



VISION

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

MISSION

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

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

BOARD OF TRUSTEES

THURSDAY, APRIL 17, 2014
RONALD W. SPACE BOARD ROOM
5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – March 20, 2014
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None.
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – Accelerated Writing Initiative – Bruce Need
 - b. Organizational Capacity – Digital Community College Survey – Marty Christofferson
10. 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
11. Information Items:
 - a. Human Resources Updates

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Treasurer's Report – March 31, 2014
 - d. 2014 Trustees' Award for Excellence in Adjunct Teaching
 - e. 2014 Chancellor's/Trustees' Award for Excellence in Classified Service
 - f. 2014 Chancellor's/Trustees' Award for Excellence in Professional Service – Katrina Campbell
 - g. 2014 Chancellor's/Trustees' Award for Excellence in Professional Service – Anthony DeFranco
 - h. 2014 Chancellor's/Trustees' Award for Excellence in Faculty Service
 - i. 2014 Chancellor's/Trustees' Award for Excellence in Teaching – Susan Cerretani
 - j. 2014 Chancellor's/Trustees' Award for Excellence in Teaching – Tina Stavenhagen-Helgren
 - k. Approval of Position Description – Farm to Bistro Business Manager
 - l. Approval of Position Description – Director of Student Success Services
13. Standing Reports:
 - a. College Forum – Corrina Struzick, Chair
 - b. Faculty Student Association – Walter Poland
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Elizabeth Burns
 - i. Friend of the College
 - e. Liaison Report (Cortland County) – Kevin Whitney
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Cheyenne Gorton
 - h. President's Report
14. Upcoming Events:
 - a. Next Board Meeting – May 16, 2013
15. Executive Session – Discussion of Collective Bargaining (No action to be taken)
16. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
MARCH 20, 2014
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Ray Dalton, Cheyenne Gorton, Arthur Kuckes, Matt McSherry, and Raymond Schlather

ABSENT: John Daniels, Judy Davison, Dammi Herath

COUNTY

LIAISONS: Mike Lane

STAFF: Kris Altucher, John Conners, Susan Dewey, Martha Hubbard, Carl Haynes, Cathy Northrop, Walter Poland, Bruce Ryan, Corrina Struzick, Blixly Taetzsch, Peter Voorhees, and Khaki Wunderlich

GUESTS: Matt Leader, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 5:32 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Mr. McSherry moved that the agenda be approved as presented; seconded by Ms. Buck; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes** – Ms. Buck moved that the minutes of the February 20, 2014, Board of Trustees' meeting be approved as presented; seconded by Dr. Dalton; carried unanimously.
7. **Communications:** President Haynes mentioned the Dryden school district bulletin has a nice article about our concurrent enrollment program. Also, President Haynes reported that Professor Scott Ochs shared info that the Cornell Police Department wants to develop a unique relationship with the Criminal Justice Program at TC3 for more hands-on recruitment from our program, and that Mick McDaniel shared an article from the NJCAA Women's Soccer National Tournament Report that said "Mick McDaniel and his staff did an outstanding job of hosting and running the tournament..." and went on to comment about the professionalism of the staff and the friendliness of the personnel at TC3. He also mentioned that Martha Hubbard has been developing our proposal for the Start-Up NY initiative, which will identify areas on our campus where businesses could be located. As

part of the process, letters went out to the municipalities, economic development agencies, internal governance and three employee associations. If a company is interested in locating on campus property, there is an internal process involving the Executive Council and the College Forum, and if it pertains to TC3 Foundation property, the proposal will go to that Board for review and approval. Any company being considered will need to offer service compatible with a program here.

8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None.

9. College-wide Goal – Student Success:

a. Student Success – None.

b. Organizational Capacity – Reorganization and Budget – Deans Ryan, Taetzsch, and Wunderlich spoke about recent staffing changes. Dean Ryan spoke to the restructuring in External Relations. The focus of TC3.biz will be in external relationship building and generating revenue. With this change, two positions were deleted in TC3.biz, and a Director of Philanthropy position will be created to assist with major gifts in the Development Office. The Foundation Board developed academic program clusters to use in raising money and increasing retention, enrollment, and recruitment. Dean Wunderlich said this is part of a redeployment/realignment of resources to increase revenue. A revised job description for people in enrollment services is being presented to the Board for action. This job description is for current staff that are taking on new responsibilities within the restructuring. All of this is saving resources and improving on what we are doing, how we are doing it, who is doing it, and bringing together functions across the College to work collaboratively. Sandy Drumluk has taken over the adult learning piece from TC3.biz to integrate that into admissions. Dean Wunderlich gave a shout out to our staff for coming up with ways to decrease costs while keeping or increasing services to students by looking strategically at what we are doing and how that can be improved. She said that the entire staff deserves thanks for their help. Dean Wunderlich said that one of the positions in the Student Success and Advisement Office was partially grant funded and will not be renewed. This temporary position will end this year and we have a permanent half-time person in the Office of Multicultural Services that we will combine with a half-time position in the Student Success and Advisement Office to become a full-time position for that person. One other area in which we are looking for improvement is in our new student and early intervention processes. To assist with this, we will be changing one of the 10-month counselor positions to a 12-month position, and another 12-month position will be assisting the Student Success and Advisement Office.

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

a. Provost and Vice President of the College – Provost Conners spoke to his written report. Mr. Kuckes shared his concern that there is a systematic

decrease in full-time faculty with an increased dependency on adjunct faculty. Provost Conners said we feel it is important to keep class size small and while we will be a little more dependent on adjunct faculty during the transition period of our faculty retirements, some of the reduction in full-time faculty parallels the enrollment decline and the decline in the number of sections. By redeploying resources of low enrollment program faculty, we can use the resources in a more efficient manner. There was further discussion on the economic package for our adjuncts. It was mentioned that the retention rate of adjunct faculty is very good and several adjunct faculty have been at TC3 for many years.

- b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report. He also spoke to the resolution for bus service for the summer global students. Vice President Poland clarified information about the transportation bid award.

11. Information Items:

- a. Human Resources Updates** – No discussion.

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

- a. Capital Payments** – No discussion.
- b. Treasurer's Report – February 28, 2013** – No discussion.
- c. Appointment of Personnel** – No discussion.
- d. 2014 Bus Transportation Services for Summer ESL Institute and Global Connections Program Bid Award** – No discussion.
- e. Approval of Position Description – Director of Philanthropy** – No discussion.
- f. Approval of Position Descriptions – Enrollment Services Center** – No discussion.
- g. Approval of Classified Staff Position – Supervising Campus Peace Officer** – No discussion.
- h. Approval of Classified Staff Position – Student Housing Coordinator** – No discussion.

13. Standing Reports:

- a. College Forum** – Corrina Struzick, Chair of the College Forum, reported that they did not meet during February. The next two meetings are scheduled for March 28 and April 4. At the March 28 meeting, Dean Penziul will provide a presentation on the new developing technology program. At the April 4 meeting, Dean Ryan and Ms. Gerg will present the TC3 Foundation Strategic Plan with a brainstorming session for input on the plan from the Forum members.
- b. Faculty Student Association** – No report. Next meeting is scheduled in April.

c. Tompkins Cortland Community College Foundation, Inc. – Dr. Dalton reported that the TC3 Foundation Board met on March 4 and John Mason is the new chair. The Board approved a resolution to purchase customer relationship management software, and a resolution for banking signature authority for the TC3 Farm, LLC and the TC3 Bistro, LLC. Approval also took place on the Foundation’s Strategic Plan for 2014-2018. Kara Taylor was approved to fill the vice chairman’s position due to the departure of Patricia Johnson who accepted another work position in Pennsylvania. The Spring Scholarship Ceremony took place on Friday, March 14 and sixty-two people attended the event. A total of \$142,873 was awarded to 102 students this spring. A Finance Committee meeting will take place on March 25 and the next Board meeting is scheduled for Tuesday, June 3.

d. Chairperson’s Report – No report.

i. Friend of the College – Board members were asked to think of nominees to receive this year’s Friend of the College Award. Please share any suggestions with Cathy Northrop, as a decision will be needed at the April meeting, if possible. The award is presented at commencement. The commencement speaker this year will be Keri Syzmanski Dylan.

e. Liaison Report (Cortland County) – No report.

f. Liaison Report (Tompkins County) – Mr. Lane thanked President Haynes for providing the “State of the College” report to the Tompkins County Legislature. He also mentioned that Tioga and Cortland counties have hired a contract service to transport Medicaid patients to and from appointments, which will be taking revenue from the bus systems in those counties. This will have a serious effect on our students who use the Cortland bus.

g. Student Trustee’s Report – Ms. Gorton reported on a concern with the cleanliness of the seating area in the cafeteria. She said a student committee is being formed to figure out a way for students to help keep the area clean.

h. President’s Report – President Haynes spoke to his written report.

14. Dialogue Session

a. EMSI – Labor Market Analysis Data – Khaki Wunderlich, Kris Altucher, and Martha Hubbard presented this information. The data we gather from EMSI helps us make sure that our program and curricular choices and relationships that we are building are meshing with the needs and trends of the local community. Last summer we contracted with a company, Economic Marketing Specialist International (EMSI), to purchase two software products - Analyst and Career Coach. We had worked previously with EMSI on an economic impact statement. Dr. Altucher spoke about the data we use to help our students. These two tools bring together over 90 different labor market and education data

sources. The Career Coach portion of this initiative is a web interface that students, potential students, and their families can use to help them learn more about possible careers and identify the relationship between those careers and our degree programs. The Analyst tool allows us to look at labor market trends, salary information, and demographics of any area in New York State. There will be a link to Career Coach on every academic program page making the tool available to anyone visiting our web site. Dean Wunderlich spoke about the Analyst tool, data by industry and occupations. She mentioned that Monroe Community College is using both tools, Mohawk Valley Community College and Genesee Community College are both using the Analyst tool. Ms. Hubbard spoke about how we will be able to research data on economy, industry, occupations, highest growth jobs, education, and input/output which will help to inform our decisions about programs to develop, as well as provide useful information for our regional economic development partners. EMSI does not get any info on our students other than what we are required to submit to federal and state agencies. Dean Wunderlich said that this can be used as a community service. Mr. Schlather suggested going into some of the community centers, one stops, to show the staff in those organizations how to use this particular program. Dean Wunderlich said three faculty and staff are scheduled to go to GIAC to talk about our new academic programs. There are a number of places in each of the communities that would benefit from the knowledge gained by these tools.

15. Upcoming Events – No discussion.

16. Executive Session to Discuss a Personnel Issue (No action to be taken):

Mr. McSherry moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Ms. Buck; carried unanimously. The meeting convened into executive session at 7:43 p.m.

The meeting reconvened in regular session at 7:45 p.m.

17. Adjournment: Ms. Buck moved that the meeting be adjourned; seconded by Dr. Dalton; carried unanimously. The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

TO: Board of Trustees
FROM: John R. Connors
DATE: April 9, 2014
SUBJECT: April Report

Open Educational Resources Symposium – On March 28, the College hosted a symposium on the use of open educational resources. Marty Christofferson had secured funding through a SUNY Innovative Information Technology Grant, which covered the entire cost and allowed all participants to attend at no cost. Nearly sixty faculty members and instructional design specialists from throughout the SUNY system attended. Participants received specific instruction in the use of OER in Psychology from Amber Gilewski and in Mathematics from Sophia Georgiakaki; those in other disciplines participated in a general track. Early reports indicate a high level of satisfaction among the participants, many of whom indicated an intention to implement OER next semester.

Faculty retirements – A question was raised at the March Board meeting about the specific curricular areas in which faculty members will be retiring over the next three years. Here is the complete list:

Spring 2014:

Deb Amidon – Biology
Bill Kleitz – Electrical Engineering Technology
Ken McEwan – Human Services
Dan Pukstas – English
Phil Tate – English

2014-2015:

ThankGod Imo – Accounting
Linda Pasto – Nursing
Marsha Powell – CIS, Computer Forensics

2015-2016:

Joe Cambridge – English
Robin Hinchcliff - ESL
Bud Moody – Office Management, CAPS

In addition, Christine Guest recently submitted her resignation, effective this summer, creating a faculty vacancy in the Communication and Digital Cinema areas.

Finally, because of the College's many financial challenges over the past several years, positions vacated in the following areas have not yet been filled: Biology, Business Administration, Computer Science/CIS, English, Mathematics, and Nursing.

Possible degree program changes – Because we will experience retirements of the only full-time faculty member in each of two curricular areas (Office Management and Electrical Engineering Technology) that have suffered from very low enrollment for many years, I have begun the process of deregistering those two programs. I have engaged in discussion with key faculty, the Provost's Council, the President, and the Curriculum Committee. I will seek action from the latter at its next meeting and intend to bring resolutions concerning the programs to the Board of Trustees in May. Although both programs are of high quality and generally lead to successful job placement, their low level of enrollment make them financially unsustainable.

Global Initiatives
Report to Trustees
April 17, 2014

- March 27th - Vice President Poland and Suri Seymour met with Mary Schlarb, Director of International Programs from SUNY Cortland to discuss partnerships and consortium agreements in Study Aboard, both short-term and semester length programs.
- March 25-28th – Melinda Slawson, Global Initiatives Coordinator, attended the Leadership Academy Conference and represented the Global Initiatives Council in receiving the Dr. Idahlynn Karre award.
- March 25-April 2nd – Jorge Huayhuaca continued meetings with staff at UNAPEC in Santo Domingo, Dominican Republic (our newest Global Partner). In addition, he made multiple presentations to students and parents regarding the Global Connections Program.
- April 3rd – Jorge Huayhuaca and Vice President Poland met with Dean James Joseph of the Madden School of Business at LeMoyne College to discuss possible collaborations including being a destination college for Global Connections business students. It appears that there may be several opportunities from which to build a multifaceted partnership. A proposal is in the development stage and to be submitted soon for his consideration.
- April 7th – A meeting was held with representatives of the Cornell Asia Programs, the Einaudi Center for International Studies at Cornell. TC3 participants included Professors Flatten, Stavenhagen-Helgren, and Wessell. Several others who were invited had schedule conflicts. The discussion was wide ranging and ultimately in support of a Title VI U.S. Department of Education Grant to be submitted in June.

Areas of interest included: various Asian languages to be made available to community college students, team taught courses, sharing resources, professional development for faculty and students, and conferences on related topics. A pilot project between faculty and students from Cornell and the community colleges (TC3) will develop a Study Abroad option in Indonesia, Cambodia, and Thailand. The larger efforts will coordinate with TC3 and several other community colleges in New York State. More to come!

- April 11th – Vice President Poland attended the SUNY Council for International Students and Scholars conference held at the SUNY Global Center in New York City.

Topics that were covered dealt with new processes in the SEVIS system for F-1 students and J-1 visiting scholars, information and services for non-resident international students, development of orientation programs for students and scholars, insurance, and other considerations for students and scholars.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of April 9, 2014

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Director of Financial Aid	April 2014	November 2013	December 2, 2013	Hired LaSonya Griggs 4/21/14
Associate Director of CollegeNow	April 2014	December 2013	January 14, 2014	Interviews in process
Computer Support Associate	May 1, 2014	March 10, 2014	April 10, 2014	Accepting applications
Director of Philanthropy	August 2014	March 21, 2014	May 2, 2014	Accepting applications
Coordinator of Summer Cultural Activities/Global Initiatives	April 2014	March 29, 2014	April 11, 2014	Accepting applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist FT, Perm.	Enrollment Services	February 2014	Reviewing applications
Enrollment Services Specialist FT, Perm.	Enrollment Services	April 2014	Reviewing applications
Secretary, FT, Temporary	External Relations	March 2014	Hired Katie McMillen 4/1/14
Student Housing Coordinator, FT Perm.	Enrollment Services/Admissions	May 1, 2014	Reviewing applications

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Substitute Teacher, PT, Temp.	Child Care Center	As needed basis	Continuous recruitment

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of April 9, 2014

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.

FACULTY ASSOC.

Faculty Association Membership

MedCo – change in prescription program changed copays, limits on quantities delivered.

The Faculty Association agrees to extend time requirement while waiting for a response from Tompkins County.

PAA

**TOMPKINS CORTLAND COMMUNITY COLLEGE NEW MASTER PLAN
CAPITAL PAYMENTS
APRIL 2014**

	Amount	Subtotal	Total
Administrative/Design Services			
HOLT Architects, P.C. (PO #29384) Invoice #213034010, Design Services	\$45,379.34		
Cortland Standard - Bid Notice for Additions/Renovations	\$111.90		
Gannett Newspapers (Ithaca Journal) Bid Notice for Additions/Renovations	\$99.18		
Total Administrative/Design Services		\$45,590.42	
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Total			\$45,590.42

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-31**

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 17th day of April 2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
 April 9, 2014
 Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
February 2014					
McCabe, Lindsey	Additional students in ENGL 100-AL5	Adjunct	N/A	\$400.00	2/27/14 - 5/16/14
Burns, Frank	HRMG 107	Adjunct	N/A	\$870.00	02/28/14
Carr, Kyle	COMM 111, 112, 145, 265	Adjunct	N/A	\$5,445.00	2/27/14 - 5/16/14
Gilbert, Mary	ENGL 204-AL3	Adjunct	N/A	\$3,405.00	2/27/14 - 5/16/14
Johnson-DiMarco, Lisa	BIOL 132 - M01, M02	Adjunct	N/A	\$3,960.00	3/07/14 - 5/16/14
McCabe, Lindsey	ENGL 100-AL5	Adjunct	N/A	\$2,775.00	2/27/14 - 5/16/14
McIntyre, David	HRMG 105-M01	Adjunct	N/A	\$870.00	2/28/14 - 3/01/14
Pask, Margery	CAOS 131, CAPS 133	Adjunct	N/A	\$5,298.18	2/27/14 - 5/16/14
Wormuth, Courtney	HLTH 126-AL2	Adjunct	N/A	\$990.00	2/27/14 - 4/10/14
March 2014					
Sabol, Zenta	Coverage for staff member ACCT 102-M02	Adjunct	N/A	\$159.90	03/11/14
Strauf, Dale	FITN 120-M01, FITN 121-M01, Hlth 126-M03	Adjunct	N/A	\$2,650.00	3/24/14 - 5/16/14
Sheehan, John	Shop Math workshops for Pyrotek, Inc.	Adjunct	N/A	\$1,225.70	3/24/14 - 4/09/14
April 2014					
McMillen, Katie	External Relations	Secretary	G	*\$41,645.81	4/01/14 - 6/01/14
Todzia, Lisa	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,840.16	4/01/14 - 5/20/14
Squires, Daniel	HLTH 126-AL3	Adjunct	N/A	\$990.00	4/11/14 - 5/16/14
Lauzon, Michelle	NURS 120-M22	Adjunct	N/A	\$264.30	4/28/14 - 5/09/14
May 2014					
McGee, Louise	Infection Control/Barrier Precautions wksh.	Adjunct	NA	\$240.00	05/07/14

*Annual salary prorated
 Appt of Personnel April 2014

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

April 9, 2014

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Christine Guest	July 4, 2014	Resignation
Julia Ann Sherman	July 10, 2014	Retirement

FACULTY STUDENT ASSOCIATION

None

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MARCH 31, 2014

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

MARCH 31, 2014

NARRATIVE HIGHLIGHTS	PAGE 1-2
BALANCE SHEET	PAGE 3
APPROPRIATIONS	PAGE 4-6
REVENUES	PAGE 7
CASH FORECAST	PAGE 8
CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$830,982 in a money market savings account averaging .20% interest earnings for March \$5,369,264 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,800,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,947,178 is a increase from \$3,238,488. 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 \$975,797. The interfunds account balance of \$2,615,998 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 \$22,761,522 or 59.4% of the 2013-2014 budget. Comparable expenditures for period three last year were \$22,319,199 or 59.5% of the 2012-2013 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$32,027,362 are 83.6% of the revenue budget. Prior year revenues were \$31,698,295, are 84.6% 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 2002-2011 Capital Construction Budgets totals \$37,259,376. As of March 2014, \$36,441,704 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2014**

	Current Month 3/31/2014	Previous Month 2/28/2014	Previous Year 3/31/2013
ASSETS			
Cash in Demand Deposit	\$830,982	\$3,270,504	\$995,520
Cash in Time Deposits	5,369,264	5,623,808	6,540,091
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	3,947,178	3,238,488	3,611,884
Accounts Receivable--Misc.	406,771	310,359	312,152
Prepaid Expenses	(3,103)	44,166	(21,617)
Due From Other Funds	2,615,998	2,525,657	1,777,703
Due From Sponsor Governments	0	409,434	0
Due From State Governments	981,275	29,218	1,006,626
Due From Other Governments	975,797	27,662	1,612,130
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TOTAL ASSETS	\$15,125,892	\$15,481,026	\$15,836,219
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LIABILITIES AND SURPLUS			
Vouchers Payable	\$5,964	\$5,934	\$3,306
Payroll Liabilities	1,313,236	2,186,964	1,501,477
Student Financial Aid Liabilities	135,062	584,823	132,453
Accrued Liabilities	1,100,690	1,545,807	941,517
Due to Other Funds	2,622,056	3,516,220	2,911,937
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(8,000)	0	(12,500)
Fund Balance	1,253,269	1,253,269	1,496,822
Revenue Over (Under) Expenditures	8,703,615	6,388,009	8,861,207
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TOTAL LIABILITIES AND SURPLUS	\$15,125,892	\$15,481,026	\$15,836,219
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2013-2014
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2014

	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	9,668,597	9,665,692	5,976,215	3,689,477	61.83%	
Equipment	3,718	3,718	0	3,718	0.00%	
Contractual Expenses	5,098,607	5,099,301	4,517,188	582,113	88.58%	
Employee Benefits	<u>4,829,316</u>	<u>4,829,316</u>	<u>2,078,359</u>	<u>2,750,957</u>	43.04%	
Total Instruction	<u>19,600,238</u>	<u>19,598,027</u>	<u>12,571,762</u>	<u>7,026,265</u>	<u>64.15%</u>	
Public Service						
Personal Services						
Equipment						
Contractual Expenses						
Employee Benefits						
Total Public Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Academic Support						
Personal Services	1,646,216	1,639,816	902,240	737,576	55.02%	
Equipment	145,840	145,782	0	145,782	0.00%	
Contractual Expenses	275,820	278,176	147,601	130,575	53.06%	
Employee Benefits	<u>526,289</u>	<u>526,289</u>	<u>313,268</u>	<u>213,021</u>	<u>59.52%</u>	
Total Academic Support	<u>2,594,165</u>	<u>2,590,063</u>	<u>1,363,109</u>	<u>1,226,954</u>	<u>52.63%</u>	
Libraries						
Personal Services	433,595	455,137	271,204	183,933	59.59%	
Equipment	0	112	0	112	0.00%	
Contractual Expenses	172,379	172,267	111,550	60,717	64.75%	
Employee Benefits	<u>143,086</u>	<u>143,086</u>	<u>93,062</u>	<u>50,024</u>	<u>65.04%</u>	
Total Libraries	<u>749,060</u>	<u>770,602</u>	<u>475,816</u>	<u>294,786</u>	<u>61.75%</u>	

APPROPRIATIONS 2013-2014(Cont.)

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>
Student Services					
Personal Services	3,073,115	3,138,766	1,796,220	1,342,546	57.23%
Equipment	3,800	3,800	0	3,800	0.00%
Contractual Expenses	1,411,718	1,395,649	683,470	712,179	48.97%
Employee Benefits	<u>988,801</u>	<u>988,801</u>	<u>625,071</u>	<u>363,730</u>	<u>63.22%</u>
Total Student Services	<u>5,477,434</u>	<u>5,527,016</u>	<u>3,104,761</u>	<u>2,422,255</u>	<u>56.17%</u>
Maintenance and Operation of Plant					
Personal Services	2,272,128	2,286,728	1,220,916	1,065,812	53.39%
Equipment	5,500	1,661	1,593	68	0.00%
Contractual Expenses	1,035,973	1,034,312	428,178	606,134	41.40%
Employee Benefits	<u>748,856</u>	<u>748,856</u>	<u>424,659</u>	<u>324,197</u>	<u>56.71%</u>
Total Maintenance and Operation of Plant	<u>4,062,457</u>	<u>4,071,557</u>	<u>2,075,346</u>	<u>1,996,211</u>	<u>50.97%</u>
Institutional Support					
Personal Services	1,530,363	1,525,132	822,309	702,823	53.92%
Equipment	0	0	0	0	0.00%
Contractual Expenses	333,744	336,044	163,050	172,994	48.52%
Employee Benefits	<u>503,472</u>	<u>503,472</u>	<u>286,154</u>	<u>217,318</u>	<u>56.84%</u>
Total Institutional Support	<u>2,367,579</u>	<u>2,364,648</u>	<u>1,271,513</u>	<u>1,093,135</u>	<u>53.77%</u>
General Institutional Services					
Personal Services	1,813,394	1,715,856	990,957	724,899	57.75%
Equipment	93,243	98,801	79,087	19,714	0.00%
Contractual Expenses	954,280	975,280	476,999	498,281	48.91%
Employee Benefits	<u>595,585</u>	<u>595,585</u>	<u>352,172</u>	<u>243,413</u>	<u>59.13%</u>
Total General Institutional Services	<u>3,456,502</u>	<u>3,385,522</u>	<u>1,899,215</u>	<u>1,486,307</u>	<u>56.10%</u>
TOTAL APPROPRIATIONS	<u>38,307,435</u>	<u>38,307,435</u>	<u>22,761,522</u>	<u>15,545,913</u>	<u>59.42%</u>

2013-2014 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	100,000	100,000	34,573	65,427	0.00%
State Employee's Retirement	1,244,250	1,244,250	698,264	545,986	56.12%
State Teacher's Retirement	266,500	266,500	154,321	112,179	57.91%
Optional Retirement Fund	1,117,716	1,117,716	616,203	501,513	55.13%
Social Security	1,529,214	1,529,214	880,329	648,885	57.57%
Workers Compensation	168,000	168,000	199,940	(31,940)	119.01%
Misc Employee Benefits	110,000	110,000	74,460	35,540	67.69%
Disability Insurance	14,300	14,300	2,635	11,665	18.43%
Hospital and Medical Insurance	3,563,130	3,563,130	1,921,478	1,641,652	53.93%
Employee Tuition Benefits	124,295	124,295	117,223	7,072	94.31%
Life Insurance	10,000	10,000	5,278	4,722	52.78%
Vacation Benefits	65,000	65,000	35,000	30,000	53.85%
Unemployment Insurance	23,000	23,000	14,698	8,302	0.00%
Total Employee Benefits	8,335,405	8,335,405	4,754,402	3,581,003	57.04%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2013-2014
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2014**

PER CENT YEAR 50.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,262,715	\$15,262,715	15,652,704	(389,989)	102.56%
Winter	\$45,500	\$45,500	85,785		
Summer	1,573,851	1,573,851	318,718	1,255,133	20.25%
Nonresident Tuition	1,268,500	1,268,500	1,713,617	(445,117)	135.09%
Student Fee Revenue (Tech Fee)	1,382,130	1,382,130	1,278,343	103,787	92.49%
Total Tuition	<u>19,532,696</u>	<u>19,532,696</u>	<u>19,049,167</u>	<u>523,814</u>	<u>97.52%</u>
Government Appropriations					
New York State	9,918,789	9,918,789	7,429,664	2,489,125	74.90%
Local Sponsors	4,426,388	4,426,388	2,213,181	2,213,207	50.00%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	3,709,800	3,709,800	<u>2,979,749</u>	730,051	<u>80.32%</u>
Total Government Appropriations	<u>18,054,977</u>	<u>18,054,977</u>	<u>12,622,594</u>	<u>5,432,383</u>	<u>69.91%</u>
Other Revenues					
Service Fees	130,865	130,865	72,758	58,107	55.60%
Interest Earnings	6,000	6,000	4,324	1,676	72.07%
Rental of Real Property	23,000	23,000	12,095	10,905	52.59%
Café Commissions	45,000	45,000	0		
Contract Courses	115,000	115,000	74,879	40,121	65.11%
Noncredit Tuition	213,700	213,700	95,073	118,627	44.49%
Grant Offsets	136,033	136,033	74,057	61,976	54.44%
Unclassified Revenues	50,164	50,164	22,415	27,749	44.68%
Total Other Revenues	<u>719,762</u>	<u>719,762</u>	<u>355,601</u>	<u>319,161</u>	<u>49.41%</u>
TOTAL REVENUES	<u>\$38,307,435</u>	<u>\$38,307,435</u>	<u>\$32,027,362</u>	<u>\$6,275,358</u>	<u>83.61%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
MAR 2014 TO JULY 2014**

	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$8,896,042	\$6,201,975	\$4,271,975	\$2,859,138	\$3,420,164
<u>RECEIPTS</u>					
Student Accounts Receivable	\$341,101	\$500,000	\$600,000	\$700,000	\$1,200,000
Student Financial Aid	\$1,247,618	\$1,000,000	\$125,000	\$300,000	\$2,400,000
Sponsor Payments	\$1,516,024	\$0	\$697,163	\$409,434	\$697,163
Chargebacks to Other Counties	\$392,961	\$120,000	\$500,000	\$75,000	\$300,000
State Aid	\$2,480,869	\$0	\$0	\$2,471,592	
Repayment of Grant Fund Advances	\$4,605	\$10,000	\$200,000	\$0	\$25,000
Repayment of Capital Fund Advances	\$0	\$0	\$0		
Other Receipts	\$161,624	\$100,000	\$175,000	\$100,000	\$75,000
Projected Cash Receipts	<u>\$6,144,802</u>	<u>\$1,730,000</u>	<u>\$2,297,163</u>	<u>\$4,056,026</u>	<u>\$4,697,163</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$1,790,519	\$500,000	\$150,000	\$50,000	\$250,000
Accounts Payable	\$5,184,463	\$1,500,000	\$1,750,000	\$1,750,000	\$1,300,000
Payroll and Fringe Benefits	\$1,792,387	\$1,650,000	\$1,800,000	\$1,650,000	\$1,650,000
Grant Fund Advances	\$3,815	\$10,000	\$10,000	\$45,000	\$30,000
Capital Fund Advances	\$67,685				
Projected Cash Disbursements	<u>\$8,838,869</u>	<u>\$3,660,000</u>	<u>\$3,710,000</u>	<u>\$3,495,000</u>	<u>\$3,230,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$6,151,963	\$4,221,962	\$2,809,124	\$3,370,149	\$4,837,311
CASH IN TIME DEPOSITS	<u>\$50,012</u>	<u>\$50,013</u>	<u>\$50,014</u>	<u>\$50,015</u>	<u>\$50,016</u>
TOTAL CASH IN TIME DEPOSITS	\$6,201,975	\$4,271,975	\$2,859,138	\$3,420,164	\$4,887,327

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-32**

2014 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. Patrick Sewell 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 2014 Trustees' Award for Excellence in Adjunct Teaching to Mr. Patrick Sewell.

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 17th day of April 2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-33**

**2014 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. Deborah Lacko 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 2014 Chancellor's/Trustees' Award for Excellence in Classified Service to Ms. Deborah Lacko.

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 17th day of April 2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-34**

**2014 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN PROFESSIONAL SERVICE
KATRINA M. CAMPBELL**

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 Professional 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. Katrina M. Campbell 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 professional 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 2014 Chancellor's/Trustees' Award for Excellence in Professional Service to Ms. Katrina M. Campbell.

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 17th day of April 2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-35**

**2014 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN PROFESSIONAL SERVICE
ANTHONY J. DEFRANCO**

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 Professional 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, Mr. Anthony J. DeFranco 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 his responsibilities with evidenced excellence in professional 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 2014 Chancellor's/Trustees' Award for Excellence in Professional Service to Mr. Anthony J. DeFranco.

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 17th day of April 2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-36**

**2014 CHANCELLOR'S/TRUSTEES' AWARD FOR
EXCELLENCE IN FACULTY 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 Faculty 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, Associate Professor Carol Sammis 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 consistently superior service in numerous areas, and who has demonstrated consistently superior service over multiple-years in a variety of venues, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2014 Chancellor's/Trustees' Award for Excellence in Faculty Service to Associate Professor Carol Sammis.

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 17th day of April 2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-37**

**2014 CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN TEACHING
SUSAN CERRETANI**

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 Teaching 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, Associate Professor Susan Cerretani 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 teaching 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 2014 Chancellor's/Trustees' Award for Excellence in Teaching to Associate Professor Susan Cerretani.

STATE OF NEW YORK:	I, CATHY A. NORTHROP, CLERK of the Board of
SS:	Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	DO HEREBY CERTIFY the foregoing resolution is
	a true copy of a resolution duly adopted by the Board
	of Trustees of Tompkins Cortland Community College at a regular meeting of said
	Board on the 17 th day of April 2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-38**

**2014 CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN TEACHING
CHRISTINA STAVENHAGEN-HELGREN**

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 Teaching 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, Professor Christina Stevenhagen-Helgren 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 teaching 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 2014 Chancellor's/Trustees' Award for Excellence in Teaching to Professor Christina Stevenhagen-Helgren.

STATE OF NEW YORK:	I, CATHY A. NORTHROP, CLERK of the Board of
SS:	Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	DO HEREBY CERTIFY the foregoing resolution is
	a true copy of a resolution duly adopted by the Board
	of Trustees of Tompkins Cortland Community College at a regular meeting of said
	Board on the 17 th day of April 2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-39**

**APPROVAL OF POSITION DESCRIPTION
FARM TO BISTRO BUSINESS MANAGER**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Budget and Finance Office, that there is a need to create a Farm to Bistro Business Manager position description, and

WHEREAS, the attached Farm to Bistro Business Manager position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Farm to Bistro Business Manager position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of
 SS: Tompkins Cortland Community College, **DO HEREBY
 CERTIFY** that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of
Tompkins Cortland Community College at a regular meeting of said Board on the 17th of April
2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE:

Farm to Bistro Business Manager

GRADE:

3

PAGE:

1 of 2

ORGANIZATIONAL UNIT:

Budget and Finance Office

REPORTS TO:

Director of Budget and
Finance

APPROVED BY:

Board of Trustees

SUMMARY:

The Business Manager develops and maintains the accounting and personnel records of the TC3 Farm LLC (Farm) and the TC3 Bistro LLC (Bistro). Working closely with the TC3 Farm Director and the TC3 Culinary Center Director, oversees all daily financial transactions for the Farm and Bistro through the general ledger. Works with the Foundation Accountant to prepare complex financial analysis, financial reporting, budget preparation, and audit functions for the Farm and Bistro. The Business Manager works with the Director of Human Resources to provide necessary support to Farm and Bistro employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the daily financial transactions of the Farm and Bistro including purchasing, accounts payable, accounts receivable, payroll, cash receipts, budget monitoring, and the general ledger.
2. Provides support to Farm and Bistro employees in the area of human resources, including the development and maintenance of a personnel policies and procedures manual.
3. Develops and maintains financial policy and procedures manuals for the Farm and Bistro.
4. Periodically posts data from subsidiary ledgers to the general ledger and closes the general ledger monthly, including review and preparation of journal entries.
5. Prepares monthly financial statements for consolidation with the TC3 Foundation Treasurer's report prepared by the Foundation Accountant.
6. Develops, implements, and monitors necessary control procedures to safeguard the assets of the Farm and Bistro.
7. Works closely with the TC3 Farm Director and the TC3 Culinary Center Director to prepare annual operating budgets, maintain budgetary controls, perform complex financial analysis, and prepare budgetary forecasts.
8. In collaboration with the Foundation Accountant, develops and maintains appropriate chart of accounts to support the financial recording and reporting needs of the Farm and Bistro, including tax basis accounting.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE:

Farm to Bistro Business Manager

GRADE:

3

PAGE:

2 of 2

ORGANIZATIONAL UNIT:

Budget and Finance Office

REPORTS TO:

Director of Budget and Finance

APPROVED BY:

Board of Trustees

9. Assists with the preparation for annual independent audits of the Farm and Bistro.
10. In collaboration with other applicable college functions provides administrative information and support to students and prospective students in the Culinary Arts, Sustainable Farming and Food Systems, Wine Marketing, and Hotel Restaurant Management programs at TC3 who will be learning and/or working at the Farm or Bistro.
11. Responsible for maintaining appropriate records to document final accounting for all books of account, including the general ledger, cash receipts, and cash disbursements, purchasing, and payroll. Such record keeping methods will comply with record retention requirements.
12. Responsible for maintaining appropriate employment and personnel records as required by the Director of Human Resources.
13. Assures the efficient use of material resources by assessment of company needs, development of budget recommendations, and management of the companies within the budgetary constraints imposed by the Foundation.
14. Serves on various College, Foundation, and community committees and performs other 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
- # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, or Business Management and 3 years related experience, with a minimum of two years management experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2013-2014-40**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF STUDENT SUCCESS SERVICES**

WHEREAS, the College has determined, based on a review and analysis of the student success function, that there is a need to create a Director of Student Success Services position description, and

WHEREAS, the attached Director of Student Success Services position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Student Success Services position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of
 SS: Tompkins Cortland Community College, **DO HEREBY**
COUNTY OF TOMPKINS: **CERTIFY** that the foregoing resolution is a true copy of a
Tompkins Cortland Community College at a regular meeting of said Board on the 17th of April
2014, 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 17th day of April 2014.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Student Success Services

GRADE

5

PAGE

1 of 3

ORGANIZATIONAL UNIT

Organizational Success and Learning

REPORTS TO

Dean of Organizational Success and Learning

APPROVED BY

Board of Trustees

SUMMARY

Provides collaborative leadership for the design of a comprehensive program of student advisement, intervention and orientation emphasizing learning-centered, strengths-based student development. Collaborates with other functions within Enrollment Services and with other college departments to design, implement and assess cross-functional student success initiatives. Analyzes multiple data sources and student success and retention trends to inform program and service development, quality control and quality improvement. Provides support to cross-functional councils and other campus groups to ensure integration of student development needs into programming and services.

NATURE AND SCOPE

1. Responsible for collaborative design, implementation, and assessment of cross-functional student success initiatives emphasizing learning-centered, strengths-based student development programming to improve academic success and retention of all students and for targeted high-risk groups.
2. Responsible for the design, implementation, quality control, and assessment of entering student advisement and other transition processes and services, including placement testing and registration.
3. Responsible, in collaboration with other departments, for design, implementation and assessment of comprehensive new student orientation programming.
4. Responsible for design, implementation and assessment of intervention activities and strategies to support academically at-risk students (including students below academic standards, students with intra-semester indicators of non-success, and students lacking pre-requisites for registered courses or with schedules that may not meet financial aid requirements).
5. Analyzes multiple data sources and student success and retention trends to inform program and service development, quality control and quality improvement.
6. Responsible for development and implementation of data integrity and quality control systems to improve entering student and continuing student advisement.
7. Ensures the development and implementation of appropriate advisement support resources (including web site) and training for advisors, students, parents and staff.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Student Success Services	5	2 of 3
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Organizational Success and Learning	Dean of Organizational Success and Learning	Board of Trustees

8. Serves as a member of the leadership team in Enrollment Services, setting standards and expectations designed to enhance the quality of the student experience.
9. Provides support to cross-functional councils and other college groups to ensure that communications, programs, and services provided to students, faculty, and staff are developed collaboratively and are designed to support student development.
10. Collaborates with Campus Technology and other departments to advocate for the development, implementation, and use of new technology initiatives to ensure that advisement, intervention and other support services are current with new technology and strategies for retaining current and prospective students.
11. Builds and maintains a network of professionals in the field of advisement, retention, and student success through other colleges and professional organizations. Attends and presents at related local, regional, and national professional conferences as budget allows.
12. Provides service to students related to academic advisement and intervention services.
13. Directs the staff of the Student Success and Advisement Services office. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource 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.
14. Assures the efficient use of material resources by assessment of department and institutional needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
15. Serves on various college and community committees and performs other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Student Success Services

GRADE

5

PAGE

3 of 3

ORGANIZATIONAL UNIT

Organizational Success and Learning

REPORTS TO

Dean of Organizational Success and Learning

APPROVED BY

Board of Trustees

SUPERVISION

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

- 1 # of Classified Staff
- # of Administrative
- 2.0 FTE # of Faculty
(4 people, 2 seasonal)
- 20+ # of Adj. faculty, students, etc.
(seasonal faculty advisors)

MINIMUM QUALIFICATIONS

Master's degree plus a minimum of three years of experience in student development, including at least two years management or supervisory experience. Or Bachelor's degree plus a minimum of five years of experience in student development, including at least three years management or supervisory experience. Community college experience preferred.