Director of Enrollment & Slate Captain & Jonathan Walz-Koeppel, Lead Data Architect, eliminating manual data entry which can be prone to error and delay, and meeting this goal on time. We will continue to work together to enhance and expand this integration as we move forward.
- Implement NYSERNET Internet connection by 2/28/2024.
 - Instead of moving forward with NYSERNET, we've decided to implement an additional 1G EPL Connection via FirstLight to separate and securely route traffic to our cloud hosted applications. This connection has been installed and is now being tested. We will reevaluate the campus needs in late 2025 in preparation for the 26-27 budget year when our current firewalls will need replacement.
- Procure and migrate to updated datacenter equipment using an appropriate mix of cloud and on-premises resources by 4/1/2024.
 - Five servers have been successfully moved to the ITEC IaaS cloud Hosted solution and testing of the proof of concept has been positive. We will continue with 4 additional servers to prove viability, then order new on site hardware sized to meet the remaining on campus needs (as planned), and continue to migrate the remaining servers to the ITEC IaaS solution, completing this project by 10/31/2024.
- Replace 12 remaining end of life campus fiber optic connections by 9/1/2024.
 - These installations have been completed; however we are asking the vendor to make some corrections to align with our cabling standards, ensuring the long term viability and reliability of these important connections.
- Complete the 2025 – 2028 Technology Strategic Plan by 3/1/2025 (revised).
 - 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.
- Upgrade Power Campus Admin, Power Campus Self Service, and MyTC3 by 4/1/2024.
 - The upgrade was completed successfully 5/31 – 6/2. Many thanks to the CT staff who worked tirelessly on this important project and worked through several weekends to make this a success.

Policy and Compliance Report – September 2024

Chief Policy and Compliance Officer

Last month I reported that I had completed the required Title IX training for the 2020 regulations. This month I completed the required Title IX training for the 2024 regulations. The regulations follow when the alleged activity took place, so it is necessary to know both as there are substantive differences between the two. All of the required updates to our website on the 2024 regulations have occurred.

Last month I also reported on having been working with Global Initiatives on a possible Study Abroad trip for submission to SUNY for approval. That trip was approved by SUNY and we now have a signed contract.

Policy

Both the Maintenance of Public Order Policy and the updated Discrimination and Harassment Policy have been posted to the website and information disseminated. Other “policies” that SUNY is seeking action on by community colleges as it directed the SUNY-ops are being reviewed for applicability and modification for TC3. Much of what they want seems to fall more under processes and procedures, so we’re in the process of teasing out which falls under what for appropriate action.

I have begun the process of reviewing “policy” webpages for Marketing and our Web Captain with an eye toward determining which of these are actual policies and if there are any pages that so not need to be retained.

Compliance

SUNY is requiring us to examine and, if necessary, revise a number of policies and/or processes ancillary to the Maintenance of Public Order Policy approved last month. That work is ongoing. There are a number of newly (and previously) mandated trainings for employees and students that are in progress of dissemination.

Enrollment Management Division September 2024 Report

Development of the Strategic Enrollment Management (SEM) Plan

Since the last strategic enrollment planning workshop on June 28th, the Strategy Prioritization Matrix was reviewed and updated by members of the Executive Council as well as the Leads of the Strategy Workgroups. Several strategies were expanded upon, one was delayed for the future, and the following new strategy was added to transform our enrollment approach:

- “Design of a new marketing brand approach that differentiates TC3 as the career pathway resource of the region.”

With this addition, there are now ten distinct strategies that will be incorporated into the new SEM Plan. The next workshop is scheduled for September 20th which will focus on an extensive review of data trends and various reports as well as the drafting of specific goals for the plan.

Enrollment Services Center (ESC) Reorganization

The reorganization of the ESC within the Enrollment Management Division officially began on September 3rd. Colleen Conroy, formerly Director of Financial Aid has been promoted to Dean for Enrollment Operations and Welcome Center Services. She will now oversee Financial Aid, Student Success (Advising, Career, and Transfer Counseling), Campus Call Center, ID Card Services, and the Welcome Desk while partnering with Admissions and the new Student Accounts Office (to be established later in the fall semester reporting to the Finance Division) within the ESC.

Colleen Conroy and Vice President for Enrollment Management, Rob Palmieri will be meeting with each staff member to more fully understand roles, responsibilities, and office processes. Staff members will also have the opportunity to participate in various workgroups to assist in establishing a new mission for the ESC, review and make recommendations for creating a more welcoming physical space, and plan a new student onboarding process. These efforts and initiatives are intended to allow us to achieve the goal to:

- “Design a one-stop student-focused service model in which all offices work together as a cohesive unit that incorporates best practice strategies and a continuous improvement approach.”

Enrollment Initiatives for Fall 2024

As of the first day of classes, core enrollment (excluding College Now enrollment) was up +6.5% with significant increases in part-time students as illustrated in the table below. Enrollment will continue to fluctuate as we make concerted efforts to promote over 60 late starting classes for the fall.

	Fall 2024		Growth Rate	
	Fall Comparison		%	#
	<i>August 26, 2023</i>	<i>August 27, 2024</i>		
Full-time	960	987	2.8%	27
Part-time	605	680	12.4%	75
Total	1,565	1,667	6.5%	102

The College Now Office is working with 88 high schools to register students for the Fall 2024 semester throughout the months of September and October. The high schools of Charlotte Valley and Gilboa-Conesville (both located east of Oneonta) have been added as new College Now schools for 2024-25.

The Continuing Education and Workforce Development Office is focusing on promotion of open enrollment (<https://www3.tc3.edu/biz/default>) and contract training for 2024-25. Recruitment efforts are also underway 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.

Future Planning

The Admissions, Enrollment Management Systems, and Strategic Marketing Offices have been working throughout the summer to design and launch a robust student search program (prospects including high school students, parents of teenagers, potential adult learners, etc.), new applications for admission through Slate CRM, communication plans, and territorial management to enhance student recruitment. Efforts are also underway to design a new career center on campus through the Continuing Education and Workforce Development Office as well as pathways for College Now students to matriculate at TC3. More detailed information regarding these initiatives will be part of future reports in 2024-25.

VP of Finance Report September 2024 Board Meeting

Budget and Finance

- Revenues and expenses look very close to our goals. It seems that we will end the year using about the one million dollars of fund balance we had planned. We are still working on closing August (and the fiscal year) so I will present the year close in the next meeting
- We are in process of hiring the accounting professionals we need to operate efficiently. One accountant starts on September 9th and we hope to have the Comptroller in place by the end of September
- Our Audit process has already started and we are working on preparing for the first visit from the auditors in October
- We started the process for the hiring of a new Budget Manager and we are hoping to have a new professional sometime in October. That's when we will start the process of engaging the Campus to create the 2025/26 budget
- We are working with the Sponsor Counties to identify additional funds for our Capital needs

Financial Aid

- We continue to assist students with completing their FAFSA's and Tap application
- TC3's returning student completion rate for FAFSA's is at 79.5% and award offers being sent is at 85%.
- Financial aid is preparing the FISAP report that is due to the department of education by September 30th. FISAP determines our need based aid allocations such as federal work study and federal SEOG
- We are preparing for the Audit and closing the 2023-2024 fiscal year
- The financial aid office software system Powerfaids is moving to the cloud and we are in the process of completing this process to be up and running by October 1st

Enrollment Center

- We are in the process of information gathering meetings to assist in the reorganization of the enrollment center to bring us closer to the one stop model
- The interim bursar began on Sept 3rd and is working on organizing the functions of student accounts and other college billing

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of September 4, 2024

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION REVIEW BEGINS</u>	<u>CURRENT STATUS</u>
Admissions Advisor	ASAP	July 18, 2024	August 19, 2024	Scheduling Interviews
Comptroller	ASAP	July 31, 2024	August 14, 2024	Conducting Interviews
Director of Educational Opportunity Programs and Assistant Diversity Officer	ASAP	August 9, 2024	September 9, 2024	Accepting Applications
Financial Aid Counselor	ASAP	August 27, 2024	September 3, 2024	Internal Only Posting – Accepting Applications
IT Infrastructure Manager	ASAP	August 26, 2024	September 3, 2024	Internal Only Posting – Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Electrician (1.0 FTE)	Buildings & Grounds	ASAP	Hired: Francis Martin (09/03/24)
Principal Account Clerk (1.0 FTE)	Finance & Administration	ASAP	Hired: Hilina Tiba (09/09/24)

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Assistant Teacher	Childcare	ASAP	Hired: Delaney Smith (8/22/24)
Substitute Teacher	Childcare	July 2023	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications Hired: Tamara Miller (8/22/24)
Lifeguard	Athletics & Recreation		Pausing Recruitment
Assistant Coach – Men’s Basketball	Athletics & Recreation	September 2024	Accepting Applications
Assistant Coach – Women’s Basketball	Athletics & Recreation	September 2024	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Bartender	TC3 Bistro	ASAP	Accepting Applications Hired: Kailee Malpasso (8/28/24)
Busser/Food Runner	TC3 Bistro	ASAP	Accepting Applications
Dishwasher	TC3 Bistro	ASAP	Accepting Applications
Host/Hostess	TC3 Bistro	ASAP	Accepting Applications
Line Cook	TC3 Bistro	ASAP	Accepting Applications
Server	TC3 Bistro	ASAP	Accepting Applications
Sous Chef	TC3 Bistro	ASAP	Conducting Interviews
Catering & Event Coordinator	TC3 Bistro	ASAP	Accepting Applications
Kitchen Expediter	TC3 Bistro	ASAP	Accepting Applications
Restaurant Manager	TC3 Bistro	ASAP	Hired: Kellien Eve Lindys (8/20/24)
Chef de Cuisine	TC3 Bistro	ASAP	Hired: Tracy Wildrick (8/21/24)
Steward/Dishwasher	TC3 Bistro	ASAP	Hired: Manuel Reynoso Hired: Hayden Albro

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of September 4, 2024

COMPLAINANT/SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOCIATION

Alleged violation of Articles 5, 8 and 19

The parties have agreed to adjourn the previously scheduled arbitration with hopes to reach an amicable agreement on the matter. Adjournment was requested before either incurred a cancellation fee.

PROFESSIONAL ADMINISTRATORS ASSOCIATION

None.

TC3 ADJUNCT ASSOCIATION

None.

Academic Affairs Board Report

September 2024

Summer Degree Conferrals

To date, TC3 has 108 new graduates after the summer term. This is up two from the previous year.

Fall Term Start

We had a terrific set of fall faculty meetings to kick off the academic year. Program Chairs, Tim McCabe and Eric Sambolec shared the results of their program reviews with the other Chairs and provided insight into how the process went and what they learned. Their sharing will help the current year's program reviews get off to a good start. Program Chairs also reviewed assessment data from the previous year to inform teaching and learning in the coming year.

At the general faculty meeting, a proposal was shared with faculty resulting from input the previous year regarding curriculum changes. The Provosts office will be vetting and adapting this proposal across the college to make sure it meets faculty needs and provides a transparent curriculum process.

Program Reviews

We are kicking off this year's cycle of program reviews. Programs are regularly reviewed on a 5-year cycle. The process has improved greatly in the past few years by providing Chairs with data regarding enrollment, student demographics, retention, persistence, graduation, transfer and workforce needs. Programs up for review this year are Paralegal, Culinary/Wine Marketing, Photography, Creative Writing, Biology and Bio Technology, Computer Support and Science, Engineering and Gender Studies.

Nano Technology Lab

With SUNY Transformation funding is being used to meet the emerging Nano-technology industry needs, we are collaborating with Cornell University to kick off our Nano-technology Program this fall. This project is currently serving a group of veterans and providing them with new skills in a high demand area. Cornell has been invaluable in offering their expertise to this effort.

Study Abroad

Several Study abroad programs are underway for the current year including fall programs to Cambodia for English and Anthropology, and the Dominican Republic for Food Systems. These programs will have course work during the fall term with travel in January. Another trip to the Dominican Republic is scheduled during the spring term with travel in May in Public Health and Spanish. Thank you to the faculty sponsors and the Global Department for working through new SUNY and TC3 requirements to make sure students have the best experience possible.

Health Sciences AS Degree

Both SUNY Cortland and SUNY Upstate worked with our Health Science AS curriculum to ensure it transferred to their respective health care programs. We are currently streamlining the curriculum and the degrees planned to better match transfer requirements.

Transfer Agreements

With faculty back on campus, this is the season for establishing and refreshing articulation agreements with our 4-year partners. In addition to the participating in the seamless transfer work being done by SUNY. Le Moyne is currently working with us to help our business graduates transfer to their business school. Cornell CALS, RIT and TC3 are finalizing articulation agreements for our sustainable agriculture students to complete their BA degrees in agriculture at these institutions.

BOARD OF TRUSTEES REPORT

VP of Student Affairs and Senior Diversity Officer

September 2024

Athletics and Recreation

Men and Women's Soccer teams arrived on campus for preseason training on Friday, August 9. Since that time teams have been participating in daily practices, orientations, Title IX trainings and team-building activities. Team schedules and rosters are below:

[TC3 Men's Soccer Homepage 2024](#)

[TC3 Women's Soccer Homepage 2024](#)

This summer from May until August, Athletics and Recreation (AR) had a total of 2,300 patron visits in the pool. AR hosted 12 pool parties, 2 camps, 1 children's swim lesson session and continued our normal daily operations of open swim, lap swim and water aerobics. AR ended the year by making just over \$23,000 in pool revenue. All contracts from 2023-24 for community rentals and large events have been renewed for the upcoming year. These include events such as IAC Soccer Championships, Section IV Basketball Championships, NYS Girls Soccer Championships and multiple BOCES graduations.

Campus Police

August has been a busy and fun month, Campus Police (CP) participated with the Special Olympics "Go for the Gold" fundraiser at Dunkin Donuts. CP assisted the other campus departments with "Move In" and new student orientation welcoming our students back on campus. Campus Police submitted the annual Clery report to NYSED and updated the Colleges Emergency Management Plan. In the upcoming month, Campus Police has several events that CP is scheduled to participate, including a personal and fire safety program on September 2nd with State Fire, the "Get Connected Fair" on September 4th and with the generosity of our Faculty, CP will be participating in the SOAP project with Theresa Flores and have asked other local law enforcement agencies (Cortland and Tompkins) to join us at her presentation on Human Trafficking.

Childcare

All childcare staff and participants are occupying the A.Kuckes Childcare Center. Again this approach addresses budgeting and recruitment challenges. Given this action, the Center is able to increase enrollment by supporting 20 new children at the A.K. childcare facility. There are a few TC student slots on hold through the first three weeks and a waiting list on hand for community members. With that said, the A.K Childcare Center will be at capacity this semester.

Health and Wellness Services

Health and Wellness Services (HWS) - Health Center cared for eight students for injury or illness during the first three days of classes. HWS is excited to host graduate intern Blair MacDonald to provide services to students. Blair will conduct 1:1 clinical counseling under supervision and facilitate a Men's Peer Support group, as well as explore options for Veteran support. Also, Office Manager and Pantry Coordinator Sayre has advised the Groton Library as they look to establish a pantry in their community. Sayre is also assisting our partner agency, the Food Bank of the Southern Tier, to create School Food Centers in K-12 schools in our region. Additionally, the College-wide LGBTQIA+ Luncheon was held September 3rd. The Collegiate Recovery Program is off to a great start in the academic year.

Approximately 20 students attended the Recovery Program breakout session during NSO and 10-15 are building community daily in the Recovery Space.

Office of Diversity Education and Support Services

16 students have been accepted into the ODESS Success Programs, encompassing both the Educational Opportunity Program (EOP) and the Louis Stokes Alliance for Minority Participation (LSAMP). The summer institute commenced on August 4th, with fifteen students participating. These students engaged in English and Math support programs, college preparatory classes, and workshops facilitated by numerous faculty and staff from TC3. There are 16 returning EOP students and 2 transfer EOP students that continue their education journey at TC3.

Residence Life

The Fall 2024 Move-In Schedule begins on Friday, August 23rd, with new student move-in starting at noon. Move-in for new students will resumed on Saturday, August 24th, from 8 a.m. to noon, followed by returning student move-in on Sunday, August 25th. The Welcome to the Block Party is scheduled for August 23rd and Resident Student Orientation will take place on August 25th. Additionally, Residence Life student occupancy is planned for Tompkins Hall (Building A), Cortland Hall (Building B), Tioga Hall (Building C), and Cayuga Lake Hall (Building D). As of September 4th, there are 291 housing contracts for Fall 2024, with 283 students have been assigned a room to date. Restoration and upgrades are ongoing in Cayuga Lake, and Tioga Halls, with new kitchens, living room furniture, and beds delivered to Cayuga Lake and Tioga Halls on July 25th.

Student Conduct, CARE Team & Title IX

The Student Conduct & Community Standards team provided orientation training to new students, as well as role-specific training to Resident Assistants (RAs) and student leaders. As of August 30, 2024, there have been nine conduct referrals, including four for noise violations, one for disorderly conduct, and four for hosting large gatherings. Title IX training was also delivered during orientation, and mandatory online training was distributed to all students, with many beginning to complete it. Additional Title IX training sessions were conducted with the men's and women's soccer teams, student leadership, and RAs, with information on new regulations shared in faculty and staff meetings. The Violence Prevention programming group is set to begin its work, and as of August 30, there have been three Title IX-related reports, none of which reached the level of Clery incidents. The CARE Team will start meeting on September 3, and there have already been some informational reports submitted, with plans to check in on a few returning students. As of August 30, three CARE referrals have been received.

Student Activities

Several details concerning the department of Student Activities can be reviewed by clicking on the hyperlink [New Student Orientation and Welcome Week events](#)

My Desk

Collaborated with leadership to: support the development of policies, including the maintenance of public order, and associated processes to request services for [planned assembly](#); support the [faculty](#) and [student guides](#) for resources dedicated to supporting student success and basic needs. Additionally a new link to the Student Resource Guide was embedded within each online course shell; and coordinate the development of a Student Affairs Fall 2024 E-Newsletter for faculty and staff.

Consent Agenda

Appointment of Personnel
Tuesday, September 3, 2024
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
LaMorte, Michelle	Para-Professional Lab Tech.	Adjunct	\$3,390.48	8/17/2024 To 12/19/2024
Azmera, Meron	Professional Tutor	Adjunct	\$12,955.02	8/19/2024 To 12/13/2024
Brown, Jacquelyn	Para-Professional Tutor	Adjunct	\$5,650.80	8/19/2024 To 12/13/2024
Bullock, Sarah	Professional Tutor	Adjunct	\$12,955.02	8/19/2024 To 12/13/2024
Coyote, Milo	Para-Professional Lab Tech.	Adjunct	\$9,794.72	8/19/2024 To 12/13/2024
Delisle, Jake	Para-Professional Lab Tech.	Adjunct	\$9,794.72	8/19/2024 To 12/13/2024
Duthie, Diane	Para-Professional Lab Tech.	Adjunct	\$5,650.80	8/19/2024 To 12/13/2024
Duthie, Diane	Professional Tutor	Adjunct	\$5,480.97	8/19/2024 To 12/13/2024
Goehner, Heather	Para-Professional Tutor	Adjunct	\$4,520.64	8/19/2024 To 12/13/2024
Gomezdelata Torre Clavel, Macarena	Professional Tutor	Adjunct	\$6,851.21	8/19/2024 To 12/13/2024
Gray, Amanda	Professional Tutor	Adjunct	\$12,955.02	8/19/2024 To 12/13/2024
Haedicke, Ahjreanna	Para-Professional Tutor	Adjunct	\$9,794.72	8/19/2024 To 12/13/2024
Haverlock, Alanna	Professional Tutor	Adjunct	\$7,474.05	8/19/2024 To 12/13/2024
Izzo, Sophia	Para-Professional Lab Tech.	Adjunct	\$9,794.72	8/19/2024 To 12/13/2024
Knout, Alizabeth	Para-Professional Tutor	Adjunct	\$4,520.64	8/19/2024 To 12/13/2024
LaMorte, Michelle	Professional Tutor	Adjunct	\$8,470.59	8/19/2024 To 12/13/2024
Mack, Alyssa	Professional Tutor	Adjunct	\$9,327.09	8/19/2024 To 12/13/2024
Mack, Joshua	Professional Tutor	Adjunct	\$12,955.02	8/19/2024 To 12/13/2024
Miranda, Tracy	Professional Tutor	Adjunct	\$4,982.70	8/19/2024 To 12/13/2024
Molnar, Erika	Para-Professional Tutor	Adjunct	\$5,650.80	8/19/2024 To 12/13/2024
Olson, Richard	Communication Department - Video Equipment Maintenance	Adjunct	\$6,892.82	8/19/2024 To 12/13/2024
Riedl, Sophie	Para-Professional Tutor	Adjunct	\$4,520.64	8/19/2024 To 12/13/2024
Sewell, Patrick	TC3 Adjunct Association President	Adjunct	\$2,764.50	8/19/2024 To 12/13/2024
Snyder, Emily	Para-Professional Tutor	Adjunct	\$9,794.72	8/19/2024 To 12/13/2024
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$12,955.02	8/19/2024 To 12/13/2024
Tanquary, Laura	Para-Professional Tutor	Adjunct	\$4,520.64	8/19/2024 To 12/13/2024
Tau, Jediah	Professional Tutor	Adjunct	\$5,979.24	8/19/2024 To 12/13/2024
VanKanegan, Megan	Professional Tutor	Adjunct	\$3,284.19	8/19/2024 To 12/13/2024
Weaver, Bobbie	Professional Tutor	Adjunct	\$5,780.17	8/19/2024 To 12/13/2024
Yang, Min Hsun	Para-Professional Tutor	Adjunct	\$4,520.64	8/19/2024 To 12/13/2024
Sylstra, Jennifer	Professional Tutor	Adjunct	\$12,955.02	8/20/2024 To 12/20/2024
Ahmed, Ahmed	CHEM205 ME50	Adjunct	\$6,772.50	8/26/2024 To 12/13/2024
Ahmed, Ahmed	CHEM108 M49C INDP	Adjunct	\$1,664.00	8/26/2024 To 12/13/2024
Altmann, Herman	BIOL101 M01 BIOL102 M01	Adjunct	\$9,030.00	8/26/2024 To 12/13/2024
Archer, Pamela	CAPS111 BL1 CAPS121 M02 CAPS121 M01 CAPS121 BL2 CAPS121 BL1 CAPS111 BL2	Adjunct	\$8,521.43	8/26/2024 To 11/5/2024
Arnold, Melanie	COMM110 ME50	Adjunct	\$1,505.43	8/26/2024 To 9/30/2024
Aslanis, Ruth	GEOG130 M01	Adjunct	\$3,787.00	8/26/2024 To 12/13/2024
Aspinwall, Breck	BIOL100 BL1	Adjunct	\$4,014.50	8/26/2024 To 12/13/2024
Atchison, Gabriel	HSTY115 BL1	Adjunct	\$3,246.00	8/26/2024 To 12/13/2024
Avery, Samuel	ENGL200 BL1 ENGL274 BL1 ENGL216 BL2	Adjunct	\$7,574.00	8/26/2024 To 12/13/2024
Bechtold, Charles	MATH020 EL01 MATH120 M01	Adjunct	\$7,740.00	8/26/2024 To 12/13/2024
Benedetto, Lynn	ACCT101 M01	Adjunct	\$4,104.00	8/26/2024 To 12/13/2024

Employee	Department	Title/Rank	Salary	Employment Dates
Blanco, Robert	CAPS121 BL4 CAPS123 BL1 CAPS121 BL5	Adjunct	\$3,592.03	8/26/2024 To 12/13/2024
Buchanan, Patricia	ENGL201 M01	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Burr, Matthew	BUAD219 BL1	Adjunct	\$3,078.00	8/26/2024 To 12/13/2024
Carr, Jenelle	NURS110 M37 FLD	Adjunct	\$7,182.00	8/26/2024 To 12/13/2024
Christopher, Renee	BIOL201 M01	Adjunct	\$5,680.50	8/26/2024 To 12/13/2024
Cicciarelli, Richard	BIOL101 ME51 BIOL104 M02	Adjunct	\$10,036.25	8/26/2024 To 12/13/2024
Cobb, Beth	Provide supervision while administering medications - NURS120 M33	Adjunct	\$2,198.25	8/26/2024 To 12/13/2024
Cornish, Erin	MATH017 EL03 MATH120 M03 MATH117 M03	Adjunct	\$10,320.00	8/26/2024 To 12/13/2024
DeFranco, Anthony	COMM170 BL1	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Dibartolo, Debra	NURS110 M35 FLD	Adjunct	\$8,519.00	8/26/2024 To 12/13/2024
Earley, Bernard	ENGL101 BL1 ENGL102 BL2 ENGL101 BL2	Adjunct	\$11,610.00	8/26/2024 To 12/13/2024
Eaves, Robert	MATH117 ME50	Adjunct	\$3,078.00	8/26/2024 To 12/13/2024
Eckert, Regina	HSTY116 BL1	Adjunct	\$3,441.00	8/26/2024 To 12/13/2024
Eisenberg, Seth	PARA/PARC215 BL1	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Eisenberg, Seth	PARA101 BL1 PARC101 BL1	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Esworthy, Barrett	HSTY116 M01 HSTY117 M01	Adjunct	\$7,740.00	8/26/2024 To 12/13/2024
Evans, Christine	ESL 092 15 SPAN101 M02 ESL 120 M01 ESL 112 M01	Adjunct	\$13,387.00	8/26/2024 To 12/13/2024
Falk, Laura	WINE130 M49C INDP, WINE213 M49C INTRN	Adjunct	\$2,000.40	8/26/2024 To 12/13/2024
Farah, Fred	BIOL115 M01	Adjunct	\$4,515.00	8/26/2024 To 12/13/2024
Feavearyear, Jody	MATH017 EL50 MATH029 EL50	Adjunct	\$5,160.00	8/26/2024 To 12/13/2024
Floyd, Laurie	ENGL210 BL2, BL3	Adjunct	\$6,156.00	8/26/2024 To 12/13/2024
Ford, Gary	ACCT101 BL1	Adjunct	\$4,868.00	8/26/2024 To 12/13/2024
Ford, Lisa	ENGL100 BL3	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Frisbie, Megan	ENGL098 EL4, ENGL100 EL4, M13, M14	Adjunct	\$9,738.00	8/26/2024 To 12/13/2024
Fussner-Kelly, Shirley	MATH020 EL03	Adjunct	\$2,294.00	8/26/2024 To 12/13/2024
Galezo, David	PHIL101 BL1	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Gammage-Sikora, Gina	SPAN101 BL1 SPAN101 BL2	Adjunct	\$7,740.00	8/26/2024 To 12/13/2024
Gillis, Andrew	ART 255 M01	Adjunct	\$4,515.00	8/26/2024 To 12/13/2024
Gold, Darlene	ENGL258 BL1 SOCE258 BL1	Adjunct	\$3,651.00	8/26/2024 To 12/13/2024
Goldfeld, Alla	PHSC104 M01	Adjunct	\$4,617.00	8/26/2024 To 12/13/2024
Gomezdela Torre Clavel, Macarena	BIOL132 ME50	Adjunct	\$5,386.50	8/26/2024 To 12/13/2024
Gonzalez Suarez, Jose	CONT202 M01	Adjunct	\$4,598.50	8/26/2024 To 12/13/2024
Grimm, Mark	ART 214 M01	Adjunct	\$4,259.50	8/26/2024 To 12/13/2024
Ha, Lien	DRAF117 ME50	Adjunct	\$5,172.25	8/26/2024 To 12/13/2024
Haller, Keewon	HRMG108 V01 WINE110 V01	Adjunct	\$6,925.50	8/26/2024 To 12/13/2024
Hamilton, William	MATH200 ME50	Adjunct	\$3,246.00	8/26/2024 To 12/13/2024
Hendrix, Brittany	NURS208 M35 FLD	Adjunct	\$11,286.00	8/26/2024 To 12/13/2024
Hollenbeck, Charles	ENGL100 BL1 ENGL101 BL3 ENGL100 BL2	Adjunct	\$10,953.00	8/26/2024 To 12/13/2024
Iacobucci, Christine	ANTH202 M01	Adjunct	\$3,651.00	8/26/2024 To 12/13/2024
Iacobucci, Christine	ANTH202 M03	Adjunct	\$3,651.00	8/26/2024 To 12/13/2024
Johnston-Anumonwo, Ibipo	GEOG120 M01	Adjunct	\$3,651.00	8/26/2024 To 12/13/2024
Kobre, Michael	BIOL114 BL1	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Komar, Tanya	ART 117 M01 ART 117 M02	Adjunct	\$7,182.00	8/26/2024 To 12/13/2024
Kuck, Carol	Provide supervision while administering medications - NURS208 M36, NURS120 M31	Adjunct	\$4,396.50	8/26/2024 To 12/13/2024
Kyle, John	CAPS111 M01 CAPS131 BL2 CAPS131 BL1 CAPS111 M02	Adjunct	\$6,021.72	8/26/2024 To 11/5/2024
LaFavor, Erik	SOCI101 M01 SOCI101 M03	Adjunct	\$6,882.00	8/26/2024 To 12/13/2024
Lewis, Justine	SOCI101 BL1 SOCI101 ME51	Adjunct	\$6,492.00	8/26/2024 To 12/13/2024
Lillard, Marketa	CHEM101 BL2	Adjunct	\$5,476.50	8/26/2024 To 12/13/2024
Littell, Harry	ALEX249 M01	Adjunct	\$4,259.50	8/26/2024 To 12/13/2024

Employee	Department	Title/Rank	Salary	Employment Dates
Mack, Alyssa	BIOL100 M01	Adjunct	\$3,787.00	8/26/2024 To 12/13/2024
Marie, Jill	ENGL103 BL1 ENGL204 BL2	Adjunct	\$7,740.00	8/26/2024 To 12/13/2024
Masciari, Daniel	COMM240 M49C INDP	Adjunct	\$1,872.00	8/26/2024 To 12/13/2024
McComb, Jared	MATH029 EL06 MATH200 M06 MATH200 M03	Adjunct	\$9,234.00	8/26/2024 To 12/13/2024
McIntyre, David	HRMG105 HY1	Adjunct	\$1,147.00	8/26/2024 To 9/30/2024
Millman-Brown, Randi	ART 101 M01	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Moore, Amy	NURS110 M32 FLD	Adjunct	\$7,182.00	8/26/2024 To 12/13/2024
Need, Barbara	ENGL101 M01 SPAN101 M01 ENGL101 M04	Adjunct	\$10,953.00	8/26/2024 To 12/13/2024
Opperman, William	ASL 101 M01 ASL 101 M02	Adjunct	\$6,492.00	8/26/2024 To 12/13/2024
Orinda, Lisa	NURS110 M36 FLD	Adjunct	\$7,182.00	8/26/2024 To 12/13/2024
Pallokat, Melanie	ENGL098 EL01 ENGL100 M01 ENGL100 EL01	Adjunct	\$6,156.00	8/26/2024 To 12/13/2024
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Parks, Paul	ART 101 M02 HUMN232 M01	Adjunct	\$7,740.00	8/26/2024 To 12/13/2024
Payton, L. Christine	NURS110 M31 FLD	Adjunct	\$8,029.00	8/26/2024 To 12/13/2024
Perkins, Donald	COMM127 M01	Adjunct	\$4,515.00	8/26/2024 To 12/13/2024
Peterson, Komekia	CDSC201 M01	Adjunct	\$3,246.00	8/26/2024 To 12/13/2024
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,651.00	8/26/2024 To 12/13/2024
Pittsley, Jaclyn	ENGL102 BL1	Adjunct	\$3,651.00	8/26/2024 To 12/13/2024
Potter, Kristi	ENGL098 EL50 ENGL101 BL4 ENGL100 ME50 ENGL100 EL50	Adjunct	\$9,234.00	8/26/2024 To 12/13/2024
Reed, Bryan	PHSC212 M49C INDP	Adjunct	\$4,160.00	8/26/2024 To 12/13/2024
Richards, David	BUAD201 BL2 CRJU205 M01 BUAD201 M01	Adjunct	\$11,610.00	8/26/2024 To 12/13/2024
Ritz Deutch, Ute	ANTH202 M03	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Salzone, Joseph	COMM120 M01 FSS 160 M02	Adjunct	\$2,821.50	8/26/2024 To 12/13/2024
Schaffer, Patricia	NURS110 M34 FLD	Adjunct	\$8,519.00	8/26/2024 To 12/13/2024
Schat, Marjolein	BIOL119 M01 ENVS116 M01 ENVS101 M02	Adjunct	\$13,545.00	8/26/2024 To 12/13/2024
Schmid, Joseph	ACCT102 BL1 ACCT207 BL1	Adjunct	\$10,320.00	8/26/2024 To 12/13/2024
Sewell, Patrick	ENVS105 M01	Adjunct	\$3,870.00	8/26/2024 To 12/13/2024
Seyfried, Matthew	SPMT260 M49C INDP	Adjunct	\$2,496.00	8/26/2024 To 12/13/2024
Seyfried, Matthew	COMM101 M01 ENGL204 BL1	Adjunct	\$7,740.00	8/26/2024 To 12/13/2024
Sheehan, John	ANTH202 BL1 ANTH202 BL3	Adjunct	\$7,740.00	8/26/2024 To 12/13/2024
Shortell, Westbrook	COMM120 M01 COMM140 M01	Adjunct	\$5,386.50	8/26/2024 To 12/13/2024
Snyder, Stephen	BIOL101 BL1 BIOL101 BL2	Adjunct	\$9,030.00	8/26/2024 To 12/13/2024
Sorensen, Ann Marie	ESL 091 15 ESL 111 M01	Adjunct	\$4,328.00	8/26/2024 To 12/13/2024
Steaey, Julie	NURS208 M35 FLD	Adjunct	\$11,286.00	8/26/2024 To 12/13/2024
Steenburg, Jennifer	NURS208 M36 FLD	Adjunct	\$12,617.00	8/26/2024 To 12/13/2024
Thompson, Jacqueline	NURS208 M34 FLD	Adjunct	\$11,902.00	8/26/2024 To 12/13/2024
Timonin, Michael	HSTY201 M02	Adjunct	\$3,246.00	8/26/2024 To 12/13/2024
Usherwood, Colleen	NURS110 M33 FLD	Adjunct	\$7,182.00	8/26/2024 To 12/13/2024
van der Veur, Shirley	ESL 090 M01 ESL 110 M01	Adjunct	\$4,328.00	8/26/2024 To 12/13/2024
VanDonsel, Miranda	ECHD206 M01	Adjunct	\$5,386.50	8/26/2024 To 12/13/2024
VanKanegan, Megan	ART 120 M01 ART 262 BL1 ART 261 BL1 ART 120 M02	Adjunct	\$9,738.00	8/26/2024 To 12/13/2024
Vazenios, George	MATH017 EL02 MATH120 M05 MATH117 M02	Adjunct	\$9,736.00	8/26/2024 To 12/13/2024
Vazenios, George	MATH020 EL05	Adjunct	\$2,434.00	8/26/2024 To 12/13/2024
Weaver, Bobbie	ENGL204 M01 ENGL204 M02	Adjunct	\$6,492.00	8/26/2024 To 12/13/2024
Weed, Steve	ENGL098 EL04 ENGL210 M01 ENGL100 M04 ENGL100 EL04	Adjunct	\$10,953.00	8/26/2024 To 12/13/2024
Whitecraft, Michele	CHEM101 BL1	Adjunct	\$5,805.00	8/26/2024 To 12/13/2024
Williams, Diane	BIOL101 M02, 03	Adjunct	\$9,030.00	8/26/2024 To 12/13/2024
Wirth, Thomas	HSTY201 ME50	Adjunct	\$3,246.00	8/26/2024 To 12/13/2024
Wojciechowicz, Donald	BIOL112 ME50	Adjunct	\$3,787.00	8/26/2024 To 12/13/2024

Employee	Department	Title/Rank	Salary	Employment Dates
Wojciechowicz, Lori	CHEM101 M02 CHEM107 M01	Adjunct	\$9,738.00	8/26/2024 To 12/13/2024
Wolff, Sarah	ENGL101 M06 ENGL101 M07	Adjunct	\$7,302.00	8/26/2024 To 12/13/2024
Woloszyn, Alexander	ACCT101 M02 ACCT203 M01	Adjunct	\$8,656.00	8/26/2024 To 12/13/2024
Wong, Haven	Provide supervision while administering medications - NURS208 M34	Adjunct	\$2,198.25	8/26/2024 To 12/13/2024
Young, Tammi	FITN215 M01 RECR230 M01 FITN256 M01	Adjunct	\$6,882.00	8/26/2024 To 12/13/2024
Zaia, Heather	ENGL100 M05 ENGL101 M09	Adjunct	\$6,492.00	8/26/2024 To 12/13/2024
Zaia, Heather	ENGL101 M08	Adjunct	\$3,246.00	8/26/2024 To 12/13/2024
Zhao, Jiang	CHEM107 ME50	Adjunct	\$4,869.00	8/26/2024 To 12/13/2024
Zoodsma, Anna	ENVS110 M01	Adjunct	\$3,078.00	8/26/2024 To 12/13/2024

September

Martin, Francis	Buildings & Grounds - Electrician	Grade K	\$62,526.00 *	9/3/2024
Tiba, Hilina	Finance & Administration - Principal Account Clerk	Grade I	\$55,824.00 *	9/9/2024

October

Broderick, Margaret	HUMS105 BL2	Adjunct	\$3,078.00	10/1/2024 To 12/13/2024
Carr, Kyle	COMM111 ME50 COMM112 ME50	Adjunct	\$3,010.86	10/1/2024 To 12/13/2024
Coleman, Cynthia	SOCI101 BL3	Adjunct	\$3,870.00	10/1/2024 To 12/13/2024
Gilbert, Mary	ENGL102 BL3	Adjunct	\$3,870.00	10/1/2024 To 12/13/2024
Wheaton, Justin	ENGL100 BL4	Adjunct	\$3,078.00	10/1/2024 To 12/13/2024

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

September 18, 2024

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Lesa Carter	Director of Educational Opportunity Programs and Assistant Diversity Office	Office of Diversity Education and Support Services	August 1, 2024	Resignation

FACULTY STUDENT ASSOCIATION

Rachael Cruz	Assistant Teacher	Child Care Center	08/09/24	Resignation
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BISTRO

McKenna Macomber	Sous Chef	TC3 Bistro	07/24/24	Resignation
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TO: Members of the Board of Trustees
FROM: Amy Kremenek, President
DATE: September 18, 2024
RE: Recommendations for Promotion 2024-25 Academic Year

The faculty member below was recommended by the Vice President of Student Affairs for promotion. This promotion, is detailed in Article 13, of the Faculty Association collective bargaining agreement. As a result, I also recommend the following faculty member for promotion:

To the Rank of Assistant Professor
Leah Calzolaio – Assistant Professor

cc: Vice President of Student Affairs
Vice President of Human Resources

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-5**

TRASH/WASTE REMOVAL SERVICES BID AWARD

WHEREAS, Tompkins Cortland Community College requires Waste/Trash/Recycling Removal Services, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Waste/Trash/Recycling Removal Services, and

WHEREAS, Casella Waste Services of Newfield, New York provided the only bid in an estimated amount not to exceed \$22,689.00 for 2024-25, with extension options not to exceed \$23,443.00 for 2025-26, and \$24,198.00 for 2026-27; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Trash/Waste Removal Services Bid to Casella Waste Services in an estimated amount not to exceed \$22,689.00 for 2024-25, with extension options not to exceed \$23,443.00 for 2025-26, and \$24,198.00 for 2026-27.

STATE OF NEW YORK:

SS:
COUNTY OF TOMPKINS:

I, **Nancy C. Murphy, CLERK** of the Board of Trustees of Tompkins Cortland Community College,
DO HEREBY CERTIFY the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 18th day of September, 2024, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of September 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Re: Waste Removal Services Bid

In consultation with Emily Nelson, Cleaning Supervisor of the Facilities Department, we are recommending the award of the Bid for Trash/Waste Removal Services for 2024-2025, to Casella Waste Services of Newfield, New York. Casella was the sole bidder for the requested services, with estimated pricing as specified in the resolution. The bid request included the option to extend the services through the 2025-26 and 2026-27 fiscal years.

It is expected that the required service level will be higher for approximately 41 weeks, and lower for approximately 11 weeks (summer) during the fiscal year. Therefore, the yearly amount as calculated by the bidder is inaccurate, and has been adjusted in the resolution to reflect the anticipated actual needs based on the *weekly* pricing bid. A copy of the actual bid is attached.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and was listed on the Purchasing/Bids link of the Tompkins Cortland Community College Website. Bid documents were sent to four vendors. Two of the other providers solicited declined to bid stating they are unable to provide the requested level of service. The other declined to bid but did not provide a reason.

The agreement will allow for service adjustments if service needs change upon periodic review by Facilities.

Kevin Caveney, Purchasing



August 12, 2024

Potential Bidders:

Enclosed please find a copy of our Request for Bid for **Waste Removal Services**.

Please submit your bids accordingly and on the required date. The bids will be advertised in the Ithaca Journal and the Cortland Standard, the two official newspapers of the College.

Sincerely,

A handwritten signature in black ink that reads "Kevin Caveney". The signature is written in a cursive style.

Kevin Caveney
Purchasing

Enclosure

NOTICE TO BIDDERS

The Board of Trustees of Tompkins Cortland Community College, Counties of Tompkins and Cortland (in accordance with section 103 of Article 5A of the General Municipal Law) hereby invites the submission of sealed bids on:

Waste Removal Services

Bids will be received until 2:00 pm on the 29th day of August, 2024 at the address below, at which time and place all bids will be publicly opened and read.

Submit bid in a sealed envelope to:

Tompkins Cortland Community College
Purchasing Office – Suite 216
PO Box 139, 170 North Street
Dryden, New York, 13053

Specifications and bid forms may be obtained from the Purchasing Office at Tompkins Cortland Community College in Dryden, New York. Send your request via e-mail to KPC@tompkinscortland.edu

The Board of Trustees hereby reserves the right to waive irregularities and accept or reject any bid or any part of any bid.

Kevin Caveney, Purchasing
Tompkins Cortland Community College
Dryden, NY 13053

GENERAL INSTRUCTIONS TO BIDDERS

1. Bids must be submitted on the attached bid form.
2. PROPOSAL SHALL BE ENCLOSED IN A SEALED, OPAQUE ENVELOPE AND MARKED CLEARLY WITH THE NAME OF THE BIDDER, AND **WASTE REMOVAL SERVICES BID**.
3. The Board of Trustees reserves the right to waive irregularities and accept or reject any bid or any part of any bid.
4. The bidder assumes the risk of any delay in the mail. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time in the Purchasing Office of the College. **All bids received after the designated time stated in Notice to Bidders will not be considered and will be returned to the bidder unopened.**
5. Bidder must execute Non-Collusion Bidding Certificate required by Chapter 751, General Municipal Law.
6. The intention is to award a contract agreement which meets the best interest of the College, to one vendor for these services for the time period stated.
7. The competency and responsibility of the bidders and of their proposed sub-contractors will be considered in making the award. The College does not obligate itself to accept the lowest or any other bid.
8. No charge will be allowed for federal, state, municipal sales and excise taxes from which the Board of Trustees is exempt. Exemption certificates, if required, will be forwarded to bidders.
9. Payment will be made only after correct presentation of itemized invoices. Payments of any claim shall not preclude the Board of Trustees from making claim for adjustment on any item found not to have been in accordance with general conditions and specifications.
10. Tompkins Cortland Community College reserves the right to stop the service under the contract at any time it is deemed the Contractor is unable or incapable of performing the service to the satisfaction of the College.

INSURANCE:

A. Throughout the term of this Agreement, the Contractor shall, at their expense, provide and maintain in full force and effect:

(1) Workmen's compensation - statutory per New York State Law; employer liability, \$100,000.

(2) New York State disability insurance and unemployment insurance.

(3) Comprehensive general liability insurance (including products) in the amount of \$1,000,000 per occurrence single limit B.I.P.D.

B. The College shall in no way be liable for the loss of, or damage or injury to, any foodstuff, equipment, supplies, or other properties of the Contractor caused or contributed by fire, sprinkler leakage, flood, hurricane, rodents, pests, acts of public enemies, strikes, riots, or civil commotion, or acts of God, or any other causes whatsoever, similar or dissimilar.

C. The insurance policies shall name the College, Tompkins Cortland Community College, as additional insured parties; and a certificate of such coverage shall be delivered to the Contract Administrator and kept by the College. This coverage must include a clause that states 30 days' prior notice to be given the College in the event of cancellation or any change of the insurance policy. The College will provide fire and extended coverage insurance for the facilities and equipment, but not the inventory or property of the Contractor.

D. Indemnification - Contractor agrees to indemnify and save harmless the College against any and all claims arising from or incident to the conduct or management of operations performed in connection with and pursuant to this agreement, or arising from any act or negligence of Contractor or any of its agents or employees, or arising from any accident, injury or damage whatsoever, however, caused to any person or persons, occurring during the term of performance of this agreement by reason or incident or the negligence of Contractor, its agents or employees, and from and against all costs, attorney's fees, expenses and liabilities incurred in or above any such claim or any action or proceeding brought thereon.

GENERAL INFORMATION TO BIDDERS

1. Tompkins Cortland Community College makes a commitment to participate actively in the development of minority and women owned businesses, as well as businesses that support sustainable and environmentally responsible practices. We will seek them out, review their capabilities and give them the opportunity to demonstrate their ability to provide the College with goods and services at competitive prices.

2. Tompkins Cortland Community College is committed to equal opportunity in employment, admission and treatment for all qualified individuals without unlawful regard to race, color, creed, national origin, sex, age, marital status, disability, sexual orientation, veteran status or any other basis as prohibited by Federal and New York State Law.

3. Contractors of the College must agree to comply fully with the College's responsibilities under Section 504 of the Rehabilitation Act of 1973 and regulations issued by the Department of Health, Education, and Welfare. In particular, the Contractor agrees to assure access for the handicapped to all functions and services it provides to the College pursuant to this contract. It further assures the College of its willingness to make reasonable accommodations to its operations, its facilities, and its employment to assure access for the handicapped.

4. NEW YORK STATE PREVAILING WAGES:

Bidder confirms that all labor provided for work associated with these services will be subject to the prevailing wage rates of the State of New York. Awarded bidder will be responsible for providing documentation with the invoice(s) for services.

BID FORM

DATE: August 29, 2024

TIME: 2:00 p.m.

TO: Board of Trustees
Tompkins Cortland Community College
170 North Street
Dryden, New York 13053

In compliance with your invitation for bids on the above date, the undersigned hereby proposes to provide trash removal services as follows for the period of October 1, 2024 through August 31, 2025. *At the option of the College, this contract may or may not be extended for additional one-year terms of September 1, 2025 through August 31, 2026, and September 1, 2026 through August 31, 2027. Please indicate percentage of increase, or dollar amounts for the extended term for each item if applicable, if this option is exercised.

SPECIFIC INFORMATION TO BIDDERS

Waste Removal

Provide the College with three (3), tip proof, 6 yard containers, **FRESHLY PAINTED, WITH APPROPRIATE WARNING LABELS PLUS A LABEL THAT STATES VIOLATORS WILL BE PROSECUTED FOR UNAUTHORIZED DUMPING.**

Removal of trash from containers will be Monday through Friday once per day at approximately the same time each day. Charges will not be assessed for overages of trash caused by vendor varying time of pick-up.

Initial Period of Services as specified above: October 1, 2024 through May 31, 2025. Service to be reduced for the period of June 1, 2025 through August 14, 2025 and billed per pickup as requested on a call in basis.

*Extension option of August 15, 2025 through May 31, 2026.
And June 1, 2026 through August 14, 2026

**Extension option of August 15, 2026 through May 31, 2027.
And June 1, 2027 through August 14, 2027

BASE BID (Trash Removal):

Three (3) 6 yard containers for trash:

10/1/24 - 5/31/25 (Daily, Mon-Fri) \$ 433 per week \$ 15,155 per year
Pick up per call-in basis (6/1/25 - 8/14/25) \$ 60

*8/15/25 - 5/31/26 (Daily, Mon-Fri) \$ 450 per week \$ 15,750 per year
Pick up per call-in basis (6/1/26 - 8/14/26) \$ 60

**8/15/26 - 5/31/27 (Daily, Mon-Fri) \$ 465 per week \$ 16,275 per year
Pick up per call-in basis (6/1/27 - 8/14/27) \$ 60

BASE BID Continued (Recycling Pick Up):

One (1) 10 yard and one (1) 8 yard or equal capacity (freshly painted) containers appropriately labeled for single source/no sort recycling to include cardboard/paper, plastic, glass, and metal recycling, emptied as needed per a call-in basis.

10/1/24 - 8/31/25 \$ 38.00 per pick up

*9/1/25 - 8/31/26 \$ 39.50 per pick up

**9/1/26 - 8/31/27 \$ 41.00 per pick up

Pick-ups based on call-in requests must be performed within 48 hours of the request.

Due to potential reduction of waste removal needs through increased efforts of waste reduction, and/or due to other potential changes to campus service needs including possible frequency reduction, service provider agrees to allow adjustment to the agreement as reasonable.

Please include in your bid by stating below, any additional cost estimate for Fuel/Oil/Environmental fee surcharges, which may be incurred for the periods of service. Include extra cost estimates based on percentage or dollar amount in average fuel price increases which may occur during the period of the contract. If such fees are not indicated in the bid, it is understood that these costs are included in the base bid and extra charges will not be incurred.

List any extra charges that may be incurred (ex. overflow charges or extra pickup charges).

Respectfully submitted,

AUTHORIZED SIGNATURE: Scott C. Phil
TITLE: Division Manager
BIDDER: Cosella Waste Management of N.Y. Inc
ADDRESS: 1180 Elmira Rd, Newfield, NY 14867

E-mail Scott.slavick@cosella.com Phone: 607-221-8716
Fax: 607-277-4523

Questions may be directed to Emily Nelson, (607) 844-8222, ext. 4288,
ECN004@tompkinscortland.edu, or Kevin Caveney, (607) 844-8211, ext. 4310,
KPC@tompkinscortland.edu.

Bid scheduled to be awarded following the Board of Trustees meeting of September 18, 2024.

Non-Collusion Statement

The undersigned confirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership, or individual has not prepared this bid in collusion with any other bidder, and that the contents of this proposal have not been communicated by the undersigned not by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Contractor Casella Waste Management of N.Y., Inc

Address 1180 Elmira Rd, Newfild, NY 14867

Phone 607-277-3000

Authorized Signature Scott J. Stark

Print name Scott Stark

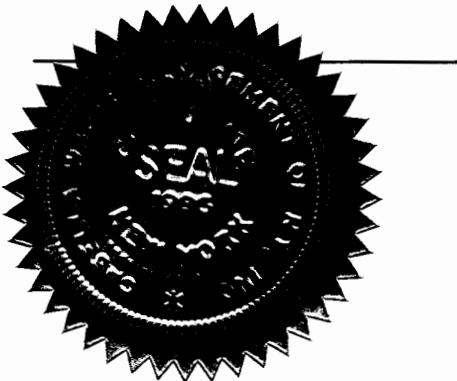
Title Division Manager

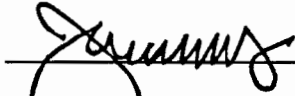
RESOLUTION
(For Corporate Bidders Only)

RESOLVED that Scott Slavick, Division Manager, be authorized to sign and submit the bid or proposal of this corporation for Waste Removal Services for Tompkins Cortland Community College and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-D of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or mis-statements in such certificates this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by Casella Waste Management of N.Y., Inc., at a meeting of its Board of Directors held on the 26th day of August, 2024 and is still in full force and effect on this 27th day of August 2024.

Seal of the Corporation





John W. Casella
President & Secretary

CERTIFICATE OF AUTHORITY
Casella Waste Management of N.Y., Inc.

At a duly authorized meeting of the Board of Directors of Casella Waste Management of N.Y., Inc., it was voted that John W. Casella, President & Secretary and/or Scott Slavick, Division Manager, are each authorized independently to execute any and all bid and contract documents relating to the Tompkins Cortland Community College, New York's Request for Bids on "Waste Removal Services."

In the name of and on behalf of Casella Waste Management of N.Y., Inc., all such documents shall be valid and binding upon this Casella Waste Management of N.Y., Inc.

A True Copy Attested,

Company Name: Casella Waste Management of N.Y., Inc.

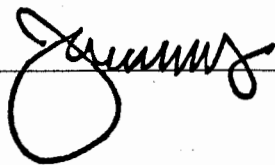
Address: 1618 Sears Road
Elmira, NY 14903

Name & Title of Signatory: John W. Casella, President & Secretary

Date: August, 27, 2024

I hereby certify that I am the President & Secretary of Casella Waste Management of N.Y., Inc., and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this certificate.

Signature: _____



Discussion Items

2024-2025



August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24						
Su	M	Tu	W	Th	F	Sa
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	F	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H	H	30

December 24						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

February 25						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	H	22
23	24	25	26	27	28	29
30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	C	21	22	23	24
25	H	27	28	29	30	31

Class Day

H College Holiday

F Fall Day: Oct 8

C Commencement

Faculty Non-Class
Contract Day

Fall Day is a Contract Day

New Student Orientation: 8-24/8-25 & 1-25/1-26