



VISION

*To see strengths and unique potential in every person.
To inspire people to make the courageous choice to learn, grow, and serve.*

MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

BOARD OF TRUSTEES

**THURSDAY, APRIL 1, 2010
BOARD ROOM
5:30 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes
 - a. Regular Meeting – January 21, 2010
 - b. Executive Committee Meeting – March 1, 2010
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting):
 - a. External Relations – NYCCAP – Bruce Ryan
 - b. Resources – Lean Office Update – Blixy Taetzsch
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - i. Resources
 1. Human Resources Updates
 2. Professional Development Report
 - b. Vice President for Global Initiatives
 - i. General Updates

11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – February 28, 2010
 - c. Appointment of Personnel
 - d. Ratify Executive Committee Action of March 1, 2010
 - e. Approval of Classified Staff Position – Mail Clerk/Receptionist
12. Standing Reports:
 - a. College Forum – Co-Chairs, Sophia Georgiakaki and Leah MacLeod
 - b. Faculty Student Association – Beverly Baker
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Roxann Buck
 - i. Friend of the College
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Evan McGonagle
 - h. President's Report
13. Dialogue Session (to begin at 7:00 p.m.)
 - a. Budget Scenarios
14. Upcoming Events:
 - a. Next Board Meeting – April 29, 2010
15. Executive Session to Discuss Personnel Matter (No Action to be Taken)
16. Adjournment

***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
JANUARY 21, 2010
ROBERT W. SPACE BOARD ROOM**

PRESENT: Beverly Baker, Kay Breed, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Judy Davison, Evan McGonagle, and Raymond Schlather

ABSENT: William Raynor

**COUNTY
LIAISONS:** None

STAFF: John Conners, Susan Dewey, Sophia Georgiakaki, Carl Haynes, Cathy Northrop, Karen Pastorello, Carl Penziul, Walter Poland, Bruce Ryan, Blixly Taetzsch, Peter Voorhees, Khaki Wunderlich

GUESTS: Jerry Mickelson and Colleen Stannard of Ciaschi, Dietershagen, Little, & Mickelson; Michael Lane, Tompkins County Legislator; Scott Conroe, the *Cortland Standard*

- 1. Call to Order:** The meeting was called to order at 5:34 p.m. by Chairperson Buck in the Board Room at the College.
- 2. Roll Call:** Ms. Northrop called the roll.
- 3. Welcome Guests:** Chairperson Buck welcomed guests. She re-introduced Evan McGonagle who has been reappointed as Student Trustee due to the resignation of Evan Gaetano. She also welcomed Michael Lane, a Tompkins County Legislator who was previously the Liaison to the TC3 Board, and he has been recommended to replace Duane Randall as Liaison, since Mr. Randall is no longer a member of the Legislature.
- 4. Approval of Agenda:** Ms. Davison moved that the agenda be approved as presented; seconded by Mr. Daniels; carried unanimously.
- 5. Public Comment:** None.
- 6. Approval of Minutes –** Ms. Davison moved that the minutes of the December 3, 2009, meeting be approved as presented; seconded by Mr. Daniels; carried unanimously.
- 7. Communications:** No communications.

8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):

- a. 2008 – 2009 Audit** – Sue Dewey introduced Jerry Mickelson and Colleen Stannard of Ciaschi, Dietershagen, Little, & Mickelson. Mr. Mickelson mentioned that auditors look at the internal control environment. Mr. Mickelson said there are no changes in the accounting policies employed in the preparation of reports, except for GASB45. He said that there is sound basis for all accounting estimates. No significant audit adjustments were needed. There was a significant improvement in the auditor's letter of comments, as there has been a lot of resolution in many of the items reported in previous years. TC3 was given an unqualified opinion on financial statements and they are pleased to report no material weaknesses in our internal control environment. The auditors also looked at compliance with laws and regulations and found no instances of non-compliance. There was \$15 million in federal awards (financial aid) and there were no comments regarding administrative controls over those programs and no instances of non-compliance. Mr. Mickelson encouraged the Trustees to read through the management discussion and analysis, as it provides a true reflection of the financial status of the College. The continued adherence to ethical standards and compliance with various requirements is well evident and can be credited to the institution (Board of Trustees, President Haynes, and other administrators) for having taken on initiatives to create this type of environment. Mr. Schlather noted the issue of retrieval of information and wondered if that is a system issue and whether we need to have better electronic systems in place. Mr. Mickelson reported that it is more a physical filing issue and can be attributed to the workload of the personnel in the Budget and Finance Office. Mr. Schlather said he is very pleased with the overall report and asked that given the recent experience we had with an issue in cash flow, should the College be doing something as a matter of prudence or in anticipation of similar activity on the part of the State in the future. Mr. Mickelson said there are cash flow projections and analysis and the counties are principal partners and support, but there is no real authority, nor has it been the culture, to have a significantly large fund balance to buffer those issues. He mentioned that every governmental agency in the State is dealing with that currently. President Haynes said that the issue experienced in December with cash flow was due to a couple of different issues (i.e. delay in State aid and the amount of capital funding we were waiting for reimbursement). The goal is for 10 percent of the annual budget for a fund balance. President Haynes commended and thanked Dean Taetzsch, Sue Dewey, and the staff in the Budget and Finance Office and the Financial Aid Department for their diligent work which has led to a successful audit.

9. College-wide Goals:

- a. Learning – SUNY Delhi** – Dean Penziul mentioned the successful startup of our spring semester. This is our first semester with the SUNY Delhi partnership, which consists of the offering of a B.A. in Business Management and a B.A. in

Hospitality. This can be achieved without the need to set foot on the Delhi campus until graduation. There have been approximately 150 inquiries about the program within the first two months. The students here have become very comfortable with the way our TC3 staff processes paperwork but the SUNY Delhi process is a little slower. Therefore, students were disappointed because the response from SUNY Delhi wasn't what they had expected. There were 19 total applications for the SUNY Delhi program this semester and 17 were accepted. There are 9 students signed up to begin taking the SUNY Delhi classes starting next week. One class is being offered here on campus with a SUNY Delhi faculty member. Five students are taking TC3 courses as part of the Gen Ed requirement for Delhi. Another 5 students plan to start classes in fall. Bill Chernish, SUNY Delhi Coordinator of Bachelor Degree Programs, and Dean Penziul will be working together on this program on a weekly basis. Mr. Chernish will be visiting all of the hotel and restaurant courses and will be attending some of the 200-level business courses. Two of the new programs approved by the Curriculum Committee in December have peaked the interest of the Delhi coordinators. They don't match up one to one, but within one or two semesters we may have more programs to be able to offer with Delhi. They do have online nursing degree program. Delhi staff are very pleased with our collaboration to date.

- b. Teaching – SUNY General Education** – Provost Conners said the SUNY Gen Ed system has been in place for about a decade and only applies to those students pursuing a baccalaureate. Heretofore, students were required to take 30 credits across 10 disciplines. Up to this point, students have been required to fill in all of the categories for SUNY Gen Ed. The SUNY Board is maintaining the requirements of 30 credits, but there is now allowance within the requirements for the credits to be distributed in 7 of the 10 disciplines. Math and English must be satisfied, but other 24 credits can be distributed within 5 of the other 8 areas. That can have a very important impact for our students. TC3 has already required our students in A.A. and A.S. to satisfy 7 of the 10 SUNY Gen Ed areas so when they arrive on a baccalaureate campus, they will have very little to do to fulfill the SUNY Gen Ed requirements. The four-year campuses would like that to be the case so when our students arrive on their campuses, they will then have more flexibility to take unrestricted electives.

10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):

- a. Provost and Vice President of the College** – Provost Conners spoke to his written report.
 - i. Human Resources Updates** – No discussion.
 - ii. Curricular Development** – Mr. Schlather asked if the results of the faculty vote are available. Provost Conners said the results will not be available until after tomorrow. If approved, the new program proposals will be sent on to the College Forum and then, if recommended by the College Forum, will be brought to the Board of Trustees hopefully next month for action.

- iii. **Expanded Learning Services** – No discussion.
- iv. **SUNY General Education** – No discussion.

b. Vice President for Global Initiatives – Vice President Poland spoke to his written report. There is an online dual degree program that we have been working with for St. Ignacious Loyola and Lima, Peru, but currently there are major issues in Peru about distance learning and online programs.

- i. **Transportation** – Vice President Poland spoke specifically to the pilot program that is going into effect for TCAT riders. He said the FSA approved financial support of \$4,000 for participation in the project. TCAT is providing financial support of \$4,000, as well. There is a semester rate for all routes that the student can get for \$150. However, two routes that are specifically between Ithaca and TC3 are available for \$100 this semester (last year the cost was \$180).
- ii. **Global Enrollment** – No discussion.
- iii. **Trips/Visitors** – No discussion.
- iv. **ESOL - Cornell** - No discussion.

11. Consent Agenda (Action Items): Highlights of the Consent Agenda were discussed during the meeting. Mr. Schlather moved that the Consent Agenda be approved; seconded by Mr. Daniels; carried unanimously.

- a. **Capital Payments** – No discussion.
- b. **Treasurer's Report – October 31, 2009** – No discussion.
- c. **Treasurer's Report – November 30, 2009** – No discussion.
- d. **Appointment of Personnel** – No discussion.
- e. **2008-2009 Audit** – Discussion held during presentation portion of the agenda.
- f. **Approval of Position Description – Director of Student Activities/Student Center** – This is a revision to the position description for the position currently held by Ralph Shortell. Mr. Shortell is retiring and with the addition of the Student Center, Mr. Shortell's responsibilities have changed and the new position description was needed to include the change in responsibilities.
- g. **New York State Deferred Compensation Program**
- h. **Disposal of Surplus Property**

12. Standing Reports:

College Forum – Co-chair Sophia Georgiakaki provided the College Forum report. The work on the revision of the College Forum Bylaws is still in progress. The committee realized that there needs to be wording related to voting, before electronic voting can be reviewed. Additionally, they are looking into including FSA employees in College Forum membership. The timeline is set so that the revisions are complete by the end of the semester, so we can include all eligible groups in our spring election.

The College Forum Sharepoint contains minutes, agendas, and other shared documents. There is also a Forum document library for public files, accessible by everyone with a TC3 email address.

The Forum facilitated a College-wide discussion on the tobacco-free initiative on December 11, 2009. There were more than 80 attendees present, including members from all staff groups, the Student Advisory Board, Residence Life, Health & Safety Committee, Office of Public Safety, admissions, as well as a representative from the Health Department. Co-Chair Georgiakaki will be attending the first H&S meeting for the semester on 1/23/2010 at noon in the Ronald W. Space Board Room. We will be discussing the development of a task force charged with developing a plan for a tobacco free campus.

The faculty is currently voting on four new academic programs, namely Accounting, A.S.; Entrepreneurship, A.A.S.; Chemical Dependency Counseling, Certificate; and Paralegal Studies, Certificate. After the voting is complete, these programs will be presented to the Forum and will be forwarded to the Board. If all goes well, implementation of the programs will start in the Fall of 2010.

- a. **Faculty Student Association** – Ms. Baker mentioned that the most exciting news for the FSA was about the bus schedule.
- b. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the annual campaign goal is \$185,000 and the Foundation did receive a special gift of \$1 million in late December. He also mentioned how important it is that all Trustees support this annual campaign to show 100 percent support and encouraged those Trustees who have not already made a donation to please do so.
- c. **Chairperson's Report** – Chairperson Buck spoke about the NYCCT conference on March 11-13, 2010.
 - i. **Access to College Corner** – Ms. Northrop provided a brief demonstration on how Trustees can access the information on the College Corner.
- d. **Liaison Report (Cortland County)** – No report.
- e. **Liaison Report (Tompkins County)** – Mr. Lane spoke to the newly organized Tompkins County Legislature with Martha Robertson, chair, and Dooley Kiefer, Vice Chair. Mr. Lane said he is looking forward to returning as the Tompkins County Liaison to the TC3 Board of Trustees. He also mentioned that this is the census year and the lowest return rate in 2000 was for students and some of the mobile home parks.

f. Student Trustee's Report – Mr. McGonagle provided a detailed written report on student activities for the fall semester. He said he is glad to be returning as the student Trustee.

g. President's Report – President Haynes spoke to his written report. He mentioned that enrollment looks strong – up approximately 10.5 percent (spring over spring). President Haynes mentioned he has talked with Assemblywoman Lifton and Senator Seward, hoping we can get some moderation to the Governor's budget proposal. Ray Schlather asked President Haynes if there is any correlation between the proposed dramatic cut in funding for the community colleges and the empowerment act. President Haynes said he feels the empowerment act is a very good move for SUNY and would certainly support that, but that it doesn't do much for community colleges.

13. Dialogue Session – SUNY Strategic Plan – Dean Ryan and Dr. Pastorello discussed their participation with the Chancellor's SUNY Strategic Plan initiative. Dean Ryan distributed a handout of information about the Chancellor's SUNY Strategic Plan initiative. When the Chancellor visited all of the campuses, her assistant took notes about what they heard and then they met with strategic plan consultants, branding consultants, and a steering group to discuss their findings. Dr. Pastorello and Dr. Ryan are part of a group of 200 delegates involved with this initiative. The delegate group includes faculty, senior administrators, people in a variety of roles at SUNY, and students. The group of 200 is to be invited to 7 different meetings, which began in October and end in February. Dr. Pastorello and Dr. Ryan have attended the meetings in Buffalo, FIT, Hudson Valley, and Delhi. The upcoming meetings are being held at Stony Brook Plattsburgh (Dr. Pastorello and Dr. Ryan have chosen not to attend that one), and Syracuse. When TC3 underwent a Strategic Planning initiative a few years ago, it was a very inclusive process that generated its own ideas which worked into themes. The SUNY process has been different in that the theme and sub-themes were developed from the discussions held during the Chancellor's campus visits and her discussions with the SUNY leadership team. Each of the first 4 meetings held to date have been structured in the same way. There have been speakers related to the topic with a question and answer session between the delegates and the speaker and then a box lunch at tables of 8 people with questions framed for them with about an hour for the conversation and reporting out of the group. As individual delegates, there are homework assignments that need to be completed. The delegates are asked to answer the questions and submit back to SUNY. SUNY is hoping to launch the Strategic Plan in mid to late spring. Branding consultants are also attending the different sessions. Each of the 7 meetings are focusing on one of the 7 different themes. There may be an 8th conversation on the theme of globalization. The 7 different themes are: Economic Vitality and Quality of Life, Energy and Sustainability, Quality of Place, Diversity and Globalization, Educational Pipeline, Arts and Culture, and Health Affairs. The consultant seemed very concerned with keeping our SUNY graduates in New York and making New York a good place to

work. Ray Schlather said it sounds like the themes have been developed, they are presenting the themes, and they are looking for our reaction to fine tune/abandon the themes. Dr. Ryan said the meetings have kind of been a mix of those. Mr. Schlather asked if the delegates are going to be part of the action steps. Dr. Ryan said he thinks the delegates are going to be asked to react to the action steps. At all sessions, delegates have been asked to brainstorm “big hairy audacious goals” and respond to questions about the best role for SUNY and ways for SUNY to help campuses. Ray Dalton asked about who is included in the conversations. The delegates are composed of faculty, administrators, students, community representatives, trustees, and foundation board members. Both State and local legislators have been invited to the planning sessions and some have attended and participated. Dr. Dalton said it seems like there is an opportunity for people to educate each other from their different perspectives. Mr. Schlather mentioned that Cornell President Skorton is the chair of some kind of upstate economic development team for the Governor, and said President Skorton talks about the problem in New York is it is not a brain drain, but an idea drain. He said that New York should be building the widgets from the ideas of the research institutions, but frequently that is not happening; the widgets are being built outside of New York State. Our community colleges are helping to train the students to build the widgets, and they would stay here if the widgets were being built here. He wondered if that is being discussed at these conversations. Dr. Ryan said there is a deliberate effort to downplay any individual SUNY sector and to keep the focus on the idea of system (rather than talking about community colleges, state ops, or university centers, it is more a system). Community college funding and governing is significantly different from that of the State operated campuses and university centers. Mr. Schlather asked if there is any way that our delegates can start to bring these ideas up and get other delegates from community colleges to make these same points. Dr. Ryan said that the way the conversations are structured doesn’t provide that opportunity. Branding has also been part of the Strategic Planning process. There was a group of 20 people from around the state who were interviewed by the branding consultant as part of the process (Dr. Ryan was one of the 20 people interviewed). When the Strategic Plan is unveiled, the branding will be unveiled, as well. A web site at www.sysadm.suny.edu/strategicPlan/ .

14. Upcoming Events – No discussion.

15. Adjournment: Ms. Burns moved that the meeting be adjourned; seconded by Mr. Schlather; carried unanimously. The meeting adjourned at 7:41 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE COMMITTEE MEETING
BOARD OF TRUSTEES
MARCH 1, 2010
PRESIDENT'S OFFICE**

**EXECUTIVE COMMITTEE
AND BOARD MEMBERS**

PRESENT: Via Conference Call – Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, and Evan McGonagle (in person)

EXCUSED: William Raynor

COUNTY LIAISON: Michael Lane

STAFF: John Conners, Susan Dewey, Carl Haynes (via conference call), Cathy Northrop, Walter Poland, Blixly Taetzsch, and Peter Voorhees

GUESTS: Scott Conroe, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order in the President's Office at the College at 4:07 p.m. by Chairperson Buck.
2. **Roll Call:** The roll was called.
3. **Approval of Agenda:** Mr. Daniels moved that the agenda be approved as presented; seconded by Ms. Burns; carried unanimously.
4. **Consent Agenda (Action Items):** Ms. Burns moved that the Consent Agenda be approved; seconded by Mr. Daniels; approved unanimously.
 - a. **Capital Payments** – Ms. Burns asked if the projects were all within the budget. Dean Taetzsch said “yes” all of the projects were within their budget.
 - b. **Treasurer's Report – December 31, 2009** – Dean Taetzsch mentioned that Mr. Schlather had questioned the difference between the non-resident tuition from the December to January treasurer's reports and that the non-resident tuition appeared to go down in the January treasurer's report. Ms. Dewey said that happens because students turn in their certificates of residency after having already registered and being charged non-resident tuition. That will cause a decrease in the amount of tuition in the non-resident tuition section of the treasurer's report because this tuition now gets moved to the resident tuition section of the treasurer's report. Ms. Dewey said that the non-resident/resident tuition amounts move around for the first month of classes.
 - c. **Treasurer's Report – January 31, 2010** – No other discussion.
 - d. **Appointment of Personnel** – No discussion.
 - e. **Restoration of Proposed State Budget Cuts and Changes to TAP** – Wording for the first paragraph on the second page was changed to read “...the Governor's proposed \$285 per FTE cut to our community colleges.”
 - f. **Sustainability/Energy Star Procurement Policy** – This resolution is just to seek Board endorsement.
 - g. **Accounting A.S. Degree Program** – President Haynes mentioned that Provost Conners has kept the Board up to speed on these four new

programs. All of the programs were approved by the faculty and the College Forum. Chairperson Buck mentioned that when President Haynes spoke at the Ithaca Rotary Club, some of the questions from the group were about offering some of these types of programs. Provost Conners said that no new courses are needed for these programs, except for the Entrepreneurship program. The new courses for the Entrepreneurship program will just require a shift in faculty load, with no need to recruit any new faculty.

- h. Chemical Dependency Counseling Certificate Program – No discussion.**
 - i. Entrepreneurship A.A.S. Degree Program – No discussion.**
 - j. Paralegal Studies Certificate Program – No discussion.**
 - k. Approval of Classified Staff Position – Enrollment Services Specialist –**
This is just a change in duties to an existing position. It is a change in title within the same grade and will allow the person in the position to provide better support.
5. **Executive Session (Personnel Item – Action to be taken):** Mr. Daniels moved that the meeting convene in executive session for discussion of a personnel matter (action to be taken upon return to regular session); seconded by Ms. Burns; carried unanimously. The meeting convened in executive session at 4:18 p.m.

The meeting reconvened in regular session at 4:31 p.m.

Ms. Burns moved to ratify President Haynes' recommendations for sabbatic leave; seconded by Mr. Daniels; approved unanimously.

The following sabbatic leave recommendations were ratified:

Phil Tate – Fall 2010
Meg Garvey – Spring 2011
Cornelia Rea – Spring 2011

There were no administrative leave proposals for the 2010 – 2011 year.

6. **Adjournment:** Mr. Daniels moved that the meeting be adjourned; seconded by Ms. Burns; carried unanimously. The meeting adjourned at 4:33 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: March 23, 2010

Re: March report

Baccalaureate program initiatives – While in the first semester of providing two of Delhi's degree programs on our campus, we have also been involved in discussions with other institutions about arrangements to support the completion of bachelor's degrees by our graduates. We recently signed the Pathways Articulation Agreement with Empire State College, an agreement that significantly expands the working relationship between our two institutions. We are also exploring two different paths for providing an on-campus B.S. program for graduates of our new Entrepreneurship program and have been approached by a private college to discuss additional programming on campus.

Recruiting Activities – We have continued the process of recruiting a counselor and three full-time faculty members – in Hotel and Restaurant/Wine Marketing, Nursing, and Photography – to replace retiring faculty members. We have, however, slowed down the recruiting process while we await resolution of the state budget. All candidates have been informed that we cannot commit to making offers until and unless the College's funding streams are secure. Once we have more certainty about the budget, we will determine the fate of these searches.

One other search of note is that for Ralph Shortell's replacement. While most of the duties will remain the same as before, we have expanded the duties and changed the title to reflect responsibility for the operation and success of the Student Center.

Budget Planning – In addition to the President's College-Wide meeting in March on the 2010-2011 budget process, we have held a number of other meetings to support broad understanding of our budgetary challenges and to seek advice on ways to address them. The Provost's Council has dedicated several meetings to the issue, and – with the help of Blixey Taetzsch and Sue Dewey – I have engaged in lengthy discussions with both the faculty and Leadership Council. I am very confident that we have provided ample opportunity for our colleagues to become informed about and involved in the budgeting process, and I believe that we have created the conditions for productive, collaborative discussions about the difficult decisions we face.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of March 23, 2010

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Professor of Nursing	Fall 2010	August 2009	January 19, 2010	Final interviews completed
Counselor	Fall 2010	August 2009	January 19, 2010	Final interviews scheduled
Instructor of Hotel-Restaurant Management/Wine Marketing	Fall 2010	August 2009	January 19, 2010	Final interviews completed
Instructor of Photography	Fall 2010	August 2009	January 19, 2010	Final interviews scheduled
Coordinator of Advisement Svcs.	September 2010	February 2010	March 15, 2010	Accepting applications
Director of Student Activities/ Student Center	September 2010	February 2010	March 15, 2010	Reviewing applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer Full-time, permanent	Public Safety	December 2009	Hired Stacy Ayers 3/12/10
Enrollment Services Specialist	Enrollment Services	March 1, 2010	Interviews scheduled
Enrollment Services Specialist Full-time, temporary	Student Success	March 1, 2010	Reviewing applications
Sr. Library Clerk .8 FTE	Dr. Lucille S. Baker Commons	March 1, 2010	Offer in process

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of March 23, 2010

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
FACULTY ASSOC.		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered	Faculty Association agree to extend time requirement while waiting for a response from Tompkins County.
PAA		
PAA Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	PAA requested a waiver to time requirement to move to Stage 3 of the grievance process while waiting for response from Tompkins County.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 2009 - December 2009**

LEADERSHIP SKILLS/DEVELOPMENT - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

DATE	EMPLOYEE	PROGRAM	LOCATION
July 09	Slocum, Robin	NYS Leadership Council Seminar	Geneseo, NY
7/1/09	Slocum, Robin	CNY Activities Directors leadership/skills retreat	Syracuse, NY
7/2/09	Greener, Susan	SUNY BEST - monthly meetings	SUNY Binghamton
7/2/09	Hubbard, Martha	SUNY BEST - monthly meetings	SUNY Binghamton
7/19/09-7/24/09	Drumluk, Sandy	Northeast Leadership Academy (Chair Academy)	Corning, NY
7/19/09-7/24/09	Zeppelin, Victoria	Chair Academy	Corning, NY
7/22/09	Shortell, Ralph	NYS Leadership Council Seminar	Geneseo, NY
8/6/09	Greener, Susan	SUNY BEST - monthly meetings	SUNY Binghamton
8/6/09	Hubbard, Martha	SUNY BEST - monthly meetings	SUNY Binghamton
8/20/09	Mercer, Patrick	SQ Inventory/Advisement Training	TC3
9/10/09	Greener, Susan	SUNY BEST - monthly meetings	SUNY Binghamton
9/10/09	Hubbard, Martha	SUNY BEST - monthly meetings	SUNY Binghamton
9/15/09-9/18/09	Trueman, Amy	Gallop Conference - International Strengths - 2009 Attended workshops on professional leadership development and using strengths for student and staff development. Presented StrengthsQuest and Counseling, Career and Transfer Services workshop.	Nova Scotia, Canada
Oct 09	Ackley, Brian	Chair Academy for Leadership and Development	Jersey City, NJ
Oct 09	Densmore, Timothy	Chair Academy for Leadership and Development	Jersey City, NJ
10/1/09	Greener, Susan	SUNY BEST - monthly meetings	SUNY Binghamton
10/1/09	Hubbard, Martha	SUNY BEST - monthly meetings	SUNY Binghamton
10/07/09-10/09/09	Greener, Susan	2009 CEANY Conference	Saratoga Springs, NY
10/07/09-10/09/09	Hubbard, Martha	2009 CEANY Conference	Saratoga Springs, NY
10/9/09-10/11/09	Mixon, Ruth	PTK Fall Leadership Conference	Finger Lakes CC, NY
10/9/09-10/12/09	Portzline, Mary	CSEA Presidents' Training	E. Syracuse, NY
10/18/09-10/23/09	Webb, Marilyn	Chair Leadership Academy	Jersey City, NJ
11/5/09	Greener, Susan	SUNY BEST - monthly meetings	SUNY Binghamton
11/5/09	Hubbard, Martha	SUNY BEST - monthly meetings	SUNY Binghamton

DATE	EMPLOYEE	PROGRAM	LOCATION
11/13/09-11/15/09	Mixon, Ruth	NY Regional PTK Honors Institute	Corning, NY
11/14/09	Amidon, Deborah	PTK Honors Institute	Corning, NY
11/19/09	Portzline, Mary	CSEA Treasurers' Training	E. Syracuse, NY
11/21/09	Portzline, Mary	CSEA Grievance Investigation Workshop	Ithaca, NY
12/3/09	Greener, Susan	SUNY BEST - monthly meetings	SUNY Binghamton
12/3/09	Hubbard, Martha	SUNY BEST - monthly meetings	SUNY Binghamton
12/10/09-12/11/09	Hubbard, Martha	CEANY Board Meeting	Saratoga Springs, NY
Monthly	Stafford, Sue	Strategic Tourism Planning Board	Ithaca, NY
	Jacob, James	Collaborating partner on Course, Curriculum and Laboratory Improvement	
	Stafford, Sue	Council of the Arts Board Meeting	Cortland, NY
	Stafford, Sue	Fall Workforce Investment Board and TC3.biz	Ithaca, NY
	Stafford, Sue	Finger Lakes Wine Center Programming	Ithaca, NY

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 2009 - December 2009**

CONFERENCE/SEMINARS - includes internal and external conferences, seminars, and workshops.

DATE	EMPLOYEE	PROGRAM	LOCATION
July 09	Askew, Chrissie	Gallup StrengthsQuest Educator Seminar	Ithaca, NY
7/9/09	Pastorello, Karen	Fiftieth Anniversary St. Lawrence Seaway	Massena, NY
7/15/09-7/18/09	Wood, Nadine	20th Annual Nurse Educators Conference in the Rockies	Breckenridge, CO
7/16/09-7/17/09	Campbell, Katrina	Educator's Conference	Ithaca, NY
7/21/09-7/26/09	Boone, Carolyn	Association on Higher Education and Disability Conference	Louisville, KY
Aug 09	Janke, James	Veteran Friendly Campuses	Binghamton University, NY
Aug 09	Pasto, Linda	National United Ostomy Association of America	New Orleans, LA
8/3/09-8/5/09	Kiehl, Gregg	Information Delivery Services Conference	Oswego, NY
8/4/09-8/5/09	Lucy Yang	Information Delivery Services Conference	Oswego, NY
Sept 09	DeFranco, Tony	CTC - Films on Demand: Streaming Instructional Video to Your Students	TC3
Sept 09	Yavits, Bob	CTC - Suicide. Let's Talk	TC3
Sept 09	Yavits, Bob	CTC - Utilizing the Concepts of Archetypes & Development Theory	TC3
9/9/09	Conroy, Colleen	NYSFAAA Regional Training	SUNY Oswego
9/15/09	Dewey, Susan	H1N1 Webcast	TC3
9/16/09-9/18/09	Wunderlich, Khaki	International StrengthsQuest Conference	Nova Scotia
9/17/09	Macier, Karen	" Legacy Planning for Professionals", Leave a Legacy Cortland Cty.	Cortland, NY
9/17/09	Stewart, Randal	" Legacy Planning for Professionals", Leave a Legacy Cortland Cty.	Cortland, NY
9/18/09	Anderson, Margaret	Academic & Special Librarians Luncheon and Speaker	Cornell University, NY
9/19/09-9/22/09	Moser, Sandy	2009 NCLEX Invitational	Chicago, IL
9/21/09-9/25/09	Powell, Marsha	Protecting Children Online	Rochester, NY
9/23/09	Lenhardt, Jenna	Restorative Justice Webinar: Student Life Sponsored	TC3
9/23/09	McDonough, Gerry	Webinar: Restorative Justice Implemented in Housing & Residence Life: Integration with the Campus Conduct Office	TC3
9/24/09-9/25/09	Sullivan, Ann	Revved Up for Reference Conference	Ithaca, NY
9/25/09-9/26/09	Jacob, James	10 Annual Conference on Case Study Teaching in Science	Buffalo, NY
9/30/09-10/3/09	Campbell, Katrina	National Academic Advising Association (NACADA) National Conferer	San Antonio, TX
9/30/09	Webb, Marilyn	Postsecondary Disability Consortium of Central New York	Cortland, NY
	Pastorello, Karen	Member of SUNY Chancellor's Strategic Planning Group 2009	
Oct 09	Sturner, Tova	Annual HCS Card Software Users Conference	Colorado Springs, CO
Oct 09	Yavits, Bob	CTC - Managing Disruptive Student Behavior	TC3

DATE	EMPLOYEE	PROGRAM	LOCATION
Oct 09	Yavits, Bob	CTC - Photography for the Classroom and Personal Use	TC3
Oct 09	Yavits, Bob	CTC - Self and World. A Proposed Freshman Seminar	TC3
Oct 09	Yavits, Bob	Successful Teaching Conference	Corning, NY
10/1/09	Drew, Wilfred	Southern Tier Library System Conference "How Libraries Can Survive in the Digital Age-Successful ways Libraries can meet customer needs". Presented "Why Twitter? Do for my Library and my Community?"	Painted Post, NY
10/6/09-10/8/09	Kiehl, Gregg	South Central Library Directors Fall Meeting	Utica, NY
10/6/09	Lenhardt, Jeena	Study Abroad and Student Affairs: Health and Safety Webinar	TC3
10/6/09	Stavenhagen-Helgren, Tina	Study Abroad and Student Affairs: Best Practices in Health/Safety	Webinar
10/7/09	Stewart, Randall	" Legacy Planning for Professionals", Leave a Legacy Cortland Cty.	Cortland, NY
10/8/09	All	College Wide Meeting - Fall Day	McGraw, NY
10/9/09	Janke, James	NYSFAAA 2009 Annual Conference	Saratoga Springs, NY
10/11/09-10/12/09	Lewis, David	SUNY Library Software Users Group Annual Conference	Poughkeepsie, NY
10/11/09-10/14/09	McCabe, Tim	National Association of Community Colleges for Entrepreneurialism	Chicago, IL
10/11/09-10/14/09	Taetzsch, Blixxy	EACUBO Annual Meeting and Conference	Atlanta, GA
10/12/09-10/14/09	Dewey, Susan	EACUBO Conference	Atlanta, GA
10/12/09	Sanford, Sharon	Greater Customer Connections	TC3
10/13/09-10/16/09	Caveney, Kevin	National Association of Educational Procurement (NAEP) Fall Conference	Rochester, NY
10/13/09	Macier, Karen	Grabbing the Future by the Face - Robert Egger, Triad Foundation	Ithaca, NY
10/14/09-10/16/09	Boyd, Kathleen	SUNYRA (SUNY Registrar's Conference)	Lake Placid, NY
10/14/09	Edgecomb, Bob	Web accessibility training (day long event)	SUNY Center for Prof. Dev.
10/14/09-10/16/09	Wright, Lauren	SUNYRA (SUNY Registrar's Conference)	Lake Placid, NY
10/15/09	Kleitz, Bill	NYSETA Conference	Corning, NY
10/15/09-10/16/09	Penziul, Carl	Computer Science Teachers Association Conference	Buffalo, NY
10/15/09-10/16/09	Sharpe, Kim	NYS Associate Degree Nursing Council Meeting	Albany, NY
10/16/09-10/17/09	Cameron, Jeanne	New York State Sociological Association	Rochester, NY
10/17/09-10/19/09	Nielsen, Donna	Meeting with Dr. Jorge Rodrigues - Pan American Heart Org	Washington, DC
10/17/09	Webb, Marilyn	Training Association of College Tutors	Herkimer, NY
10/18/09-10/19/09	Northrop, Cathy	Community College President's Organization Annual Meeting	Corning, NY
10/18/09-10/21/09	Hammond, Jane	Community College Transfer Advisors Symposium	Cornell University, NY
10/18/09-10/21/09	Longo, Judith	SUNYRA (SUNY Registrar's Conference)	Lake Placid, NY
10/21/09	Drew, Wilfred	Falling with Koha, Next Generation Library System	Cortland, NY
10/22/09-10/23/09	Boone, Carolyn	Successful Teaching Conference	Corning, NY
10/22/09-10/23/09	Gilewski, Amber	Successful Teaching Conference	Corning, NY

DATE	EMPLOYEE	PROGRAM	LOCATION
10/23/09	Cerretani, Susan	Successful Teaching Conference	Corning, NY
10/23/09	Conners, John	Successful Teaching Conference	Corning, NY
10/23/10	McEwan, Ken	Successful Teaching Conference	Corning, NY
10/23/09	Pastorello, Karen	Multicultural and Gender Studies Conference	Cortland, NY
10/23/09	Sheldon, Mary	Successful Teaching Conference	Corning, NY
10/23/09	Stafford, Sue	4th Annual Tourism & Hospitality Professional Development Series @ Rochester Institute of Technology	Rochester, NY
10/24/09	Lenhardt, Jenna	Occasional Lecture Program: Fulbright in Res. Program Webinar	TC3
10/24/09	Webb, Marilyn	Climate Action Day	Dryden, NY
10/25/09-10/27/09	Madeo, Karl	National Alliance of Concurrent Enrollment Partnerships (NACEP) Conf.	Memphis TN
10/28/09	Kiehl, Gregg	S. Central Regional Library Council Annual Meeting	Ithaca, NY
10/28/09-10/30/09	McDonough, Kathy	Criminal Justice Educators Association of New York State	Syracuse, NY
10/28/09-10/30/09	Ochs, Scott	Criminal Justice Educators Association of New York State	Syracuse, NY
10/28/09-10/30/09	Sarachan, Bob	American Association for Paralegal Education	Portland, MD
10/30/09	McDonough, Gerry	Substance Abuse Task Force Presentation: 10 Point Plan	
Nov 09	Pastorello, Karen	Faculty Scholars Presentation: High School Drop Outs	Dryden, NY
Nov 09	Thompson, Seth	NYS Intercollegiate Diversity Agorga	Rochester, NY
Nov 09	Yavits, Bob	CTC - Virtual Classroom Presentations: Technology Use in Instruction	TC3
11/1/09-11/03/09	Shortell, Ralph	Assoc. for Promotion of Campus Activities	Verona, NY
11/1/09-11/03/09	Slocum, Robin	Assoc. for Promotion of Campus Activities	Verona, NY
11/1/09-11/03/09	Zeppelin, Victoria	National Career Pathways Network	Atlanta, GA
11/4/09-11/7/09	Cameron, Jeanne	American Educational Studies Association	Pittsburgh, PA
11/4/09	Donovan, Joan	Service Learning Workshop, "What's in it for Communities?" Presented by Dr. Nadine Cruz, Sponsored by Cornell Univ. Public Service Center	Ithaca, NY
11/4/09-11/8/09	Pasto, Linda	National Organization of Associate Degree Nusring Annual Conference	Orlando, FL
11/6/09	Pastorello, Karen	Haudenosaunee: A Culture/Hisstorial Overview, Freida Jacques	Dryden, NY
11/6/09-11/8/09	Sharpe, Kim	National Organization of Associate Degree Nusring Annual Conference	Orlando, FL
11/6/09-11/9/09	Smith, Joe	CSWE - Annual Program Meeting	San Antonio, TX
11/7/09-11/11/09	Schmidt, Melissa	American Public Health Association Annual Meeting and Exposition	Philadelphia, PA
11/7/09-11/9/09	Stafford, Sue	International Hotel, Motel and Restaurant Show	New York City, NY
11/8/09-11/10/09	Boone, Carolyn	NYS Disability Services Council Conference	Albany, NY
11/9/09	Gerg, Julie	Lead the Way to Change Conference	Cortland, NY
11/12/09	Drew, Wilfred	S. Central Regional Library Council Committee Meeting	Ithaca, NY
11/15/09-11/22/09	Nielsen, Donna	Mental Health Issues for Primary Care	St. Petersburg, FL
11/17/09	Gerg, Julie	SUNYCUAD - Development Strategies for Difficult Times	Syracuse, NY
11/17/09-11/21/09	Thompson, Seth	National Coalition Building Institute College Conference	Raleigh, NC

DATE	EMPLOYEE	PROGRAM	LOCATION
11/18/09	Kiehl, Gregg	S. Central Regional Library Council Innovations for Resource Sharing	Binghamton, NY
11/18/09-11/21/09	Zeppelin, Victoria	Association of Career & Technical Education	Nashville, TN
11/19/09	Stewart, Randall	" Legacy Planning for Professionals", Leave a Legacy Cortland Cty.	Cortland, NY
11/19/09	Thompson, Seth	Lean Office - Student Transitions to TC3	Ithaca, NY
11/19/09	Yang, Lucy	S. Central Regional Library Council Innovations for Resource Sharing	Binghamton, NY
11/20/09-11/22/09	Cerretani, Susan	National Council of Teachers of English Annual Conference	Philadelphia, PA
11/20/09-11/25/09	Ford, Lisa	Paso Robles Digital Film Festival	Paso Robles, CA
11/24/09	Campbell, Katrina	ACCUPLACER Diagnostic Tools Seminar	Syracuse, NY
11/25/09-11/26/09	Lenhardt, Jenna	COIL/CIE (Council on International Ed- SUNY cohort) workshops	New Paltz, NY
Dec 09	Janke, James	NYSFAA Region 3 Meeting	Skaneateles, NY
Dec 09	Yavits, Bob	CTC - Three Frameworks for Understanding Difficult Students	TC3
Dec 09	Yavits, Bob	Community College Digital Rundown	Webinar
12/2/09	Campbell, Katrina	ACCUPLACER Diagnostic Tools Seminar	Onondaga Community
12/2/09	Wood, Nadine	End of Life Decisions	East Syracuse, NY
12/2/09	Yang, Lucy	Copyright for Today's Academic World - webinar	online
12/7/09	Dewey, Susan	NACUBO Webinar "Scenerio Building Strategies for Community Colleges"	TC3
12/8/09	Edgecomb, Bob	Webinar: Web Accessibility, Advanced HTML	TC3
12/11/09	Cartagena, Milagros	Successful Teaching Conference	Corning, NY

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 2009 - December 2009**

JOB SPECIFIC EDUCATION - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.

DATE	EMPLOYEE	PROGRAM	LOCATION
6/2/09-11/16/09	Cosgrove, Israel	NYS Div. Crim. Justice Services Municipal Police Training Council's Basic Course for Police	Onondaga Public Safety Center
6/2/09-11/16/09	Howard, Michael	NYS Div. Crim. Justice Services Municipal Police Training Council's Basic Course for Police	Onondaga Public Safety Center
6/2/09-11/16/09	Telfer, Ryan	NYS Div. Crim. Justice Services Municipal Police Training Council's Basic Course for Police	Onondaga Public Safety Center
July 09	DeFranco, Tony	rSmart Sakai webinar	
July 09	Rees, Douglas	Extron's Global Configurator - How to Troubleshoot problems with Jeff Stark from Visual Technologies	TC3
July 09	Yavits, Bob	AUC to B b World - What's Next for Angel Learning	
7/6/09-7/10/09	Manier, Donna	Course title - Introduction to Typesetting and Monotype Composition Skaneateles, NY	
7/9/09	Lenhardt, Jenna	J-1 IETS: Everything you need to know about being a J-1 designated school	New York, New York
7/13/09-7/24/09	Need, Bruce	New York State Summer Writers Institute - Skidmore College	Saratoga Springs, NY
7/13/09-7/24/09	Tate, Phil	New York State Summer Writers Institute - Skidmore College	Saratoga Springs, NY
7/24/09-7/27/09	Cartagena, Milagros	Boot Camp for Nurse Educators	Washington, DC
7/29/09	Battisti, Lou	Advocacy Center: Sexual Assault and Domestic/Dating Violence Victims	TC3
7/29/09	Case, Melinda	Advocacy Center: Sexual Assault and Domestic/Dating Violence Victims	TC3
7/29/09	Cochran, Ryan	Advocacy Center: Sexual Assault and Domestic/Dating Violence Victims	TC3
7/29/09	Fairand, Kevin	Advocacy Center: Sexual Assault and Domestic/Dating Violence Victims	TC3
7/29/09	Genson, Michelle	Advocacy Center: Sexual Assault and Domestic/Dating Violence Victims	TC3
7/29/09	Jerome, Joe	Advocacy Center: Sexual Assault and Domestic/Dating Violence Victims	TC3
7/29/09	Mawson, Jim	Advocacy Center: Sexual Assault and Domestic/Dating Violence Victims	TC3
7/29/09	Thornton, Mike	Advocacy Center: Sexual Assault and Domestic/Dating Violence Victims	TC3
8/7/09	Cochran, Ryan	Firearms Requalification/Deadly Physical Force Refresher (ART 35)	Ithaca Police Firearms Range
8/7/09	Finnerty, Bill	Firearms Requalification/Deadly Physical Force Refresher (ART 35)	Ithaca Police Firearms Range

DATE	EMPLOYEE	PROGRAM	LOCATION
8/7/09	Jerome, Joe	Firearms Requalification/Deadly Physical Force Refresher (ART 35)	Ithaca Police Firearms Range
8/7/09	Saul, Beau	Firearms Requalification/Deadly Physical Force Refresher (ART 35)	Ithaca Police Firearms Range
8/7/09	Thornton, Mike	Firearms Requalification/Deadly Physical Force Refresher (ART 35)	Ithaca Police Firearms Range
8/10/09-8/14/09	Mercer, Patrick	Extended Outdoor Field Experience	Raquette Lake, NY
8/13/10	Nielsen, Wendy	Department of Ed - DL Tools Training	Webinar
8/13/09	Oliver, Tammy	Department of Ed - DL Tools Training	Webinar
8/18/09	Nielsen, Wendy	Department of Ed - DL Process Training	Webinar
8/18/09	Oliver, Tammy	Department of Ed - DL Process Training	Webinar
8/19/09 & 10/2/09	Gilewski, Amber	NY Advising Training	TC3
8/19/09	Webb, Marilyn	Access Network Training	Webinar
8/25/09	Nielsen, Wendy	Department of Ed - DL Processing for EDE	Webinar
8/25/09	Oliver, Tammy	Department of Ed - DL Processing for EDE	Webinar
8/26/09-12/17/09	Mawson, Jim	NYS Emergency Medical Technician B re-certification: once a week class	Syracuse, NY
9/29/09	Oliver, Tammy	NDLDS Review by NSLP	Webinar
Oct 09	Petrella, John	ATT Webinar - Facilities Management in Higher Education	Webinar
10/1/09	Belokur, John	D.E.C. Pesticide Training	Cooperstown, NY
10/1/09	Landon, Rob	D.E.C. Pesticide Training	Cooperstown, NY
10/1/09	Sharpsteen, James	D.E.C. Pesticide Training	Cooperstown, NY
10/1/09	Thayer, Jason	D.E.C. Pesticide Training	Cooperstown, NY
10/1-12/18/09	Davis, Teresa	CAPS131 and CAPS133 (Intro. to Databases, Advanced Databases)	TC3
10/1-10/2/09	Lenhardt, Jenna	F-1 Compliance Update Training and Review	TC3
10/6/09	Ansbro, Mimi	Best Practices in Study Abroad Health and Safety	Webinar
10/7/09	Belokur, John	D.E.C. Pesticide Training	Binghamton, NY
10/7/09	Landon, Rob	D.E.C. Pesticide Training	Binghamton, NY
10/7/09	Scott, Raymond	D.E.C. Pesticide Training	Binghamton, NY
10/7/09	Sharpsteen, James	D.E.C. Pesticide Training	Binghamton, NY
10/7/09	Thayer, Jason	D.E.C. Pesticide Training	Binghamton, NY
10/17/09	Manier, Donna	Letterpress Workshop - French Press	Buffalo, NY
10/19/09-10/30/09	Drew, Wilfred	Providing Access to Electronic Resources - online course	Nylink
10/20/09	Gilewski, Amber	Advisement and Related Financial Aid Issues	CTC Roundtable
10/20/09	Oliver, Tammy	Communication Basics PowerFAIDs training	Webinar
11/2/09-11/18/09	Anderson, Margaret	Dreamweaver Classes	TC3 Ithaca Ext. Center
11/3/09	Oliver, Tammy	Parm Roll PowerFAIDs Training	Webinar

DATE	EMPLOYEE	PROGRAM	LOCATION
11/9/09	Ansbro, Mimi	Podcasts	CTC Roundtable
11/9/09-11/20/09	Drew, Wilfred	Administering Electronic Resources - online course	Nylink
11/9/09	Oliver, Tammy	PowerFAIDs Training	Webinar
11/9/09	Orzel, Maureen	HESC Conference	Syracuse, NY
11/9-11/13/09	Turner, James	Certified Energy Manager	Albany, NY
11/11/09	Ansbro, Mimi	Smart Classrooms	CTC Roundtable
11/11/09	Dann, Vicki	Excel 2007, Level I	Ed2Go
11/11/09	Lopez, Michelle	Access 2007, Level I	Ed2Go
11/13/09	Drew, Wilfred	WoldCat Local metasearch - web session online	OCLC
11/18-11/20/09	Nielsen, Wendy	PowerFAIDs Training	Reston, VA
11/30-12/11/09	Drew, Wilfred	Providing Support for Electronic Resources - online course	Nylink
Dec 09	DeFranco, Tony	Classroom 2.0: Cell Phones in Education	Webinar
Dec 09	DeFranco, Tony	DOODLE - SUNY Directors of Online & Distant Learning Environments	Syracuse, NY
Dec 09	Karwowski, Sharon	Department of Education Web Training Direct Lending	Reston, VA
Dec 09	MacLain, James	InfoPath 2007 - Creating InfoPath Forms	Syracuse, NY
Dec 09	Orzel, Maureen	HESC Training - TAP, APTS	Albany, NY
Dec 09	Petrella, John	Apogee Inc. - Optimizing RESNET cost in lean economic times	Webinar
Dec 09	Testa, Paul	Course title - Evaluation and Repair of Concrete Structures	Online Course
Dec 09	Yavits, Bob	DOODLE - SUNY Directors of Online & Distant Learning Environments	Syracuse, NY
12/1/09	Altucher, Kris	CCSSE Training Workshop	Rochester, NY
12/1-12/4/09	Karwowski, Sharon	FSA Conference	Nashville, TN
12/1-12/4/09	Nielsen, Wendy	FSA Conference	Nashville, TN
12/1-12/4/09	Oliver, Tammy	FSA Conference	Nashville, TN
12/1/09	Thompson, Lyn	CCSSE Training Workshop	Rochester, NY
12/1/09 & 12/2/09	Weatherby, Scott	ARC Flash Training	Schenectady, NY
12/9/09	Zeppelin, Victoria	Career Pathways Workshop	Cortland, NY
12/12/09	Manier, Donna	Letterpress Workshop - Dock 2 Letterpress	Webster, NY
12/16/09	Zeppelin, Victoria	CTE Approval Process Workshop	Syracuse, NY
Fall 09	Gilewski, Amber	Professional Development Partnership (Mentoring Program)	TC3
Fall 09	MacLain, James	Art 117 - Visual Design for Electronic Media	TC3
Fall 09	Slocum, Paul	Microsoft Word	Cortland, NY
Fall 09	Sullivan, Pam	CAPS 121	TC3
Summer/Fall 2009	Slocum, Robin	Ad Astra Scheduling Workshops	Dryden, NY
	Wavle, Sharon	Participating - Microsoft 2010 Beta software	
	Wavle, Sharon	Technical Editing for Access 2010 textbook	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 2009 - December 2009**

DEGREE RELATED PROGRAMS - list individuals pursuing formal degree programs at TC3 or other institutions.

DATE	EMPLOYEE	PROGRAM	LOCATION
Fall 09	Burk, Joyce	BUAD290 - Applied Management Seminar	TC3-online
Fall 09	DeFranco, Tony	Global Communications	SUNY IT
Fall 09	DeFranco, Tony	Instructional Design	SUNY IT
Ongoing	Campbell, Katrina	MS in Leadership for Higher Education - Capella University	Online

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 2009 - December 2009**

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

DATE	EMPLOYEE	PROGRAM	LOCATION
6/1-7/31/09	Millman, Keith	Light Fantastic, Main Street Gallery	Groton, NY
7/18-7/21/09	Conners, John	Board meeting of the National Council of Instructional Administrators	Omaha,NE
8/10/09	Barrows, Joan	Team Building Retreat	Benn Conger Inn
8/10/09	Dann, Vicki	Team Building Retreat	Benn Conger Inn
8/10/09	Frutchey, Gail	Team Building Retreat	Benn Conger Inn
8/10/09	Greener, Susan	Team Building Retreat	Benn Conger Inn
8/10/09	Hubbard, Martha	Team Building Retreat	Benn Conger Inn
8/10/09	Lopez, Michelle	Team Building Retreat	Benn Conger Inn
8/10/09	Maus, Maureen	Team Building Retreat	Benn Conger Inn
8/10/09	Sanford, Sharon	Team Building Retreat	Benn Conger Inn
8/10/09	Smith, Sherri	Team Building Retreat	Benn Conger Inn
8/10/09	Waffner, Marcia	Team Building Retreat	Benn Conger Inn
8/20/09	Pastorello, Karen	New York State: Emergency Medical Technical recertification test	Binghamton, NY
9/1/09-10/31/09	Millman, Keith	The Eye Habitat Series, Atrium Gallery	Corning, NY
9/22/09	Thompson, Seth	Northern New York Associated Colleges (Increasing Diversity)	
10/5/09-10/6/09	Clark, Becky	"Brief Motivational Interviewing"	Rochester, NY
10/15/09-10/17/09	Schmidt, Melissa	Faculty Council of Community Colleges Fall Plenary	Port Jefferson, NY
10/15/09-10/17/09	Smith, Tammy	Faculty Council of Community Colleges Fall Plenary	Port Jefferson, NY
10/22/09	Gerg, Julie	StrenghtQuest training	Ithaca, NY
10/28/09-10/30/09	Conners, John	SUNY Chief Academic Officers Fall meeting	Cooperstown,NY
11/09	Jacob, James	Evaluated and critiquesd instructional materials for National Center for	
11/09	Pastorello, Karen	Article review, "Takin on Corporate Bullies: Cintas, Laundry Workers, and Organizing in the 21st Century	Labor Studies Journal
11/11/09-11/12/09	Conners, John	SUNY Presidents' Meeting	New York City, NY
11/24/09	Campbell, Katrina	First-Year Student Transition Retreat	Ithaca, NY
12/09	Pastorello, Karen	Elected to Executive Board, NY Labor History Association	New York City, NY
12/09	Pastorello, Karen	"From Chronicling a Life to Illuminating a Movement" published	Journal of Women's History
12/24/09	Campbell, Katrina	First-Year Student Transition Retreat	Ithaca, NY
Fall 09	Pastorello, Karen	Continued work on history of women faculty project, Innovation Fund	TC3
	Jacob, James	Facilitated organization of :Efficiency of Biofuel Production	

DATE	EMPLOYEE	PROGRAM	LOCATION
	Jacob, James	Faculty Liaison for Concurrent Enrollment Biology Instructors	
	Jacob, James	Hosted "Green Entrepreneurship"	
	Millman, Keith	Granted 2009-2010 TC3 Innovation Grant - "Mobile Stories"	
	Sarachan, Bob	Co-author - "The NY Paralegal" textbook	

Tompkins Cortland Community College
Global Initiatives Report
For the Board of Trustees
Walter Poland, Vice President for Global Initiatives
March 2010

- Disney and Cornell Projects – Both projects are still on hold.
- AMZ Challenge Grant – I met with Ted Achilles of SOLA and Kathleen Loehr, Consultant, regarding the “Case” document for funding request that is currently being rewritten by Ted Achilles. I will be meeting with Mr. Thaler on April 9.
- USIL School of Hospitality – I was invited to participate in the inauguration of the new School of Hospitality at USIL in Lima, Peru.
- SUNY Strategic Planning Symposium – I attended a major SUNY Strategic Planning Symposium regarding Global Initiatives in the University and the role of SUNY in the Economic Revitalization of New York State.
- Cortland Transportation Committee – The Cortland Transportation Committee has made a connection with the TCAT regional planning process.
- Planning Meeting regarding Cornell –TC3 Water Management Project in Ethiopia – I attended a meeting regarding the Cornell – TC3 Water Management Project in Ethiopia. Participants in the meeting included Professor Tammo Steenhais, two graduate students, Professor Kelly Wessell, and Jenna Lenhardt. The project has received final approval during the past six weeks and plans for the next three years are underway. Major activities will be course module development, in-country instruction, and collaboration with professors and graduate students regarding pedagogical and course development.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
MARCH 2010**

	Amount	Subtotal	Grand Total
Electric Panel Replacement Project			
78 12 Beardsley Design Associates (PO #27162) Invoice #0029273, Architectural Design Services	\$9,696.94		
Total Electric Panel Replacement Project		\$9,696.94	
Multicultural Office Project			
78 13 Cortland Wholesale Electric Invoice #215986, LED Lights	\$474.00		
Invoice #216006, Freight Charges	\$9.14		
78 14 Shisler Electrical Contractor, Inc. (PO #27093) Invoice #281795, Electrical, Multicultural Office	\$4,562.00		
Total Multicultural Office Project		\$5,045.14	
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Grand Total			\$14,742.08

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

FEBRUARY 28, 2010

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$7,275,714 in a money market savings account averaging .25% interest earnings for Jan and \$188,518 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,200,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,755,003 is up down from 10,601,723. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$165,706. The interfunds account balance of \$1,955,393 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of Feb. 28, total expenditures amounted to \$18,070,158 or 52.2% of the 2009-2010 budget. Comparable expenditures for period two last year were \$16,568,805 or 51.3% of the 2008-2009 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$24,377,715 are 70.4% of the revenue budget. Prior year revenues were \$21,933,284 are 67.9% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 1994-95 Capital Construction project remaining open is the Campus Master Plan with an amended budget of \$ 7,439,572. To date, \$7,439,572 has been committed for the Campus Master Plan.

The 2000-2001 Capital Construction Budget totals \$7,071,250 for the HVAC System Replacement and Campus Master Plan Update. To date, \$7,068,658 has been committed for 2000-2001 projects.

The 2002-2009 Capital Construction Budget totals \$34,253,262. As of February 2010, \$33,948,011 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
February 2010**

	Current Month <u>02/28/2010</u>	Previous Month <u>01/31/2010</u>	Previous Year <u>02/28/2009</u>
ASSETS			
Cash in Demand Deposit	\$233,910	\$358,698	\$305,328
Cash in Time Deposits	7,464,232	1,381,757	2,101,284
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,755,003	10,601,723	5,159,796
Accounts Receivable--Misc.	192,687	213,289	70,195
Prepaid Expenses	(61,735)	(51,393)	(84,587)
Due From Other Funds	1,965,986	2,780,173	2,038,327
Due From Sponsor Governments	404,217	0	392,446
Due From State Governments	0	0	10,435
Due From Other Governments	\$165,706	\$200,474	182,006
	<u>\$13,121,736</u>	<u>\$15,486,451</u>	<u>\$10,176,960</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$112,174	\$24,815	\$17,945
Payroll Liabilities	1,249,432	1,140,447	1,259,937
Student Financial Aid Liabilities	849,967	771,535	696,519
Accrued Liabilities	3,679,173	4,889,107	2,204,610
Due to Other Funds	(3,988)	(3,559)	219,238
Due to State Governments	0	0	0
Student Tuition Collected in Advance	0	0	15
Fund Balance	1,086,971	1,086,971	511,441
Revenue Over (Under) Expenditures	6,148,007	7,577,125	5,267,255
	<u>\$13,121,736</u>	<u>\$15,486,441</u>	<u>\$10,176,960</u>
TOTAL LIABILITIES AND SURPLUS			

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2009-2010
 FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY 28, 2010**

	PER CENT YEAR				
					50.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	8,829,493	8,829,493	4,895,332	3,934,161	55.44%
Equipment	22,500	22,500	2,491	20,009	0.00%
Contractual Expenses	3,496,948	3,496,948	2,389,937	1,107,011	68.34%
Employee Benefits	<u>2,815,043</u>	<u>2,815,043</u>	<u>1,713,480</u>	<u>1,101,563</u>	60.87%
Total Instruction	<u>15,163,984</u>	<u>15,163,984</u>	<u>9,001,240</u>	<u>6,162,744</u>	<u>59.36%</u>
Public Service					
Personal Services	51,923	51,923	20,065	31,858	38.64%
Equipment				0	0.00%
Contractual Expenses	575	575	0	575	0.00%
Employee Benefits	<u>16,554</u>	<u>16,554</u>	<u>7,023</u>	<u>9,531</u>	42.42%
Total Public Service	<u>69,052</u>	<u>69,052</u>	<u>27,088</u>	<u>41,964</u>	<u>39.23%</u>
Academic Support					
Personal Services	1,429,652	1,429,652	697,866	731,786	48.81%
Equipment	76,900	76,900	73,924	2,976	0.00%
Contractual Expenses	299,718	299,718	137,977	161,741	46.04%
Employee Benefits	<u>455,806</u>	<u>455,806</u>	<u>243,897</u>	<u>211,909</u>	<u>53.51%</u>
Total Academic Support	<u>2,262,076</u>	<u>2,262,076</u>	<u>1,153,664</u>	<u>1,108,412</u>	<u>51.00%</u>
Libraries					
Personal Services	528,284	528,284	264,563	263,721	50.08%
Equipment			0	0	0.00%
Contractual Expenses	171,976	171,976	100,225	71,751	58.28%
Employee Benefits	<u>168,429</u>	<u>168,429</u>	<u>92,597</u>	<u>75,832</u>	<u>54.98%</u>
Total Libraries	<u>868,689</u>	<u>868,689</u>	<u>457,385</u>	<u>411,304</u>	<u>52.65%</u>

APPROPRIATIONS 2009-2010 (Cont.)

PER CENT YEAR

50.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,966,923	2,966,923	1,459,964	1,506,959	49.21%
Equipment	0	0	1,750	(1,750)	0.00%
Contractual Expenses	1,901,745	1,901,745	753,162	1,148,583	39.60%
Employee Benefits	<u>945,923</u>	<u>945,923</u>	<u>511,230</u>	<u>434,693</u>	<u>54.05%</u>
Total Student Services	<u>5,814,591</u>	<u>5,814,591</u>	<u>2,726,106</u>	<u>3,088,485</u>	<u>46.88%</u>
Maintenance and Operation of Plant					
Personal Services	2,216,889	2,216,889	1,017,071	1,199,818	45.88%
Equipment	11,100	11,100	9,583	1,517	0.00%
Contractual Expenses	1,662,642	1,662,642	488,297	1,174,345	29.37%
Employee Benefits	<u>748,242</u>	<u>748,242</u>	<u>383,275</u>	<u>364,967</u>	<u>51.22%</u>
Total Maintenance and Operation of Plant	<u>4,638,873</u>	<u>4,638,873</u>	<u>1,898,226</u>	<u>2,740,647</u>	<u>40.92%</u>
Institutional Support					
Personal Services	1,333,374	1,333,374	640,647	692,727	48.05%
Equipment	0	0	0	0	0.00%
Contractual Expenses	395,449	395,449	188,741	206,708	47.73%
Employee Benefits	<u>425,110</u>	<u>425,110</u>	<u>228,492</u>	<u>196,618</u>	<u>53.75%</u>
Total Institutional Support	<u>2,153,933</u>	<u>2,153,933</u>	<u>1,057,880</u>	<u>1,096,053</u>	<u>49.11%</u>
General Institutional Services					
Personal Services	1,778,236	1,778,236	890,414	887,822	50.07%
Equipment	174,500	174,500	54,783	119,717	0.00%
Contractual Expenses	1,138,305	1,138,305	491,892	646,413	43.21%
Employee Benefits	<u>566,941</u>	<u>566,941</u>	<u>311,482</u>	<u>255,459</u>	<u>54.94%</u>
Total General Institutional Services	<u>3,657,982</u>	<u>3,657,982</u>	<u>1,748,571</u>	<u>1,909,411</u>	<u>47.80%</u>
TOTAL APPROPRIATIONS	<u>34,629,180</u>	<u>34,629,180</u>	<u>18,070,160</u>	<u>16,559,020</u>	<u>52.18%</u>

2009-2010 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 50.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	52,000	52,000	65,480	0	0.00%
State Employee's Retirement	510,000	510,000	430,459	79,541	84.40%
State Teacher's Retirement	163,000	163,000	95,095	67,905	58.34%
Optional Retirement Fund	980,000	980,000	526,469	453,531	53.72%
Social Security	1,430,235	1,430,235	736,576	693,659	51.50%
Workers Compensation	115,000	115,000	105,754	9,246	91.96%
Misc Employee Benefits	120,000	120,000	71,827	48,173	59.86%
Disability Insurance	13,000	13,000	5,725	7,275	44.04%
Hospital and Medical Insurance	2,550,812	2,550,812	1,326,711	1,224,101	52.01%
Employee Tuition Benefits	133,000	133,000	146,514	(13,514)	110.16%
Life Insurance	10,000	10,000	5,413	4,587	54.13%
Vacation Benefits	60,000	60,000	30,000	30,000	50.00%
Unemployment Insurance	5,000	5,000	22,924	(17,924)	0.00%
Total Employee Benefits	<u>6,142,047</u>	<u>6,142,047</u>	<u>3,568,947</u>	<u>2,586,580</u>	<u>58.11%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING FEBRUARY, 2010**

PER CENT YEAR 50.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$12,762,607	\$12,762,607	12,337,663	424,944	96.67%
Summer	1,201,986	1,201,986	593	1,201,393	0.05%
Nonresident Tuition	1,620,320	1,620,320	1,569,173	51,147	96.84%
Student Fee Revenue (Tech Fee)	974,800	974,800	994,245	(19,445)	101.99%
Total Tuition	<u>16,559,713</u>	<u>16,559,713</u>	<u>14,901,674</u>	<u>1,658,039</u>	<u>89.99%</u>
Government Appropriations					
New York State	9,861,551	9,861,551	4,818,964	5,042,587	48.87%
Local Sponsors	4,254,915	4,254,915	659,511	3,595,404	15.50%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>3,249,000</u>	<u>3,249,000</u>	<u>1,586,375</u>	<u>1,662,625</u>	<u>48.83%</u>
Total Government Appropriations	<u>17,365,466</u>	<u>17,365,466</u>	<u>7,064,850</u>	<u>10,300,616</u>	<u>40.68%</u>
Other Revenues					
Service Fees	149,000	149,000	105,497	43,503	70.80%
Interest Earnings	20,000	20,000	5,316	14,684	26.58%
Rental of Real Property	22,000	22,000	8,903	13,097	40.47%
Contract Courses	105,000	105,000	48,486	56,514	46.18%
Noncredit Tuition	190,000	190,000	78,173	111,827	41.14%
Grant Offsets	173,000	173,000	33,060	139,940	19.11%
Unclassified Revenues	<u>45,000</u>	<u>45,000</u>	<u>74,476</u>	<u>(29,476)</u>	<u>165.50%</u>
Total Other Revenues	<u>704,000</u>	<u>704,000</u>	<u>353,911</u>	<u>350,089</u>	<u>50.27%</u>
TOTAL REVENUES	<u>\$34,629,179</u>	<u>\$34,629,179</u>	<u>\$22,320,435</u>	<u>\$12,308,744</u>	<u>64.46%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
February 2010 To June 2010**

	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$1,742,185	\$7,699,871	\$4,211,787	\$2,761,004	\$1,410,515
<u>RECEIPTS</u>					
Student Accounts Receivable	\$398,866	\$400,000	\$500,000	\$400,000	\$400,000
Student Financial Aid	\$7,862,810	\$3,000,000	\$100,000	\$100,000	\$150,000
Sponsor Payments	\$659,511	\$404,217	\$404,217	\$659,511	\$404,217
Chargebacks to Other Counties	\$30,688	\$550,000	\$550,000	\$200,000	\$200,000
State Aid	\$0	\$2,222,699	\$0	\$0	\$2,222,699
Repayment of Grant Fund Advances	\$101,005	\$25,000	\$10,000	\$10,000	\$50,000
Repayment of Capital Fund Advances	\$773,000	\$0	\$0	\$0	\$0
Other Receipts	\$149,556	\$120,000	\$120,000	\$120,000	\$125,000
Projected Cash Receipts	<u>\$9,975,436</u>	<u>\$6,721,916</u>	<u>\$1,684,217</u>	<u>\$1,489,511</u>	<u>\$3,551,916</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$103,948	\$7,000,000	\$175,000	\$130,000	\$95,000
Accounts Payable	\$2,240,987	\$1,500,000	\$1,250,000	\$1,000,000	\$1,250,000
Payroll and Fringe Benefits	\$1,655,410	\$1,700,000	\$1,700,000	\$1,700,000	\$1,500,000
Grant Fund Advances	\$17,405	\$10,000	\$10,000	\$10,000	\$80,000
Capital Fund Advances	\$0	\$0	\$0	\$0	\$0
Projected Cash Disbursements	<u>\$4,017,750</u>	<u>\$10,210,000</u>	<u>\$3,135,000</u>	<u>\$2,840,000</u>	<u>\$2,925,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$7,649,871	\$4,161,787	\$2,711,004	\$1,360,515	\$1,987,431
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$7,699,871	\$4,211,787	\$2,761,004	\$1,410,515	\$2,037,431

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING FEB 28, 2010

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
TOTAL	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,067,173</u>	<u>1,485</u>	<u>7,068,658</u>	<u>2,592</u>
TOTAL	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,067,173</u>	<u>1,485</u>	<u>7,068,658</u>	<u>2,592</u>
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,781,122	3,588,204	0	3,588,204	192,918
Site Improvements (Phase 1A)	1,332,100	1,954,616	1,854,054	0	1,854,054	100,562
Athletic Facility Construction (Phase 1B)	15,546,945	15,867,354	15,622,108	0	15,622,108	245,246
Interior Renovations (Phase 2A)	2,411,195	2,559,694	2,525,512	0	2,525,512	34,182
Interior Renovations (Phase 2B)	5,667,505	6,417,812	6,149,851	0	6,149,851	267,961
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,402,248	0	2,402,248	17,635
Office Renovations	135,395	135,395	135,502	0	135,502	-107
Field Irrigation	177,000	204,217	203,031	0	203,031	1,186
Furniture Fixtures & Equipment	<u>1,452,803</u>	<u>1,452,803</u>	<u>1,467,501</u>	<u>0</u>	<u>1,467,501</u>	<u>-14,698</u>
TOTAL	<u>30,267,212</u>	<u>34,792,896</u>	<u>33,948,011</u>	<u>0</u>	<u>33,948,011</u>	<u>651,967</u>
CLASSROOM PROJECT 2008-2009	<u>2,000,000</u>	<u>2,000,000</u>	<u>1,221,174</u>		<u>1,221,174</u>	<u>778,826</u>

CAPITAL CASH SUMMARY

CASH BALANCE - FEB 1, 2010

Campus Master Plan Money Market	824,256
Cash in time Deposits	<u>902,075</u>

\$1,726,331

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	773,000
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	<u>0</u>
	773,000

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	0
Investment Income - CMP	89
Chargeback Revenue	<u>4,080</u>

\$4,169

CASH BALANCE -FEB 28, 2010

Campus Master Plan Money Market	51,345
Cash in Time Deposits	<u>906,155</u>

\$957,500

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-32**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 an Executive Committee meeting of said Board on the 1st day of April 2010, 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 1st day of April 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
 March 23, 2010
 Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
August 2009					
Andryshak, Kathryn	CTC Mentoring Program with Darlene Gold	Adjunct	N/A	431.40	8/31/09 - 2/05/10
Candela-Jordon, Michell	CTC Mentoring Program with Anna Haverlock	Adjunct	N/A	431.40	8/31/09 - 2/05/10
Kimber, Kevin	CTC Mentoring Program with Kelly Wessell	Adjunct	N/A	460.00	8/31/09 - 2/05/10
Svensson, John	CTC Mentoring Program with Mimi Ansbro	Adjunct	N/A	491.40	8/31/09 - 2/05/10
October 2009					
Carr, Jack	Independent Study PSYC 101	Adjunct	N/A	140.40	10/01/09 - 12/15/09
January 2010					
Christianson, Caryn	Independent Study MUSI 132-M01	Adjunct	N/A	810.00	1/21/10 - 5/14/10
Drake, Melvin	Independent Study MUSI 118, MUSI 128	Adjunct	N/A	3780.00	1/21/10 - 5/14/10
Kobre, Michael	Additional students in BIOL 114-AL1	Adjunct	N/A	300.00	1/21/10 - 5/14/10
Littell, Harry	Independent Study ART 290	Adjunct	N/A	4050.00	1/21/10 - 5/14/10
Meyer, Denise	Independent Study ART 276	Adjunct	N/A	3240.00	1/21/10 - 5/14/10
Ryan, Patrick	Additional student in PSYC 103-AL2	Adjunct	N/A	50.00	1/21/10 - 5/14/10
Sloan, Cindy	Additional student in SOCI 101-AL2	Adjunct	N/A	50.00	1/21/10 - 5/14/10
Smith, Adrienne	Independent Study ART 288	Adjunct	N/A	1215.00	1/21/10 - 5/14/10
Stremlin, Tatiana	Independent Study MUSI 127, MUSI 130	Adjunct	N/A	2970.00	1/21/10 - 5/14/10
Veshcherevich, Radmila	Non-credit ESOL Instructor at Cornell University	Adjunct	N/A	5336.00	1/21/10 - 5/14/10
		Adjunct	N/A	651.71	1/21/10 - 5/14/10
February 2010					
Cornish, Erin	MATH095-M05,06, MATH 096-M09,10	Adjunct	N/A	1229.14	2/24/10 - 3/12/10
		Adjunct	N/A	160.00	2/05/10 - 2/06/10
March 2010					
McPheron, MaryLou	ID & Reporting Child Abuse workshop	Adjunct	N/A	185.00	03/08/10
Ayers, Stacy	Public Safety	Campus Peace Officer	J	*42,927.98	03/12/10

*Annual salary to be prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

March 23, 2010

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Nicole Haviland	3/5/10	Terminated

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2009-2010-33**

**APPROVAL OF CLASSIFIED STAFF POSITION
MAIL CLERK/RECEPTIONIST**

WHEREAS, the Human Resources Administrator has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to create a Mail Clerk/Receptionist position, Labor Grade C, Competitive Class, and

WHEREAS, monies have been allocated in the 2009-2010 operating budget, be it therefore

RESOLVED, that the request to create a Mail Clerk/Receptionist position, Labor Grade C, Competitive Class, be approved.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 1st day of April 2010, 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 1st day of April 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College