



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, MAY 19, 2011

Dinner/Budget Discussion – 5:30 p.m. – Room 227

**Regular Board Meeting
RONALD W. SPACE BOARD ROOM
7:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – April 21, 2011
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
 - a. Online Catalog – Bryan Chambala, Tim Densmore, and Bob Edgecomb
9. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - b. Vice President for Global Initiatives
10. Information Items:
 - a. Human Resources Updates

11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – March 31, 2011
 - c. Treasurer's Report – April 30, 2011
 - d. Appointment of Personnel
 - e. 2011 Chancellor's/Trustees' Award for Excellence in Classified Service
 - f. 2011 Chancellor's/Trustees' Award for Excellence in Faculty Service
 - g. 2011 Chancellor's/Trustees' Award for Excellence in Professional Service
 - h. 2011 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities
 - i. 2011 Chancellor's/Trustees' Award for Excellence in Teaching – Sophia Georgiakaki
 - j. 2011 Chancellor's/Trustees' Award for Excellence in Teaching – Melissa Schmidt
 - k. 2011 Trustees' Award for Excellence in Adjunct Teaching
 - l. 2011 Friend of the College Award – Beverly Baker
 - m. 2011 Friend of the College Award – William Raynor
 - n. Wine Marketing Certificate Program (to be distributed separately prior to Board Meeting)
 - o. In Appreciation of Louis Battisti
 - p. In Appreciation of Robert Cornelius
 - q. In Appreciation of Mary Gilbert
 - r. In Appreciation of Karen Hannan
 - s. In Appreciation of Jim Hull
 - t. In Appreciation of Candy Janke
 - u. In Appreciation of Steve Massey-Crouch
 - v. In Appreciation of Carol Morris
 - w. In Appreciation of Pat Rueb
 - x. In Appreciation of Randall Stewart
 - y. In Appreciation of Ann Sullivan
 - z. In Appreciation of Patricia Yantz
 - aa. Approval of Position Description – Senior Programmer Analyst
 - bb. Approval of Position Description – Foundation and Restricted Fund Accountant

12. Standing Reports:
 - a. College Forum – Co-Chairs, Amy Edmond and Olivia Hersey
 - b. Faculty Student Association – Camille Gonzalez
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Roxann Buck
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Camille Gonzalez
 - h. President's Report

Addition to Agenda: Executive Session for Discussion of Personnel Matter (no action to be taken)

13. Upcoming Events:
 - a. County Sponsor Budget Discussion – May 20, 2011
 - b. Graduate Recognition Ceremony – May 20, 2011
 - c. Retiree Event – May 23, 2011
 - d. Nursing Recognition Ceremony – May 24, 2011
 - e. Commencement – May 26, 2011
 - f. Next Board Meeting – June 16, 2011
14. 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
APRIL 21, 2011
RONALD W. SPACE BOARD ROOM**

PRESENT: Beverly Baker, Roxann Buck, Ray Dalton, John Daniels, Camille Gonzalez, William Raynor, and Raymond Schlather

ABSENT: Kay Breed, Elizabeth Burns, and Judy Davison

COUNTY

LIAISONS: Michael Lane

STAFF: John Connors, Amy Edmond, Carl Haynes, Olivia Hersey, Cathy Northrop, Blix Taetzsch, and Peter Voorhees

GUESTS: Scott Conroe, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Chairperson Buck in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Buck welcomed guests.
4. **Approval of Agenda:** Chairperson Buck asked that Item 13 – Dialogue Session - Task Force on the Future of TC3 be deferred to a future meeting. Mr. Daniels moved that the agenda be approved with this modification; seconded by Dr. Dalton; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Mr. Daniels moved that the March 17, 2011, meeting minutes be approved as presented; seconded by Dr. Dalton; carried unanimously.
7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):**
 - a. **Provost and Vice President of the College –** Provost Connors spoke briefly to his written report. He also mentioned that today was the semi-annual registration day and the goal for registrations for the day was exceeded with

very few problems and things seemed to go tremendously smoothly. He discussed data on computer activity for the day which showed the significant level of registrations being done online. The online catalog is now available. We will plan to bring Bryan Chambala, Bob Edgecomb, and Tim Densmore to a future Board meeting to present the online catalog and explain how it is used. By discontinuing printing of the catalog and course schedules, the College has saved approximately \$30,000 annually. The Faculty Search Committee for the math faculty position has made a recommendation and an offer has been made to the candidate and accepted. For the English Search, four finalists have been brought to campus and the committee recommendation will be provided to the Provost sometime next week. Provost Conners and President Haynes did speak specifically to the Kaleidoscope Project. Mr. Lane asked about the diversity of the pool of candidates for the English and math faculty searches. Provost Conners did say that the College does make sure to send the information on the available positions to different places, keeping in mind our hope to increase the diversity of our candidate pool. He did mention that there was no ethnic diversity for each of the finalists who came to campus.

- b. **Vice President for Global Initiatives** – Vice President Poland was not in attendance but had provided a written report.

10. Information Items:

- a. **Human Resources Updates** – 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 Ms. Gonzalez; carried unanimously.

- a. **Capital Payments** – No discussion.
- b. **Appointment of Personnel** – No discussion.
- c. **Disposal of Surplus Property** – No discussion.
- d. **Approval of Smart Classroom Bid Award** – Mr. Schlather asked if the bid came in within the amount we had budgeted. Dean Taetzsch said that the bid did come in within the budgetary range we were planning.
- e. **Approval of Position Description – Associate Dean for Curriculum and Academic Records** – Just a note that this is not a new position. It is an update to a position description for a current staff member who has taken on some of the responsibilities that were previously in the registrar's job description, and the registrar's position was lost in the restructuring.
- f. **Maintenance of Academic Standards – Revision** – Provost Conners mentioned that the standards will now include in the calculation student's work in developmental courses. This will move students into the academic intervention stream earlier than before. These standards are meant to be a service to the students so we can intervene and to keep people from using up financial aid eligibility.

12. Standing Reports:

- a. **College Forum** – Amy Edmond and Olivia Hersey, co-chairs of the College Forum, were present for the College Forum Report. It was reported that the College Forum will be sponsoring a College-wide meeting to discuss the findings/recommendations from the Smoking Policy Task Force on Wednesday, April 27, from noon to 1:00 p.m. in room 210. Dean Taetzsch mentioned that a little over a year ago the Health and Safety Committee recommended moving toward a tobacco free campus and a Task Force was formed for discussion on the recommendation. There was overwhelming input from our students and staff that they were not in favor of moving to a tobacco free campus. The Task Force discussions suggested that the biggest concerns of people regarding moving toward a tobacco free campus were for those entering and exiting the building without needing to walk through smoke. Whatever policy is approved will be for all of our facilities (i.e., residence life, Ithaca Extension Center, Cortland Extension Center). It appears that the Task Force recommendation will be to have designated areas for smoking. A big question will be how to enforce the policy. Suggestions for enforcement of a new smoking policy include adding and improving signage for no smoking areas, as well as the possibility of enforcing a monetary fine or community service for people who do not comply with the policy. The College Forum will also be sponsoring a College-wide meeting to allow DEAC, TAG, Sustainability, CPAC, Global, and Student Success Councils to discuss and present their annual reports. A College-wide ballot/vote will be held from 4/25 – 4/27/2011 for the five new membership positions on the College Forum. The College Forum will host a College-wide presentation on May 16 for discussion of a proposed new Certificate Program in Wine Marketing. A vote on the proposed new certificate program will be held by the College Forum members immediately following the College-wide presentation.
- b. **Faculty Student Association** – No report. Ms. Gonzalez said the next meeting of the FSA is scheduled for next week and there will be detailed work on budgets. She will provide a report at the May Board of Trustees' meeting.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that 19 people attended the Shaw Legacy Society dinner on April 6. Work on the Cortland Extension Center is currently on schedule and the plan is to move into the new center in July, to be ready for classes in late August. An open house ceremony will be held in September. It was suggested that the Board of Trustees hold a fall meeting at the new Cortland Extension Center. The Finance Committee and Property Management Committee have reviewed the proposed 2011-2012 Residential Housing, Ithaca Extension Center, and Cortland Extension Center budgets and the proposed budgets will be taken to the full Foundation Board in June. Dr. Dalton also asked the Board members to save the date of May 20, from 7:00 p.m. – 9:00 p.m. for the annual Alumni Graduate Recognition and Reception in the cafeteria. All are invited to attend.

- d. Chairperson's Report** – Chairperson Buck mentioned her attendance at the NYCCT Board meeting and conference in Rochester. Trustee Baker was honored at the dinner and received the Marvin A. Rapp Award for Distinguished Service. Ms. Northrop also participated in the conference and volunteered her services in assisting the Executive Director with various duties, to include registering participants. The Chair of the SUNY Board of Trustees, Carl Hayden, attended the conference and met with the NYCCT Board of Directors. There was a community college summit that took place in Philadelphia. If anyone is interested, on April 27 at 2:00 p.m., there is going to be a web cast as a result of the four community college summits across the country.
- i. Friend of the College – Chairperson Buck mentioned that she will be sending an e-mail to members of the Board regarding suggestions for the Friend of the College Award and asked for everyone to respond with their input.
- e. Liaison Report (Cortland County)** – No report.
- f. Liaison Report (Tompkins County)** – Mr. Lane stated that the Legislature is about to start the budget process again. There will be a formal open house at the new County Health Department at 55 Brown Road on Tuesday, April 26 from 4:00 p.m. – 6:00 p.m. and this will be open to the public. The Legislature has been asked to move its chambers out of the County Courthouse, so it is possible that a new location for the Legislative chambers will need to be found. The Office for the Aging will be moving out of the County Courthouse to a new location on State Street.
- g. Student Trustee's Report** – Ms. Gonzalez reported that this is a very stressful time of the year for students, with finals quickly approaching. She said there were some very good culturally diverse programs during this semester. She said some improvement has been seen in student behavior since implementation of the Panther Pledge. There were a number of programs presented during earth week. The Big Pink fundraiser, which is a fundraiser for breast cancer, was held again this year, with the addition of Big Blue, which was a fundraiser for prostate cancer. The 3-year total for monies donated to the New York Cancer program from the Big Pink and now Big Blue fundraising activity totals \$16,444. If any Trustee is interested in making a donation to this important fundraising initiative, a check can be made out to Student Activities and Ms. Gonzalez will take the donation to the Student Activities Office. A new student trustee is being recruited. There are four students possibly interested in the student trustee position. An election will be held. Also, new Student Advisory Board members are being recruited.
- h. President's Report** – President Haynes spoke to his written report and mentioned that the fireworks will be held at TC3 again this year on July 1. The Task Force on the Future of TC3 report is on the web site. President Haynes

didn't feel it was necessary to hold a dialogue session with the Board this month, as there has not been a lot new developments since last month's dialogue. He said the important task now is to figure out what we are going to implement from the recommendations of the Task Force and how. He said he does not see that there will be any initiatives that will require Board approval, but we will be sure to bring any information on initiatives to the Board for information when available. President Haynes did speak specifically to the Town Gown meeting that was held with TC3 staff and members of the Town and Village of Dryden (i.e., town supervisor, village mayor, police chief, fire chief, recreation, etc.). At this particular meeting, at Dean Hull's inspiration, we had Mick McDaniel, Darese Doskal-Scaffido, Deb Mohlenhoff, and Jenna Lenhardt attend the meeting and share with the town and village leaders all of the activities that students had engaged in the community in some way (i.e., fund raising, food pantry, street cleanup, etc.).

- 13. Dialogue Session – Task Force on the Future of TC3:** Deferred to a future meeting.
- 14. Upcoming Events:** President Haynes said there will be a review of the proposed 2011-2012 budget in detail before the May meeting and asked for input on the best time for this to begin. After discussion, there was consensus to begin the budget review in room 227 at 5:30 p.m. and begin the regular Board meeting in the Board Room at 7:00 p.m. Mr. Schlather asked if the College anticipates requesting an increase from the county sponsors this year. President Haynes reported that no increase will be requested as everyone is very aware of the state and county financial challenges. There is continued interest in the village putting a water source north of our campus. We have conveyed to them that we would be open to negotiating a trade of some sort. They let us know that idea is still active. Mr. Lane mentioned that there was a presentation by the Dryden Historical Society on the civil war nurses, and they were very pleased to have a number of TC3 nursing students attend. Mr. Schlather asked if the meeting with Jorge Huayhuaca and the Vice Rector produced any changes to the agreement. President Haynes reported that the agreement that Vice President Poland had discussed at last month's meeting is moving right along with no real surprises and/or changes. Mr. Schlather asked if the College had a policy about developing gas leases and hydrofracking. It was mentioned that this issue had been brought to the Foundation Board a few years ago and it was decided we would not lease for any purpose such as that. If we were to do that, this Board would be able to make the decision, even though this is considered state and county property. Mr. Lane mentioned that Tompkins County will not lease any of its land for hydrofracking. Chairperson Buck asked Mr. Lane if there might be a better time than a noon hour on a Friday to hold a budget meeting for the Legislators to allow for more people to attend. Mr. Lane said he doesn't feel that time is a factor. Mr. Schlather said he doesn't construe the light turnout at the meeting to be a lack of interest, but rather a vote of confidence in the management of this institution. Mr. Lane agreed that to an extent it is true. President Haynes said he had held a meeting with the two county Legislative chairs, county

administrators, and budget committee chairs to report on how we are adjusting to a 9 percent cut in employment base (that he had shared with the Board in January), to help them better understand how difficult it has been for the College.

15. Adjournment: Mr. Schlather moved that the meeting be adjourned; seconded by Mr. Daniels; carried unanimously. The meeting adjourned at 6:38 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Connors

Date: May 6, 2011

Re: May report

Electronic College Catalog – Our electronic catalog became operational in time for Registration Day in April. Along with the electronic course listings, it has been well-received and has effectively served the needs of students, faculty advisors, and staff members. We plan to provide the Board with a demonstration of the catalog at the May meeting.

Red Cross Heroes Breakfast – The American Red Cross of Tompkins and Cortland Counties held its first annual Real Heroes Breakfast in the College's field house on Friday, April 29. Over 200 people attended the event, which honored those who have given exceptional service to those in need. Speakers included Sheila Abbey, Chris Xaver (both of whom are Board members) and me. The College sponsored an award and a table, and several of our students who have served as volunteers attended. Students in the Communications program produced all of the videos featuring the honorees. The event was very well-received and we are beginning plans with the Red Cross to host the second annual breakfast next April.

Wine Marketing Certificate Program – With the support of the Curriculum Committee, we have proposed to the faculty the creation of a certificate in Wine Marketing, which will provide an expedited curriculum in that field for those who would benefit from a specific group of courses without the need to complete the entire degree program. The vote of the faculty will be conducted the week of May 9; if this vote results in faculty support, the program will be presented to you for approval at the May meeting.

TO: TC3 Board of Trustees

FROM: Walter Poland, Vice President for Global Initiatives

DATE: May 12, 2011

SUBJECT: Global Initiatives Report to the Board of Trustees for May

- Pontifical Catholic University- Dominican Republic: Vice President Poland and Jorge Huayhuaca met with the Academic Vice Rector and the program coordinator to review the partnership and future development. The Vice Rector indicated that the University has a renewed commitment to Global Connections and will be using it as the central focus in the recruitment of new students to the University. In addition, the University will be committing additional staff for coordination and follow-up on both the Santo Domingo and Santiago Campuses. 2011-12 is the 50th Anniversary of PUCMM.
- Summer 2011 Intensive ESL Institute: The Summer 2011 Intensive ESL Institute for faculty has registered 60 faculty from four Universities in Columbia.
- J-1 Visa Designation Update: Communication from the Department of State indicates that our application for designation as an institution authorized to issue Scholar and Student Exchange Visa Documents has finally been approved as of May 11, 2011.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of May 10, 2011

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Instructor of English	August 2011	November 2010	Review to begin 1/19/10	Conducting on-campus interviews
Instructor of Mathematics	August 2011	November 2010	Review to begin 1/19/10	Hired Mary Ellen Ensign 8/18/11
Counselor Part-time, temporary 10-12 hours/week	August 2011	May 10, 2011	Until position filled	Accepting applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer, permanent, part-time, seasonal	Public Safety	April 2011	Hired Jacob Kelly 4/18/11
Project Assistant, FT, temp. Summer ESL Institute - Cornell	Global Connections	June 1, 2011	Hired Maria Barrero 6/1/11

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of April 12, 2011

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.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
CSEA Membership	College assigning PAA work to CSEA members within the .Biz function.	The College has not been assigning work to classified staff that is outside the scope of their job responsibilities.
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.
Marcia Waffner	College violated Articles 50 and 51.4, employment security, salary periods and appointment years.	The College and PAA have agreed to a settlement agreeing to discuss contract language during the 2011-12 negotiations.
PAA Membership	Application of Article 48 – Evaluation	The College agrees to follow the time-line outlined in Article 48.2 as a guideline for the annual evaluation process.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
MAY 2011**

	Amount	Subtotal	Grand Total
NEW CLASSROOMS (Cortland Extension Center)			
79 49 Cortland Standard Bid Notice for CEC Smart Classrooms	\$85.89		
Total NEW CLASSROOMS (CEC)		\$85.89	
ADMINISTRATIVE (New Master Plan)			
79 50 HOLT Architects, P.C. (PO #28056) Invoice 210098002, Design Services	\$17,618.55		
Total ADMINISTRATIVE (New Master Plan)		\$17,618.55	
<hr/>			
Grand Total			\$17,704.44

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MARCH 31, 2011

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

MARCH 31, 2011

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$6,051,600 in a money market savings account averaging .20% interest earnings for March and \$388,332 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,100,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$4,874,341 is up from \$2,037,893. 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 \$1,545,252. The interfunds account balance of \$1,826,824 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 March 31, total expenditures amounted to \$20,821,910 or 58.8% of the 2010-2011 budget. Comparable expenditures for period two last year were \$21,169,619 or 61.1% of the 2009-2010 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$29,490,415 are 83.3% of the revenue budget. Prior year revenues were \$28,774,123 are 83% 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 March 2011, \$34,253,262 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
March 2011**

	Current Month <u>3/31/2011</u>	Previous Month <u>02/28/2011</u>	Previous Year <u>03/31/2010</u>
ASSETS			
Cash in Demand Deposit	\$388,332	\$184,835	\$386,715
Cash in Time Deposits	6,051,600	3,818,669	4,198,372
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	4,874,341	2,037,893	3,505,845
Accounts Receivable--Misc.	275,780	166,220	289,727
Prepaid Expenses	(111,811)	(110,041)	(66,533)
Due From Other Funds	1,858,096	8,040,751	2,279,726
Due From Sponsor Governments	0	393,580	0
Due From State Governments	110,241	123,171	417,525
Due From Other Governments	\$1,545,252	\$108,523	\$1,814,806
	<u>\$14,993,561</u>	<u>\$14,765,331</u>	<u>\$12,827,913</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$47,923	\$43,083	\$0
Payroll Liabilities	1,660,477	1,293,539	1,357,975
Student Financial Aid Liabilities	845,775	783,611	144,421
Accrued Liabilities	2,839,971	4,670,121	2,788,092
Due to Other Funds	49,233	47,381	(1,164)
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(11,150)	100	24,850
Fund Balance	1,317,741	1,317,741	1,086,971
Revenue Over (Under) Expenditures	8,243,591	6,609,755	7,426,768
	<u>\$14,993,561</u>	<u>\$14,765,331</u>	<u>\$12,827,913</u>
TOTAL LIABILITIES AND SURPLUS			

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2011

				PER CENT YEAR	58.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	9,255,973	9,271,866	5,642,176	3,629,690	60.85%
Equipment	16,950	15,350	0	15,350	0.00%
Contractual Expenses	3,647,987	3,614,041	3,243,080	370,961	89.74%
Employee Benefits	<u>3,413,430</u>	<u>3,456,953</u>	<u>1,965,901</u>	<u>1,491,052</u>	56.87%
Total Instruction	<u>16,334,340</u>	<u>16,358,210</u>	<u>10,851,157</u>	<u>5,507,053</u>	<u>66.33%</u>
Public Service					
Personal Services	44,844	44,844	10,079	34,765	22.48%
Equipment				0	0.00%
Contractual Expenses	475	475	0	475	0.00%
Employee Benefits	<u>13,008</u>	<u>12,711</u>	<u>3,528</u>	<u>9,183</u>	27.76%
Total Public Service	<u>58,327</u>	<u>58,030</u>	<u>13,607</u>	<u>44,423</u>	<u>23.45%</u>
Academic Support					
Personal Services	1,607,543	1,602,543	830,315	772,228	51.81%
Equipment				0	0.00%
Contractual Expenses	269,510	266,670	156,785	109,885	58.79%
Employee Benefits	<u>507,133</u>	<u>508,717</u>	<u>290,368</u>	<u>218,349</u>	<u>57.08%</u>
Total Academic Support	<u>2,384,186</u>	<u>2,377,930</u>	<u>1,277,468</u>	<u>1,100,462</u>	<u>53.72%</u>
Libraries					
Personal Services	566,627	566,627	324,581	242,046	57.28%
Equipment			0	0	0.00%
Contractual Expenses	154,778	160,246	98,432	61,814	61.43%
Employee Benefits	<u>178,250</u>	<u>178,019</u>	<u>113,603</u>	<u>64,416</u>	<u>63.82%</u>
Total Libraries	<u>899,655</u>	<u>904,892</u>	<u>536,616</u>	<u>368,276</u>	<u>59.30%</u>

APPROPRIATIONS 2010-2011 (Cont.)

PER CENT YEAR

58.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,045,743	3,014,958	1,727,882	1,287,076	57.31%
Equipment	0	255	0	255	0.00%
Contractual Expenses	1,275,815	1,401,410	565,998	835,412	40.39%
Employee Benefits	<u>961,265</u>	<u>946,721</u>	<u>604,992</u>	<u>341,729</u>	<u>63.90%</u>
Total Student Services	<u>5,282,823</u>	<u>5,363,344</u>	<u>2,898,872</u>	<u>2,464,472</u>	<u>54.05%</u>
Maintenance and Operation of Plant					
Personal Services	2,351,855	2,353,355	1,241,329	1,112,026	52.75%
Equipment	19,000	6,000	999	5,001	0.00%
Contractual Expenses	1,349,492	1,350,292	527,726	822,566	39.08%
Employee Benefits	<u>763,675</u>	<u>746,775</u>	<u>435,525</u>	<u>311,250</u>	<u>58.32%</u>
Total Maintenance and Operation of Plant	<u>4,484,022</u>	<u>4,456,422</u>	<u>2,205,579</u>	<u>2,250,843</u>	<u>49.49%</u>
Institutional Support					
Personal Services	1,436,238	1,436,238	773,163	663,075	53.83%
Equipment	0	0	299	(299)	0.00%
Contractual Expenses	367,271	367,729	141,919	225,810	38.59%
Employee Benefits	<u>471,977</u>	<u>466,750</u>	<u>270,607</u>	<u>196,143</u>	<u>57.98%</u>
Total Institutional Support	<u>2,275,486</u>	<u>2,270,717</u>	<u>1,185,988</u>	<u>1,084,729</u>	<u>52.23%</u>
General Institutional Services					
Personal Services	1,888,891	1,893,176	1,072,078	821,098	56.63%
Equipment	104,050	119,650	8,688	110,962	0.00%
Contractual Expenses	1,069,065	986,382	390,130	596,252	39.55%
Employee Benefits	<u>609,961</u>	<u>602,053</u>	<u>381,727</u>	<u>220,326</u>	<u>63.40%</u>
Total General Institutional Services	<u>3,671,967</u>	<u>3,601,261</u>	<u>1,852,623</u>	<u>1,748,638</u>	<u>51.44%</u>
TOTAL APPROPRIATIONS	<u>35,390,806</u>	<u>35,390,806</u>	<u>20,821,910</u>	<u>14,568,896</u>	<u>58.83%</u>

2010-2011 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 58.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	280,000	280,000	207,824	0	0.00%
State Employee's Retirement	685,000	693,932	520,338	173,594	74.98%
State Teacher's Retirement	172,000	175,000	112,191	62,809	64.11%
Optional Retirement Fund	1,060,000	1,060,000	647,819	412,181	61.12%
Social Security	1,535,340	1,523,408	875,735	647,673	57.49%
Workers Compensation	120,000	120,000	187,189	(67,189)	155.99%
Misc Employee Benefits	130,000	130,000	78,551	51,449	60.42%
Disability Insurance	13,000	13,000	6,753	6,247	51.95%
Hospital and Medical Insurance	2,705,359	2,705,359	1,617,814	1,087,545	59.80%
Employee Tuition Benefits	133,000	133,000	116,650	16,350	87.71%
Life Insurance	10,000	10,000	6,093	3,907	60.93%
Vacation Benefits	60,000	60,000	35,000	25,000	58.33%
Unemployment Insurance	15,000	15,000	23,776	(8,776)	158.51%
Total Employee Benefits	<u>6,918,699</u>	<u>6,918,699</u>	<u>4,435,733</u>	<u>2,410,790</u>	<u>64.11%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH, 2011**

PER CENT YEAR 58.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,193,985	\$15,193,985	14,828,356	365,629	97.59%
Summer	1,159,208	1,159,208	380,528	778,680	32.83%
Nonresident Tuition	1,206,960	1,206,960	1,029,129	177,831	85.27%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	1,038,429	61,571	94.40%
Total Tuition	<u>18,660,153</u>	<u>18,660,153</u>	<u>17,276,442</u>	<u>1,383,711</u>	<u>92.58%</u>
Government Appropriations					
New York State	9,140,135	9,140,135	6,834,467	2,305,668	74.77%
Local Sponsors	4,254,915	4,254,915	2,127,458	2,127,457	50.00%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>2,700,400</u>	<u>2,700,400</u>	<u>2,882,784</u>	<u>(182,384)</u>	<u>106.75%</u>
Total Government Appropriations	<u>16,095,450</u>	<u>16,095,450</u>	<u>11,844,709</u>	<u>4,250,741</u>	<u>73.59%</u>
Other Revenues					
Service Fees	147,700	147,700	55,010	92,690	37.24%
Interest Earnings	15,000	15,000	4,581	10,419	30.54%
Rental of Real Property	26,500	26,500	1,716	24,784	6.48%
Contract Courses	105,000	105,000	71,595	33,405	68.19%
Noncredit Tuition	135,000	135,000	123,419	11,581	91.42%
Grant Offsets	171,000	171,000	62,617	108,383	36.62%
Unclassified Revenues	<u>35,003</u>	<u>35,003</u>	<u>50,326</u>	<u>(15,323)</u>	<u>143.78%</u>
Total Other Revenues	<u>635,203</u>	<u>635,203</u>	<u>369,264</u>	<u>265,939</u>	<u>58.13%</u>
TOTAL REVENUES	<u>\$35,390,806</u>	<u>\$35,390,806</u>	<u>\$29,490,415</u>	<u>\$5,900,391</u>	<u>83.33%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
MAR 2011 TO JULY 2011**

	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$4,005,234	\$6,441,661	\$4,636,241	\$3,807,390	\$5,100,751
<u>RECEIPTS</u>					
Student Accounts Receivable	\$502,694	\$500,000	\$500,000	\$500,000	\$1,100,000
Student Financial Aid	\$7,954,068	\$150,000	\$650,000	\$650,000	\$900,000
Sponsor Payments	\$787,160	\$393,580	\$670,149	\$393,580	\$670,149
Chargebacks to Other Counties	\$28,733	\$675,000	\$450,000	\$450,000	\$200,000
State Aid	\$2,282,886			\$2,398,781	
Repayment of Grant Fund Advances	\$22,850	\$35,000	\$50,000	\$50,000	\$50,000
Repayment of Capital Fund Advances					
Other Receipts	<u>\$156,030</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$30,000</u>
Projected Cash Receipts	<u>\$11,734,421</u>	<u>\$1,783,580</u>	<u>\$2,350,149</u>	<u>\$4,472,361</u>	<u>\$2,950,149</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$4,948,695	\$300,000	\$140,000	\$140,000	\$500,000
Accounts Payable	\$2,647,632	\$1,500,000	\$1,250,000	\$1,250,000	\$1,250,000
Payroll and Fringe Benefits	\$1,699,717	\$1,789,000	\$1,789,000	\$1,789,000	\$1,789,000
Grant Fund Advances	\$1,950				
Capital Fund Advances	<u>\$0</u>				
Projected Cash Disbursements	<u>\$9,297,994</u>	<u>\$3,589,000</u>	<u>\$3,179,000</u>	<u>\$3,179,000</u>	<u>\$3,539,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$6,391,660	\$4,586,239	\$3,757,388	\$5,050,749	\$4,461,898
CASH IN TIME DEPOSITS	<u>\$50,001</u>	<u>\$50,002</u>	<u>\$50,002</u>	<u>\$50,002</u>	<u>\$50,002</u>
TOTAL CASH IN TIME DEPOSITS	\$6,441,661	\$4,636,241	\$3,807,390	\$5,100,751	\$4,511,900

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2011

	<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	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements (Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction (Phase 1B)	15,546,945	15,854,487	15,664,691	0	15,664,691	189,796
Interior Renovations (Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations (Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
TOTAL	30,267,212	34,653,376	34,397,936	0	34,397,936	171,987
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,325,423	0	1,325,423	674,577
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	370,087	0	370,087	235,913
<u>CAPITAL CASH SUMMARY</u>						
<u>CASH BALANCE - MAR 1, 2011</u>						
Campus Master Plan Money Market	51,318					
Cash in time Deposits	1,136,695					
		\$1,188,013				
<u>CASH RECEIPTS</u>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	0					
Investment Income - CMP	9					
Chargeback Revenue	4,270					
		\$4,279				
<u>DISBURSEMENTS</u>						
Athletic Facility						
Savings Reimburse Advance from Operat					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					0	
<u>CASH BALANCE -MAR 31, 2011</u>						
Campus Master Plan Money Market					51,327	
Cash in Time Deposits					1,140,965	
						\$1,192,292

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

APRIL 30, 2011

TOMPKINS CORTLAND COMMUNITY COLLEGE

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APRIL 30, 2011

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$3,576,615 in a money market savings account averaging .20% interest earnings for April and \$360,713 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,400,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,188,177 is down from \$4,874,341. 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 \$787,284. The interfunds account balance of \$2,232,673 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 April 30, total expenditures amounted to \$23,299,947 or 65.8% of the 2010-2011 budget. Comparable expenditures for period two last year were \$23,921,123 or 69.0% of the 2009-2010 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$29,714,180 are 83.9% of the revenue budget. Prior year revenues were \$30,471,014 are 88% 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 April 2011, \$34,253,262 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
April 2011**

	Current Month <u>4/30/2011</u>	Previous Month <u>3/31/2011</u>	Previous Year <u>04/30/2010</u>
ASSETS			
Cash in Demand Deposit	\$360,713	\$388,332	\$391,813
Cash in Time Deposits	3,576,615	6,051,600	3,786,193
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	3,188,177	4,874,341	3,242,530
Accounts Receivable--Misc.	218,518	275,780	504,399
Prepaid Expenses	(118,172)	(111,811)	(57,938)
Due From Other Funds	2,217,673	1,858,096	2,007,343
Due From Sponsor Governments	0	0	0
Due From State Governments	692,798	110,241	417,525
Due From Other Governments	\$787,284	\$1,545,252	\$1,092,721
	<u>\$10,925,336</u>	<u>\$14,993,561</u>	<u>\$11,386,316</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$47,523	\$47,923	\$0
Payroll Liabilities	1,454,846	1,660,477	1,497,450
Student Financial Aid Liabilities	224,845	845,775	140,190
Accrued Liabilities	1,919,698	2,839,971	2,290,438
Due to Other Funds	49,445	49,233	117
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(60,650)	(11,150)	(19,175)
Fund Balance	1,317,741	1,317,741	1,086,971
Revenue Over (Under) Expenditures	5,971,888	8,243,591	6,390,325
	<u>\$10,925,336</u>	<u>\$14,993,561</u>	<u>\$11,386,316</u>
TOTAL LIABILITIES AND SURPLUS			

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 31, 2011

	PER CENT YEAR					67.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	9,255,973	9,271,866	6,442,276	2,829,590	69.48%	
Equipment	16,950	15,350	6,079	9,271	0.00%	
Contractual Expenses	3,647,987	3,614,041	3,351,455	262,586	92.73%	
Employee Benefits	<u>3,413,430</u>	<u>3,456,953</u>	<u>2,245,936</u>	<u>1,211,017</u>	64.97%	
Total Instruction	<u>16,334,340</u>	<u>16,358,210</u>	<u>12,045,746</u>	<u>4,312,464</u>	<u>73.64%</u>	
Public Service						
Personal Services	44,844	44,844	11,241	33,603	25.07%	
Equipment				0	0.00%	
Contractual Expenses	475	475	0	475	0.00%	
Employee Benefits	<u>13,008</u>	<u>12,711</u>	<u>3,934</u>	<u>8,777</u>	30.95%	
Total Public Service	<u>58,327</u>	<u>58,030</u>	<u>15,175</u>	<u>42,855</u>	<u>26.15%</u>	
Academic Support						
Personal Services	1,607,543	1,602,543	948,196	654,347	59.17%	
Equipment				0	0.00%	
Contractual Expenses	269,510	266,670	161,606	105,064	60.60%	
Employee Benefits	<u>507,133</u>	<u>508,717</u>	<u>331,626</u>	<u>177,091</u>	<u>65.19%</u>	
Total Academic Support	<u>2,384,186</u>	<u>2,377,930</u>	<u>1,441,428</u>	<u>936,502</u>	<u>60.62%</u>	
Libraries						
Personal Services	566,627	566,627	367,446	199,181	64.85%	
Equipment				0	0.00%	
Contractual Expenses	154,778	160,246	104,164	56,082	65.00%	
Employee Benefits	<u>178,250</u>	<u>178,019</u>	<u>128,606</u>	<u>49,413</u>	<u>72.24%</u>	
Total Libraries	<u>899,655</u>	<u>904,892</u>	<u>600,216</u>	<u>304,676</u>	<u>66.33%</u>	

APPROPRIATIONS 2010-2011 (Cont.)

PER CENT YEAR

67.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,045,743	3,014,958	1,960,155	1,054,803	65.01%
Equipment	0	255	0	255	0.00%
Contractual Expenses	1,275,815	1,401,410	654,940	746,470	46.73%
Employee Benefits	<u>961,265</u>	<u>946,721</u>	<u>686,287</u>	<u>260,434</u>	<u>72.49%</u>
Total Student Services	<u>5,282,823</u>	<u>5,363,344</u>	<u>3,301,382</u>	<u>2,061,962</u>	<u>61.55%</u>
Maintenance and Operation of Plant					
Personal Services	2,351,855	2,353,355	1,413,562	939,793	60.07%
Equipment	19,000	6,000	999	5,001	0.00%
Contractual Expenses	1,349,492	1,350,292	587,768	762,524	43.53%
Employee Benefits	<u>763,675</u>	<u>746,775</u>	<u>496,354</u>	<u>250,421</u>	<u>66.47%</u>
Total Maintenance and Operation of Plant	<u>4,484,022</u>	<u>4,456,422</u>	<u>2,498,683</u>	<u>1,957,739</u>	<u>56.07%</u>
Institutional Support					
Personal Services	1,436,238	1,436,238	873,979	562,259	60.85%
Equipment	0	0	299	(299)	0.00%
Contractual Expenses	367,271	367,729	172,500	195,229	46.91%
Employee Benefits	<u>471,977</u>	<u>466,750</u>	<u>306,464</u>	<u>160,286</u>	<u>65.66%</u>
Total Institutional Support	<u>2,275,486</u>	<u>2,270,717</u>	<u>1,353,242</u>	<u>917,475</u>	<u>59.60%</u>
General Institutional Services					
Personal Services	1,888,891	1,893,176	1,206,772	686,404	63.74%
Equipment	104,050	119,650	8,688	110,962	0.00%
Contractual Expenses	1,069,065	986,382	399,148	587,234	40.47%
Employee Benefits	<u>609,961</u>	<u>602,053</u>	<u>429,468</u>	<u>172,585</u>	<u>71.33%</u>
Total General Institutional Services	<u>3,671,967</u>	<u>3,601,261</u>	<u>2,044,076</u>	<u>1,557,185</u>	<u>56.76%</u>
TOTAL APPROPRIATIONS	<u>35,390,806</u>	<u>35,390,806</u>	<u>23,299,948</u>	<u>12,090,858</u>	<u>65.84%</u>

2010-2011 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 67.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	280,000	280,000	223,799	0	0.00%
State Employee's Retirement	685,000	693,932	588,217	105,715	84.77%
State Teacher's Retirement	172,000	175,000	128,035	46,965	73.16%
Optional Retirement Fund	1,060,000	1,060,000	743,149	316,851	70.11%
Social Security	1,535,340	1,523,408	995,661	527,747	65.36%
Workers Compensation	120,000	120,000	187,101	(67,101)	155.92%
Misc Employee Benefits	130,000	130,000	81,390	48,610	62.61%
Disability Insurance	13,000	13,000	7,726	5,274	59.43%
Hospital and Medical Insurance	2,705,359	2,705,359	1,837,166	868,193	67.91%
Employee Tuition Benefits	133,000	133,000	122,561	10,439	92.15%
Life Insurance	10,000	10,000	6,954	3,046	69.54%
Vacation Benefits	60,000	60,000	40,000	20,000	66.67%
Unemployment Insurance	15,000	15,000	40,537	(25,537)	270.25%
Total Employee Benefits	<u>6,918,699</u>	<u>6,918,699</u>	<u>5,002,296</u>	<u>1,860,202</u>	<u>72.30%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL, 2011**

PER CENT YEAR 67.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,193,985	\$15,193,985	14,844,475	349,510	97.70%
Summer	1,159,208	1,159,208	549,129	610,079	47.37%
Nonresident Tuition	1,206,960	1,206,960	1,034,212	172,748	85.69%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	1,055,015	44,985	95.91%
Total Tuition	<u>18,660,153</u>	<u>18,660,153</u>	<u>17,482,831</u>	<u>1,177,322</u>	<u>93.69%</u>
Government Appropriations					
New York State	9,140,135	9,140,135	6,834,467	2,305,668	74.77%
Local Sponsors	4,254,915	4,254,915	2,127,458	2,127,457	50.00%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>2,700,400</u>	<u>2,700,400</u>	<u>2,882,784</u>	<u>(182,384)</u>	<u>106.75%</u>
Total Government Appropriations	<u>16,095,450</u>	<u>16,095,450</u>	<u>11,844,709</u>	<u>4,250,741</u>	<u>73.59%</u>
Other Revenues					
Service Fees	147,700	147,700	62,005	85,695	41.98%
Interest Earnings	15,000	15,000	5,293	9,707	35.29%
Rental of Real Property	26,500	26,500	1,899	24,601	7.17%
Contract Courses	105,000	105,000	59,049	45,951	56.24%
Noncredit Tuition	135,000	135,000	141,628	(6,628)	104.91%
Grant Offsets	171,000	171,000	62,617	108,383	36.62%
Unclassified Revenues	<u>35,003</u>	<u>35,003</u>	<u>54,148</u>	<u>(19,145)</u>	<u>154.70%</u>
Total Other Revenues	<u>635,203</u>	<u>635,203</u>	<u>386,639</u>	<u>248,564</u>	<u>60.87%</u>
TOTAL REVENUES	<u>\$35,390,806</u>	<u>\$35,390,806</u>	<u>\$29,714,179</u>	<u>\$5,676,627</u>	<u>83.96%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
APR 2011 TO AUG 2011**

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$6,441,661	\$3,939,058	\$3,110,207	\$4,403,568	\$3,814,717
<u>RECEIPTS</u>					
Student Accounts Receivable	\$598,360	\$500,000	\$500,000	\$1,100,000	\$1,600,000
Student Financial Aid	\$122,838	\$650,000	\$650,000	\$900,000	\$350,000
Sponsor Payments	\$0	\$670,149	\$393,580	\$670,149	\$0
Chargebacks to Other Counties	\$660,004	\$450,000	\$450,000	\$200,000	\$110,000
State Aid			\$2,398,781		\$0
Repayment of Grant Fund Advances	\$10,882	\$50,000	\$50,000	\$50,000	\$100,000
Repayment of Capital Fund Advances					\$0
Other Receipts	<u>\$157,668</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$175,000</u>
Projected Cash Receipts	<u>\$1,549,752</u>	<u>\$2,350,149</u>	<u>\$4,472,361</u>	<u>\$2,950,149</u>	<u>\$2,335,000</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$382,658	\$140,000	\$140,000	\$500,000	\$85,000
Accounts Payable	\$1,969,377	\$1,250,000	\$1,250,000	\$1,250,000	\$1,500,000
Payroll and Fringe Benefits	\$1,688,159	\$1,789,000	\$1,789,000	\$1,789,000	\$1,600,000
Grant Fund Advances	\$12,161				\$10,000
Capital Fund Advances					<u>\$0</u>
Projected Cash Disbursements	<u>\$4,052,355</u>	<u>\$3,179,000</u>	<u>\$3,179,000</u>	<u>\$3,539,000</u>	<u>\$3,195,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$3,889,056	\$3,060,205	\$4,353,566	\$3,764,715	\$2,904,717
CASH IN TIME DEPOSITS	<u>\$50,002</u>	<u>\$50,002</u>	<u>\$50,002</u>	<u>\$50,002</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$3,939,058	\$3,110,207	\$4,403,568	\$3,814,717	\$2,641,865

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2011

	<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	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements (Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction (Phase 1B)	15,546,945	15,854,487	15,664,691	0	15,664,691	189,796
Interior Renovations (Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations (Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
TOTAL	30,267,212	34,653,376	34,397,936	0	34,397,936	171,987
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,325,423	0	1,325,423	674,577
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	370,087	0	370,087	235,913
<u>CAPITAL CASH SUMMARY</u>						
<u>CASH BALANCE - APR 1, 2011</u>						
Campus Master Plan Money Market	51,327					
Cash in time Deposits	1,140,965					
		\$1,192,292				
<u>DISBURSEMENTS</u>						
Athletic Facility						
Savings Reimburse Advance from Operat					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					0	
<u>CASH BALANCE -APR 30, 2011</u>						
Campus Master Plan Money Market					51,335	
Cash in Time Deposits					1,238,928	
		\$97,971				\$1,290,263
<u>CASH RECEIPTS</u>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	0					
Investment Income - CMP	8					
Chargeback Revenue	97,963					

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-55**

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 a regular meeting of said Board on the 19th day of May 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
 Appointment of Personnel
 May 10, 2011

Presented to the Board of Trustees
 January 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Carpenter, Regina	Independent Study ECHD 110	Adjunct	N/A	1251.00	1/27/11 - 5/20/11
Carr, Kyle	Independent Study COMM 249-49C	Adjunct	N/A	2145.00	1/27/11 - 5/20/11
Crandall, Leo	Independent Study ENGL 266	Adjunct	N/A	417.00	1/27/11 - 5/20/11
Edgecomb, Patricia	Additional Students CAPS 121-AL5	Adjunct	N/A	100.00	1/27/11 - 5/20/11
Gammage-Sikora, Gina	Independent Study SPAN 102, SPAN 202	Adjunct	N/A	1668.00	1/27/11 - 5/20/11
Perkins, Donald	Independent Study COMM 280	Adjunct	N/A	1251.00	1/27/11 - 5/20/11

April 2011

Almann, Nancy	BIOL 132-M03-M04 coverage 4/7/11	Adjunct	N/A	171.00	04/07/11
Stewart, Randy	Financial planning seminar finalization	Adjunct	N/A	3,178.00	4/11/11 - 8/31/11

May 2011

McPheron, MaryLu	ID and Reporting of Child Abuse	Adjunct	N/A	185.00	05/03/11
Martindale, John	ServSafe Food Handler in Charge workshop	Adjunct	N/A	1,060.00	5/4/11 - 5/11/11

August 2011

Ensign, Mary Ellen	Academics - Instructor of Mathematics	Instructor	N/A	*41,970.00	08/18/11
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 10, 2011

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
William Drew	July 31, 2012	Retirement

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-34**

**2011 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN CLASSIFIED SERVICE**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Classified Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Ms. Beverly Carey has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in classified service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2011 Chancellor's/Trustees' Award for Excellence in Classified Service to Ms. Beverly Carey.

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 19th day of May 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-40**

2011 TRUSTEES' AWARD FOR EXCELLENCE IN ADJUNCT TEACHING

WHEREAS, the Board of Trustees of Tompkins Cortland Community College annually solicits nominations for a recipient of the Trustees' Award for Excellence in Adjunct Teaching (.5 FTE or less), and

WHEREAS, this award is presented to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Mr. Jamie Rattray has been named by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2011 Trustees' Award for Excellence in Adjunct Teaching to Mr. Jamie Rattray.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19th day of May 2011, and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-41**

2011 FRIEND OF THE COLLEGE AWARD – BEVERLY BAKER

WHEREAS, Ms. Beverly Baker of Ithaca, New York, was appointed by the Governor as a member of the Tompkins Cortland Community College Board of Trustees in 1997 and reappointed in 2004 for a term to expire in June 2011, and

WHEREAS, Ms. Baker was the recipient of the 1998 Distinguished Citizen Award from the Baden Powel Council of the Boy Scouts of America, as well as the recipient of the Award for Excellence from the Tompkins County Foundation, the Distinguished Alumni Award from Ithaca College where she earned her Bachelor's Degree, and was honored as one of the 20 Outstanding Women You Should Know for Tompkins County, and

WHEREAS, Ms. Baker is an active member of the community with membership in the Ithaca Rotary Club, the Ithaca Women's Club, the Ithaca Chapter of the American Associations' of University Women, and the Tompkins County Chamber of Commerce, to name a few, and

WHEREAS, Ms. Baker has demonstrated exemplary discharge of her duties and responsibilities to the Tompkins Cortland Community College Board of Trustees by serving as chair of the nominating committee, as Trustee representative on several College committees to include the Chancellor's/Trustees' Award Committees, and has served as Liaison to the Faculty Student Association and the TC3 Foundation, and

WHEREAS, Ms. Baker was the recipient of the 2011 New York Community College Trustees Marvin A. Rapp Award for Distinguished Trustee Service, and

WHEREAS, Ms. Baker has been a long-time friend and continues to support Tompkins Cortland Community College having been an adjunct faculty member, a member of the TC3 Foundation Board, a sponsor of the G. Arlene Baker Scholarship for nursing students, and established and funds the Helping Hands fund, and

WHEREAS, Ms. Baker's passion and enthusiasm for colleges in general, and Tompkins Cortland Community College, in particular, is evident, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2011 Friend of the College Award to Ms. Beverly Baker.

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 19th day of May 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-42**

2011 FRIEND OF THE COLLEGE AWARD – WILLIAM RAYNOR

WHEREAS, Mr. William Raynor, of Dryden, New York was appointed by Tompkins County as a member of the Tompkins Cortland Community College Board of Trustees in June of 1984, reappointed in 1993, and reappointed in 2002 for a term to expire June 30, 2011, and

WHEREAS, Mr. Raynor was the recipient of the 1993 Association of Boards of Trustees of Community Colleges of the State University of New York Distinguished Services Award, and was granted honorary membership in the Alpha Gamma Nu Chapter of Phi Theta Kappa, and

WHEREAS, Mr. Raynor was a member of the New York Community College Trustees Board of Directors, serving as Secretary/Treasurer, and was a member of the Strategic Planning Advisory Committee to the Vice Chancellor for SUNY, and

WHEREAS, Mr. Raynor has been an active member of the community with membership in the Sertoma Club of Dryden, the Advisory Board of the Tompkins Trust Company, Dryden Business Association, Tompkins County Chamber of Commerce, and the Tompkins County United Way, to name a few, and

WHEREAS, Mr. Raynor has demonstrated exemplary discharge of his duties and responsibilities on the Tompkins Cortland Community College Board of Trustees by serving as the treasurer of the Board of Trustees since 1984, as a member of the Executive Committee of the Board of Trustees since 1984, and has served on several College committees to include the Administrative Affairs Committee, the Finance Committee, the TC3 Annual Campaign Steering Committee, the Campus Master Plan Financial Oversight Committee, and the Chancellor's/Trustees' Award Committees, and

WHEREAS, Mr. Raynor's passion and enthusiasm for community colleges in general and Tompkins Cortland Community College, in particular, is evident, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2011 Friend of the College Award to Mr. William Raynor.

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 19th day of May 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College



**PROGRAM ANNOUNCEMENT
For Undergraduate Programs**

Name of Institution: Tompkins Cortland Community College

Date: 05/19/2011

Proposed program title: Wine Marketing

Proposed degree or other award: Certificate

Total Credits: 25

If a baccalaureate degree is proposed, will a waiver of external review be requested: Not applicable

Academic unit(s) that will offer program: Business: Wine Marketing

Proposed HEGIS code: 5010

Proposed beginning date: Fall 2011

Program summary: See attachment

Projected enrollment:	When the program begins	After five years
Full-time students	5	10
Part-time students	3	10

Will program lead to certification/licensure? Yes No **If Yes, in what field or specialty?**

Will special accreditation be sought? Yes No **If Yes, by what group? By what date?**

Will program or any constituent courses be offered off-campus? Yes No

If Yes, at what address? The internship will take place at off-campus wine related businesses.

How much? Three credits

Via telecommunications? Yes No **If Yes, to what location(s)?**

In addition to traditional classroom formats, some of the required courses may be offered online.

For more information, contact the following academic officer:

Name: Jane F. Hammond

E-mail: hammonj@tc3.edu

Title: Associate Dean for Curriculum & Academic Records

Voice: (607) 844-8211 Ext. 4459

Response to Announcement (*requested of other State University campuses*)

Do you have a similar or related program? What has been your experience with the program? Would the introduction of this program have any effect, positive or negative, on your institution? Please specify. Do you perceive a need for this kind of program? Is there opportunity for articulation or inter-institutional cooperation? The response should be addressed to the proposing campus' President with a copy to the University Provost, The State University of New York, State University Plaza, Albany, NY 12246.

Wine Marketing Certificate Program Summary

Tompkins Cortland Community College proposes a certificate program in Wine Marketing. Many students entering this certificate program will be seeking training to enhance their current employment and professional opportunities. In the recent past, the Chair of the A.A.S. degree programs in Wine Marketing and Hotel & Restaurant Management has received approximately 25 unsolicited inquiries from students eligible for this proposed program.

Some of these students are employed full-time and seek to upgrade and expand their current knowledge in the field; others are looking for career change. Many will have already completed a bachelor's degree including college-level writing and other general education courses. A two semester certificate program will meet their needs of a shorter time frame and fewer credits than an A.A.S. while providing new professional opportunities.

Students will learn about different types of wine, their tastes, how and where they are made, how they are promoted and sold, and the laws governing their movement at all levels from producer to the consumer. They will gain knowledge and experience in handling, storing, and serving wine and beverages, and in matching wine and beverages with food. Additionally, students will have a basic understanding of marketing, merchandising, and pricing techniques. The program is designed to prepare graduates for careers in wine marketing, sales and promotion, tasting room management, wholesale, retail, e-commerce distribution, public relations, event management, and other beverage management positions.

There are six specialized hospitality and wine courses: Survey of Wine and Alcoholic Beverages, Viticulture and Wine Business, Sensory Evaluation of Food and Beverages, Beverage Studies, Wine Sales and Merchandising, and the Wine Marketing Internship.

No new courses or expenditures are required. The program is not meant to replace or compete with the A.A.S. degree program and will hopefully attract students who would otherwise not enroll at TC3.

The mission of Tompkins Cortland Community College is to serve our community by meeting educational needs, creating an environment for student success, and preparing our students for success in a global society. Encouraging students to continue their education for professional career advancement in the Wine Marketing field contributes to our communities, and prepares students for success in a global society.

This program has been developed in response to the rapid growth of the wine sector in New York State, especially in the southern part of the Finger Lakes region. The number of wineries along the Cayuga Wine Trail has more than quadrupled over the past 25 years. In Tompkins County, the Finger Lakes Wine Center has recently opened in downtown Ithaca.

Program Outcomes

Upon completion of the Wine Marketing certificate program,

- 1) The graduate will be able to identify, based on taste, smell and appearance a wide range of wines from around the world, particularly those of New York State.
- 2) The graduate will be able to demonstrate an introductory understanding of grape growing (viticulture) and wine making (enology).
- 3) The graduate will be able to demonstrate basic knowledge of the core concepts of marketing and the role of marketing in business and consumer lives.
- 4) The graduate will be able to demonstrate basic knowledge of business fundamentals.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Wine Marketing, Certificate
COURSE DESCRIPTIONS

BUAD204

Principles of Marketing

Introduces students to the basic principles of marketing as they relate to modern day business. The course is centered on the four Ps: product, place, promotion, and price. Case problems and current marketing situations are utilized in discussing the marketing concepts. In addition, projects are assigned to allow the student to explore various marketing situations. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 and ENGL 100 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

HRMG107

Safe Alcohol Handling

The principles of responsible alcohol transactions, which include understanding alcohol laws, evaluating intoxication levels, dealing with difficult situations, and checking identification, are covered. Students prepare for industry certification testing. If the final exam is passed with a 75% grade or better, certification is awarded by the National Restaurant Association. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

HRMG201

Hospitality Law

This course is a study of laws and regulations pertaining to hotel, restaurant, travel, and casino industries. The focus is on risk management, precautions, documentation procedures, and preventative methods necessary to avoid, or at least minimize, legal action. The course covers areas such as food and beverage service and safety responsibilities, contracts, employment and labor issues, civil rights, negligence, the innkeeper's duties, corporate and franchise laws, and product liability. Emphasis is placed on analyzing legal cases related to the hospitality industry so that future managers understand their legal rights and responsibilities. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

WINE120

Survey of Wine and Alcoholic Beverages

This is an introductory course that covers the many categories of alcoholic beverages available on the market today. Topics include the wine styles of the major wine producing countries in the world, spirits and beer. Critical tasting is an integral part of the course. Additional fee required. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

WINE130

Grape Growing and Wine Business

This course provides an overview of the methods of grape growing and wine making. A wide range of business and economic aspects of wine production are introduced. Students gain an understanding and appreciation for the art and skill that go into crafting premium wines. Prerequisites: ENGL 100; WINE 120; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

WINE200**Sensory Evaluation for Wine and Food Pairing**

This course examines the principles of sensory evaluation used in wine making and marketing. Students develop advanced levels of appreciation and evaluation that are needed by a wine producer, wine merchant, and enologist, who by the nature of their respective professions must discern flavors and establish tasting benchmarks. The successful pairing of wines with foods on a practical and theoretical basis is emphasized. Students learn how to score and present wine properly. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; WINE 120; WINE 130; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

WINE202**Beverage Studies**

This course is a study of a range of both alcoholic and non alcoholic beverages that explores coffees, teas, beers, and spirits from production to final usage. Students learn about beverages and their use in a variety of establishments including, bars, clubs, casinos, tasting rooms, coffee/tea house, breweries, and restaurants. Students gain the knowledge needed to work or manage a variety of industry establishments. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing; HRMG 100; WINE 120; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Spring semester.

WINE213**Wine Marketing Internship**

Through employment, mentorship and self-directed studies at a vineyard, tasting room, restaurant, distributor, or wine tourism establishment, wine marketing majors enhance their understanding of leadership, teamwork, communication, necessary industry skills, and diversity. Each student must complete this course during the summer between the first and second year of the program. A minimum of 150 hours of acceptable and appropriate employment at an approved organization is required. Prerequisites: ENGL 101; at least 12 college credits must be completed at TC3 (not including high school concurrent enrollment credit); minimum GPA of 2.0; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing; and instructor permission. Additional requirements may apply, including preparation for the internship. 3 Cr. (9 Lab.) Summer semester.

WINE220**Wine Marketing and Merchandising**

Students learn the fundamental aspects of the wine business and the unique characteristics of its marketing to effectively market and promote wine. Successful sales and customer service strategies along with a range of selling techniques from wholesale, retail, restaurant, and wine room tasting are studied. Students learn how to assess customer needs and meet them. Topics include wine business management, sales and communications, direct and indirect distribution channels, advertising, alternative sales strategies, internet e-commerce, public relations, print and other relevant media, concepts of brand imaging, product slotting and placement. Activities include development of a marketing plan for wine products and merchandise. Prerequisites: ENGL 101; ENGL 201 or ENGL 204; WINE 120; prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

ENGL100**Academic Writing I**

This is the first of a two-course sequence of academic writing. Students learn how to write a variety of essays, usually in response to readings. They review grammar and basic writing skills, learn an effective writing process, begin to engage and respond to academic texts, and introduced to research and documentation of sources appropriate for introductory-level college essays. Special sections may center on a theme. Students must earn a grade of C or better to take the second course in the sequence, ENGL101. Prerequisite: C or better grade in ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL101**Academic Writing II**

This course develops and refines student writing in an academic context. Students engage and respond to challenging texts as they develop critical thinking skills. They learn to support their ideas with credible, authoritative information from academic sources and to recognize audience, purpose, and bias. Special sections may center on a theme. ENGL 101 fulfills the SUNY General Education Basic Communication requirement. An honors section is offered. Prerequisite: C or better grade in ENGL 100 or appropriate assessment; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL201**Fundamentals of Speech**

Fundamentals of Speech is designed to aid in developing effective oral communication techniques. The course consists of the study of the principles and the methods of public address, the preparation and delivery of speeches, and the analysis of student and outside speakers. Extemporaneous speaking and the development of organization in speech composition are stressed. Prerequisite: ENGL 100; MATH 090; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

ENGL204**Fundamentals of Interpersonal Communication**

This course is an introduction to the basic principles of interpersonal communication. Theoretical perspectives are presented and integrated with practical applications. The focus is on developing skills that contribute to effective interpersonal communication. Topic areas include relational development, self-awareness, interpersonal perception, language, listening, assertiveness, social roles, and conflict management. Emphasis is placed on class participation. Prerequisites: ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

**Wine Marketing, Certificate
Resources**

Document the projected cost of the program and identify the source of the funds.

Expenditures		Start-up	When the program begins	After five years
Personnel	<i>Reallocation</i>			
	<i>New funds</i>			
Library	<i>Reallocation</i>			
	<i>New funds</i>		\$400 (periodicals)	\$400 (periodicals)
Equipment	<i>Reallocation</i>			
	<i>New funds</i>			
Laboratories	<i>Reallocation</i>			
	<i>New funds</i>			
Supplies & Expenses (OTPS)	<i>Reallocation</i>			
	<i>New funds</i>			
Capital Expenditures	<i>Reallocation</i>			
	<i>New funds</i>			
Other	<i>Reallocation</i>			
	<i>New funds</i>			
Grand Total			\$400	\$400

Library Resource Review: Wine Certificate Program

Books:

Over the past two years, the library has purchased a number of books in the wine, beer and spirits area that have both updated and expanded the collection. They are excellent resources to support this program.

Films:

The current collection of films is primarily in VHS format. In addition, there are a few titles available in *Films on Demand*, our database of streaming video. There is money available to update.

Periodicals:

Currently we have *Wines and Vines* which is available online in *Academic OneFile*. An allocation of four hundred dollars will cover the addition of the following recommended periodicals:

Decanter

Santé

Wine and Spirits

Wine Business Monthly

Wine Enthusiast

Wines and Vines

Wine Spectator

Ann H. Sullivan, Acquisitions Librarian

04-26-2011

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-43**

IN APPRECIATION OF LOUIS BATTISTI

WHEREAS, Louis Battisti was employed at Tompkins Cortland Community College as a Guard in August of 1976, a provisional Security Officer in 1978, permanent Security Officer in 1979, Acting Director of Campus Security in 1980, Director of Safety and Security in 1981, Manager of Security in 1992, Safety and Security Manager in 2001, and Assistant Director of Safety and Security in May of 2008, and

WHEREAS, Mr. Battisti served on the Health and Safety Committee, and

WHEREAS, Mr. Battisti has elected to retire from his position effective August 26, 2011, and

WHEREAS, Mr. Battisti is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Battisti for his 35 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Battisti in all of his future endeavors.

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 19th day of May, 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-44**

IN APPRECIATION OF ROBERT CORNELIUS

WHEREAS, Robert Cornelius was employed at Tompkins Cortland Community College as a temporary Security Guard in November of 1987, being promoted to a permanent Security Guard in November of 1988, and

WHEREAS, Mr. Cornelius elected to retire from his position effective January 28, 2011, and

WHEREAS, Mr. Cornelius is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Cornelius for over 23 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Cornelius in all of his future endeavors.

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 19th day of May, 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-45**

IN APPRECIATION OF MARY GILBERT

WHEREAS, Mary Gilbert was employed at Tompkins Cortland Community College as an Adjunct Instructor in September of 1977, hired as an Instructor in 1980, was promoted to Assistant Professor in 1984, promoted to Associate Professor in 1987, and promoted to Professor in September 1991, and

WHEREAS, Professor Gilbert served as the Director of the College Honor's Program, and

WHEREAS, Professor Gilbert has served on numerous committees for Tompkins Cortland Community College including the College Teaching Center Board, Commencement Committee, Curriculum Committee, Chancellor's/Trustees' Award Committee, the General Education Advisory Committee, Sabbatical Leave Committee, the Multicultural Affairs Committee, Faculty Search Committees, and the Professor Emeritus Committee, and

WHEREAS, Professor Gilbert elected to retire from her position effective December 21, 2010, and

WHEREAS, Professor Gilbert is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Professor Gilbert for over 30 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Professor Gilbert in all of her future endeavors.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19th day of May, 2011, and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-46**

IN APPRECIATION OF KAREN HANNAN

WHEREAS, Karen Hannan was employed at Tompkins Cortland Community College as a temporary, part-time Receptionist in June of 1987, hired as a Senior Typist in 1990, and as Secretary in 1992, and

WHEREAS, Ms. Hannan elected to retire from her position effective January 28, 2011, and

WHEREAS, Ms. Hannan is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Hannan for over 23 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Hannan in all of her future endeavors.

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 19th day of May, 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-47**

IN APPRECIATION OF JIM HULL

WHEREAS, Jim Hull was employed at Tompkins Cortland Community College as a Counselor (Instructor) in September 1975, served as Acting Director of Counseling (Assistant Professor) in 1979, served as Acting Dean of Students in 1980, was promoted to Director of Counseling (Associate Professor) in 1982, promoted to Director of Counseling (Professor) in 1989, promoted to Director of Counseling and Career Services in 1998, promoted to Associate Dean in 2000, and promoted to Dean of Student Life in June of 2008, and

WHEREAS, Dean Hull was presented the 2001 Chancellor's/Trustees' Award for Excellence in Professional Service, and

WHEREAS, Dean Hull was a member of the SUNY Career Development Organization where he served as President for 2001-2002 and served as the SUNY Dean's Two-Year College Liaison for 2010-2011, and

WHEREAS, Dean Hull participated in the International Chair Academy for Leadership and Development Program in 2004 and was the recipient of the International Chair Academy Exemplary Leader Award in 2006, and

WHEREAS, Dean Hull has been a Board Member of the Tompkins County Human Services Coalition, as well as serving on the Business Advisory Board for the Cortland County Chamber of Commerce, and

WHEREAS, Dean Hull served on numerous committees at Tompkins Cortland Community College such as the College Health and Safety Committee, Paralegal Advisory Board, Search Committees, and the Campus Community Coalition, and

WHEREAS, Dean Hull has elected to retire from his position effective August 12, 2011, and

WHEREAS, Dean Hull is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Dean Hull for his 36 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Dean Hull in all of his future endeavors.

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 19th day of May, 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-48**

IN APPRECIATION OF CANDY JANKE

WHEREAS, Candy Janke was employed at Tompkins Cortland Community College as a part-time Cleaner in May of 1987, was hired as a provisional Senior Clerk in 1991, and as a permanent Senior Clerk in December of 1992, and

WHEREAS, Ms. Janke was the Trustees' Award winner for Excellence in Classified Service in 2000, and

WHEREAS, Ms. Janke elected to retire from her position effective March 25, 2011, and

WHEREAS, Ms. Janke is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Janke for over 23 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Janke in all of her future endeavors.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19th day of May, 2011, and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-50**

IN APPRECIATION OF CAROL MORRIS

WHEREAS, Carol Morris was employed at Tompkins Cortland Community College as an Instructor in September 1976, was promoted to Assistant Professor in 1981, promoted to Associate Professor in 1984, and promoted to Professor in September of 1989, and

WHEREAS, Professor Morris was the Director of the Honors College Program and was very active in the College's Study Abroad Programs, as well as having served as the Cluster 4 Coordinator for the Global Seminar, and

WHEREAS, Professor Morris has served on numerous College committees including the Honors Advisory Board, the Professor Emeritus Committee, the Sustainability Committee, the Committee on Academic Status, Curriculum Committee, the Chancellor's/Trustees' Award for Professional Service Committee, and the Sabbatic Leave Committee, and

WHEREAS, Professor Morris was the Secretary to the Empire State Association of Two Year College Biologists, as well as the President of Cayuga Dressage and Combined Training Inc., and

WHEREAS, Professor Morris was named among the Who's Who Among America's Teachers, and

WHEREAS, Professor Morris elected to retire from her position effective June 1, 2011, and

WHEREAS, Professor Morris is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Professor Morris for over 34 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Professor Morris in all of her future endeavors.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19th day of May, 2011, and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-52**

IN APPRECIATION OF RANDALL STEWART

WHEREAS, Randall Stewart was employed at Tompkins Cortland Community College as Director of Major Gifts in August 2007, and

WHEREAS, Mr. Stewart served on the College Sustainability Committee, and

WHEREAS, Mr. Stewart also served as a Board Member on the Dryden Youth Opportunity Fund, as well as the J.M. Murray Center, and

WHEREAS, Mr. Stewart elected to retire from his position effective February 25, 2011, and

WHEREAS, Mr. Stewart is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Stewart for over 3 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Stewart in all of his future endeavors.

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 19th day of May, 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-53**

IN APPRECIATION OF ANN SULLIVAN

WHEREAS, Ann Sullivan was employed at Tompkins Cortland Community College as a full-time, temporary Librarian in September of 1981, hired as a full-time Librarian in 1982, and as a .8 FTE Librarian in September of 1985, and

WHEREAS, Ms. Sullivan served as the Librarian Search Committee Chair, and

WHEREAS, Ms. Sullivan was a member of the College Teaching Center Board as well as the BOCES Library Advisory Board, and

WHEREAS, Ms. Sullivan served on numerous committees at Tompkins Cortland Community College including the Presidential Screening Committee, Sabbatical Leave Committee, Library Director Search Committee, Curriculum Committee, and the Chancellor's/Trustees' Award for Excellence in Teaching Committees, and

WHEREAS, Ms. Sullivan has elected to retire from her position effective August 31, 2011, and

WHEREAS, Ms. Sullivan is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Sullivan for her 30 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Sullivan in all of her future endeavors.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19th day of May, 2011, and the same is a complete copy of the whole of such resolution.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-54**

IN APPRECIATION OF PATRICIA YANTZ

WHEREAS, Patricia Yantz was employed at Tompkins Cortland Community College as an Adjunct Instructor in January of 1980, hired as an Instructor in 1980, was promoted to Assistant Professor in 1982, promoted to Associate Professor in 1985, and promoted to Professor in September of 1989, and

WHEREAS, Professor Yantz served as the Active Division Head of Liberal Arts and Humanities during 1991-1992, and

WHEREAS, Professor Yantz was the recipient of the John Fry Individual Merit Award in 1997 for the National Council for Staff, Program and Organizational Development, and

WHEREAS, Professor Yantz was an Advisor to the Institute for Community College Development at Cornell University, as well as a consultant on the planning committee for the Successful Teaching Conference, and

WHEREAS, Professor Yantz served on numerous committees at Tompkins Cortland Community College including the Staff Development Committee, English Department Committee, Retirement Committee, Calendar Committee, and the Grade Appeal Grievance Review Board, and

WHEREAS, Professor Yantz was a member of the College Senate, as well as the College Teaching Center Coordinator, and

WHEREAS, Professor Yantz elected to retire from her position effective December 21, 2010, and

WHEREAS, Professor Yantz is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Professor Yantz for over 30 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Professor Yantz in all of her future endeavors.

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 19th day of May, 2011, 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 19th day of May 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Sr. Programmer Analyst	3	1 of 2
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Campus Technology	Director of Enterprise and Learning Systems	Board of Trustees

SUMMARY

Senior developer responsible for managing multiple software projects on campus. Integrates and programs complex and technical web, client, and server based applications to provide a seamless and simple process for our students and staff to learn and do business with the College. Manages and develops web services and applications while adhering to important security protocols. Ensures the accuracy and performance of mission critical systems. Solves complex problems by working closely with external vendors and consultants. Provides high quality service to a diverse group of faculty, staff, and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the lead programmer in the department. Assures the accuracy and timely completion of programming projects. Trains staff in the skills needed to effectively work with the computer systems supported and developed by Campus Technology.
2. Analyses, designs, and develops computer programs in a web-based or client/server environment. Validates functionality, prepares documentation and provides user training on these systems.
3. Responsible for administrative web applications (e.g., myTC3 [SharePoint], myINFO [PowerCAMPUS Self Service], etc.). Responsible for the timely upgrades of web applications. Researches changes and coordinates software upgrades.
4. Responsible for client/server software components contained in the College's administrative software systems (e.g., PowerCAMPUS, PowerFaid and Dynamics GP).
5. Provides training to College employees in the use of administrative software applications.
6. Develops desktop, web and server applications based on user requests and College priorities. Conducts needs analysis, programming, documentation, implementation and training.
7. Develops programs which provide training to College employees in the use of administrative software applications.
8. Maintains integrity and functionality of the administrative databases of the College. Responsible for the database administration of administrative information on a SQL Server platform using ODBC standards.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Sr. Programmer Analyst	3	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Campus Technology	Director of Enterprise and Learning Systems	Board of Trustees

9. Collaborates with vendors and other technical support personnel to aid in the use and implementation of software integrations, and web services solutions for administrative software applications (Angel, Rave, NextGEN, NelNet, National Student Clearinghouse, etc).
10. Designs and Maintains application user interfaces for a consistent functional look and feel across multiple systems. Creates and applies themes and graphics, using standard methods of design. Creates mockups and proof of concept examples as needed.
11. Develops and documents all administrative software systems and operational procedures.
12. Provides recommendations for application software purchases.
13. Develops programs and applications to use in the following environments: web browsers, Windows OS and other operating systems.
14. May supervise student workers and interns. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action laws, other applicable laws, regulations, and collective bargaining agreements.
15. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- ✓ Adjunct faculty, **students**, etc.

Indicate number in each category:

- ____ # of Classified Staff
- ____ # of Administrative
- ____ # of Faculty
- 1-2 # of Adj. faculty, **students**, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science/Information Systems or closely related field with 3 years of directly related work experience, or an Associate's degree in Computer Science/Information Systems or closely related field with 6 years of directly related work experience. Must have a combination of the following experience: web programming using server-side scripting, client-side scripting and markup languages such as ASP/ASP.Net, JavaScript and XML; experience utilizing Windows application development tools such as Visual Studio or Microsoft Access; and experience working with relational databases such as SQL Server. Must be fluent in state of the art programming languages.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Foundation and Restricted Fund Accountant	3	1 of 2
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Budget and Finance	Director of Budget and Finance	Board of Trustees

SUMMARY

Maintains the accounting records of the Tompkins Cortland Community College (TC3) Foundation, a charitable not for profit corporation. Oversees all daily financial transactions for the TC3 Foundation through the general ledger. Maintains accounting records for College restricted funds. Assists the Director of Budget and Finance with complex financial analysis, financial reporting, budget preparation, and audit functions for the Foundation and College restricted funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the daily financial transactions of the Foundation including cash flow and investment monitoring, accounts payable, accounts receivable, cash receipts, restricted fund accounting, budget monitoring, and the general ledger.
2. Responsible for the restricted fund accounting and reporting for the College, including the maintenance and reconciliation of the general ledger.
3. Periodically posts data from subsidiary ledgers to the general ledger and closes the general ledger monthly, including review and preparation of journal entries.
4. Prepares monthly treasurer's reports for presentation to the Foundation Finance Committee.
5. Responsible for monthly bank reconciliations for all TC3 Foundation accounts; posting monthly activity for extension centers;
6. Responsible for reconciling rents receivable, room damages and security deposits with the student records database.
7. Responsible for recording debt service, depreciation, and fixed assets for all Foundation properties.
8. Reconciles restricted fund accounting records with the Development Office, including pledges, contributions, and scholarship distributions.
9. Responsible for the general ledger of the Foundation and College restricted funds, ensuring that all accounts are fully reconciled with supporting systems and related party transactions.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Foundation and Restricted Fund Accountant	3	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORT TO</u>	<u>APPROVED BY</u>
Budget and Finance Office	Director of Budget and Finance	Board of Trustees

- 10. Assists the Director with preparation of annual operating budgets, maintenance of budgetary controls, complex financial analysis and budgetary forecasts.
- 11. Assists with the preparation for annual independent audits of the Foundation and the College.
- 12. Works collaboratively with staff to reconcile budgets and prepare periodic reports.
- 13. Responsible for maintaining appropriate records to document final accounting for all books of account, including the general ledger, cash receipts, and cash disbursements. Such record keeping methods will comply with record retention requirements.
- 14. Directs the work of the Senior Account Clerk. Assures the effective use of human resources by recommending hiring, disciplinary, and other human resources actions, together with the training motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
- 15. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
- 16. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):	Indicate number in each category:
<input checked="" type="checkbox"/> Classified Staff	<u> 1 </u> # of Classified Staff
<input type="checkbox"/> Administrative	<u> </u> # of Administrative
<input type="checkbox"/> Faculty	<u> </u> # of Faculty
<input type="checkbox"/> Adjunct faculty, students, etc	<u> </u> # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelors Degree in Accounting and 2 years of experience in a full-charge accounting position or an Associate's Degree in Accounting and a minimum of five years experience in a full-charge accounting position.

DESIRED QUALIFICATIONS

Experience in Government and/or non-profit accounting.

TO: The Board of Trustees
FROM: Carl E. Haynes
DATE: May 17, 2011
SUBJECT: President's Report to the Board

BUDGET

We have completed our internal review process and have developed a proposed 2011-2012 operating budget for the College. The budget was presented and discussed in a College-wide meeting on May 3, 2011. We will be sharing the proposed budget with our Board of Trustees on Thursday evening, May 19, and to an informal joint meeting with our County Legislators on May 20, 2011.

The one and a half percent bottom line increase in our budget over last year's budget is in some ways misleading in that all of the core operational portions of the budget (salaries, equipment, and contractual) are decreasing. There is a significant increase in fringe benefits (approximately \$1 million), eighty percent of which results from State mandates in retirement programs, as well as in health insurance increases. At the budget meeting this week we will provide a detailed review of both revenue sources and our expenditure plan, together with highlights on how the College continues to sustain excellence in our academic and non-academic support services for our students.

CORTLAND EXTENSION CENTER

The exterior wall siding and brick work have been finished. The drywall has been installed on all of the interior walls and the finishing of the spackling is continuing. Areas of the drywall that have been finished are being painted. The main entry store front is installed and glass has been installed in about 90% of the window openings. The restrooms have been tiled and the fixtures have been set. The water service has been turned on. The grid work for the ceilings is being installed. As the grid is completed lighting fixtures and air supply and return grilles are being installed. The main electric service is installed and is awaiting final inspection by the electrical inspection agency so that it can be connected by National Grid. The exterior lighting on the building is installed and the bases for the site lighting are in the process of being installed. The granite curbing on site has been installed. We are still on track for completion by mid-June.

OTHER MATTERS

On April 21, we hosted Luvelle Brown, the new superintendent for the Ithaca School District, to lunch, joined by Provost Connors, Dean Ryan, and Director of CollegeNow, Karl Madeo. We provided an overview of our current relationship with the Ithaca School

District and discussed his vision for the district and how we can do more to collaborate on our mutual interests. There was a very positive tone to our discussion.

On April 28, I, along with Erik Bitterbaum, President of SUNY Cortland, provided remarks to our Leadership Cortland group focusing on our respective institution's contributions and engagement in Cortland County.

Also on April 28, I was the featured speaker for the Child Development Council annual meeting in Ithaca. Plans are being finalized to merge the Child Development Council in Cortland and Tompkins Counties and this was the first occasion where this effort was announced and recognized.

On May 2, we held our third annual student leadership appreciation/recognition event. There were approximately 100 students, faculty, and staff in attendance. Various individuals, clubs and their respective advisors were recognized for their outstanding contributions to the College and civic engagement achievements in Dryden and our local communities. I provided welcoming remarks and Dean Hull served as the master of ceremonies for the event.

On May 3, we held our College-wide meeting regarding our proposed 2011-2012 budget.

On May 5 and 6, I was on vacation attending my youngest daughter's graduation events from American University in Washington, DC.

On May 10 and 11, I travelled to the Southern Alberta Institute of Technology (SAIT) in Calgary, Alberta, Canada, where I was invited by the Vice President of the College to the 15,000 student campus (largely associate degrees, but a few baccalaureate degrees) that serves that region of Alberta, Canada. Members of the faculty and staff who had been in attendance at the International Chair Academy Conference in Dallas heard my keynote speech "Leadership and the Mirror", and I was asked to visit their institution to deliver that speech again to approximately 130 members of their college-wide leadership council.

On May 12, I provided a similar presentation on a portion of my "Leadership and the Mirror" speech and led a discussion for the Leadership Tompkins group on campus.