



Tompkins  
Cortland  
Community  
College

**BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE  
THURSDAY, FEBRUARY 17, 2011  
PRESIDENT'S OFFICE  
3:00 P.M. – 4:00 P.M.**

**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*

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Treasurer's Report – December 31, 2010
  - c. Appointment of Personnel
  - d. Nomination for 2011 NYCCT Marvin A. Rapp Award for Distinguished Trustee Service – Beverly Baker
  - e. Campus Master Plan
  - f. Digital Cinema Program
  - g. Recreation – Exercise Studies Program
5. Executive Session for Discussion of Personnel Issue – No action to be taken
6. Adjournment

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENT  
FEBRUARY 2011**

	<b>Amount</b>	<b>Subtotal</b>	<b>Grand Total</b>
<b>Electrical System Upgrade Project</b>			
79 46 Beardsley Design Associates (PO #27162) Invoice #0030170, Design Services	\$121.18		
<b>Total Electrical System Upgrade Project</b>		\$121.18	
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<b>Grand Total</b>			<b>\$121.18</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

DECEMBER 31, 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

DECEMBER 31, 2010

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,627,732 in a money market savings account averaging .20% interest earnings for Dec and \$355,800 in demand deposits. The maximum amount available for investment will fluctuate with a peak of \$3,100,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$11,765,995 is an increase from \$3,726,426. 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 \$341,903. The interfunds account balance of \$2,129,023 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 Dec 31, total expenditures amounted to \$12,105,868 or 34.21% of the 2010-2011 budget. Comparable expenditures for period one last year were \$12,254,651 or 35.4% of the 2009-2010 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$21,093,168 are 59.6% of the revenue budget. Prior year revenues were \$20,436,568 are 59.02% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

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 \$34,653,376. As of Dec 2010, \$34,397,936 has been committed.

The 2008-2009 Capital Construction Budget for Classrooms totals \$2,000,000. As of Dec 2010, \$1,319,791 has been committed.

The 2009-2010 Electrical Panel Project Budget totals \$606,000. As of Dec 2010, \$359,317 has been committed.

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

	Current Month 12/31/2010	Previous Month 11/30/2010	Previous Year 12/31/2009
<b>ASSETS</b>			
Cash in Demand Deposit	\$279,059	\$190,374	\$276,276
Cash in Time Deposits	1,702,743	2,367,997	1,839,325
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	11,765,995	3,726,726	10,423,964
Accounts Receivable--Misc.	137,235	204,642	230,848
Prepaid Expenses	(102,156)	(95,156)	(46,595)
Due From Other Funds	2,129,023	1,977,059	2,426,265
Due From Sponsor Governments	0	0	0
Due From State Governments	2,398,277	1,882,749	0
Due From Other Governments	341,903	846,373	\$855,164
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$18,653,809</b>	<b>\$11,102,494</b>	<b>\$16,006,977</b>
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<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$60,216	\$77,604	\$4,704
Payroll Liabilities	2,118,040	1,974,736	1,054,167
Student Financial Aid Liabilities	777,357	1,510,104	764,808
Accrued Liabilities	5,525,438	2,633,449	4,853,665
Due to Other Funds	51,537	53,670	(2,667)
Due to State Governments	8,245	8,245	26,148
Student Tuition Collected in Advance	100	100	0
Fund Balance	1,317,741	1,317,741	1,086,971
Revenue Over (Under) Expenditures	8,795,135	3,525,801	8,219,181
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$18,653,809</b>	<b>\$11,101,450</b>	<b>\$16,006,977</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2010-2011**  
**FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2010**

	PER CENT YEAR					33.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>Instruction</b>						
Personal Services	9,255,973	9,271,866	3,696,087	5,575,779	39.86%	
Equipment	16,950	15,350	0	15,350	0.00%	
Contractual Expenses	3,647,987	3,614,041	1,211,563	2,402,478	33.52%	
Employee Benefits	<u>3,413,430</u>	<u>3,456,953</u>	<u>1,287,889</u>	<u>2,169,064</u>	37.26%	
<b>Total Instruction</b>	<u>16,334,340</u>	<u>16,358,210</u>	<u>6,195,539</u>	<u>10,162,671</u>	<u>37.87%</u>	
<b>Public Service</b>						
Personal Services	44,844	44,844	6,855	37,989	15.29%	
Equipment			0	0	0.00%	
Contractual Expenses	475	475	0	475	0.00%	
Employee Benefits	<u>13,008</u>	<u>12,711</u>	<u>2,399</u>	<u>10,312</u>	18.87%	
<b>Total Public Service</b>	<u>58,327</u>	<u>58,030</u>	<u>9,254</u>	<u>48,776</u>	<u>15.95%</u>	
<b>Academic Support</b>						
Personal Services	1,607,543	1,602,543	506,386	1,096,157	31.60%	
Equipment			0	0	0.00%	
Contractual Expenses	269,510	266,670	121,979	144,691	45.74%	
Employee Benefits	<u>507,133</u>	<u>508,717</u>	<u>176,993</u>	<u>331,724</u>	<u>34.79%</u>	
<b>Total Academic Support</b>	<u>2,384,186</u>	<u>2,377,930</u>	<u>805,358</u>	<u>1,572,572</u>	<u>33.87%</u>	
<b>Libraries</b>						
Personal Services	566,627	566,627	191,245	375,382	33.75%	
Equipment			0	0	0.00%	
Contractual Expenses	154,778	160,246	62,326	97,920	38.89%	
Employee Benefits	<u>178,250</u>	<u>178,019</u>	<u>66,936</u>	<u>111,083</u>	<u>37.60%</u>	
<b>Total Libraries</b>	<u>899,655</u>	<u>904,892</u>	<u>320,507</u>	<u>584,385</u>	<u>35.42%</u>	



**APPROPRIATIONS 2010-2011(Cont.)**

PER CENT YEAR

33.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Student Services</b>					
Personal Services	3,045,743	3,014,958	1,021,079	1,993,879	33.87%
Equipment	0	255	0	255	0.00%
Contractual Expenses	1,275,815	1,401,410	296,084	1,105,326	21.13%
Employee Benefits	<u>961,265</u>	<u>946,721</u>	<u>357,378</u>	<u>589,343</u>	<u>37.75%</u>
<b>Total Student Services</b>	<b><u>5,282,823</u></b>	<b><u>5,363,344</u></b>	<b><u>1,674,541</u></b>	<b><u>3,688,803</u></b>	<b><u>31.22%</u></b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,351,855	2,353,355	713,305	1,640,050	30.31%
Equipment	19,000	6,000	0	6,000	0.00%
Contractual Expenses	1,349,492	1,350,292	237,947	1,112,345	17.62%
Employee Benefits	<u>763,675</u>	<u>746,775</u>	<u>249,701</u>	<u>497,074</u>	<u>33.44%</u>
<b>Total Maintenance and Operation of Plant</b>	<b><u>4,484,022</u></b>	<b><u>4,456,422</u></b>	<b><u>1,200,953</u></b>	<b><u>3,255,469</u></b>	<b><u>26.95%</u></b>
<b>Institutional Support</b>					
Personal Services	1,436,238	1,436,238	463,610	972,628	32.28%
Equipment	0	0	299	(299)	0.00%
Contractual Expenses	367,271	367,729	84,333	283,396	22.93%
Employee Benefits	<u>471,977</u>	<u>466,750</u>	<u>162,263</u>	<u>304,487</u>	<u>34.76%</u>
<b>Total Institutional Support</b>	<b><u>2,275,486</u></b>	<b><u>2,270,717</u></b>	<b><u>710,505</u></b>	<b><u>1,560,212</u></b>	<b><u>31.29%</u></b>
<b>General Institutional Services</b>					
Personal Services	1,888,891	1,893,176	647,210	1,245,966	34.19%
Equipment	104,050	119,650	8,688	110,962	0.00%
Contractual Expenses	1,069,065	986,382	303,007	683,375	30.72%
Employee Benefits	<u>609,961</u>	<u>602,053</u>	<u>230,305</u>	<u>371,748</u>	<u>38.25%</u>
<b>Total General Institutional Services</b>	<b><u>3,671,967</u></b>	<b><u>3,601,261</u></b>	<b><u>1,189,210</u></b>	<b><u>2,412,051</u></b>	<b><u>33.02%</u></b>
<b>TOTAL APPROPRIATIONS</b>	<b><u>35,390,806</u></b>	<b><u>35,390,806</u></b>	<b><u>12,105,867</u></b>	<b><u>23,284,939</u></b>	<b><u>34.21%</u></b>

**2010-2011 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 33.00%

	<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	85,935	0	0.00%
State Employee's Retirement	685,000	693,932	312,475	381,457	45.03%
State Teacher's Retirement	172,000	175,000	75,395	99,605	43.08%
Optional Retirement Fund	1,060,000	1,060,000	378,384	681,616	35.70%
Social Security	1,535,340	1,523,408	539,626	983,782	35.42%
Workers Compensation	120,000	120,000	187,527	(67,527)	156.27%
Misc Employee Benefits	130,000	130,000	38,962	91,038	29.97%
Disability Insurance	13,000	13,000	3,897	9,103	29.98%
Hospital and Medical Insurance	2,705,359	2,705,359	955,440	1,749,919	35.32%
Employee Tuition Benefits	133,000	133,000	83,224	49,776	62.57%
Life Insurance	10,000	10,000	3,511	6,489	35.11%
Vacation Benefits	60,000	60,000	20,000	40,000	33.33%
Unemployment Insurance	15,000	15,000	11,459	3,541	0.00%
<b>Total Employee Benefits</b>	<b>6,918,699</b>	<b>6,918,699</b>	<b>2,695,835</b>	<b>4,028,799</b>	<b>38.96%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
REVENUE 2010-2011  
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2010**

**PER CENT YEAR 33.00%**

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
<b>Tuition</b>					
Fall & Spring	\$15,193,985	\$15,193,985	12,050,563	3,143,422	79.31%
Summer	1,159,208	1,159,208	0	1,159,208	0.00%
Nonresident Tuition	1,206,960	1,206,960	1,747,292	(540,332)	144.77%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	920,808	179,192	83.71%
<b>Total Tuition</b>	<b><u>18,660,153</u></b>	<b><u>18,660,153</u></b>	<b><u>14,718,663</u></b>	<b><u>3,941,490</u></b>	<b><u>78.88%</u></b>
<b>Government Appropriations</b>					
New York State	9,140,135	9,140,135	4,564,511	4,575,624	49.94%
Local Sponsors	4,254,915	4,254,915	0	4,254,915	0.00%
Appropriated Cash Surplus				0	
Charges to Other Counties	<u>2,700,400</u>	<u>2,700,400</u>	<u>1,593,555</u>	1,106,845	<u>59.01%</u>
<b>Total Government Appropriations</b>	<b><u>16,095,450</u></b>	<b><u>16,095,450</u></b>	<b><u>6,158,066</u></b>	<b><u>9,937,384</u></b>	<b><u>38.26%</u></b>
<b>Other Revenues</b>					
Service Fees	147,700	147,700	43,710	103,990	29.59%
Interest Earnings	15,000	15,000	2,749	12,251	18.33%
Rental of Real Property	26,500	26,500	593	25,907	2.24%
Contract Courses	105,000	105,000	61,959	43,041	59.01%
Noncredit Tuition	135,000	135,000	64,825	70,175	48.02%
Grant Offsets	171,000	171,000	12,411	158,589	7.26%
Unclassified Revenues	<u>35,003</u>	<u>35,003</u>	<u>30,192</u>	<u>4,811</u>	<u>86.26%</u>
<b>Total Other Revenues</b>	<b><u>635,203</u></b>	<b><u>635,203</u></b>	<b><u>216,439</u></b>	<b><u>418,764</u></b>	<b><u>34.07%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$35,390,806</u></b>	<b><u>\$35,390,806</u></b>	<b><u>\$21,093,168</u></b>	<b><u>\$14,297,638</u></b>	<b><u>59.60%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
DEC 2010 TO APR 2011**

	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b><u>\$2,560,101</u></b>	<b><u>\$1,983,532</u></b>	<b><u>\$1,624,681</u></b>	<b><u>\$1,514,260</u></b>	<b><u>\$3,115,365</u></b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$371,663	\$1,600,000	\$1,600,000	\$1,600,000	\$500,000
Student Financial Aid	\$693,713	\$100,000	\$7,800,000	\$4,000,000	\$150,000
Sponsor Payments	\$0	\$670,149	\$393,579	\$670,149	\$393,579
Chargebacks to Other Counties	\$436,750	\$600,000	\$200,000	\$200,000	\$675,000
State Aid	\$1,714,971	\$0		\$2,269,956	
Repayment of Grant Fund Advances	\$5,427	\$35,000	\$35,000		
Repayment of Capital Fund Advances		\$0			
Other Receipts	<u>\$156,573</u>	<u>\$75,000</u>	<u>\$150,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
<b>Projected Cash Receipts</b>	<b><u>\$3,379,097</u></b>	<b><u>\$3,080,149</u></b>	<b><u>\$10,178,579</u></b>	<b><u>\$8,890,105</u></b>	<b><u>\$1,868,579</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$251,695	\$115,000	\$7,000,000	\$4,000,000	\$300,000
Accounts Payable	\$1,179,099	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Payroll and Fringe Benefits	\$2,500,536	\$1,789,000	\$1,789,000	\$1,789,000	\$1,789,000
Grant Fund Advances	\$23,102	\$35,000			
Capital Fund Advances	<u>\$1,234</u>	<u>\$0</u>			
<b>Projected Cash Disbursements</b>	<b><u>\$3,955,666</u></b>	<b><u>\$3,439,000</u></b>	<b><u>\$10,289,000</u></b>	<b><u>\$7,289,000</u></b>	<b><u>\$3,589,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$1,933,532</b>	<b>\$1,574,681</b>	<b>\$1,464,259</b>	<b>\$3,065,364</b>	<b>\$1,344,942</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,000</u></b>	<b><u>\$50,000</u></b>	<b><u>\$50,001</u></b>	<b><u>\$50,001</u></b>	<b><u>\$50,002</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$1,983,532</b>	<b>\$1,624,681</b>	<b>\$1,514,260</b>	<b>\$3,115,365</b>	<b>\$1,394,944</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2010

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<b><u>CAPITAL CONSTRUCTION 1994-95</u></b>						
Campus Master Plan	<u>8,689,572</u>	<u>7,439,572</u>	<u>7,439,572</u>	<u>0</u>	<u>7,439,572</u>	<u>0</u>
<b>TOTAL</b>	<b><u>8,689,572</u></b>	<b><u>7,439,572</u></b>	<b><u>7,439,572</u></b>	<b><u>0</u></b>	<b><u>7,439,572</u></b>	<b><u>0</u></b>
<b><u>CAPITAL CONSTRUCTION 2000-2001</u></b>						
HVAC System Replacement	<u>5,571,250</u>	<u>7,071,250</u>	<u>7,068,658</u>	<u>0</u>	<u>7,068,658</u>	<u>2,592</u>
<b>TOTAL</b>	<b><u>5,571,250</u></b>	<b><u>7,071,250</u></b>	<b><u>7,068,658</u></b>	<b><u>0</u></b>	<b><u>7,068,658</u></b>	<b><u>2,592</u></b>
<b><u>CAPITAL CONSTRUCTION 2002-2009</u></b>						
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
<b>TOTAL</b>	<b><u>30,267,212</u></b>	<b><u>34,653,376</u></b>	<b><u>34,397,936</u></b>	<b><u>0</u></b>	<b><u>34,397,936</u></b>	<b><u>171,987</u></b>
<b>CLASSROOM PROJECT 2008-2009</b>	<b><u>2,000,000</u></b>	<b><u>2,000,000</u></b>	<b><u>1,325,423</u></b>	<b><u>0</u></b>	<b><u>1,325,423</u></b>	<b><u>674,577</u></b>
<b>ELECTRICAL PANEL PROJECT 2009-2010</b>	<b><u>1,600,000</u></b>	<b><u>606,000</u></b>	<b><u>368,854</u></b>	<b><u>0</u></b>	<b><u>368,854</u></b>	<b><u>237,146</u></b>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE - DEC 1, 2010</u></b>						
Campus Master Plan Money Market	55,775					
Cash in time Deposits	<u>1,035,234</u>					
		<u>\$1,091,009</u>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility						
Savings Reimburse Advance from Operati					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					<u>0</u>	
<b><u>CASH BALANCE -DEC 31, 2010</u></b>						
Campus Master Plan Money Market					55,784	
Cash in Time Deposits					<u>1,103,539</u>	
<b>CASH RECEIPTS</b>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	585					
Investment Income - CMP	9					
Chargeback Revenue	<u>67,720</u>					
		<u>\$68,314</u>				
						<u>\$1,159,323</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2010-2011-22**

**APPOINTMENT OF PERSONNEL**

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

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

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

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College,

**DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at an Executive Committee meeting of said Board on the 17<sup>th</sup> day of February 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 17<sup>th</sup> day of February 2011.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College  
Appointment of Personnel

Presented to the Board of Trustees  
January 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Sheehan, John	HSTY/POSC 230- SALC	Adjunct	N/A	3982.50	1/03/11 - 1/17/11
Heffner, William	Seasonal Admissions Advisor	Adjunct	N/A	3159.00	1/04/11 - 1/28/11
Raethka, Tim	CPR/AED Professional Rescuer workshop	Adjunct	N/A	178.24	1/12/11 - 1/13/11
Block, Karla	Library Services - Adjunct Reference Librarian	Adjunct	N/A	6,411.04	1/17/11 - 5/24/11
Nislo-Swai, Fyiane	Library Services - Adjunct Reference Librarian	Adjunct	N/A	6,411.04	1/17/11 - 5/24/11
Van Sant, Susanna	Library Services - Adjunct Reference Librarian	Adjunct	N/A	6,411.04	1/17/11 - 5/24/11
Baker, Shauna	Dr. Lucille S. Baker Commons	Tutor	N/A	2,703.60	1/18/11 - 5/24/11
Cooper, Joanne	Dr. Lucille S. Baker Commons	Tutor	N/A	2,762.72	1/18/11 - 5/24/11
Cute, Jessica	Dr. Lucille S. Baker Commons	Tutor	N/A	6,210.70	1/18/11 - 5/24/11
DeGaetano, Margaret	Dr. Lucille S. Baker Commons	Tutor	N/A	11,290.24	1/18/11 - 5/24/11
Farah, Fred	Dr. Lucille S. Baker Commons	Tutor	N/A	2,442.60	1/18/11 - 5/24/11
Iacobucci, Christine	Dr. Lucille S. Baker Commons	Tutor	N/A	4,749.36	1/18/11 - 5/24/11
Kelly, Jacob	Office of Public Safety	Campus Peace Officer, FT, Temp.	J	*47,546.64	01/18/11
Ozolins, Peter	Dr. Lucille S. Baker Commons	Tutor	N/A	3,119.20	1/18/11 - 5/24/11
Parry, Stephen	Dr. Lucille S. Baker Commons	Tutor	N/A	3,007.80	1/18/11 - 5/24/11
Pizarro, Elena Cambi	Dr. Lucille S. Baker Commons	Tutor	N/A	9,268.48	1/18/11 - 5/24/11
Sabol, Zenta	Dr. Lucille S. Baker Commons	Tutor	N/A	10,421.76	1/18/11 - 5/24/11
Sill, Angela	Dr. Lucille S. Baker Commons	Tutor	N/A	2,703.60	1/18/11 - 5/24/11
Van Ham, Jordie	Dr. Lucille S. Baker Commons	Tutor	N/A	2,253.00	1/18/11 - 5/24/11
Price, S. Lee	Program Chair EMT Program	Adjunct	N/A	2,340.00	1/24/11 - 5/25/11
Abbiati, Silvia	ITAL101 M01	Adjunct	N/A	2,655.00	1/27/11 - 5/20/11
Ahmed, Ahmed	CHEM206 ME50 CHEM107 ME50	Adjunct	N/A	9,262.50	1/27/11 - 5/20/11
Almann, Nancy	BUAD111 M01 BIOL202 ME50	Adjunct	N/A	7,837.50	1/27/11 - 5/20/11
Altmann, Herman	BIOL101 M06, M07 BIOL102 ME50	Adjunct	N/A	10,657.50	1/27/11 - 5/20/11
Andrews, Patricia	PSYC101 M03 PSYC103 M10, M14	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Arnold, Melanie	COMM110 M01, 115 M01,140 M01	Adjunct	N/A	6,737.78	1/27/11 - 5/20/11
Barrett, Allison	ENGL101 M01, M02, M06	Adjunct	N/A	7,425.00	1/27/11 - 5/20/11
Bartlett, Heather	ENGL100 ME50	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Basile, Richard	CRJU110 M02	Adjunct	N/A	2,655.00	1/27/11 - 5/20/11
Bechtold, Charles	MATH110 M01 MATH100 ME50	Adjunct	N/A	6,090.00	1/27/11 - 5/20/11
Bieber, Erin	HSTY102 ME50 HSTY201 M01	Adjunct	N/A	5,700.00	1/27/11 - 5/20/11
Bierce, Rose	MATH100 M03 MATH095 M06	Adjunct	N/A	5,460.00	1/27/11 - 5/20/11
Bischoff, Mark	MATH132 M04 MATH100 M08	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Blom, Ronna	NURS 120-M27 FLD	Adjunct	N/A	9,075.00	1/27/11 - 5/20/11
Boden, Brandy	SOCE150 M02 RECR150 M02	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Booth, Mark	CHEM101 M02 CHEM101 M01	Adjunct	N/A	7,965.00	1/27/11 - 5/20/11
Bronfenbrenner, Mary	ENGL101 M22, M23, ENGL100 I30	Adjunct	N/A	7,020.00	1/27/11 - 5/20/11
Brown, Ashley	NURS 225-M24 FLD	Adjunct	N/A	1,559.60	1/27/11 - 5/20/11
Brown, Stan	MATH200 ME50	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Brumberg, Adam	WINE202 ME50	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Brunner, Tracey	College Forum Secretary	Adjunct	N/A	803.22	1/27/11 - 5/20/11
Buchanan, Patricia	ENGL100 M02, M03, ENGL100 M10	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Buchanan, Patricia	CTC Adjunct Services Coordinator	Adjunct	N/A	2,283.75	1/27/11 - 5/20/11
Carpenter, Regina	ECHD110 M01 ECHD110 ME50	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Carr, Kyle	COMM240 M02, 112 M01, 111 M01	Adjunct	N/A	2,420.55	1/27/11 - 5/20/11
Carr, Kyle	Communications Cage coverage/Tutoring	Adjunct	N/A	5,013.00	1/27/11 - 5/20/11
Carroll, Patrick	FITN130 M14 FITN230 M24	Adjunct	N/A	1,170.00	1/27/11 - 5/20/11
Carter, Michele	PSYC205 M01, 207 M01, 207 M02	Adjunct	N/A	7,020.00	1/27/11 - 5/20/11
Cassidy, Joseph	ENGL099 IE62	Adjunct	N/A	3,300.00	1/27/11 - 5/20/11
Cattan, Charmain	ACCT101 M02	Adjunct	N/A	3,540.00	1/27/11 - 5/20/11

Tompkins Cortland Community College  
Appointment of Personnel

Presented to the Board of Trustees  
January 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
January 2011 continued					
Cattan, Charmain	BUAD 261 Disney Program	Adjunct	N/A	5,752.50	1/30/11 - 5/20/11
Chang, Carolyn	ENGL101 M07	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Chapman, Robert	HSTY202 CE66 POSC104 M01	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Church, Holly	NURS 225-M23 FLD	Adjunct	N/A	1,559.60	1/27/11 - 5/20/11
Cloutier, Scott	MATH090 IE62	Adjunct	N/A	3,120.00	1/27/11 - 5/20/11
Cogan, Elissa	BUAD103 AL1	Adjunct	N/A	2,655.00	1/27/11 - 5/20/11
Coleman, Cynthia	SOCI101 AL1, 101 AL3, 101 M12	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Connors, John	GEOL101 ME50	Adjunct	N/A	3,097.50	1/27/11 - 5/20/11
Cooper, Joanne	MATH090 M04 MATH095 M04	Adjunct	N/A	6,240.00	1/27/11 - 5/20/11
Cornish, Erin	MATH109 ME50, 090 M07, 100 M11	Adjunct	N/A	7,800.00	1/27/11 - 5/20/11
Cowan, Richard	MATH135 IE35 MATH201 ME50	Adjunct	N/A	7,105.00	1/27/11 - 5/20/11
Curtis, Benjamin	CONT208 M01 CONT115 M21	Adjunct	N/A	4,987.50	1/27/11 - 5/20/11
Cute, Jessica	ENGL102 M01	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Daehn, James	MATH109 AL1	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Davis, Andrew	HLTH126 M04 FITN240 M01	Adjunct	N/A	3,712.50	1/27/11 - 5/20/11
Decker, Aaron	ENGL100 M17, 100 M19, 204 M03	Adjunct	N/A	7,425.00	1/27/11 - 5/20/11
DeRado, Dennis	SPAN101 C43	Adjunct	N/A	4,275.00	1/27/11 - 5/20/11
Dickerson, Nancy	HUMS128, 110, SOCI201 M01	Adjunct	N/A	8,550.00	1/27/11 - 5/20/11
Doliner, R	MATH090 M03	Adjunct	N/A	3,300.00	1/27/11 - 5/20/11
Donlick, Christel	MATH095 C43 MATH100 CE66	Adjunct	N/A	5,775.00	1/27/11 - 5/20/11
Earley, Bernard	ENGL100 AL1, 100 AL2, 101 AL2	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Edgecomb, Patricia	CAPS123,141,121,121,111 AL4	Adjunct	N/A	5,163.98	1/27/11 - 5/20/11
Edmond, Amy	Forum Co-Chair	Adjunct	N/A	1,061.40	1/27/11 - 5/20/11
Eisenberg, Seth	PARC101 AL2 PARA101 AL2	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Eldridge, Kristen	FSS 115 M01	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Eller, Dawn	BIOL101 M04, 132 M04, 132 M03	Adjunct	N/A	9,735.00	1/27/11 - 5/20/11
Emilian, Catherine	DRAF118 M01	Adjunct	N/A	3,506.25	1/27/11 - 5/20/11
Emmart, Michael	HUMS212 M01,CRJU212M0,105 AL1	Adjunct	N/A	4,680.00	1/27/11 - 5/20/11
Ensign, Maryellen	MATH100 M13	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Estep, Nancy	HUMS125 CE66, M01, ECHD125 CE66, 125 M01	Adjunct	N/A	4,680.00	1/27/11 - 5/20/11
Esworthy, Barrett	HSTY111 M01 HSTY111 M02 HSTY235 M01	Adjunct	N/A	7,965.00	1/27/11 - 5/20/11
Farah, Fred	PHSC104 ME50 BIOL101 M05	Adjunct	N/A	7,600.00	1/27/11 - 5/20/11
Feavearyear, Jody	ASTR101 IE62	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Fey, James	FITN230 M26 FITN130 M16	Adjunct	N/A	1,170.00	1/27/11 - 5/20/11
Finn, Bradley	HLTH208 AL1	Adjunct	N/A	3,045.00	1/27/11 - 5/20/11
Foulkes, Ellen	RDNG116 M09	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Fuller, Harold	ASTR101 CE66	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Galezo, David	PHIL101 AL1 PHIL101 IE62 PHIL201 M01	Adjunct	N/A	8,550.00	1/27/11 - 5/20/11
Gammage-Sikora, Gina	SPAN102 M01 SPAN101 HY1	Adjunct	N/A	7,612.50	1/27/11 - 5/20/11
Garrighan, Patricia	ENGL204 M02 ENGL201 M05 ENGL204 M01	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Garrity, Kathleen	FITN204 M01 FITN205 M01	Adjunct	N/A	1,522.50	1/27/11 - 5/20/11
Gesin, Jonathan	CRJU110 M03	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Gilbert, Mary	ENGL102 AL1 ENGL204 AL2 ENGL204 AL1	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Gillis, Andrew	ART 111 M03 ART 111 M04	Adjunct	N/A	6,650.00	1/27/11 - 5/20/11
Goehner, Heather	ENGL101 M10	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Grajales, Elisa	PSYC205 ME50	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Granison, Henry	PARC101 AL1 PARA101 AL1	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Grant, Elizabeth	ENGL101 M16 ENGL101 M18	Adjunct	N/A	5,700.00	1/27/11 - 5/20/11
Guarino, Jessica	BIOL114 ME50	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11



Tompkins Cortland Community College  
Appointment of Personnel

Presented to the Board of Trustees  
January 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
January 2011 continued					
Gustafson, Wayne	PSYC101 M02 PSYC101 M01	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Gutierrez, Norma	ART 114 M02	Adjunct	N/A	2,730.00	1/27/11 - 5/20/11
Haaland, Andrew	CAPS111 AL1, AL2, AL3, CAPS 121 AL1, AL2, AL3 CAPS131 AL3, 4, 5	Adjunct	N/A	10,660.55	1/27/11 - 5/20/11
Hamilton, Thomas	CONT216 M01	Adjunct	N/A	2,062.50	1/27/11 - 5/20/11
Han, Man-Young	SPMT270 M01	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Harelson, Annemiek	NURS 120-M22 FLD	Adjunct	N/A	4,290.00	1/27/11 - 5/20/11
Hassett, Joseph	HLTH205 M01 FITN101 M01 FITN216 ME50 HLTH126 M01	Adjunct	N/A	7,600.00	1/27/11 - 5/20/11
Haynes, Susan	ACCT101 M01 ACCT101 IE62	Adjunct	N/A	8,120.00	1/27/11 - 5/20/11
Hazard, Andrea	CHEM101 M03	Adjunct	N/A	3,712.50	1/27/11 - 5/20/11
Hesse, Ralph	PSYC218 M01 PSYC103 M11	Adjunct	N/A	6,090.00	1/27/11 - 5/20/11
Hillis, Patrick	PSYC103 M15	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Hinkle, Janice	BUAD203 M02 OFFC221 M01 BUAD203 M01	Adjunct	N/A	9,737.50	1/27/11 - 5/20/11
Hogben, Bernard	HUMS111 ME50	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Hopkins, Marshall	ART 110 M01 ART 110 M02	Adjunct	N/A	5,460.00	1/27/11 - 5/20/11
Howard, Kara	NURS 120-M 24 FLD	Adjunct	N/A	1,559.60	1/27/11 - 5/20/11
Janik, Carol	CSCI160 AL1	Adjunct	N/A	3,552.50	1/27/11 - 5/20/11
Jones, Maxine	MATH100 M04 MATH100 M07	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Jones, Paula	BIOL101 ME50	Adjunct	N/A	3,097.50	1/27/11 - 5/20/11
Jones, Stephen	SOCI101 I30	Adjunct	N/A	3,045.00	1/27/11 - 5/20/11
Kaplan, Susan	ENGL099 M06 ENGL099 M09	Adjunct	N/A	6,600.00	1/27/11 - 5/20/11
Kester, Jason	COMM295 M01	Adjunct	N/A	780.00	1/27/11 - 5/20/11
Kidder, Jennifer	GEOL101 M02 GEOL101 M01	Adjunct	N/A	6,195.00	1/27/11 - 5/20/11
Klimaszewski, Nicolai	ART 111 M01 ART 111 M02	Adjunct	N/A	6,650.00	1/27/11 - 5/20/11
Kobre, Michael	BIOL114 M01 BIOL114 AL1 BIOL114 M02	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Kuck, Carol	NURS 120-M27 FLD	Adjunct	N/A	1,649.90	1/27/11 - 5/20/11
Kyle, John	CAPS131 M06 CAPS111 M06 CAPS111 M08 CAPS131 M05 CAPS121 M07 CAPS121 M05 CAPS121 M08 CAPS131 M07 CAPS111 M07	Adjunct	N/A	9,977.85	1/27/11 - 5/20/11
Labuff, Cynthia	RDNG099 M03 RDNG099 M04	Adjunct	N/A	6,240.00	1/27/11 - 5/20/11
Lafaye, Hobit	FITN208 AL1	Adjunct	N/A	1,237.50	1/27/11 - 5/20/11
Lamey, Timothy	FITN213 M01 HLTH206 M02	Adjunct	N/A	3,982.50	1/27/11 - 5/20/11
Lanning, David	ACCT101 AL1	Adjunct	N/A	8,120.00	1/27/11 - 5/20/11
Lattimore, Kathy	ENGL101 CE66	Adjunct	N/A	3,045.00	1/27/11 - 5/20/11
Lauzon, Michelle	NURS 120-M23 FLD	Adjunct	N/A	1,649.90	1/27/11 - 5/20/11
Lawless, Jeannie	BIOL101 M03 BIOL100 M01	Adjunct	N/A	6,650.00	1/27/11 - 5/20/11
Lee, In Shik	ART 114 M03	Adjunct	N/A	3,325.00	1/27/11 - 5/20/11
Liddicoat, Kendra	RECR201 M01	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Lillard, Marketa	CHEM102 M01 BIOL101 M02 BIOL101 M01	Adjunct	N/A	9,281.25	1/27/11 - 5/20/11
Lipa, Thomas	CDSC200 HY1 CDSC101 AL1	Adjunct	N/A	5,887.00	1/27/11 - 5/20/11
Lloyd, Evan	CAPS131 M01 CAPS111 M01 CAPS121 M01 CAPS121 M02	Adjunct	N/A	3,641.04	1/27/11 - 5/20/11
Loop, Mead	ENGL201 M06 ENGL201 IE62	Adjunct	N/A	5,700.00	1/27/11 - 5/20/11
Lovelace-Ross, Kristin	MATH200 IE35 MATH200 M04	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
MacDowell, Gary	HLTH206 M01 FITN215 M01 FITN108 M02	Adjunct	N/A	6,090.00	1/27/11 - 5/20/11
MacDowell, Gary	Coordinator Fitness courses with Patrick Mercer	Adjunct	N/A	1,096.08	1/27/11 - 5/20/11
MacRae, Austin	ENGL100 M12	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Manning, Kaeti	PHIL101 M01 PHIL101 M02	Adjunct	N/A	4,680.00	1/27/11 - 5/20/11
Marie, Jill	ENGL103 M01 ENGL101 M05 ENGL100 M06	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11

Tompkins Cortland Community College  
Appointment of Personnel

Presented to the Board of Trustees  
January 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
January 2011 continued					
Martin, Angela	ESOL101 M01	Adjunct	N/A	6,240.00	1/27/11 - 5/20/11
Martindale, John	HRMG101 AL1	Adjunct	N/A	3,045.00	1/27/11 - 5/20/11
McCabe, Thomas	ENGL100 M05 ENGL100 M08 ENGL201 M02	Adjunct	N/A	8,550.00	1/27/11 - 5/20/11
McCormick, Natalia	NURS 225-M25 FLD	Adjunct	N/A	1,559.60	1/27/11 - 5/20/11
McGee, Louise	Nursing 225 Clinical Supervision	Adjunct	N/A	11,165.00	1/27/11 - 5/20/11
McGory, Randy	CAPS121 CE66 CAPS111 CE66 CAPS131 CE66 BIOL125 M01 GEOL125 M01	Adjunct	N/A	7,744.64	1/27/11 - 5/20/11
McGuire, John	HSTY202 M07 HSTY202 M04 HSTY202 M03	Adjunct	N/A	8,550.00	1/27/11 - 5/20/11
McMahon, Joseph	ECON101 ME50	Adjunct	N/A	3,045.00	1/27/11 - 5/20/11
Mead, Seth	FSS 131 M01	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Meyer, Denise	ART 130 M01 ART 130 ME50 ART 130 M02	Adjunct	N/A	10,657.50	1/27/11 - 5/20/11
Miller, Paul	HSTY202 M02 HSTY202 M01	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Millman-Brown, Randi	ART 102 IE62 ART 104 ME50	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Miroiu, Mihai	FREN102 IE62 FREN102 M01	Adjunct	N/A	5,700.00	1/27/11 - 5/20/11
Moose, Barbara	NUIRS 120-M26 FLD	Adjunct	N/A	9,075.00	1/27/11 - 5/20/11
Morris, Kathy	ART 106 M01	Adjunct	N/A	3,552.50	1/27/11 - 5/20/11
Muschko, John	SOCI101 M10 SOCI101 M09	Adjunct	N/A	4,680.00	1/27/11 - 5/20/11
Need, Barbara	ENGL099 M02 ENGL099 M04	Adjunct	N/A	6,600.00	1/27/11 - 5/20/11
Neville, Lisa	ENGL102 IE62	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Nichols, James	POSC112 M01	Adjunct	N/A	3,045.00	1/27/11 - 5/20/11
Ochs, Janet	CAPS111 M04 CAPS131 M04 CAPS111 M03 CAPS121 M04 CAPS121 M03 CAPS131 M02	Adjunct	N/A	6,651.90	1/27/11 - 5/20/11
Ozolins, Peter	ART 214 M01	Adjunct	N/A	2,730.00	1/27/11 - 5/20/11
Pace, Robert	CRJU110 M01	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Parks, Paul	ART 102 M01 ART 102 M02	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Parry, Stephen	MATH132 ME50	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Pask, Margery	CAPS121 M09 CAPS121 M10 CAPS131 M09 CAPS133 M01 CAPS131 M08 CAPS133 M02	Adjunct	N/A	7,107.03	1/27/11 - 5/20/11
Patterson, Robert	ENGL100 M24	Adjunct	N/A	3,045.00	1/27/11 - 5/20/11
Payton, L. Christine	NURS 225-M22 FLD	Adjunct	N/A	1,559.60	1/27/11 - 5/20/11
Perfetti, Margaret	ENGL101 C33 ENGL100 C33	Adjunct	N/A	6,090.00	1/27/11 - 5/20/11
Perkins, Donald	COMM295 M01 COMM220 M01	Adjunct	N/A	5,582.50	1/27/11 - 5/20/11
Perkins, Donald	Engineering Duties - Radio Studio	Adjunct	N/A	1,400.00	1/27/11 - 5/20/11
Pijanowski, Gregory	ASTR101 AL1	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Pittsley, Jaclyn	ENGL100 M23 ENGL101 M17	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Plumeau, Margaret	MATH109 M05 MATH109 M04	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Pospisil, Pamela	MATH100 M01 MATH100 M02	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Prabhakar, Vinita	ENGL101 M19	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Price, Linda	ART 120 M01 ART 122 ME50	Adjunct	N/A	5,775.00	1/27/11 - 5/20/11
Price, S Lee	EMT 226 M73	Adjunct	N/A	6,240.00	1/27/11 - 5/20/11
Quick, Raymond	BUAD204 AL1 BUAD219 AL1	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Raethka, Timothy	HLTH205 ME50	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Rattray, Jamie	HLTH126 AL1 FITN149 M01 HLTH210 AL1 HLTH126 AL4 HLTH206 HY1	Adjunct	N/A	9,025.00	1/27/11 - 5/20/11
Rattray, Jamie	Coordinator Health Courses	Adjunct	N/A	1,110.44	1/27/11 - 5/20/11
Rhea, Robert	BUAD106 M01 BUAD106 M02 BUAD104 M01	Adjunct	N/A	7,965.00	1/27/11 - 5/20/11
Richards, Daphne	ENGL100 M11 ENGL100 M09	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Richards, David	POSC103 M03 COMM225 M01 POSC103 M01 BUAD201 AL3	Adjunct	N/A	9,975.00	1/27/11 - 5/20/11
Richards, David	GOVT 200 - Delhi course	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11

Tompkins Cortland Community College  
Appointment of Personnel

Presented to the Board of Trustees

January 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
January 2011 continued					
Ricker, Joseph	ENGL100 M16 ENGL099 M11	Adjunct	N/A	5,775.00	1/27/11 - 5/20/11
Rines, Ronald	HSTY201 C43 HSTY102 M03	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Ritz Deutch, Ute	HSTY101 M01 HSTY102 M04	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Robinow, Lisa	BUAD202 AL1 PARA213 AL1 PARC213 AL1 PARA213H AL1 POSC213 AL1 CRJU213 AL1	Adjunct	N/A	5,700.00	1/27/11 - 5/20/11
Rogala, Matthew	MATH090 M08 MATH200 M03 MATH100 M09	Adjunct	N/A	7,800.00	1/27/11 - 5/20/11
Rogers, Deborah	ENGL101 M09 ENGL100 M04	Adjunct	N/A	4,680.00	1/27/11 - 5/20/11
Rollins, Beverly	NURS 225-M21 FLD	Adjunct	N/A	1,559.60	1/27/11 - 5/20/11
Rolston, Simon	ENGL100 M15 ENGL101 M24 ENGL100 M21	Adjunct	N/A	7,020.00	1/27/11 - 5/20/11
Rosekrans, Linda	ENGL100 CE66 ENGL101 AL3 ENGL101 AL4	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Rossiter, Judith	PARC220 AL1 PARA205 AL1 PARC205 AL1 PARA220 AL1	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Ruben, Denise	CAPS111 IE62 CAPS131 IE62 CAPS121 IE62	Adjunct	N/A	3,325.95	1/27/11 - 5/20/11
Rukavena, Peter	BUAD106 IE62	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Ruoff, Guy	HSTY202 I30 HSTY202 M09	Adjunct	N/A	4,680.00	1/27/11 - 5/20/11
Ryan, Jessica	SOCI101 M05 WGST200 IE62 SOCE201 ME50	Adjunct	N/A	7,425.00	1/27/11 - 5/20/11
Ryan, Patrick	PSYC101 AL1 PSYC103 AL2 PSYC103 AL4	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Salisbury, Lance	PARA130 AL1 PARC130 AL1	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Sanders, David	MATH100 IE62 MATH090 M06	Adjunct	N/A	5,775.00	1/27/11 - 5/20/11
Sandy, Paul	CRJU210 ME50	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Savoie, Raymond	ENGL101 ME50	Adjunct	N/A	2,655.00	1/27/11 - 5/20/11
Schabowski, John	MATH095 M05 MATH095 M07	Adjunct	N/A	6,600.00	1/27/11 - 5/20/11
Schaffer, Patricia	NURS 225-M21 FLD	Adjunct	N/A	9,075.00	1/27/11 - 5/20/11
Schettino, Joseph	PHSC105 ME50 PHSC105 M01	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Schrag, Kimberly	ART 122 M01 ART 114 M01 ART 122 M02	Adjunct	N/A	10,657.50	1/27/11 - 5/20/11
Schultz, Shirley	SOCI101 M02 SOCI101 M01 SOCI101 M03	Adjunct	N/A	9,135.00	1/27/11 - 5/20/11
Scott, Lory	BIOL102 M03	Adjunct	N/A	2,887.50	1/27/11 - 5/20/11
Sewell, Patrick	ENVS105 M01	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Seyfried, Matthew	ENGL102 AL2 SPMT260 M01 ENGL204 AL3	Adjunct	N/A	8,550.00	1/27/11 - 5/20/11
Sheehan, John	ANTH201 M01	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Sidhu, Surinder	ENGL105 IE62	Adjunct	N/A	3,325.00	1/27/11 - 5/20/11
Sinclair, Lorraine	ENGL101 M21 ENGL101 M15 ENGL100 M13	Adjunct	N/A	7,965.00	1/27/11 - 5/20/11
Slattery, James	MATH095 M08	Adjunct	N/A	3,300.00	1/27/11 - 5/20/11
Sloan, Cindy	SOCI101 MLC1 SOCI101 CE66 SOCI101 AL2	Adjunct	N/A	9,735.00	1/27/11 - 5/20/11
Smith, Adrienne	ART 120 M02 ART 115 ME50	Adjunct	N/A	6,650.00	1/27/11 - 5/20/11
Smith, Richard	ACCT101 CE66	Adjunct	N/A	4,060.00	1/27/11 - 5/20/11
Smith, Susan	ENGL220 ME50 ENGL101 IE63	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	2,887.50	1/27/11 - 5/20/11
Speicher, Joanne	HLTH104 CE43 HLTH104 M01 NURS104 M01 NURS104 CE43	Adjunct	N/A	4,680.00	1/27/11 - 5/20/11
Sperry, George	BUAD208 ME50	Adjunct	N/A	3,045.00	1/27/11 - 5/20/11
Stanton, Dawn	PSYC209 AL2	Adjunct	N/A	2,475.00	1/27/11 - 5/20/11
Starmer, Mia	ENGL099 M05 ENGL099 ME50	Adjunct	N/A	6,240.00	1/27/11 - 5/20/11
Stevenson, David	FITN130 M10 FITN230 M20	Adjunct	N/A	1,237.50	1/27/11 - 5/20/11
Stivers, Joan	HLTH208 M01 HLTH207 M01	Adjunct	N/A	6,090.00	1/27/11 - 5/20/11
Strauf, Dale	FITN120 M02 FITN141 M01 FITN108 M01 FITN120 M01	Adjunct	N/A	3,712.50	1/27/11 - 5/20/11
Sullivan, Cynthia	NURS 225 M22 FLD	Adjunct	N/A	9,075.00	1/27/11 - 5/20/11
Sutton, Jaclyn	BUAD208 AL1 FITN130 M12 FITN230 M22 FSS 110 M01 BUAD106 M03 SPMT195 M01 SPMT190 M01	Adjunct	N/A	8,712.60	1/27/11 - 5/20/11

Tompkins Cortland Community College  
Appointment of Personnel

Presented to the Board of Trustees  
January 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
January 2011 continued					
Svensson, John	HRMG100 M01 HRMG204 M01 HRMG206 ME50	Adjunct	N/A	7,965.00	1/27/11 - 5/20/11
Tacktill, Sherry	ENGL100 M01 ENGL100 M07	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Trabucco, Mark	FITN109 M01	Adjunct	N/A	1,237.50	1/27/11 - 3/18/11
Tucker, W	FITN130 M15 FITN230 M25	Adjunct	N/A	1,522.50	1/27/11 - 5/20/11
Tvaroha, Patricia	HUMS110 M01	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	2,655.00	1/27/11 - 5/20/11
Veshcherevich, Radmila	RUSN102 M01	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Ward, Laura	PSYC103 I30	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Wavle, Sharon	CAPS133 AL1 CIS 213 AL1 CAPS131 AL2 CIS 108 AL1 CAPS131 AL1	Adjunct	N/A	9,975.95	1/27/11 - 5/20/11
Weatherby, Gregg	ENGL102 M05 ENGL102 CE43	Adjunct	N/A	4,950.00	1/27/11 - 5/20/11
Webster, Claire	FITN106 M01 FITN118 M01	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Wells, Frances	BUAD203 AL2	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Westlake, Winfield	GEOG115 M01 GEOG115 ME50	Adjunct	N/A	6,090.00	1/27/11 - 5/20/11
Westlund, Michael	WINE130 ME50 WINE220 ME50 WINE120	Adjunct	N/A	7,965.00	1/27/11 - 5/20/11
Whitecraft, Michele	CHEM101 ME50 CHEM101 ME51	Adjunct	N/A	8,550.00	1/27/11 - 5/20/11
Whitlow, Carol	PSYC103 IE62	Adjunct	N/A	2,340.00	1/27/11 - 5/20/11
Williams, Diane	BIOL105 ME50	Adjunct	N/A	5,328.75	1/27/11 - 5/20/11
Williamson, Mark	ART 102 M03	Adjunct	N/A	2,850.00	1/27/11 - 5/20/11
Wilson, Valerie	NURS 120-M21 FLD	Adjunct	N/A	1,649.90	1/27/11 - 5/20/11
Winterton, Danielle	ENGL101 IE62 ENGL101 M20	Adjunct	N/A	4,680.00	1/27/11 - 5/20/11
Wolff, Christopher	ART 200 M01	Adjunct	N/A	3,325.00	1/27/11 - 5/20/11
Woodams, William	ART 211 M01 ART 111 ME51	Adjunct	N/A	5,460.00	1/27/11 - 5/20/11
Woods, Timothy	MATH090 M01 MATH090 M02	Adjunct	N/A	7,600.00	1/27/11 - 5/20/11
Wright, Rachael	NURS 120-M25 FLD	Adjunct	N/A	1,559.60	1/27/11 - 5/20/11
Yavits, Elizabeth	ENGL201 CE66 ENGL101 M14	Adjunct	N/A	5,310.00	1/27/11 - 5/20/11
Zallnick, Anthony	MATH095 M09 MATH095 M10	Adjunct	N/A	6,600.00	1/27/11 - 5/20/11

February 2011

Waterman, Thomas	Buildings and Grounds	Cleaner, FT, Temp.	B	*30,861.95	2/03/11
Rozak, Rebecca	Adjunct Accommodations Specialist	Adjunct	N/A	3,743.04	2/07/11 - 5/24/11

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

February 8, 2011

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Frieda Zuckerberg	February 4, 2011	Other employment

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2010-2011-23**

**NOMINATION FOR 2011 NYCCT MARVIN A. RAPP AWARD  
FOR DISTINGUISHED TRUSTEE SERVICE  
BEVERLY BAKER**

**WHEREAS**, Ms. Baker of Ithaca, New York, was appointed by Governor Pataki as a member of the Tompkins Cortland Community College Board of Trustees in 1997, and

**WHEREAS**, Ms. Baker was re-appointed by Governor Pataki as a member of the Tompkins Cortland Community College Board of Trustees in 2004 to a term to expire in June 2011, and

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

**WHEREAS**, Ms. Baker's attendance at Board of Trustee meetings, regional community college trustee meetings, and many other activities on campus is exemplary, and

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

**WHEREAS**, Ms. Baker has been an active member of the community with membership in the Ithaca Rotary Club, Ithaca Woman's Club, Ithaca Business and Professional Women's Club, the Friends of Ithaca College, and the Ithaca Chapter of the American Association of University Women, to name a few, and

**WHEREAS**, Ms. Baker has received the Distinguished Alumni Award from Ithaca College, the Award for Excellence from the Tompkins County Foundation, and was honored by the Cayuga Radio Group and Cayuga Medical Center as one of the 20 Outstanding Women You Should Know for Tompkins County, and

**WHEREAS**, Ms. Baker earned her bachelor's degree from Ithaca College, and

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College recognizes Ms. Baker's continued commitment and outstanding service to the community and to the Board of Trustees, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College wishes to nominate Ms. Beverly Baker for the 2011 NYCCT Marvin A. Rapp Award for Distinguished Trustee Service, and be it further

**RESOLVED**, that the Board of Trustees hereby expresses deep and sincere appreciation for Ms. Baker's contributions to Tompkins Cortland Community College.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at an Executive Committee meeting of said Board on the 17<sup>th</sup> day of February 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 17<sup>th</sup> day of February 2011.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2010-2011-24**

**CAMPUS MASTER PLAN**

**WHEREAS**, there is a need to develop a campus master plan to address instructional space needs and instructional support space needs, and

**WHEREAS**, the College solicited proposals for design services to develop a campus master plan, and

**WHEREAS**, HOLT Architects, P.C. of Ithaca, New York has been selected to perform this work for an amount not to exceed \$66,685, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to engage the services of HOLT Architects, P.C. to proceed with the development of a campus master plan, and be it further resolved,

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

Trustees of Tompkins Cortland Community College at an Executive Committee meeting of said Board on the 17<sup>th</sup> day of February 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 17<sup>th</sup> day of February 2011.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2010-2011-25**

**DIGITAL CINEMA PROGRAM**

**WHEREAS**, as a result of various studies indicating community interest and need, a proposal has been developed for a Digital Cinema A.S. Degree Program, and

**WHEREAS**, upon review of this program proposal, the College Curriculum Committee, the faculty, the College Forum, the Provost, and the President endorsed the proposal, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the A.S. Degree Program in Digital Cinema and authorizes that it be processed for final approval by the State University of New York and the New York State Education Department.

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at an Executive Committee meeting of said Board on the 17th day of February 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 17th day of February 2011.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**PROGRAM ANNOUNCEMENT  
For Undergraduate Programs**

**Name of Institution:** Tompkins Cortland Community College

**Date:** 02/14/2011

**Proposed program title:** Digital Cinema

**Proposed degree or other award:** Associate in Science

**Total Credits:** 62-63

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

**Academic unit(s) that will offer program:** Humanities: Communication & Media Arts/Creative Writing

**Proposed HEGIS code:** 5609

**Proposed beginning date:** Fall 2011

**Program summary:** See attachment

<b>Projected enrollment:</b>	<b>When the program begins</b>	<b>After five years</b>
Full-time students	10	20
Part-time students	5	8

**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?** Sections of some of the required courses will occasionally be offered at the Cortland and Ithaca Extension Centers.

**How much?** Will vary each year

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

In addition to traditional classroom formats, some 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.



## **Summary** **Digital Cinema, A.S.**

The A.S. Digital Cinema degree program will promote student learning by encouraging scholarship in the aesthetics of cinema and technical proficiency in digital filmmaking. The program facilitates collaboration between Communications, English, Creative Writing, New Media, Art, and Photography program students and faculty. In addition, the program promotes the use of existing facilities and equipment and has been designed largely with existing courses. (A new capstone and an internship course that was previously offered as a special topics course are the exceptions.) The program is designed to prepare students for transfer to baccalaureate programs in related fields. Furthermore, the program will help build an arts community at TC3 celebrating creative expression by students and faculty.

Current students in communications courses and screenwriting courses have expressed an interest in this program. In addition, we believe the program will be of particular interest to local high school students who would like to transfer to four-year programs in related fields.

### **Employment Prospects**

The U.S. Bureau of Labor Statistics *Career Guide to Industries (2010-2011)* projects the following: “Wage and salary employment in the motion picture and video industries is projected to grow 14 percent between 2008 and 2018, compared with 11 percent growth projected for wage and salary employment in all industries combined. Job growth will result from the increase in demand for programming needed to fill the rising number of cable and satellite television channels, both in the United States and abroad. Also, more films will be needed to meet in-home demand for videos, DVDs, and films over the Internet.”

Some industry jobs such as directing and acting are extremely competitive. However, according to the Bureau of Labor Statistics, job prospects are much better for “computer specialists, multimedia artists and animators, film and video editors, and others skilled in digital filming, editing, and computer-generated imaging.” Our program emphasizes cross-training in these areas, an understanding of transmedia approaches (photography, video, computer art, digital film, animation), and the development of artistic talent, writing ability, and technical skills. Furthermore, the program provides guidance for career and transfer exploration along with guidance in portfolio development.

### **Structure of the Program**

The curriculum includes 62-63 credits and meets TC3 and SUNY General Education requirements. Students complete a common core of program courses and can focus in an area of interest such as production, screenwriting, or animation. Collaboration is encouraged throughout the program. In the capstone course, students put to use what they’ve learned in previous semesters to collaborate on a short form, narrative, digital film. The capstone project, along with individual student projects created throughout the program, can be used for transfer and employment portfolios. Students may also choose (with instructor approval) to participate in the “Hollywood trip,” a six-credit travel course that involves educational experiences on-site at television and film sets in Los Angeles.

## Special Features

- Students benefit from instruction and mentoring by accomplished faculty. We have English, Communications, New Media, and other faculty members who produce visual projects in various forms and genres. This program mines those strengths and will serve as a creative challenge for both students and faculty.
- The program fosters artistic development and technical proficiency as students write, produce, and promote their work.
- Program courses introduce students to transmedia approaches and current trends in digital production, distribution, and promotion (such as promotion through social networking).
- Students in the program take television and film-themed sections of English 100 and 101.
- Students can develop creative content in collaboration with students in related programs in our Digital Media Center.
- With the exception of the capstone and internship course, the program has been built from existing courses taught by current full-time and adjunct faculty.

## Transfer Colleges:

- Ithaca College
- Syracuse University
- SUNY Purchase
- SUNY Oswego
- SUNY Buffalo
- Cornell
- NYU
- University of Texas - Austin
- USC
- UCLA
- Emerson College
- School of Visual Arts
- Florida State University – College of Motion Picture Arts
- Full Sail University
- University of North Carolina – Wilmington
- University of North Carolina School of the Arts (Winston-Salem)
- Temple University
- Boston University

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**Digital Cinema, A.S.**  
**COURSE DESCRIPTIONS**

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**ART 111**

**Photography I**

Photography I provides students with the skills needed to accurately expose and develop film and make black and white prints in a traditional darkroom. Students utilize these skills to explore the creative and expressive applications of photography. Topics include craftsmanship, visual composition, communication of ideas, proper use of equipment, and an overview of photographic history. Note: An adjustable 35mm camera is required. A limited number of cameras are available on a rental basis from the college bookstore. ART 111 fulfills the SUNY General Education requirement in the Arts. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

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**ART 117**

**Visual Design for Electronic Media**

Basic visual vocabulary of two-dimensional design for the electronic environment is introduced. The course provides experience in applying design concepts on the computer. Topics include principles of design, composition, color systems, and the basics of using type. Prerequisites: MATH 090 and RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 099. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

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**ART 149**

**3D Animation**

Introduces concepts, techniques and skills for creation of 3D animation. Students create small projects and collaborate to produce a larger 3D animation. Topics include modeling, texturing, lighting, 3D cameras, animation, rendering, and using the Unity game engine for 3D interactivity. Prerequisite: Prior completion or concurrent enrollment in ENGL 101. 3 cr. (2 Lec., 2 Lab) Fall 2010

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**ART 212**

**Digital Photography**

This course emphasizes the production of creative photography in a digital environment. Topics include use of a digital camera, image manipulation using Adobe Photoshop, scanning, and digital printing. The work of digital photographers will be studied in the context of contemporary photography. Students are required to have an adjustable digital camera with manually adjustable aperture and shutter speed settings. Please check with the instructor for more information on recommended cameras. A limited number of digital cameras are available to rent. Prerequisites: ART 111; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

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**ART 233**

**Animation**

This course covers the principles and techniques of animation, including storyboarding, story development, and character creation. Students integrate discussions of animation with projects which include flip books, Claymation, stop motion, time lapse photography, kinetic typography and rotoscoping. Students will be expected to write storyboards and work in collaboration on in-class projects. Students will create a self-directed final animation that will comprise half of the course grade. Prerequisites: ART 110 or ART 111 or ART 117 or ART 120; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (2 Lec., 2 Lab.) Fall semester.

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**COMM 101**  
**Mass Media**

A critical issues survey course of national mass media that focuses on media literacy. The historical development, economic structure, organization, function, and effects of mass media in society today are emphasized. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

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**COMM 110**  
**Aesthetics/Techniques Video & Film Editing**

This course provides students with an increased capacity to articulate concepts and ideas pertaining to production situations using visual media. Commonly used compositional structures are analyzed through classical films, works of art, and contemporary photojournalism. Other visual elements discussed will include body language, as well as gender and cultural considerations. Students will look at the artistic and aesthetic principles of editing pictures and sound. The course combines theory, history, and practice to help students understand the storytelling choices they face in film and video editing. Prerequisite: Prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

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**COMM 111**  
**Foundations of Digital Editing**

Designed for new media and communications majors, this is a basic, practical, hands-on introduction to the concepts of digital media editing. Students will learn the theoretical knowledge of basic production, along with the tactile and artistic skills to design and produce simple edited material. Fundamental manipulation of moving and still graphics, as well as digital sound files will be covered. Students will use digital programs such as Adobe Premiere, Adobe Photoshop, and Adobe Audition. Prerequisite: Prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

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**COMM 112**  
**Foundations of Motion Graphics**

This is a basic, practical, hands-on introduction to the concepts of creating motion graphics for students in the broadcast production, communication and media arts, new media, and digital cinema programs. Students will learn the theoretical knowledge of basic production, along with the tactile and artistic skills to design and produce layered motion graphics and special effects for insertion in digital video projects. Prerequisite: Prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

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**COMM 140**  
**Introduction to Field Production**

A basic, practical, hands-on introduction to the professional creation of video & digital film materials for broadcast and other media video presentations. Students are introduced to basic camera and editing techniques; learn the theoretical knowledge of basic production; and develop the tactile skills needed to design and produce basic digital film/video material. Camera techniques, composition, lighting, sound techniques, and artistic arrangement in video productions are emphasized. Students, working as part of a professional production team, write scripts, prepare written plans, and make business-like presentations. Because of the similarity in course content, students may only receive credit for COMM 140 or COMM 115. Prerequisites: Prior completion or concurrent enrollment in ENGL 100; prior completion or concurrent enrollment in MATH 090, and RDNG 099 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

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**COMM 145****DVD Authoring**

DVD Authoring is a comprehensive introduction to making DVDs and bringing titles to the market. Students bring video clips to class and learn how to place and store them on a DVD. Students should have basic knowledge and experience with computers and software applications. Prerequisites: MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

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**COMM 210****Production and Direction**

An introduction to the directing language and techniques from the viewpoint of the director of both broadcast and sitcom television. Students explore the different production dynamics between broadcast format and sitcom television/film style. Major objectives are to develop a basic competence in the fundamentals of studio directing, to introduce the creative dimensions of the television medium of human communication, and to develop skills working as a production team. Students will learn to work with performers, production crew, and scripts. Substantial outside preparation for the laboratories will be required. Open to Broadcast Production, Communication and Media Arts, Creative Writing, and Digital Cinema majors. Prerequisite: COMM 120 or COMM 140; MATH 090 and RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

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**COMM 225****Communication Law/Ethics**

The course introduces students to communication law, with an emphasis on First Amendment issues, libel, privacy, confidentiality, access to information, etc. The ethics section is designed to help students to think critically, solve problems, and understand the consequences of what they will be doing in the "working world". Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 101 and MATH 090 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

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**COMM 240****Non Fiction & Fiction Field Production**

An intermediate-level fiction/non-fiction production course that emphasizes the production skills, storytelling concepts, and the legal and ethical framework for successful documentary and short story productions. Also covered are different stylistic approaches to the genre, and concepts related to the video maker's "voice" within his or her work. The aesthetic focus is on creative authorship, personal vision, and the exploration of strategies and methods for transforming vision into reality. The technical focus is on increasing sophistication and skill within specific areas of field production: sound recording, camera work, lighting, production planning, and computer-based nonlinear editing systems. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing; COMM 111; COMM 140; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (2 Lec., 2 Lab.) Fall and spring semesters.

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**COMM 245****Professional Video Ed & Post Production**

This course, designed for students with video editing experience, focuses on advanced techniques to help streamline system, media, and project management. The theory and practice of editing through overall projects, and post-production collaboration are emphasized. Specific topics discussed and demonstrated include the principles, terms, and concepts of random access digital editing, along with storytelling, emotion, pacing, openings, and intercutting. Screenings, class exercises and individual projects are integral parts of the course. AVID and Final Cut editing systems will be introduced. Prerequisites: COMM 110, COMM 111, COMM 112, COMM 140, prior completion or concurrent enrollment in ENGL 101, prior completion or concurrent enrollment in MATH 090 if required by placement testing, prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

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**COMM 249****Television & Film Research on Location: Hollywood**

This course includes fourteen days of experiential learning in Burbank, California. Students have the opportunity to work with professionals in the television and film industry, and to explore different career opportunities within the entertainment industry. Through studio tours, job shadowing, and lectures, students gain networking skills, job preparedness, collaboration, research methods, leadership skills, industry skills and teamwork. Five hours of pre-trip, and 20 hours of post trip class meetings are required. Full-time, matriculated students with a cumulative grade point average of 2.2 or better, and in good standing at the college are selected by an application process. Significant additional costs. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, and instructor permission. 6 Cr. (4 Lec., 2 Lab) Spring semester.

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**COMM 262****Portfolio Preparation-Communication**

Intended for Broadcast Production, Communication and Media Arts, and Digital Cinema program majors in their second year of study, students explore transfer options and/or potential employers/clients and create a visual/audio portfolio. Topics include researching transfer schools and/or employment opportunities, selecting works for the portfolio, considering different portfolio delivery and presentation methods, writing mission statements and resumes, interviewing skills, and creating a finished portfolio that meets the requirements of the targeted transfer institutions or employers. Prerequisites: Broadcast Production or Communication and Media Arts major who has completed two semesters of program courses; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (1 Lec.) Fall and spring semesters.

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**COMM 265****Communication & Media Arts Internship**

This course provides an opportunity for communications and media arts, broadcast production, and digital cinema majors to gain work experience in a media outlet. A student may participate in the communications internship after completing 12 semester hours of communications courses and meeting other requirements. Before registering for the course, students must seek permission from the communications and media arts program chair. Prerequisites: Minimum cumulative GPA 2.0; ENGL 101; C or better grade in all required COMM courses; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 3 Cr. (9 Lab.) Occasionally.

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**COMM/ENGL 298****Cinema Capstone**

Students apply what they have learned in the Digital Cinema program courses as they work together to produce a short form, narrative, digital film. The course emphasizes collaboration and cinematic storytelling and aesthetics throughout the preproduction, production, and postproduction stages. Topics include script development, business and legal concerns, budgeting and scheduling, casting, directing, art and sound design, and cinematography. Hands-on participation gives students experience with the technical aspects of preproduction (digital file management and workflow planning), production (camera, light, and sound) and post production (editing, titles and effects, score, and sound). In addition, students learn about project promotion as they explore transmedia approaches, enter targeted film festivals, and identify appropriate distribution choices. Prerequisite: Digital Cinema majors; COMM 240; ENGL 135; prior completion or concurrent enrollment in ENGL 101; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

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**ENGL 100****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.

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**ENGL 101****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.

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**ENGL 102****Approaches to Literature**

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students appreciate and understand fiction, drama, and poetry as forms of literary expression. ENGL 102 fulfills the SUNY General Education Humanities requirement. An honors section is offered. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

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**ENGL 135****Writing Workshop - Short Narrative Film**

This course explores techniques used to write screenplays for short films. Topics covered include story concept, structure, theme, setting, character, and dialogue. Visual writing is emphasized. Alternative structures for new media stories are discussed. Students complete an original screenplay for a short film (under 30 minutes). Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

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**ENGL 200****Screenwriting**

This course introduces students to the fundamentals of developing and writing screenplays for film and television. Story analysis, concept development, the writing process, and script format are emphasized. Other topics include networking, marketing, and screenwriting resources. ENGL 200 fulfills the SUNY General Education requirement in the Arts. Prerequisite: Prior completion or concurrent enrollment in ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

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**ENGL 201****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.

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**ENGL 216****Advanced Screenwriting**

This course explores the use of traditional three-act narrative structure and alternative narrative structures in the feature-length screenplay through close analysis of appropriate texts and films. The course emphasizes creative problem solving, organizational strategies, and story development. In addition, students examine screenplay format, treatments, query letters, pitching, and resources. For the major course project, students write a feature-length screenplay. Prerequisite: ENGL 200; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

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**ENGL/SOCI 218****Smart TV**

The social sciences study relationships between individual perceptions and behaviors and social and historical contexts. The humanities study the multiple ways that humans create and express meaning. This cross-disciplinary course uses a critically acclaimed television series as text to explore the complexity and representation of human experience through the twin lenses of the humanities and social sciences. Prerequisites: MATH 090 if required by placement testing; prior completion or concurrent enrollment in RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Occasionally.

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**ENGL 233****Film Analysis**

We study some of the most beautiful and powerful American films made to date. Students watch and analyze films, and learn to look deeper and deeper into the ways in which film techniques work together with narrative to create the layers of meaning that contribute to film's power as a medium. This course primarily surveys films from the American Film Institute's top 100 lists. ENGL 233 fulfills the SUNY General Education Humanities requirement. Prerequisite: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall semester.

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**ENGL 255****Writing the Dramatic Television Series**

This course explores the process of researching and writing episodes for the dramatic television series. After close analysis of appropriate texts and series episodes, students develop and write a spec teleplay for a current television drama. Prerequisite: ENGL 200; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

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**ENGL 271****Writing Internship**

This course allows students the opportunity to include an internship in their studies and to integrate classroom learning with practice before beginning their writing careers. The program chair maintains an approved list of appropriate internship sites allowing students to participate in work environments where writing-oriented tasks such as writing, editing, proofing, and production are part of the student's workload. It is anticipated that students will gain not only invaluable practical experience, but also have the opportunity to complete work product suitable for inclusion in a portfolio. Prerequisites: ENGL 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1-3 Cr. (3-9 Lab.) Fall and spring semesters.

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**FSS 160****Freshman Seminar - Communication and Media Arts**

Designed to enhance the college experience for first-year matriculated students. The Freshman Seminar employs an interactive design and a variety of instructional modalities (e.g., discussion, lecture, research, multi-media) to enhance student development in three areas vital to student success: study skills, program development, and career/transfer awareness. Students may not apply credit for more than one Freshman Seminar and may not apply credit for both ACAD 150 and a Freshman Seminar toward their degree. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

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**Select one of the following:**

**MATH 132**

**College Algebra and Trigonometry**

This course covers fundamental algebra and trigonometry between elementary algebra and pre-calculus. Topics include polynomial and rational expressions, graphing, functions, first and second-degree equations, polynomials and rational equations, absolute value, transformations, complex numbers, and right triangles and functional trigonometry. A specified model of graphing calculator is recommended. MATH 132 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 100 or appropriate qualifying test score; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH 135**

**Precalculus Mathematics**

Provides the algebraic foundation, from a function standpoint, for a standard calculus course. Topics include inverse functions and their graphs; exponential and logarithmic functions with applications; trigonometry with applications, vectors, and conic sections. A TI-83 graphing calculator is recommended. MATH 135 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 122 or MATH 132, or appropriate qualifying test score; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH 200**

**Statistics**

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required. MATH 200 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 100 or equivalent; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

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**PSYC 103**

**Introduction to Psychology**

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. PSYC 103 fulfills the SUNY General Education Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

**OR**

**SOCI 101**

**Introduction to Sociology**

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American social institutions. SOCI 101 fulfills the SUNY General Education Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

**Digital Cinema, A.S.  
Resource Needs**

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>		\$100 new DVD's annually	\$100 new DVD's annually
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>		\$500	\$800
Capital Expenditures	<i>Reallocation</i>			
	<i>New funds</i>			
Other	<i>Reallocation</i>			
	<i>New funds</i>			
Grand Total			\$600	\$900

## Library Resource Review

Monographs: Because of already established programs and courses, the library contains many monographs that will support the Digital Cinema program, including a large selection of books on film. The library staff anticipates no increase in funding to purchase books to support this program.

Media: The Library is expanding its collection of film and media to support this course, Titles will be added at the request of the instructors.

Print Periodicals: The Library subscribes to a large number of online journals that can support the program. The librarian will consult with faculty about possible print titles that might be needed in that format.

Databases: The Library's databases that support the area of Digital Cinema provide both breadth and depth. Among them are *Proquest*, *Academic Search Complete*, *American Film Scripts Online* and *Gale Virtual Reference*, With the exception of *Proquest*, all are affiliated with *SUNYConnect*, the SUNY-wide electronic library initiative,

The courses outlined in the proposed Digital Cinema Associate in Science Degree program align closely with existing courses in the Communications, English, Creative Writing, New Media, Art and Photography departments. Because of this alignment, the Library staff anticipates no need to increase in funding for library resources to support this program.

*Ann H. Sullivan*      *02/4/2011*

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2010-2011-26**

**RECREATION – EXERCISE STUDIES PROGRAM**

**WHEREAS**, as a result of various studies indicating community interest and need, a proposal has been developed for a Recreation – Exercise Studies A.S. Degree Program, and

**WHEREAS**, upon review of this program proposal, the College Curriculum Committee, the faculty, the College Forum, the Provost, and the President endorsed the proposal, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the A.S. Degree Program in Recreation – Exercise Studies and authorizes that it be processed for final approval by the State University of New York and the New York State Education Department.

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at an Executive Committee meeting of said Board on the 17th day of February 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 17th day of February 2011.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**PROGRAM ANNOUNCEMENT  
For Undergraduate Programs**

**Name of Institution:** Tompkins Cortland Community College

**Date:** 02/14/2011

**Proposed program title:** Recreation: Exercise Studies

**Proposed degree or other award:** Associate in Science

**Total Credits:** 63-65

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

**Academic unit(s) that will offer program:** Social Sciences

**Proposed HEGIS code:** 5506

**Proposed beginning date:** Fall 2011

**Program summary:** See attachment

<b>Projected enrollment:</b>	<b>When the program begins</b>	<b>After five years</b>
Full-time students	8	20
Part-time students	2	4

**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?** Sections of some of the required courses will occasionally be offered at the Cortland and Ithaca Extension Centers.

**How much?** Will vary each year

**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.



## Curriculum Recreation: Exercise Studies, A.S.

### LOWER DIVISION

### UPPER DIVISION (if applicable)

Course #	Course Title	Credits
BIOL 101 <b>OR</b> BIOL 104	Principles of Biology I** <b>OR</b> General Biology I	3-4
BIOL 114	Essentials of Nutrition	3
BIOL 201	Human Anatomy and Physiology I	4
BIOL 202	Human Anatomy and Physiology II	4
ENGL 100	Academic Writing I*	3
ENGL 101	Academic Writing II	3
ENGL 102 <b>OR</b> ENVS 105	Approaches to Literature <b>OR</b> Environmental Ethics	3
ENGL 201 <b>OR</b> ENGL 204	Fundamentals of Speech <b>OR</b> Fundamentals of Interpersonal Communication	3
FITN Elective		1
FITN 208	Weight Control	1
FITN 215	Aerobic Conditioning	1
HLTH 126	Health and Fitness	1
HLTH 205	First Aid & Safety Education****	3
SUNY GEN ED Mathematics Elective		3-4
PSYC 103 <b>OR</b> SOC1 101	Introduction to Psychology <b>OR</b> Introduction to Sociology	3
RECR 110	Introduction to Recreation	3
RECR 120	Leadership in Recreation	3
RECR 220	Programming for Recreation and Leisure	3
RECR 230	Personal Training and Aerobic Leadership	3
RECR 232	Physiology of Exercise	3
RECR 285	Recreation Field Work	3
Restricted Elective***		3
Unrestricted Elective*****		3
<b>Total Credits</b>		63-65

Course #	Course Title	Credits
<b>Total Credits</b>		

\* A student exempted from ENGL 100 must substitute a three credit Liberal Arts Elective. This course should be selected in consultation with the student's advisor.

\*\* Students with High school Biology and Chemistry with minimum Regents exam grades of 80% within the past 5 years can take BIOL 104. The BIOL101 and BIOL102 sequence is recommended.

\*\*\* Students must complete either BIOL 101 AND BIOL 102 with a C or better grade; or BIOL 104 with a C or better grade as a prerequisite for BIOL 201. Students, who complete BIOL 104 in the first semester, should select a SUNY GEN ED approved course to fulfill this requirement.

\*\*\*\* Students who can provide a current First Aid Certification of Responding to Emergencies or higher and an Adult, Child and Infant CPR or higher should complete RECR 210 Diversity and Inclusion.

\*\*\*\*\* RECR 150 Play Across Cultures, BUAD 103 Entrepreneurship I, HLTH 206 Personal Health, SUNY GE Foreign Language Elective, CHEM 101 Introduction to Chemistry, or RECR 210 Diversity and Inclusion are recommended.

## **Summary**

### **Recreation: Exercise Studies, A.S.**

Physical Fitness is a fast-growing, popular and necessary field in America and around the world. The Recreation: Exercise Studies degree program is designed to prepare students for careers in public or private fitness centers, YMCA's, hospitals, and other wellness centers. Students will also develop a foundation for fitness assessments, exercise program, aerobics, personal training, recreation leadership skills and knowledge required to be an effective and competent fitness leader and to apply for certification from several different national accredited fitness agencies. Students will graduate with a foundation in the liberal arts and sciences; they will also be prepared for transfer to a Fitness or Recreation related baccalaureate degree program, and to work effectively and safely in the field. Though closely related to the teaching field of Physical Education, this major is not designed to effectively prepare students to transfer into a baccalaureate degree in PE.

#### **Agencies offering Certification in Fitness/Personal Training**

1. American College of Sports Medicine <http://www.acsm.org/>
2. National Academy of Sports Medicine <http://www.nasm.org/findaschool/>
3. American Council on Exercise <http://www.acefitness.org/>
4. National Council on Strength and Fitness <http://www.ncsf.org>

#### **Potential Transfer Options:**

1. Lock Haven University, PA – BS in Fitness Recreation Major  
<http://www.lhup.edu/catalog/discipline/Recreation-Management/>
2. SUNY Cortland, NY – BS in Recreation Management Major (non-fitness related recreation degree) <http://www2.cortland.edu/departments/recreation/>
3. Syracuse University – BS in Health and Exercise Science -  
[http://soe.syr.edu/academic/exercise\\_science/undergraduate/health\\_and\\_exercise\\_science/default.aspx](http://soe.syr.edu/academic/exercise_science/undergraduate/health_and_exercise_science/default.aspx)
4. Ithaca College – BS in Recreation Management Major (non-fitness related recreation degree) <http://www.ithaca.edu/hshp/depts/rls/programs/recmgt/>
5. Ithaca College – BS in Exercise Science Major (non-recreation related fitness degree) <http://www.ithaca.edu/hshp/depts/ess/programs/es/>
6. CUNY Brooklyn College - B.S. degree program in exercise science - (non-recreation related fitness degree)  
[http://www.brooklyn.cuny.edu/pub/Department\\_Details.jsp?div=U&dept\\_code=68&dept\\_id=87](http://www.brooklyn.cuny.edu/pub/Department_Details.jsp?div=U&dept_code=68&dept_id=87)
7. George Mason University – BS in Health, Fitness and Recreation Resources – Exercise Science  
[http://catalog.gmu.edu/preview\\_program.php?catoid=5&pooid=1243&returnto=436](http://catalog.gmu.edu/preview_program.php?catoid=5&pooid=1243&returnto=436)

#### **Local Employment Option: - Brief Look**

1. TC3 Athletic Facility
2. Curves For Women
3. YMCA in Cortland
4. YWCA in Cortland
5. Finger Lakes Fitness – Ithaca
6. Cortland Fitness Center – Cortland
7. Littlefield's Personal Training- Ithaca
8. Anytime Fitness Center – Cortland, NY
9. Nautilus Fitness Center – Binghamton
10. YMCA - Johnson City

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**Recreation: Exercise Studies, A.S.**  
**COURSE DESCRIPTIONS**

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**BIOL 101**

**Principles of Biology I**

BIOL 101 is the first course of a two-semester sequence presenting an overview of major biological principles. Course topics include chemistry as it relates to organisms, cell morphology and physiology, and genetics. The course is intended for students who do not plan to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Nursing students may take BIOL 101 and CHEM 101 to meet their program requirements. Substantial outside preparation for lectures and laboratories is required. BIOL 101 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisite: 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. (2 Lec., 2 Lab.) Fall and spring semesters.

AND

**BIOL102**

**Principles of Biology II**

BIOL 102 is the second course of a two-semester sequence presenting an overview of major biological principles. It is appropriate for students who are not planning to transfer to an upper level major in science, environmental science, medicine, or a science-related field. Major topics will include evolution, biodiversity, animal form and function, and ecology. Prior completion of BIOL 101 is not required. Substantial outside preparation for lectures and laboratories is required. BIOL 102 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 102 and BIOL 105 toward their degree. 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. (2 Lec., 2 Lab.) Fall and spring semesters.

OR

**BIOL 104**

**General Biology I**

This is the first semester of an introductory level biology sequence designed for students who plan to transfer to an upper level program in science, environmental science, medicine, or a science-related field. Students who are interested in a rigorous study of biology may also enroll. Topics include basic chemistry and biochemistry, cell morphology, physiology and energetics; and classical and molecular genetics. Laboratories are strongly quantitative. Substantial outside preparation for lectures and laboratories is required. BIOL 104 fulfills the SUNY General Education Natural Sciences requirement. Students may not apply credit for both BIOL 101 and BIOL 104 toward their degree. Prerequisites: High School biology and chemistry with minimum Regents exam grades of 80% within the past five years or BIOL 101; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Fall and spring semesters.

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**BIOL 114**

**Essentials of Nutrition**

An integration of basic nutritional science, diet and clinical nutrition. Basic concepts in chemistry, biochemistry and physiology are included, as well as diet assessment of the normal individual. A variety of consumer topics are considered. BIOL 114 fulfills the SUNY General Education Natural Sciences requirement, but is not a laboratory science course. Prerequisites: MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

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**BIOL 201****Human Anatomy and Physiology I**

The first course of a two-semester introductory level sequence in human anatomy and physiology intended for students pursuing a career in fields such as medicine, chiropractic, physical therapy, physical education, or recreation. Topics considered are body plan and organization, biochemical organization and function of cells, metabolism, homeostasis, tissues, skeletal and muscular systems, and the nervous system. Dissection of the cat supplements the laboratory materials. Substantial outside preparation for lectures and laboratories is required. Prerequisites: BIOL 104, or BIOL 101 and 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 095 and ENGL 100 if required by placement testing. 4 Cr. (3 Lec., 3 Lab.) Fall semester.

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**BIOL 202****Human Anatomy and Physiology II**

The second course of a two-semester introductory level sequence in human anatomy and physiology intended for students pursuing a career in fields such as medicine, chiropractic, physical therapy, physical education, or recreation. Topics considered are the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, and early development. Dissection of the cat supplements the laboratory materials. Substantial outside preparation for lectures and laboratories is required. Prerequisites: BIOL 201; MATH 095 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (3 Lec., 3 Lab.) Spring semester.

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**ENGL 100****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.

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**ENGL 101****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.

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**ENGL 102****Approaches to Literature**

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students appreciate and understand fiction, drama, and poetry as forms of literary expression. ENGL 102 fulfills the SUNY General Education Humanities requirement. An honors section is offered. Prerequisites: ENGL 101; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

OR

**ENVS 105****Environmental Ethics**

At heart, all environmental controversies are composed of ethical dilemmas. For example, how much value should be placed on endangered species? What is the equitable way to control greenhouse gas emissions? What moral obligations do we have to non-human animals? This humanities course will function as a framework for analyzing the belief systems that underlie environmental controversies and discussing application of ethical theories to environmental decisions. Ultimately it will ask the student to articulate their own ethical approach to the natural world. Local and global issues are addressed. Intended for all students, regardless of major field of study. The course may be used for a liberal arts, humanities, or unrestricted elective requirement. It will not satisfy a science elective requirement. 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 and spring semesters.

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**ENGL 201****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.

OR

**ENGL 204****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. Prerequisite: ENGL 100; RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

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**FITN 208****Weight Control**

This course, designed for the student who is interested in investigating weight control issues, uses basic principles of weight loss through diet and exercise. Each student designs a weight management program to meet individual goals. Theory and physical exercise are the primary focus. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

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**FITN 215****Aerobic Conditioning**

This course provides opportunities for aerobic conditioning and strength training. Students have unlimited access to the college fitness center, without charge. Each student is provided with an individual exercise performance chart, a personal fitness testing data record sheet, and is guided into a comprehensive exercise routine. The course combines group lectures, use of the fitness center, optional use of the pool, and an outdoor walk/jogging trail. The fitness center has adaptive equipment. Prerequisites: Prior completion or concurrent enrollment in ENGL 099 and RDNG 099 if required by placement testing. 1 Cr. (2 Lab.) Fall and spring semesters.

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**HLTH 126****Health and Fitness**

Students closely examine the elements of health and health-related components of physical fitness in this introductory course. Planning and participating in an interesting successful exercise and nutrition program is a fundamental aspect of this course. Successfully preventing, responding to injury/illness, and increasing or maintaining a productive level of energy are all issues which, when managed properly, contribute to an improved quality of life. Additional topics addressed include finding meaningful work, enjoying leisure activities, growing older successfully, and improving and protecting the environment. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

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**HLTH 205****First Aid and Safety Education**

This is a study of the typical injuries, illnesses, and emergency situations received in workplace, recreation, home and community, as well as the corresponding first aid skills needed to manage those emergencies until Emergency Medical Services (EMS) personnel arrive. This course emphasizes ways to prevent such scenarios and helps students confront their fears of stepping forward to provide assistance. The corresponding American Red Cross certificate(s) in CPR and First Aid are given upon satisfactory completion of the requirements. Prerequisites: RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

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**Select one of the following:**

**MATH 109****Statistical Literacy**

This course is a study of selected topics from basic probability and statistics, including equally likely outcomes, conditional probability, mutually exclusive events, independent events, multiplication rule, mean, median, mode, standard deviation, normal curve, margin of error, and expected value. It is intended as a math elective for students without a background in algebra and is not a substitute for a standard statistics course. Students are required to have a calculator capable of computing mean and standard deviation, TI-34II recommended. Cooperative work is encouraged. Math 109 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 090 if required by placement testing; RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 103 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH 115****Mathematics for Elementary School Teachers II**

This is the second in a two-semester course sequence for students who intend to become elementary school teachers, or for students in the Early Childhood program. The course is designed to provide an understanding of the various mathematical concepts presented in elementary school. There is an emphasis on problem solving. Communicating using mathematical language and notation is stressed. Topics include probability and statistics, geometry, concepts of measurement, tessellations, congruence and constructions. MATH 115, together with MATH 113, fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 113 or equivalent; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH 122****Technical Mathematics**

Designed specifically to meet the needs of students in technology programs, this course is a study of fundamental algebraic operations, linear equations, functions, applied geometry, trigonometry, and vector analysis. MATH 122 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 100 or appropriate qualifying test score; prior completion or concurrent enrollment in RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH 132****College Algebra and Trigonometry**

This course covers fundamental algebra and trigonometry between elementary algebra and pre-calculus. Topics include polynomial and rational expressions, graphing, functions, first and second-degree equations, polynomials and rational equations, absolute value, transformations, complex numbers, and right triangles and functional trigonometry. A specified model of graphing calculator is recommended. MATH 132 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 100 or appropriate qualifying test score; prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH 135****Precalculus Mathematics**

Provides the algebraic foundation, from a function standpoint, for a standard calculus course. Topics include inverse functions and their graphs; exponential and logarithmic functions with applications; trigonometry with applications, vectors, and conic sections. A TI-83 graphing calculator is recommended. MATH 135 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 122 or MATH 132, or appropriate qualifying test score; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH 200****Statistics**

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required. MATH 200 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 100 or equivalent; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 3 Cr. (3 Lec.) Fall and spring semesters.

**MATH 201****Calculus I**

This is a first course in calculus for all disciplines. Topics include limits, continuity, derivatives of algebraic and trigonometric functions, antiderivatives, and the definite integral. Applications including curve sketching, optimization problems, related rates, area under and between curves, and volumes of revolution. A graphing calculator is recommended. MATH 201 fulfills the SUNY General Education Mathematics requirement. Prerequisites: C or better grade in MATH 135 or appropriate qualifying test score; RDNG 099 if required by placement testing; prior completion or concurrent enrollment in ENGL 100. 4 Cr. (4 Lec.) Fall and spring semesters.

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**PSYC 103****Introduction to Psychology**

This course provides students with a basic understanding of psychology. Theories and research relating to emotions and stress, abnormal behavior, motivation, learning, personality, methods of therapy, biology and behaviors, developmental psychology, and social psychology are discussed. PSYC 103 fulfills the SUNY General Education Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

OR

## **SOCI 101**

### **Introduction to Sociology**

This is an introductory study of the basic concepts, theoretical principles, and methods used within the discipline of sociology. Emphasis is on group interaction, social and cultural processes, and the structure and organization of American social institutions. SOCI 101 fulfills the SUNY General Education Social Sciences requirement. An honors section is offered. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, MATH 090, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

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## **RECR 110**

### **Introduction to Recreation**

This course is an analytical introduction to the nature, history, and evolution of leisure, recreation, and play over the lifespan. Leisure implications for individuals, groups, and society are explored, and the delivery of such services is discussed. Prerequisites: Prior completion or concurrent enrollment in ENGL 100 and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

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## **RECR 120**

### **Leadership in Recreation**

Introduces basic concepts, principles, techniques, strategies, and problems of leading in the recreation setting. The common roles of leaders are addressed, and effective leadership practices and their application to organized group activities are analyzed. This is a hands-on learning course. Volunteer work at a community agency is required. Prerequisites: Prior completion or concurrent enrollment in ENGL 100, RECR 110, and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Spring semester.

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## **RECR 220**

### **Programming in Recreation and Leisure**

A study of programming principles and techniques for recreational, leisure, and other human-service settings. Provides programming skills, theories, and practical experiences in budgeting, program areas, program formats, life stages, objective writing, and evaluation of recreation programming. Particular focus is on the design and implementation of recreation programs for leisure-related services. Prerequisites: RECR 110; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 cr. (3 Lec.) Spring semester.

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## **RECR 230**

### **Personal Training and Aerobic Leadership**

This course is designed to teach students the principles of exercise programs to become effective personal trainers and group fitness instructors. Information covered in this course will help students learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design aerobic and anaerobic exercise programs that help clients to improve posture, movement, flexibility, balance, core function, cardio respiratory fitness, and muscular endurance strength. Additionally, students will cover the practical and educational components of teaching a safe and effective group fitness class. Prerequisites: MATH 095 and RDNG 116 if required by placement testing; ENGL 100; FITN 215; prior completion or current enrollment in BIOL 201. 3 Cr. (2 Lec., 2 Lab.) Spring semester.

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## **RECR 232**

### **Exercise Physiology**

This course will cover the acute physiological responses and chronic adaptations to exercise. This includes scientific evaluation of neuromuscular, metabolic, cardiovascular, hormonal, and respiratory systems as they pertain to the human mechanism as a whole and acute and chronic exercise. Prerequisites: MATH 095 and RDNG 116 if required by placement testing; ENGL 100; prior completion or current enrollment in BIOL 201. 3 Cr. (3 Lec., 1 Lab.) Spring semester.



**RECR 285****Recreation Field Work**

Integrating classroom education with an experiential field experience, students complete 120+ service hours in an approved recreational agency under the combined supervision of a field professional and the TC3 instructor. During this experience, students are required to observe recreation professionals, plan, participate in, and lead recreational experiences for the agency. Additional fee required. Prerequisites: MATH 095 and RDNG 116 if required by placement testing; ENGL 100; RECR 110; prior completion or concurrent enrollment in RECR 120 and RECR 220. 3 Cr. (9 Lab.) Fall and spring semesters.

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**Recreation: Exercise Studies A.S.  
Resource Needs**

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>		\$2,500 <sup>1</sup>	10,000 <sup>1</sup>
Library	<i>Reallocation</i>			
	<i>New funds</i>			
Equipment	<i>Reallocation</i>			
	<i>New funds</i>		\$1,000- \$1,500 <sup>2</sup>	\$1,000- \$1,500 <sup>2</sup>
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>			
Grand Total			\$3,500-4,000	\$11,000-11,500

Figures above based on the following:

1. Adjunct per credit cost of \$825/Credit hour or \$2,475 / 3 credit course rounded to \$2,500 per year. Year 1 calculated with 1 adjunct section. Year 5+ calculated with 4 adjunct sections in today's dollars.
2. Small equipment costs. E.g. Calculators, Skin Calipers, Reach Boxes, Tapes, Step Boxes, VO2 Max test meters, and etc. Cost is per year.

## Library Resource Review

Monographs: Because of already established programs and courses, the library contains many monographs that consider topics in health, biology, nutrition and recreation. The library staff anticipates no increase in funding to purchase books to support this program.

Media: *Films on Demand*, our recently acquired database of streaming educational videos, contains films that focus on health, recreation and biology. Its potential for use in both traditional and virtual courses makes it especially useful in online courses.

Print Periodicals: The Library subscribes to a number of online journals that can support this program. Among the print journals that are relevant are *Journal of Physical Education, Recreation and Dance, Health, Men's Health* and *Runner's World*.

Databases: The Library's databases that support the area of Exercise Studies provide both breadth and depth. Among them are *Proquest, Academic Search Complete, Cinahl Plus, Gale Virtual Reference, Health Reference Center, PsycARTICLES, Psychology and Behavioral Sciences Collection* and *Science Direct*. With the exception of *Proquest*, all are affiliated with *SUNYConnect*, the SUNY-wide electronic library initiative,

The courses outlined in the proposed Exercise Studies Associate in Science Degree program align closely with existing courses in Recreation, Biology and Health Courses. Because of this alignment, the Library staff anticipates no need to increase in funding for library resources to support this program.

*Ann H. Sullivan*      *02/4/2011*