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

TOMPKINS CORTLAND COMMUNITY COLLEGE

BOARD OF TRUSTEES

THURSDAY, JUNE 20, 2019
RONALD W. SPACE BOARD ROOM – 5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – May 16, 2019
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
9. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives – written report provided)
11. Information Items:
    a. Human Resources Updates

12. Consent Agenda (Action Items):
    a. Capital Payments
    b. Appointment of Personnel
    c. Appropriation of Fund Balance
    d. Appropriation of Board Designated Reserve Funds
    e. Adoption of the Proposed 2019-2020 Operating Budget
    f. 2019-2020 Tuition and Fee Schedule
    g. Shared Governance Bylaws – Revision
    h. Maintenance of Academic Standards
    i. In Appreciation of Chad Miller

13. Standing Reports:
    a. College Forum
    b. Faculty Student Association
    c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
    d. Chairperson's Report – Ray Schlather
        i. Nominating Committee
    e. Liaison Report (Cortland County) – Kelly Preston
    f. Liaison Report (Tompkins County) – Michael Lane
    g. Student Trustee's Report – Chad Miller
    h. President's Report

14. Dialogue – Marketing

15. Upcoming Events:
    a. Next Board Meeting (Annual and Regular) – July 18, 2019

16. Executive Session (to discuss personnel item – no action to be taken)

17. Adjournment

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

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 16, 2019
RONALD W. SPACE BOARD ROOM
5:30 P.M.

PRESENT: Roxann Buck, Elizabeth Burns, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Chad Miller, Raymond Schlather, and Bruce Tytler

EXCUSED: Judy Davison

ABSENT: None

COUNTY LIAISONS: Michael Lane

STAFF: Sheila Abbey, Jan Brhel, Bryan Chambala, Sharon Clark, Tim Densmore, Susan Dewey, Mary Ellen Ensign, Julie Gerg, LaSonya Griggs, Deborah Mohlenhoff, Orinthia Montague, Cathy Northrop, Anna Regula, Paul Reifenheiser, Malvika Talwar, Blixy Taetzsch, Jason Thayer, Peter Voorhees

GUESTS: Lana Esho, 2019-2020 Student Trustee

1. **Call to Order:** The meeting was called to order at 5:37 p.m. by Chairman Schlather in the Ronald W. Space Board Room at the College.

2. **Roll Call:** Ms. Northrop called the roll.

3. **Welcome Guests:** Chairman Schlather welcomed guests. He asked for a moment of silence in memory of the senior resident assistant and 2017 Alum, Glennys Cordero, who recently lost her life in an automobile accident.

4. **Approval of Agenda:** Mr. McSherry moved that the agenda be approved as presented; seconded by Ms. Burns; carried unanimously.

5. **Public Comment:** None.

6. **Approval of Minutes – April 18, 2019:** Ms. Burns moved that the minutes of the April 18, 2019, regular meeting be approved as presented; seconded by Mr. Miller; carried unanimously.

7. **Communications:** Mr. Miller introduced Lana Esho who was recently elected as the 2019-2020 Student Trustee. Her term will begin July 1, 2019.

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

9. **Provost and Vice President of Academic Affairs – Report:** Written report provided. Provost Reifenheiser mentioned that the Board members will be invited to hear the Guided Pathways keynote speaker here on campus on June 27. Mary Ellen Ensign, and Anna Regula provided information about the COAS proposal to revise the academic standards.

10. **Information Items:**
    a. **Human Resources Updates –** Mr. Lane asked about the CSEA Complaint with the disposition stating "waiting for a response from Tompkins County." He wondered if he could help in any way. Ms. Clark mentioned that this has to do with the Tompkins County Health Consortium changing providers.

11. **Consent Agenda (Action Items):** Mr. Tytler moved that the Consent Agenda be approved as presented; seconded by Mr. McSherry; carried unanimously.
    a. **Capital Payments –** No discussion.
    b. **Treasurer's Report – January 31, 2019 –** No discussion.
    c. **Treasurer's Report – February 28, 2019 –** No discussion.
    d. **Appointment of Personnel –** No discussion.
    e. **Special Education Advocacy Credential –** No discussion.
    f. **2019 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching – Erin Cornish –** No discussion.
    g. **2019 Chancellor's/Trustees' Award for Excellence in Classified Service – Rhonda Kowalski –** No discussion.
    h. **2019 Chancellor's/Trustees' Award for Excellence in Faculty Service – Melissa Schmidt –** No discussion.
    i. **2019 Chancellor's/Trustees' Award for Excellence in Professional Service – Michelle Nightingale –** No discussion.
    j. **2019 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities – Amber Gilewski –** No discussion.
    k. **2019 Chancellor's/Trustees' Award for Excellence in Teaching – Eric Sambolec –** No discussion.
    l. **In Appreciation of Marianne (Mimi) Ansbro –** No discussion.
    m. **In Appreciation of Franklin Bickford –** No discussion.
    n. **In Appreciation of Susan Cerretani –** No discussion.
    o. **In Appreciation of Lawrence (Larry) Chase –** No discussion.
    p. **In Appreciation of Richard Grossman –** No discussion.
    q. **In Appreciation of Martha Hubbard –** No discussion.
    r. **In Appreciation of Barbara Kobritz –** No discussion.
    s. **In Appreciation of Bonnie Moffett –** No discussion.
    t. **In Appreciation of Cathy Northrop –** No discussion.
    u. **In Appreciation of Karen Pastorello –** No discussion.
    v. **In Appreciation of Tammy Smith –** No discussion.
    w. **In Appreciation of Marilyn Webb –** No discussion.
    x. **2019 Friend of the College Award – Franklin Bickford –** No discussion.

12. **Standing Reports:**
    a. **College Forum –** Written report provided.

b. **Faculty Student Association –** Written report provided. The FSA received several proposals on how to deal with a projected deficit, and one was a recommendation from the Student Government Association to raise the student activity fee by $30. The Board agreed that the executive committee will work to come up with a balanced budget for next year.
c. **Tompkins Cortland Community College Foundation, Inc. –** Written report provided.
d. **Chairperson's Report –** Chairman Schlather asked that the Board members complete President Montague's evaluation and return to Cathy Northrop to compile the results which will then be discussed at the June meeting.
e. **Liaison Report (Cortland County) –** No report.
f. **Liaison Report (Tompkins County) –** Mr. Lane reported on the joint meeting of the Tompkins and Cortland County Legislatures to discuss the College's operating budget. The meeting was held at the Cortland Extension Center with a very detailed presentation that laid out the reality of the budget situation. Tompkins County will be appointing a full count committee for the census in Tompkins County. This time the census will be handled online, which could be a problem.
g. **Student Trustee's Report –** Written report provided.
h. **President's Report –** Written report provided. President Montague mentioned that a message will be sent to the college community about curtailing spending. She was recently appointed to the American Association of Community Colleges Commission on Small and Rural Colleges.

13. **Dialogue Session –** ***Race in Minnesota – A Good Time for the Truth*** **–** There was a lengthy discussion on how this book had impacted the members of the Board.

14. **Executive Session (to discuss a personnel issue – no action to be taken) –** Mr. Tytler moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Ms. Michell-Nunn; carried unanimously. The meeting convened in executive session at 7:47 p.m.

    The meeting reconvened in regular session at 8:15 p.m.

15. **Upcoming Events –** No discussion.

16. **Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Mr. Miller; carried unanimously. The meeting adjourned at 8:16 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

TO: Board of Trustees
FROM: Paul Reifenheiser, Ph.D.
Provost and Vice President of Academic Affairs
DATE: June 11, 2019
SUBJECT: June Provost Report

Meetings: I have been working on the following over the past few weeks: budget meetings; interviews with the candidates for the Coordinator of Tutoring; Guided Pathways work to talk about the Online Scale of Adoption Assessment (OSOAA), which is a check up on our progress for Guided Pathways after our first year; Guided Pathways Perkins mini-grants; discussions about potential SUNY/State changes to Concurrent Enrollment Policy Guidelines; meetings to talk about profit/loss measurements with Disney and Summer Global initiatives, which is part of our Strategic Planning for our International Department; a draft of a Fresh Start Policy for those who have been out of College for multiple years; some discussion about P-Tech possibly renting out of some of classroom space; OER meetings to craft a short term and long term plan to deal with the departure of Amy Becker (and please join me in wishing Amy well in her future endeavors); a meeting with Bridges Cornell Heights to talk about possible partnerships; and, of course, collecting and cataloging annual reports.

CIU: College Initiative Upstate (CIU) held a graduation ceremony on Thursday at Coltivare. CIU is a program that helps those who have been a part of the criminal justice system prepare for entrance into College. Most graduates of the prep program attend TC3, and many of have graduated. We had a celebration of the students in this program. It was absolutely fantastic. I am seriously proud that we help support CIU, and Benay Rubenstein – who runs CIU – and I have been actively talking about increasing our support and involvement. They are a wonderful community partner, helping people improve their lives.

ALANA: There was a breakfast at Coltivare to celebrate the first 2 ALANA scholarships graduates. You may recall that the goal of the ALANA scholarship is to help diversify the ranks of those who help people with chemical dependency in Tompkins County. Let me add two things: first, I love the concept and the approach of this program, and I am a big fan. Second, the creation of this was a brilliant combination of multiple community partners, the College Foundation, faculty/staff, and students. I had absolutely nothing to do with the creation of this, so I am not always sure why they keep inviting me to the dinners and breakfasts. But I'll keep going, because this is absolutely worth advertising and celebrating. And the two graduates are wonderful with amazing stories.

Graduation/Pinning/Retirement: Graduation was awesome and the total effort for the event (from the folks making the grounds and buildings look great, to the volunteers helping out, to the graduates, to the food, and to those orchestrating the ceremony, and to all who helped someone make it to graduation) really is something about which we all should be proud. A few days before graduation, the Nursing Pinning was fantastic as well. The nurses put on a moving event, with a special shout-out to Glenna McMinn who

spearheaded the organization of it. The diversity and the enthusiasm of those being pinned was powerful stuff. The Ithaca Parade was fun and zany and rainy! And, finally, the event for those retiring was a powerful reminder of the importance of the people who make this place work and have made it work for decades. And we really can't say thank you enough to all who are retiring. But please let me offer up one more. Thank you: though I have only seen a glimpse of what you have meant to the College, your impact is clear and positive and lasting. So the last few weeks have had a lot of enjoyable events. It was a nice way to round out an academic year.

Survey: Malvika and I have solicited feedback from the campus via an anonymous survey. We know we have a lot to do and learn, and we are open to hearing your thoughts and ideas and criticisms. Thus, we have asked for some anonymous feedback from everyone. The questions deal with both our performance and any areas of concern or areas of strength at the College about which you think we should know. We will use this information to assess our performance, adjust accordingly, and help the College as best we can.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of June 20, 2019

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Assistant Professor of Nursing	August 2019	May 6, 2019	June 6, 2019	Accepting Applications
Assistant Director of Student Activities & the Student Center	April 2019	March 21, 2019	April 22, 2019	On-Campus Interviews
Clinical Counselor	August 2019	November 5, 2018	Ongoing until Filled	Accepting/Reviewing Applications/ Zoom Interviews
Coordinator of Diversity Education and Support Services	June 2019	March 29, 2019	April 15, 2019	On-Campus Interviews Concluded
Coordinator of Summer Cultural Activities: Global Connections	June 2019	May 28, 2019	June 11, 2019	Accepting Applications
Coordinator of Tutorial and Accommodation Services	June 2019	April 4, 2019	May 6, 2019	On-Campus Interviews Concluded
Director of Student & Residence Life	March 2019	January 30, 2019	March 4, 2019	Concluded Not To Fill
Instructional Technology Associate	July 2019	June 5, 2019	July 8, 2019	Accepting Applications
Vector Network Program Associate (.75 FTE/Grant Funded)	May 2019	April 10, 2019	April 24, 2019	Scheduling On-Campus Interviews

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Senior Account Clerk (1.0 FTE Temporary through 08/31/19)	Budget and Finance	April 2019	Hired: Don Mack (06/10/19)
Project Assistant	Student Success Services	May 2019	Hired: Heather Moore (05/31/19)

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	June 2019	Accepting Applications
Graduate Assistant	Residence Life/Student Center	June 2019	Accepting Applications
Teacher Aide	Childcare	August 2019	Accepting Applications
Kitchen Assistant	Childcare	August 2019	Accepting Applications
Assistant Teacher	Childcare	August 2019	Accepting Applications

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Office Coordinator	Childcare	August 2019	Accepting Applications
Head Teacher	Childcare	August 2019	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	June 2019	Accepting Applications Hired: D'Arcy Carter (5/21/19)
Banquet Bartender	TC3 Bistro	June 2019	Accepting Applications Hired: D'Arcy Carter (5/21/19)
Banquet Supervisor	TC3 Bistro	June 2019	Accepting Applications
Bartender	TC3 Bistro	June 2019	Accepting Applications Hired: D'Arcy Carter (5/21/19)
Busser/Food Runner	TC3 Bistro	June 2019	Accepting Applications
Dishwasher	TC3 Bistro	June 2019	Accepting Applications
Line Cook	TC3 Bistro	June 2019	Accepting Applications
Server	TC3 Bistro	June 2019	Accepting Applications Hired: D'Arcy Carter (5/21/19)
Host/Hostess	TC3 Bistro	June 2019	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of June 20, 2019

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoe	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
FACULTY ASSOC.		
Faculty Association	Gated Parking Lot	College will close access from Bahar Drive and reactivate the arm gate to Lot #6 in mid-October.
Faculty Associate	Dismissal or discipline of an employee.	Discipline of Faculty Association Member
PAA		
TC3 ADJUNCT ASSOC.		

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 18, 2019

Resignations/Retirements/Separations

NAME	EFFECTIVE	REASON
Jennifer Amato	07/09/19	Other Employment
Donna Casula	06/14/19	Non-Renewal

FACULTY STUDENT ASSOCIATION

James Collins	8/31/19	Retrenchment

BISTRO

None

TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - JUNE 2019

	AMOUNT	SUBTOTAL	GRAND TOTAL
Childcare Facility Project			
Administrative			
Harris Beach Legal Fees, All Seasons Dispute Invoice #2311234	$610.05		
Will Munson, Mileage fo Travel to Childcare Ctr Site/Meeting	$34.80		
Total Administrative		$644.85	
Computer Network			
Friedman Electric (PO#32784) Modular Jackcats, Invoice #S036615330.001	$1,293.60		
Amazon Wall Jacks	$66.20		
Computer Network		$1,359.80	
Design/Architectural Services			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3146 Invoice #3147 Related Expenses	$10,407.50 $312.72		
Total Design/Architectural Services		$10,720.22	
Electrical			
Blanding Electric (PO #32185) Application #10	$48,460.53		
Total Electrical		$48,460.53	

FFE

Frontrunner (PO #32748)		
Surveillance System, Invoice #37161	$24,854.99	
American Time (PO #32800)		
Intergrated Clock System, Invoice #817803	$2,259.45	
Total FFE		$27,114.44

General Construction

Streeter Associates (PO #32183)		
Application #12, General	$188,505.65	
Duke Company		
GeoSoxx Filtrexx 8'x200'		
Invoice #003020026	$450.00	
Total General Construction		$188,955.65

HVAC/Mechanical

Kimball, Inc. (PO #32186)		
Application #11	$12,557.14	
Total HVAC/Mechanical		$12,557.14

Plumbing

Brosh Mechanical, Inc. (PO #32187)		
Application #10	$24,302.20	
Total Plumbing		$24,302.20

Materials Testing/Inspection Services

SJB Services (PO #32231)		
Invoice #CT-18-040-11	$1,112.00	
Total Materials Testing Services		$1,112.00

TOTAL CHILDCARE FACILITY PROJECT	$315,226.83
TOTAL CAPITAL PAYMENTS	**$315,226.83**

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-60

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019, 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 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-55

APPROPRIATION OF FUND BALANCE

WHEREAS, the operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2018 through August 31, 2019 was adopted via resolution 2017-2018-85, and

WHEREAS, projected enrollment for 2018-2019 is less than budgeted causing tuition revenues to be lower than planned, and

WHEREAS, the College has available fund balance totaling $1,187,527 as of May 31, 2019, and

WHEREAS, it has been determined that the College will need up to $300,000 in fund balance to replace lost revenue, be it therefore

RESOLVED, that fund balance in the amount of up to $300,000 be appropriated to replace lost revenue, and be it further

RESOLVED, that the Clerk of the Board of Trustees will forward certified copies of this resolution to the Cortland County Legislature and the Tompkins County Legislature, for their approval.

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** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019 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 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-58

APPROPRIATION OF BOARD DESIGNATED RESERVE FUNDS

WHEREAS, the operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2018 through August 31, 2019 was adopted via resolution 2017-2018-85, and

WHEREAS, projected enrollment for 2018-2019 is less than budgeted causing tuition revenue to be lower than planned, and

WHEREAS, the College has Board Designated Reserves totaling $718,431 as of August 31, 2018, and

WHEREAS, it has been determined that the College will need up to $400,000 in Board Designated Reserve funds to replace lost revenue, be it therefore

RESOLVED, that Board Designated Reserve funds in the amount of $400,000 be appropriated to replace lost revenue.

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** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019 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 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-57

ADOPTION OF THE PROPOSED 2019-2020 OPERATING BUDGET

WHEREAS, a proposed operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2019 through August 31, 2020 has been presented to the Board of Trustees of Tompkins Cortland Community College pursuant to Section 6306 of the Education Law, be it therefore

RESOLVED, that an operating budget in the amount of $35,695,519 for the fiscal year September 1, 2019 through August 31, 2020 is adopted pursuant to Section 6306 of the Education Law, and be it further

RESOLVED, that the Clerk of the Board of Trustees will forward certified copies of the resolution to the Cortland County Legislature, the Tompkins County Legislature, and the State University of New York for their approval.

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** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019 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 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

2019-2020 PROPOSED OPERATING BUDGET

TOMPKINS CORTLAND COMMUNITY COLLEGE

Tompkins Cortland Community College
Operating Budget Proposal
2019-2020

Board of Trustees

Raymond Schlather, Chair
Roxann Buck
Elizabeth Burns
Judy Davison
Arthur Kuckes
Matthew McSherry
Schelley Michell-Nunn
Bruce Tytler
Chad Miller, Student Trustee
Orinthia Montague, President

June 2019

Board Liaisons

Michael Lane
Kelly Fairchild-Preston

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
TABLE OF CONTENTS

	Page
Highlights and Analysis of Budget Changes	**2-3**
Budget Requirements	
Budget Resources	**4-5**
Budget Appropriations	**6-9**
Tables and Charts	
Schedule of Employee Benefits	**10**
Revenue History	**11**
TC3 and SUNY Community Colleges History Cost Per FTE	**12**
Enrollment History (Chart I)	**13**
Gross Revenues by Source (Chart II)	**14**
Net Revenues by Source (Chart III)	**15**
Appropriations Percent by Function (Chart IV)	**16**
Appropriations Percent by Object (Chart V)	**17**

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET HIGHLIGHTS

Revenues

Basic State aid for 2019-2020 will be $2,947 per FTE (an increase of $100 from $2,847) or 98% of the prior year base funding, whichever is higher. The projected enrollment for 2018-2019 is 3,172 and 3,129 for 2019-2020. We are proposing a 3% increase in full-time and 5% increase in part-time tuition for the 2019-2020 year. The 2019-2020 budget includes a 5% increase in sponsor cash contribution. Out of County Chargeback FTE's are projected to be 1,350 in 2018-2019 and 1,325 for 2019-2020.

Reserves

We are proposing to appropriate $500,000 from fund balance for 2019-2020.

Appropriations

The College's proposed spending plan for 2019-2020 is 12.4% less than the approved 2018-2019 budget, which decreased by .27% over the preceding year. Personnel and fringe benefits comprise 74.8% of the College's budget. There are expenditures for equipment amounting to $161,872. Contractual expenses of $5,505,512 are increasing by 1.53% and comprise 15.4% of the College operating budget. Contractual offsets representing concurrent enrollment scholarships and global program administration amount to $3,322,159, which is 9.3% of the College operating budget.

Personnel Services

Total wages show a decrease of (4.26%) over the prior year's approved budget. This reflects a reduction of 10 FTE staff positions remaining unfilled for 2019-2020.

Equipment

The 2019-2020 budget includes $161,872 for equipment replacement, which amounts to .45% of the operating budget.

Contractual Expenses

The 2019-2020 contractual expenses are increasing by $83,102 or 1.53% from the prior year level.

Contractual Offsets

Contractual tuition offsets are decreasing (56.98%). This decrease reflects an accounting change for our concurrent enrollment program.

Employee Benefits

The overall budgeted costs for employee benefits are increasing by $108,393 or 1.28% in 2019-2020. This increase is a combination of increases in retirement incentive payouts and reductions in anticipated health insurance costs.

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
ANALYSIS OF BUDGET CHANGES - APPROPRIATIONS AND REVENUES

				2018-2019 BUDGET VERSUS 2019-2020 REQUEST	
	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	INCREASE (DECREASE)	PERCENT VARIANCE
REVENUES					
Tuition & Fees	20,707,978	20,361,693	14,598,154	(5,763,539)	(28.31%)
New York State	10,469,118	10,613,687	10,479,311	(134,376)	(1.27%)
Local Sponsors	4,650,364	4,650,364	4,882,882	232,518	5.00%
Charges to Other Counties	4,049,964	4,471,544	4,584,500	112,956	2.53%
Other Revenues	575,814	606,862	588,800	(18,062)	(2.98%)
Appropriated Fund Balance	246,503	45,000	500,000	455,000	1011.11%
Allocation of Designated Reserves	161,714	-	61,872	61,872	100.00%
Total Revenues	**40,861,455**	**40,749,150**	**35,695,519**	**(5,053,631)**	**(12.40%)**
APPROPRIATIONS BY FUNCTION					
Instruction	21,892,322	21,968,413	16,516,789	(5,451,624)	(24.82%)
Student Service	5,581,104	5,439,270	5,013,818	(425,452)	(7.82%)
Public Service	-	-	134,784	134,784	100.00%
Academic Support	2,437,665	2,612,620	3,111,423	498,803	19.09%
Library	837,899	862,236	841,500	(20,736)	(2.40%)
Operation & Maintenance of Plant	3,877,057	3,878,957	3,968,370	89,413	2.31%
Institutional Support	2,451,985	2,524,211	2,348,113	(176,098)	(6.98%)
General Institutional Services	3,764,673	3,463,443	3,760,722	297,279	8.58%
Total Appropriations By Function	**40,842,705**	**40,749,150**	**35,695,519**	**(5,053,631)**	**(12.40%)**
APPROPRIATIONS BY OBJECT OF EXPENSE					
Personal Services	19,826,509	18,941,160	18,134,543	(806,617)	(4.26%)
Equipment	76,792	200,000	161,872	(38,128)	(19.06%)
Contractual Expenses	5,369,297	5,422,410	5,505,512	83,102	1.53%
Contractual Offsets	7,353,667	7,722,540	3,322,159	(4,400,381)	(56.98%)
Employee Benefits	8,216,440	8,463,040	8,571,433	108,393	1.28%
Total Appropriations By Object	**40,842,705**	**40,749,150**	**35,695,519**	**(5,053,631)**	**(12.40%)**

TUITION

Full-time tuition is increasing 3% to $5,100 and part-time tuition is increasing 5% to $190 per credit hour. Enrollment is budgeted at 3,129 FTEs, which is 43 FTE's lower than our projection of 3,172 for 2018-2019 enrollment. In total, tuition and fee revenue is decreasing by ($5,763,539) or (28.31%). Approximately $4,000,000 of this decrease is due to the change in accounting requirements for the concurrent enrollment program.

GOVERNMENT APPROPRIATIONS

New York State Operating Assistance

Total budgeted State aid is decreasing ($134,376) over the 2018-2019 budget. Total State aid for 2019-2020 represents 29% of appropriations, compared to 26% in 2018-2019 and 25.7% in 2017-2018. The State Aid rate for 2019-2020 is calculated at $2,947 (a $100/FTE increase) or 98% of the prior year's base aid amount. The College budget includes 98% of the prior year base aid amount as it is slightly higher than the per FTE funding amount.

Local Sponsors

5% increase in sponsor funding is being requested with the 2019-2020 operating budget. The sponsor cash support level for 2019-2020 will be 13.6% of the total net operating budget compared to 11.6% in 2018-2019 and 11.5% in 2017-2018.

Appropriated Fund Balance

We will be appropriating $500,000 from fund balance in the 2019-2020 budget.

Charges to Other Counties

Out of county chargeback FTE's for 2019-2020 are projected to be 1,325. The projected chargeback rate of $3,460 for 2019-2020 is an increase from $3,080 in 2018-2019.

OTHER REVENUES

Other revenues are decreasing (18,062) or (2.98%) from 2018-2019.

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
BUDGET RESOURCES

	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	2018-2019 BUDGET VERSUS 2019-2020 REQUEST INCREASE (DECREASE)	2018-2019 BUDGET VERSUS 2019-2020 REQUEST PERCENT VARIANCE
Tuition					
Fall & Spring	16,804,867	16,219,321	11,613,619	(4,605,702)	(28.40%)
Winter	109,450	81,300	85,500	4,200	5.17%
Summer	1,022,521	1,151,864	802,125	(349,739)	(30.36%)
Nonresident Tuition	1,429,535	1,581,308	961,370	(619,938)	(39.20%)
Student Fee Revenue	1,341,605	1,327,900	1,135,540	(192,360)	(14.49%)
Total Tuition	**20,707,978**	**20,361,693**	**14,598,154**	**(5,763,539)**	**(28.31%)**
Government Appropriations					
New York State	10,469,118	10,613,687	10,479,311	(134,376)	(1.27%)
Local Sponsors	4,650,364	4,650,364	4,882,882	232,518	5.00%
Charges to Other Counties	4,049,964	4,471,544	4,584,500	112,956	2.53%
Appropriated Fund Balance	246,503	45,000	500,000	455,000	1011.11%
Allocation of Designated Reserves	161,714	0	61,872	61,872	100.00%
Total Government Appropriations	**19,577,663**	**19,780,595**	**20,508,565**	**727,970**	**3.68%**
Other Revenues					
Service Fees	102,769	102,000	98,800	(3,200)	(3.14%)
Interest Earnings	3,990	4,000	4,000	-	0.00%
Contract/Noncredit Tuition	240,628	289,000	240,000	(49,000)	(16.96%)
Other Unclassified Revenues	63,504	66,000	81,000	15,000	22.73%
Grant Offsets	164,923	145,862	165,000	19,138	13.12%
Total Other Revenues	**575,814**	**606,862**	**588,800**	**(18,062)**	**(2.98%)**
TOTAL REVENUES	**40,861,455**	**40,749,150**	**35,695,519**	**(5,053,631)**	**(12.40%)**

INSTRUCTION
Instruction expenses are budgeted to decrease ($5,451,624) or (24.82%).

Personal Services and Employee Benefits: Personal Services and Employee Benefits are decreasing ($983,798) or (7.7%) over 2018-2019. This decrease reflects personnel reductions due to lower enrollment and/or retirements.

Equipment: There are no Instructional Equipment requests for 2019-2020.

Contractual Expenses: Contractual expenses are decreasing ($4,467,826) or (48.61%) over 2018-2019. This decrease is primarily due to the change in accounting requirements for the concurrent enrollment program.

STUDENT SERVICES
Student Services are budgeted to decrease ($425,452) or (7.82%).

Personal Services and Employee Benefits: Personal Services and Employee Benefits are decreasing ($453,338) or (10.5%). This decrease is due to personnel reductions and/or retirements as well as reclassification of postitions to Academic Support.

Equipment: There are no Student Service Equipment requests for 2019-2020.

Contractual Expenses: Contractual expenses are increasing $27,886 or 2.44%.

PUBLIC SERVICE
Public Service includes the new office of outreach and community engagement.

Personal Services and Employee Benefits: Personal Services and Employee Benefits represent 100% of the Public Service budget.

ACADEMIC SUPPORT
Academic Support expenses are budgeted to increase $498,803 or 19.09%.

Personal Services and Employee Benefits: Personal Services and Employee Benefits are increasing $569,019 or 27.4%. This is due to reclassification of employees from Student Services to Academic Support.

Equipment: There is $50,000 of equipment funds allocated in 2019-2020, a (50%) decrease from the prior year.

Contractual Expenses: Contractual expenses are decreasing ($20,216) or (4.61%).

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
BUDGET APPROPRIATIONS

	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	2018-2019 BUDGET VERSUS 2019-2020 REQUEST INCREASE (DECREASE)	PERCENT VARIANCE
Instruction					
Personal Services	9,083,443	8,830,788	8,010,129	(820,659)	(9.29%)
Equipment	4,614	0	0	0	100.00%
Contractual Expenses	9,039,933	9,191,900	4,724,074	(4,467,826)	(48.61%)
Employee Benefits	3,764,332	3,945,725	3,782,586	(163,139)	(4.13%)
Total Instruction	**21,892,322**	**21,968,413**	**16,516,789**	**(5,451,624)**	**(24.82%)**
Student Services					
Personal Services	3,209,713	2,974,796	2,608,235	(366,561)	(12.32%)
Equipment	3,614	0	0	0	0.00%
Contractual Expenses	1,037,618	1,144,002	1,171,888	27,886	2.44%
Employee Benefits	1,330,159	1,320,472	1,233,695	(86,777)	(6.57%)
Total Student Services	**5,581,104**	**5,439,270**	**5,013,818**	**(425,452)**	**(7.82%)**
Public Service					
Personal Services	0	0	91,503	91,503	100.00%
Equipment	0	0	0	0	0.00%
Contractual Expenses	0	0	0	0	0.00%
Employee Benefits	0	0	43,281	43,281	100.00%
Total Public Service	**0**	**0**	**134,784**	**134,784**	**100.00%**
Academic Support					
Personal Services	1,516,945	1,433,634	1,794,434	360,800	25.17%
Equipment	5,106	100,000	50,000	(50,000)	(50.00%)
Contractual Expenses	286,966	438,438	418,222	(20,216)	(4.61%)
Employee Benefits	628,648	640,548	848,767	208,219	32.51%
Total Academic Support	**2,437,665**	**2,612,620**	**3,111,423**	**498,803**	**19.09%**

LIBRARIES
Library expenses are budgeted to decrease ($20,736) or (2.4%).

Personal Services and Employee Benefits: Personal Services and Employee Benefits are decreasing ($31,005) or (4.4%) due to retirements.

Equipment: There are no Library Equipment requests for 2019-2020.

Contractual Expenses: Contractual expenses in the Library are increasing $10,269 or 6.35% over 2018-2019.

MAINTENANCE AND OPERATION OF PLANT
Maintenance and Operation of Plant expenses are increasing $89,413 or 2.31%.

Personal Services and Employee Benefits: Personal Services and Employee Benefits are increasing $25,653 or .87% due to a change in allocation of fringe benefits.

Equipment: Maintenance & Operations equipment needs have been addressed by leasing needed items.

Contractual Expenses: Budgeted contractual expenses are increasing $63,760 or 6.87%. This represents increases in lease costs as well as any antipated increases in utilities.

INSTITUTIONAL SUPPORT
Institutional Support expenses are budgeted to decrease ($176,098) or (6.98%).

Personal Services and Employee Benefits: Personal Services and Employee Benefits are decreasing ($221,023) or (9.8%). This is due to decreases in personnel as well as reclassifications of staff to General Institutional Services.

Equipment: There are no Institutional Support equipment requests for 2019-2020.

Contractual Expenses: Contractual expenses in the administrative area are increasing $44,925 or 16.12%. This increase is primarily due to changes in required service agreements.

GENERAL INSTITUTIONAL SERVICES
General Institutional Services are budgeted to increase $297,279 or 8.58%.

Personal Services and Employee Benefits: Personal Services and Employee Benefits are increasing $261,484 or 11.1%. This is primarily due to reclassification of positions from Institutional Support.

Equipment: There is $111,872 in Institutional equipment requests for 2019-2020, including the use of reserves to replace telecommunications equipment.

Contractual Expenses: Budgeted contractual expenses in the area of General Institutional Services are increasing by $23,923 or 2.39%. This increase is primarily due to changes in required services agreements.

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
BUDGET APPROPRIATIONS (CONTINUED)

	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	2018-2019 BUDGET VERSUS 2019-2020 REQUEST INCREASE (DECREASE)	PERCENT VARIANCE
Libraries					
Personal Services	481,285	484,224	454,562	(29,662)	(6.13%)
Equipment	525	0	0	0	0.00%
Contractual Expenses	156,637	161,661	171,930	10,269	6.35%
Employee Benefits	199,452	216,351	215,008	(1,343)	(0.62%)
Total Libraries	**837,899**	**862,236**	**841,500**	**(20,736)**	**(2.40%)**
Maintenance and Operations					
Personal Services	2,184,274	2,039,549	2,020,687	(18,862)	(0.92%)
Equipment	4,442	0	0	0	0.00%
Contractual Expenses	783,142	928,138	991,898	63,760	6.87%
Employee Benefits	905,199	911,270	955,785	44,515	4.88%
Total Maintenance and Operations	**3,877,057**	**3,878,957**	**3,968,370**	**89,413**	**2.31%**
Institutional Support					
Personal Services	1,555,985	1,552,118	1,374,461	(177,657)	(11.45%)
Equipment	1,222	0	0	0	0.00%
Contractual Expenses	249,952	278,607	323,532	44,925	16.12%
Employee Benefits	644,826	693,486	650,120	(43,366)	(6.25%)
Total Institutional Support	**2,451,985**	**2,524,211**	**2,348,113**	**(176,098)**	**(6.98%)**
General Institutional Services					
Personal Services	1,794,865	1,626,051	1,780,532	154,481	9.50%
Equipment	57,269	100,000	111,872	11,872	11.87%
Contractual Expenses	1,168,717	1,002,204	1,026,127	23,923	2.39%
Employee Benefits	743,822	735,188	842,191	107,003	14.55%
Total General Institutional Services	**3,764,673**	**3,463,443**	**3,760,722**	**297,279**	**8.58%**
TOTAL APPROPRIATIONS	**40,842,705**	**40,749,150**	**35,695,519**	**(5,053,631)**	**(12.40%)**

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
SCHEDULE OF EMPLOYEE BENEFITS

Employee Benefits	ACTUAL 2017-2018	BUDGET 2018-2019	REQUEST 2019-2020	2018-2019 BUDGET VERSUS 2019-2020 REQUEST INCREASE (DECREASE)	2018-2019 BUDGET VERSUS 2019-2020 REQUEST PERCENT VARIANCE
Retirement Incentive Costs	211,560	250,000	340,000	90,000	36.00%
State Employee's Retirement	709,702	1,047,808	1,093,404	45,596	4.35%
State Teacher's Retirement	190,323	262,400	280,000	17,600	6.71%
Optional Retirement Fund	1,063,318	1,029,189	1,063,501	34,312	3.33%
Social Security	1,465,375	1,442,137	1,383,850	(58,287)	(4.04%)
Worker's Compensation	124,079	140,000	140,000	0	0.00%
Miscellaneous Employee Benefits	26,906	25,000	25,000	0	0.00%
Disability Insurance	13,590	11,500	11,500	0	0.00%
Hospital and Medical Insurance	4,125,210	4,074,697	3,963,778	(110,919)	(2.72%)
Employee Tuition Benefits	126,145	91,940	100,400	8,460	9.20%
Life Insurance	10,480	10,000	10,000	0	0.00%
Vacation Benefits	103,518	18,369	100,000	81,631	444.40%
Unemployment Insurance	46,234	60,000	60,000	0	0.00%
Total Employee Benefits	**8,216,440**	**8,463,040**	**8,571,433**	**108,393**	**1.28%**

Retirement Incentive Costs: The budgeted amount is increasing due to the number of retirees and anticipated payouts of incentives.
Retirement System Costs: These amounts are estimated based on anticipated rates in the coming year.
S**ocial Security:** Anticipated costs are decreasing due to decreases in personnel.
Hospital and Medical Insurance: Anticipated costs are decreasing due to personnel changes.
Vacation Benefits: The 18-19 budget amount reflects contractual give backs in vacation days for one year.

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
REVENUE HISTORY

STUDENT RESIDENT TUITION

YEAR	STUDENT REVENUE	% OF NET REVENUE *	FULL-TIME PER FTE	PART-TIME PER CREDIT	$ Increase/FTE Full-time	Increase %	10 yr avg
10-11	$16,645,481	48.7%	$3,760	$139.00	$180	**5.03%**	
11-12	$17,364,561	49.3%	$3,950	$143.00	$190	**5.05%**	
12-13	$17,857,620	48.7%	$4,150	$147.00	$200	**5.06%**	
13-14	$18,053,469	48.4%	$4,300	$152.00	$150	**3.61%**	
14-15	$18,049,293	48.5%	$4,500	$157.00	$200	**4.65%**	
15-16	$18,655,562	47.4%	$4,650	$164.00	$150	**3.33%**	
16-17	$18,970,297	47.4%	$4,790	$172.00	$140	**3.01%**	
17-18	$19,269,879	47.8%	$4,950	$181.00	$160	**3.34%**	**3.61%**
18-19B	$18,780,385	47.0%	$4,950	$181.00	$0	**0.00%**	
19-20B**	$13,462,614	38.9%	$5,100	$190.00	$150	**3.03%**	

* This includes Resident Tuition and Technology Fee

** Large change is % of net revenue due to changes in accounting requirements for concurrent enrollment

STATE AID

YEAR	GROSS	PER FTE	% OF NET REVENUE	$ Increase/FTE State Aid	Increase %	
10-11	$9,124,623	$2,260	26.9%	-$285	**-11.20%**	
11-12	$8,669,975	$2,122	24.8%	-$138	**-6.11%**	
12-13	$9,383,530	$2,272	25.7%	$150	**7.07%**	
13-14	$9,948,789	$2,422	26.7%	$150	**6.60%**	
14-15	$10,046,308	$2,497	26.7%	$75	**3.10%**	
15-16	$10,160,283	$2,597	25.8%	$100	**4.00%**	
16-17	$10,457,656	$2,697	26.1%	$100	**3.85%**	
17-18	$10,501,648	$2,747	25.8%	$50	**1.85%**	**1.63%**
18-19B	$10,613,687	$2,847	26.4%	$100	**3.64%**	
19-20B**	$10,479,311	$2,947	29.9%	$100	**3.51%**	

** Large change is % of net revenue due to changes in accounting requirements for concurrent enrollment

LOCAL SHARE

YEAR	SPONSOR CASH	SPONSOR FTE's	INCREASE $	INCREASE %	CHARGES TO OTHER COUNTY'S	% OF NET REVENUE *	CHARGEBACK RATE	NON-RESIDENT	
10-11	$4,254,915	1,937	$0	0.00%	$3,298,807	24.0%	$2,000	$ 855,113	
11-12	$4,254,915	1,834	$0	0.00%	$3,530,546	25.4%	$2,040	$ 1,225,896	
12-13	$4,297,464	1,851	$42,549	1.00%	$3,751,854	25.4%	$2,312	$ 1,141,970	
13-14	$4,426,388	1,817	$128,924	3.00%	$3,709,800	24.3%	$2,360	$ 1,258,394	
14-15	$4,559,180	1,710	$132,792	3.00%	$3,948,840	24.8%	$2,530	$ 1,159,328	
15-16	$4,650,364	1,699	$91,184	2.00%	$4,344,906	25.3%	$2,700	$ 1,353,950	
16-17	$4,650,364	1,609	$0	0.00%	$3,947,333	25.1%	$2,710	$ 1,456,672	
17-18	$4,650,364	1,620	$0	0.00%	$4,143,120	25.0%	$2,830	$ 1,252,350	***1.40%***
18-19B	$4,650,364	1,636	$0	0.00%	$4,471,544	26.6%	$3,080	$ 1,581,308	
19-20B**	$4,882,882	*1,600*	*$232,518*	*5.00%*	*$4,584,500*	*31.2%*	*$3,460*	*$ 961,370*	

** Large change is % of net revenue due to changes in accounting requirements for concurrent enrollment

* This includes sponsor cash, use of surplus, charges to other counties and non-resident tuition

TOMPKINS CORTLAND COMMUNITY COLLEGE 2019-2020 PRELIMINARY BUDGET
HISTORY OF COST PER FTE FOR ALL SUNY COMMUNITY COLLEGES

Year	FTE TC3	Expenditures Gross TC3	Gross Cost Per FTE TC3	% Change	Gross Cost Per FTE SUNY Comm. Colleges	% Change	Expenditures Net TC3	Net Cost Per FTE TC3	% Change
95-96	2,104	$13,771,002	$6,545	8.1	$6,452	(0.6)	$13,272,525	$6,308	8.1
96-97	2,003	$13,995,466	$6,986	6.7	$6,702	3.9	$13,464,368	$6,721	6.5
97-98	2,086	$14,511,364	$6,957	(0.4)	$6,865	2.4	$13,911,448	$6,669	(0.8)
98-99	2,211	$15,296,547	$6,919	(0.5)	$7,156	4.2	$14,425,063	$6,525	(2.2)
99-00	2,325	$16,124,021	$6,935	0.2	$7,324	2.3	$15,394,545	$6,621	1.5
00-01	2,378	$17,361,414	$7,300	5.3	$7,460	1.9	$16,569,275	$6,967	5.2
01-02	2,637	$18,424,400	$6,987	(4.3)	$7,392	(0.9)	$17,590,284	$6,670	(4.3)
02-03	2,917	$20,689,720	$7,093	1.5	$7,459	0.9	$19,624,493	$6,728	0.9
03-04	2,955	$22,580,000	$7,641	9.4	$7,801	4.6	$21,231,950	$7,185	7.7
04-05	3,100	$23,354,350	$7,534	(1.4)	$8,120	4.1	$22,048,849	$7,113	(1.0)
05-06	3,110	$25,389,946	$8,164	8.4	$8,469	4.3	$24,727,988	$7,951	11.8
06-07	3,189	$27,641,821	$8,668	6.2	$8,913	5.2	$27,008,457	$8,469	6.5
07-08	3,451	$29,964,194	$8,683	0.2	$9,066	1.7	$29,168,050	$8,452	(0.2)
08-09	3,626	$32,280,306	$8,902	2.5	$9,028	(0.4)	$31,593,228	$8,713	3.1
09-10	3,967	$34,566,676	$8,712	(2.1)	$8,739	(3.2)	$33,887,749	$8,542	(2.0)
10-11	3,953	$34,519,303	$8,732	0.2	$8,995	2.9	$33,888,634	$8,573	0.4
11-12	4,000	$35,568,440	$8,893	1.8	$9,342	3.9	$34,912,498	$8,729	1.8
12-13	3,894	$37,365,419	$9,596	7.9	$9,719	4.0	$36,673,589	$9,418	7.9
13-14	3,748	$37,877,209	$10,106	5.3	$10,157	4.5	$36,808,146	$9,821	4.3
14-15	3,633	$38,786,325	$10,676	5.6	$10,652	4.9	$37,697,063	$10,376	5.7
15-16	3,691	$42,871,514	$11,615	8.8	$11,314	6.2	$39,346,248	$10,660	2.7
16-17	3,480	$40,590,537	$11,674	0.5	$11,755	3.9	$39,847,877	$11,451	7.4
17-18	3,470	$40,842,705	$11,770	0.8	$12,366	5.2	$40,065,695	$11,546	0.8
18-19P	3,175	$34,990,471	$11,021	(6.4)			$34,431,671	$10,845	(6.1)
19-20B	3,129	$35,695,519	$11,408	3.5			$35,106,719	$11,220	3.5

P-Projected Actual
B-Budgeted

Net Expenditures=Gross Expenditures - Other Revenues

SUNY represents 30 upstate community colleges
Information taken directly from SUNY Annual Report for Community Colleges

CHART 1

Student Enrollment
Full-Time Equivalent (FTE)

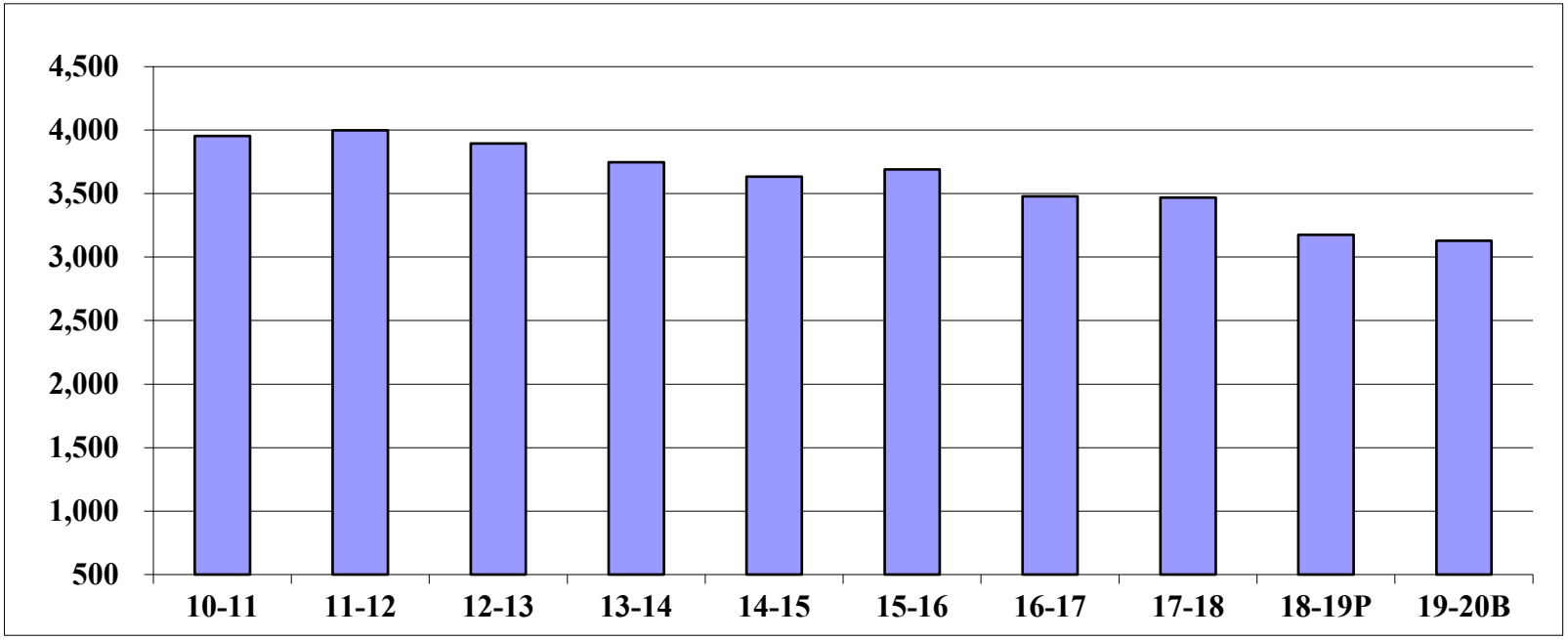


CHART II

2019-2020 Percent Gross Revenues By Source

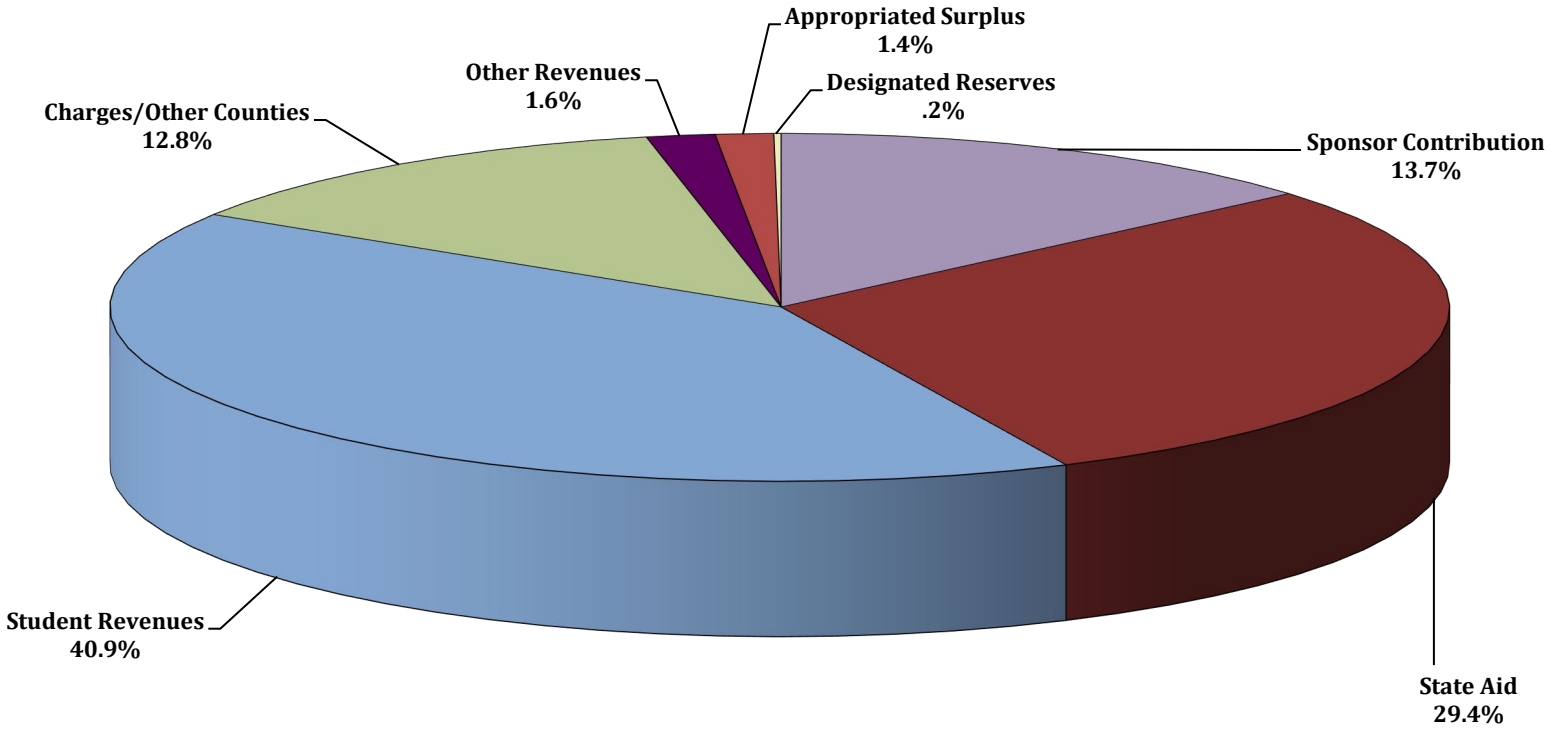


CHART III

2019-2020 Percent Net Revenues By Source

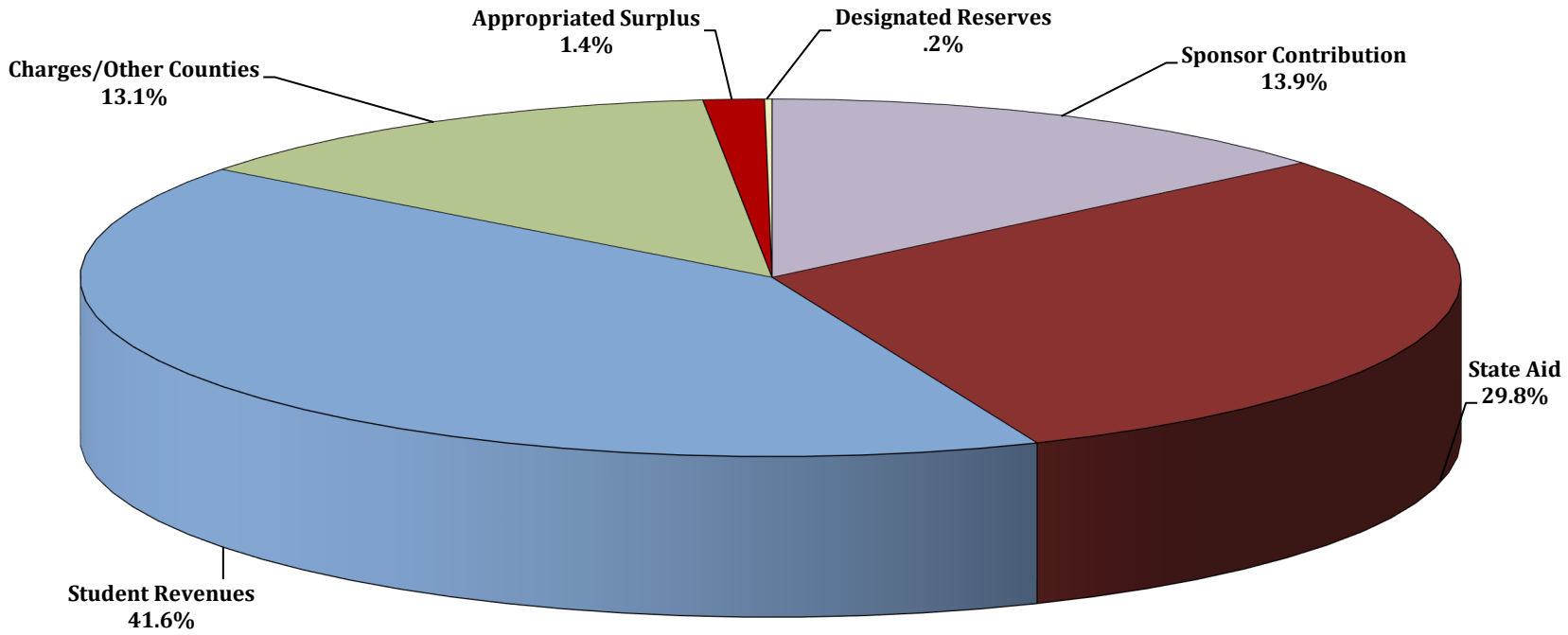
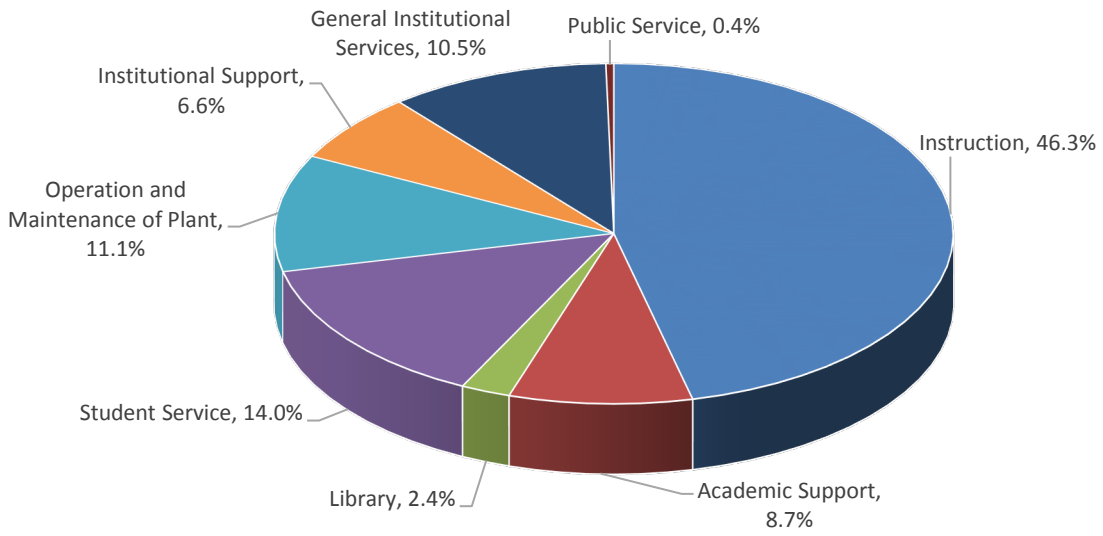


CHART IV

Appropriations - Percent by Function

2019-2020



2018-2019

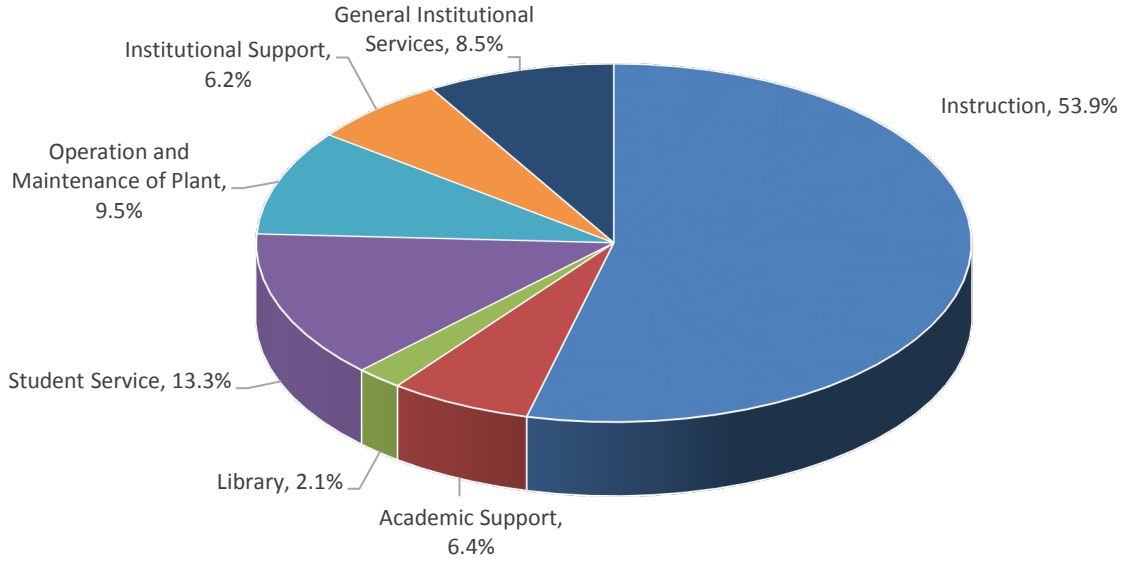
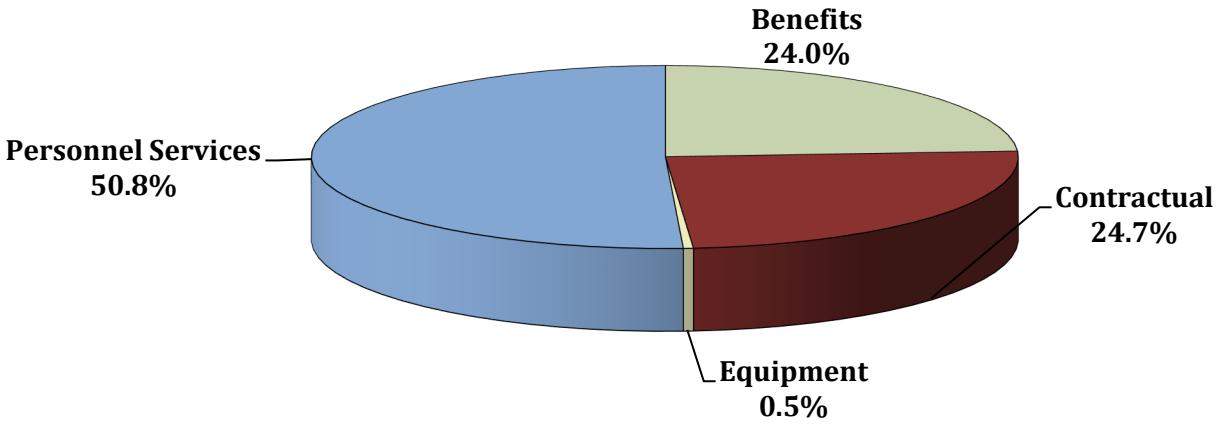


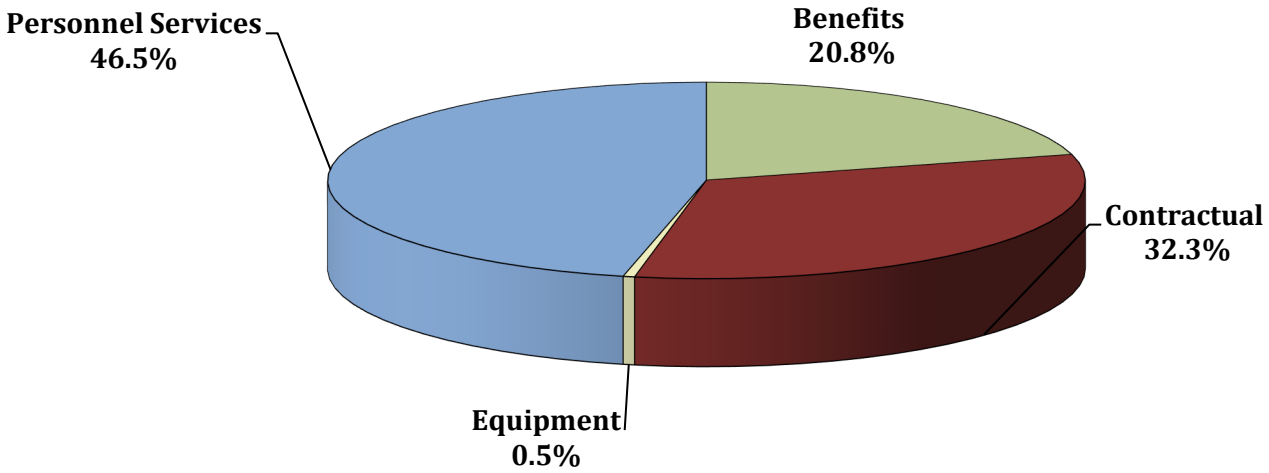
CHART V

Appropriations - Percent by Object

2019-2020



2018-2019



TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-59

2019-2020 TUITION AND FEE SCHEDULE

WHEREAS, the 2019-2020 Tuition and Fee Schedule has been reviewed and is recommended by the Administration of the College, be it therefore

RESOLVED, that full-time tuition will increase by $150 to $5,100 per academic year for residents, and be it further

RESOLVED, that full-time tuition will increase by $300 to $10,500 per academic year for nonresident or New York State students not presenting a Certificate of Residence and out-of-state students, and be it further

RESOLVED, that part-time tuition will increase by $9 per credit hour to $190 per credit hour for residents and $390 for nonresident or New York State students not presenting a Certificate of Residence and out-of-state students, and be it further

RESOLVED, that the attached 2019-2020 Tuition and Fee Schedule be adopted by the Board of Trustees of 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** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019 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 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2019-2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Tuition -	New York State residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	$5,100.00
	Part-Time (per credit hour)	$190.00
Tuition -	New York State residents who are not a resident of the sponsorship area and do not present a Certificate of Residence:	
	Full-Time (per academic year)	$10,500.00
	Part-Time (per credit hour)	$390.00
Tuition -	New York State residents who have been awarded the Excelsior Scholarship and who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	$4,790.00
Tuition -	New York State residents who have been awarded the Excelsior Scholarship and who are not a resident of the sponsorship area and do not present a Certificate(s) of Residence:	
	Full-Time (per academic year)	$9,880.00
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	$10,500.00
	Part-Time (per credit hour)	$390.00
Tuition -	Auditing a Course (per credit hour)	$190.00
	Non-Resident	$390.00
	Out-of-State	$390.00

Off Semester, Off Hours, Off Campus Tuition (per credit hour):

Web-Based Courses	$190.00
Concurrent Enrollment Program - Resident	$ 75.00
Concurrent Enrollment Program – Nonresident	$150.00

Tuition Deposits-	Full-Time	$50.00
	Part-Time	-0-

STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2019-2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

The following fees are charged only to those who receive the services rendered (fees are nonrefundable):

Student Service Fee		Charge Per	Service Rendered
Transcript Fee	$ 8.00	Transcript	Online Request – Paper
	$ 8.00	Transcript	Online Request – Electronic
	$ 15.00	Transcript	Manual Request and Payment
	$ 25.00	Transcript	Emergency Service
Technology Service Fee	$ 20.00	Credit	Technology Services
Web Course Fee	$ 6.00	Credit	Technology Services
OER Fee	$ 10.00	Student	Course Materials
Course Fee:			
BIOL116	$2,950.00	Student	Course Travel
BIOL215	$2,950.00	Student	Course Travel
CIS240	$ 35.00	Student	Membership
CSCI210	$ 95.00	Student	Course Materials
CULI101	$ 400.00	Student	Lab Fee – Culinary Center
CULI102	$ 400.00	Student	Lab Fee – Culinary Center
CULI205	$ 300.00	Student	Lab Fee – Culinary Center
ENGL134	$2,900.00	Student	Course Travel
ENVS116	$ 100.00	Student	Lab Fee – Farm
ENVS117	$ 100.00	Student	Lab Fee – Farm
ENVS141	$ 100.00	Student	Lab Fee – Farm
ENVS142	$ 100.00	Student	Lab Fee – Farm
ENVS202	$ 100.00	Student	Lab Fee – Farm
ENVS203	$ 100.00	Student	Lab Fee – Farm
FITN101	$ 10.00	Student	Red Cross Fee
FITN102	$ 10.00	Student	Red Cross Fee
FITN107	$ 210.00	Student	Scuba Fee
FITN109	$ 242.00	Student	Greek Peak
FITN112	$ 10.00	Student	Red Cross Fee
FITN120	$ 25.00	Student	Equipment Rental
FITN121	$ 25.00	Student	Equipment Rental
FITN203	$ 120.00	Student	Lane Rental - Cortlanes
FITN216	$ 85.00	Student	Red Cross Fees
FITN221	$ 100.00	Student	Greek Peak
FSS131	$ 10.00	Student	Testing Fee
HLTH205	$ 40.00	Student	Red Cross Fee
HLTH216	$2,900.00	Student	Course Travel
HRMG105	$ 40.00	Student	Testing Fee
HRMG220	$4,950.00	Student	Course Travel
HSTY230	$2,200.00	Student	Course Travel

STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2019-2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Service Fees (Continued):

Student Service Fee		Charge Per	Service Rendered
Course Fee (continued):			
MATH098	$ 120.00	Student	Course Materials
NURS102	$ 25.00	Student	Lab Fee
NURS110	$ 465.00	Student	Course Materials
NURS208	$ 115.00	Student	Course Materials
NURS223	$2,900.00	Student	Course Travel
NURS225	$ 375.00	Student	Exam Fee & Materials
PSED160	$ 10.00	Student	Exam Fee
RECR107	$ 210.00	Student	Equipment Fee
RECR110	$ 40.00	Student	Conference Attendance Fee
RECR/FITN160	$ 30.00	Student	Course Equipment/Travel
RECR/FITN161	$ 30.00	Student	Course Equipment/Travel
RECR/FITN163	$ 30.00	Student	Course Equipment/Travel
RECR/FITN164	$ 25.00	Student	Course Equipment/Travel
RECR/FITN165	$ 30.00	Student	Course Equipment/Travel
RECR/FITN166	$ 30.00	Student	Course Equipment/Travel
RECR210	$ 50.00	Student	Workshop Fee
RECR274	$ 30.00	Student	Course Equipment/Travel
RECR276	$ 300.00	Student	Course Travel
WINE120	$ 300.00	Student	Lab Fee – Culinary Center
WINE130	$ 200.00	Student	Lab Fee – Culinary Center
WINE200	$ 200.00	Student	Lab Fee – Culinary Center
WINE202	$ 300.00	Student	Lab Fee – Culinary Center
WINE220	$ 200.00	Student	Lab Fee – Culinary Center
Late Payment Fee			
Part-Time	$ 10.00	Student	Acceptance of Late Payment
Full-Time	$ 20.00	Student	Acceptance of Late Payment
Matriculation Fee	$ 50.00	Student	Provides for free unofficial transcripts and cost of cap and gown for graduation.
Experiential Credit	$ 50.00	Evaluation	Portfolio Evaluation
Proficiency Exams	$ 10.00 $ 30.00	Credit Minimum	Administration of Exam
	Note: there is an additional charge for the Dante exam		
Nursing Proficiency Exam	$105.00	Exam	Administration of Exam
Returned Check Charge	$ 25.00	Occurrence	Processing Returned Check

STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2019-2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Service Fees (Continued):

Student Service Fee		Charge Per	Service Rendered
Library Lost Book Fee	$ 15.00	Occurrence	Processing Fee for Replacement Book
Library Reserved Materials			
Late Fines	$ .25	Hour	
Late Return of Media Equipment	$ 5.00	Hour	
Resume Preparation	$ 8.00	Page	Typing and Duplicating
Study Abroad Program Fee	$200.00	Semester	Administrative Services
Administrative Withdrawal Fee			
Full-Time	$100.00	Semester	Administrative Services
Part-Time	$ 10.00	Credit	Administrative Services
Student Non-Credit Fees	Various	Course	

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019- 56

SHARED GOVERNANCE (COLLEGE SENATE) BYLAWS - REVISION

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved resolutions establishing a revised governance system for he College in April 1984, and

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved the Bylaws for the College Governance in May 1998 establishing the College Forum, and

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved Revised College Forum Bylaws in June 2007 and June 2010, and

WHEREAS, a petition was presented to the College Forum by the Ad Hoc Committee to revise the College Forum Bylaws, and

WHEREAS, the proposed revisions were supported by the College community and have been recommended by the College Forum to the President, and

WHEREAS, the President is recommending that the Board of Trustees of Tompkins Cortland Community College approve the revisions, therefore be it

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approve the attached proposed changes to the Shared Governance (College Senate) Bylaws, and be it further

RESOLVED, that the College administration is hereby charged with implementing these revisions to the Shared Governance (College Senate) Bylaws effectively immediately.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019, 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 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Proposed changes to the Forum's Bylaws

- The College Forum's name will change to College Senate.
    - *The College Community is uncertain of what the College Forum's name means and what its purpose entails.*
    - *Update the title of Sections to Articles*

- Preamble-*No changes*

- Governance Structure –*No changes except for the name "College Senate"*

- Statement of Purpose-*Renamed to Purpose and Function*
    - Include a more descriptive purpose.
        - *Utilized Broome Community College's Purpose statement (permission given)*
    - Establishment of committee structure, which includes criteria and dissolution of committees.

Currently there is not a process in place for committees of the College or a line of reporting and communication to the College Community regarding committees. This information will now be reported to the College Senate on an annual basis and will be posted on the College's website, thus providing transparency of the committee's responsibilities and its work.

- Membership
    - Reduction of four (4) members-at-large seats, beginning with the 2020-2021 academic year.

Currently there are 23 seats of the shared governance and the reduction will take this down to 19 voting members. Although this is a reduction in seats, this results in a greater ease of making quorum and therefore serving our purpose by being able to vote/communicate more effectively. The numbers reflect fairer representation amongst various campus areas and reduce the possibility that any particular area of the campus community to be over represented in shared governance.

    - Include ex-officio, non-voting seats for members of the President's Cabinet and Executive Leadership Team.
        - *This will facilitate communications between the Executive Branch of the College and the College Senate.*

    - Include the Faculty Council of Community College delegate as an ex-officio, non-voting member.
        - *This will facilitate communication between the shared governance representatives.*

- Officers renamed: Officers, Terms & Other Roles
    - Continuation of a chairperson(s) term as an ex-officio member
        - *Should the chairperson's term expire, this will allow for consistency.*
    - Include written procedures should a chairperson or secretary vacate their leadership position.
        - *Procedure has been determined.*
    - Include added responsibilities to the chairperson(s) duties
        - *Ensure that the College's committees' charge takes place; ensure that a review of the College's committees' charge takes place every three (3) years; arrange for a College Senate member to participate in the College's review of their policies every three years; attend the SUNY Shared Governance Conference for further awareness of SUNY's processes.*
    - Include added responsibility to the secretary.
        - *Ensure increased communication and transparency for the College Community with an accessible location by posting updated College Senate and committees' information on the College's website.*
        - *In the absence of the College Senate Chairperson(s), the Secretary shall preside over the scheduled College Senate meeting.*
    - Include process if a College Senate member (including leadership) for non-compliance of duties.
        - *Currently there is not a process and this will enable the College Senate to take action if necessary.*

- Meetings
    - Set a determined number of meetings each semester that the College Senate will meet.
        - *Procedure to allow for more flexibility of the Chairperson(s) to add more meetings at their discretion.*

- Information-*No changes*

- Election Process-Included in Article 4
    - *Reduced time frame*

- College Wide Coordination
    - *Combined with Article 3, Purpose and Function*

- Bringing Issues to the College Forum
    - *Updated to: Item of New Business to Come Before the College Senate*
        - *Information broken down into subsections*

- Appeal Process-*No changes*

- Definitions
    - The definition of Staff added two additional groups and excluded the President's Cabinet.
        - *Included full-time Coltivare employees and full-time TC3 Farm employees. The President's Cabinet will be excluded due to their oversight responsibilities.*

- By-Law Amendments
    - Change the by-law amendment process.
        - *Provides the structure for the College Senate to act upon amendments through the elected members representing the College Staff in a timelier manner.*

TOMPKINS CORTLAND COMMUNITY COLLEGE
BYLAWS FOR COLLEGE GOVERNANCE

Article 1: Preamble

In accordance with the Mission, Vision, Values, and Goals developed at Tompkins Cortland Community College, and with the approval of the Board of Trustees, the President, and the College staff, a College Governance Model has been established.

Article 2: Governance Structure

Governance shall consist of an elected College-wide committee known as the "College Senate." Meetings shall be open to all members of the College community.

Article 3: Purpose and Function

The College Senate is to be the voice and representation for faculty, staff, students, and administrators in the campus Shared Governance process. A dynamic, open, and cooperative process which seeks input and recommendations from all campus constituencies to inform decision-making that will help the College best achieve its mission and goals. Such a participatory structure and process will assist the campus community to communicate and collaborate in a respectful, honest, and productive manner regarding decisions that are for the good of the College as a whole in terms of establishing its course and direction.[1]

The College Senate shall:

3.1 Provide an opportunity and structure for the constituencies of Tompkins Cortland Community College (TC3) to formulate positions on policy matters of common interest to the College for transmittal to the President and the Board of Trustees.

3.2 Provide an opportunity for constituencies of TC3 to act in an advisory, consultative, and planning capacity to the President.

3.3 Provide lines of communication and the opportunity for interchange of ideas among and between all individuals and constituencies of the College on matters of common interest. **See Appendix I**

3.4 Provide a mechanism for recommendations to the President on the establishment of and procedures for designated councils and committees of the college.

3.5 Provide for the establishment and coordination of a college-wide governance system of committees.

3.5.1 If a policy or major operational implications are apparent in any group functioning outside of the established governance system, the Chairperson(s) of the College Senate shall meet with that group or appropriate administrator to include that work as part of the College Senate.

[1] Adapted from Broome Community College's College Assembly

3.6 Provide an open forum and channel of communication among members of the College community regarding any issue of relevance to campus life.[2]

3.7 Establishment of a committee or dissolution of a committee can take place after review and due deliberation.

3.7.1 Criteria for establishing a committee:

3.7.1.1 Potential committees must submit a committee charge form to the College Senate chairperson(s).

3.7.1.2 Each committee may at any time propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate.

3.7.1.3 Review: The College Senate shall review the charges and compositions of all committees at least every three (3) years.

3.7.2 Criteria for dissolution of a committee:

3.7.2.1 If a committee's function/charge becomes obsolete.

3.7.2.2 If for a period of one (1) year a committee becomes inactive or

3.7.2.3 Noncompliant (not following the committee's charge) or

3.7.2.4 If a standing committee does not report to the College Senate according to Article 12 of the College Senate bylaws. Any committee wishing not to be dissolved may submit a proposal to the College Senate describing how they will remedy their inactivity or noncompliance for the following year.

3.7.2.5 If during the following year the committee does not comply with the proposed remedies, and has remained inactive or noncompliant for a period of two (2) years, the committee shall be dissolved.

3.7.2.6 The College Senate shall send formal notification of a committee's dissolution to the College Community.

Article 4: Membership

4.1 The College Senate shall be made up of a maximum of nineteen (19) voting members from identified groups within the College community.

4.1.1 Fifteen (15) members shall be elected from the employee groups of the College as follows:

- Three (3) members shall be elected from the Teaching Faculty (2 year term)
- Three (3) members shall be elected from the Classified Staff (2 year term)
- Three (3) members shall be elected from the Non-teaching Faculty and Administrative Staff (2 year term)
- Three (3) members shall be elected from the Faculty Student Association (2 year term)
- Three (3) members shall be elected at-large from the above-named employee groups (2 year term)

4.1.2 Four (4) members shall be selected for election from the following groups:

- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) Adjunct/Contract employee representatives, elected by adjunct/contract employees, at the beginning of the academic year. Adjunct/Contract employee terms of membership shall be for one year.

[2] 3.1-3.6 Adapted from Mohawk Valley Community College By-laws, 2.1-2.6, 5/1/18

- It shall be the responsibility of the College Senate chairperson(s) to arrange for the selection of two (2) student representatives through the Student Advisory Board. Student terms of membership shall be for one year.

4.1.3 Ex-Officio, non-voting members: One member from the President's Cabinet or Executive Leadership Team shall be present at each meeting to facilitate communication flow between the Executive Branch and the College Senate. The Faculty Council of Community Colleges (FCCC) delegate should either present or send an update to the College Senate at least once a year.

4.2 Any staff member whose position is not clearly identified by the terms Teaching Faculty, Non-teaching Faculty, Classified Staff, Administrative Staff, or Faculty Student Association, shall be considered a part of the employee group identified as Non-teaching Faculty/Administrative Staff. Examples include, but are not limited to, positions identified as Technical Assistant or Learning Lab Specialist.

4.3 No person shall serve as a College Senate member for more than two consecutive terms.

4.4 **I**f the completion of the term as Chairperson coincides with the end of their College Senate term, they then shall continue as an ex-officio member for one year. This shall be for the purpose of providing continuity in the leadership of the College Senate. Otherwise, they shall continue as a member of the College Senate for the completion of their term.[3]

4.5 An open call for nominations will be sent by members (not necessarily any specific officer) of the College Senate six (6) weeks prior to the end of the semester to solicit nominees for open seats in order to populate a ballot.

4.5.1 All nominees shall be identified on the ballot by employee group: Teaching Faculty, Classified Staff, Non-Teaching Faculty/Administrative Staff, or Faculty Student Association.

4.5.2 Instances where more nominations exist than seats available for elected members shall be selected as follows:

4.5.2.1 The nominees with the highest vote tallies within that employee group shall fill the requisite number of seats identified for a particular employee group. When all designated seats have been filled, the remaining nominees shall then be considered at-large and seats shall be filled by those nominees with the highest vote tallies, without regard to employee designation.

4.5.3 Before the end of the academic year, the newly constituted College Senate shall meet and elect the Chairperson(s) to serve for the following academic year.

4.6 The term of the newly elected College Senate shall begin on the first day of the next academic year.

Article 5: Officers, Terms & Other Roles

5.1 Chairperson(s) - One or two College Senate chairperson(s) for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. If the Chairperson(s) vacates the office before the expiration of his/her term, election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The total compensation for the chairperson(s) during each of the Fall and Spring semesters shall be at a

[3] Mohawk Valley Community College By-laws, 4.3.2, 5/1/18

rate of $1850.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

5.1.1 Chairperson(s) Duties

5.1.1.1 Set the agenda for all regular and special meetings of the College Senate.

5.1.1.2 Preside at all regular and special meetings of the College Senate and at all College Senate sponsored forums.[4]

5.1.1.3 Communicate with the College President and Provost on a regular basis.

5.1.1.4 Provide a written report for the Board of Trustees each month; attend and report at the College's Board of Trustees meetings.

5.1.1.5 Ensure that the review of the College committees' charges take place every three (3) years.

5.1.1.6 Arrange for a College Senate member to participate in the College's review of their policies every three (3) years.

5.1.1.7 Ensure that ad hoc committees obtain and analyze specific information for the use of the College Senate.

5.1.1.8 Ensure that minutes of the College Senate meetings and reports of any College Senate sponsored events are distributed to the entire College community.[5]

5.1.1.9 Attend, if at all possible the annual SUNY Voices - Shared Governance Conference.

5.2 Secretary - A secretary for the forthcoming year shall be elected from, and by, the College Senate members for a one-year term. Election shall follow the election of new College Senate members and shall be held prior to the end of the academic year. If the Secretary vacates the office before the expiration of his/her term, election shall be made from among the voting membership of the College Senate as soon as possible to fill the position. The secretary shall be compensated during each of Fall and Spring semesters at a rate of $700.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

5.2.1 Secretary Duties:

5.2.1.1 Ensure that scheduled meetings are sent to College Senate members.

5.2.1.2 Forward the agenda and all pertinent materials to the College Senate members and College community within one (1) week prior to the College Senate meeting.

5.2.1.3 Ensure that accurate minutes of each meeting are taken and make every attempt to distribute them to all appropriate persons within one week of a meeting. The minutes shall record all motions and the action taken thereon, absences, dates and time of convening and adjourning, the essence of discussion on a motion when such information will aid in the understanding of a motion, and direct action of the College Senate and all pertinent announcements.

5.2.1.4 Maintain the contents of the College Senate public folders and the College Senate website.[6]

5.2.1.5 In the absence of the College Senate Chairperson(s), the Secretary shall preside over the scheduled College Senate meeting.

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[4] Mohawk Valley Community College By-laws, 4.4.1.1.1, 5/1/18

[5] Mohawk Valley Community College By-laws, 4.4.1.1.11, 5/1/18

[6] Mohawk Valley Community College By-laws, 4.4.3.1.3, 5/1/18

5.3 Non-compliance of members:

5**.3.1** College Senate members are expected to attend all scheduled meetings, should they be unable to attend they must notify the chairperson(s) or secretary in advance and they will be noted as excused in the minutes.

5.3.2 The College Senate shall have the right to dismiss members who miss more than three unexcused meetings of the College Senate in any given year. If a member is determined, based on meeting attendance not fulfilling their role, the seat will be considered vacant upon approval with a majority vote.

5.3.3 College Senate officers are expected to fulfill the roles of their respective position. Should those expectations of their positions not be fulfilled they may be removed as an officer by a majority vote of those College Senate members present.

Article 6: Meetings

6.1 Regular meetings of the College Senate shall be scheduled at least seven (7) times per semester.

6.2 Additional meetings may be called at the discretion of the Chairperson(s).

6.3 Meetings of the College Senate, as well as any standing committees, shall be open to all members of the College community.

6.4 At the beginning of each semester, the College Senate shall set a consistent meeting schedule. In the case of an operational decision that must be made prior to the beginning of an academic year, a special summer meeting(s) may be called by the Chairperson(s).

6.5 The College Senate shall establish a set of Standing Rules. Robert's Rules (latest edition) will govern the conduct of the College Senate as well as all committees. A quorum shall be considered half the voting members plus one excluding any unfilled seats.

6.6 Voting:

6.6.1 All members are equal voting members; proxy votes are not permitted.

6.6.2 At any time voting can be done by secret ballot.

6.6.3 When an urgent issue must be decided and it is not possible to convene a regular or special meeting of the full College Senate, the Chairperson(s) may ask for and receive an e-mail vote on an item of business.

Article 7: Information

7.1 Electronic mail shall be considered the primary means of disseminating information between the College Senate and the College community. All agendas, minutes, and other appropriate documents shall be posted to “Everyone” public groups for staff and students, or the equivalent.

7.2 Agendas and minutes shall be made available to the College community at least three business days prior to all meetings. Unapproved minutes shall be distributed within one (1) week.

7.3 In order to foster communication to and from the Board of Trustees, the Chairperson(s) shall attend regular Board of Trustees meetings and shall be afforded time on the agenda to share information relating to new business currently under consideration in the College Senate.

Article 8: Item of New Business to come before the College Senate.

8.1 Any member of the College community may request that an item of business be considered by the College Senate.

8.1.1 Materials for proposals must be submitted in writing to the chairperson(s) of the College Senate at least two (2) weeks before a scheduled discussion or vote.

8.1.2 The chairperson(s) will distribute the materials to the College Community at least ten (10) days before the scheduled meeting.

8.1.3 The presenter shall provide a written rationale for consideration of the new item of business by the College Senate.

8.1.4 Any item of new business not brought to the College Senate Chairperson(s) within two (2) weeks prior to a regular meeting may be tabled until the following regular College Senate meeting.

8.1.5 Upon presentation of an item of new business, the College Senate shall make a specific determination as to whether the particular item of new business involves an Institutional Policy or is an operational decision that will have a significant impact on the College's Mission, Vision, Values, and Goals**.**

8.2 In any case, any member of the College community may petition the College Senate to consider a particular item of new business. Upon presentation of a petition signed by 20 percent of the staff requesting that an item of new business be considered, and stating that the signatories believe that the particular item of new business will have a significant impact on the College's Mission, Vision, Values, and Goals, the College Senate shall consider the item.

Article 9: Appeal Process

9.1 In those instances when any member of the College community wishes to appeal the recommendation/action by the College Senate, they should submit a petition, signed by 20 percent of the staff, to the College Senate. The College Senate will then be obligated to commence, within fifteen (15) working days, a meeting of the College community to consider the subject of said petition.

Article 10: Definitions

For purposes of Governance the following definitions shall apply:

10.1 Staff: The term "staff" shall include any person currently employed in the employee groups defined as Teaching Faculty, Non-teaching Faculty, Technical Assistant, Learning Lab Specialist, Classified Staff, Administrative Staff, full-time Coltivare employees, full-time TC3 Farm employees or Faculty Student Association, excluding the President and President's Cabinet.

10.2 Student: The term "Student" shall include any currently enrolled student who is matriculated in a degree or certificate program and who is in good academic standing.

10.3 College Community: The term "College Community" shall be the most inclusive and shall include all current faculty, staff, adjunct faculty, students, the President, the President's Cabinet, and members of the Board of Trustees.

10.4 Institutional Policy/Policy: "Institutional Policy" and "Policy" shall be defined for the purposes of Governance as those policies which require Board of Trustees approval and which then serve as guiding principles for the College. Nothing in these bylaws shall be construed to shift the ultimate approval or disapproval of a recommended policy from the Board of Trustees nor shall governance encroach on those issues that are within the purview of collective negotiations.

10.5 Operational Decision: "Operational Decision" shall be defined as administrative decisions that affect the ongoing functions and operations of the College. Nothing in these bylaws shall be construed to shift the ultimate decision-making authority, in regard to operational decisions, from the President.

10.6 Academic Year: For the purposes of these bylaws, the term "academic year" shall refer to the period of time considered to be the contract year for ten-month employees under the Faculty Association contract.

10.7 Definitions of Organizational Groups
See Appendix II

Article 11: Bylaw Amendments

Any proposal to amend these bylaws must fulfill the following requirements:

11.1 Written copies (printed or emailed) of the proposed amendment shall be distributed to all members of the College Senate at least seven (7) calendar days prior to the date of the regular College Senate meeting at which the amendment is to be formally introduced and discussed.

11.2 The amendment shall be adopted by a two-thirds (2/3) affirmative vote of the College Senate membership, excluding any unfilled seats.

11.3 All amendments shall become effective upon recommendation to the President to, and approval by, the Board of Trustees of Tompkins Cortland Community College.

11.4 These bylaws shall be reviewed in their entirety at least once every three (3) years.[7]

Article 12: Standing Committees

The College Senate ensures the work of standing committees of the College through oversight. This will take place by facilitating communication, development of recommendations, and the development of college-wide policy.

12.1 Standing Committees of the College Senate:
See Appendix III

12.1.1 Committees will receive their charge from the President or College Senate.

12.1.1.1 The committees will be given a committee charge form to fill out and return to the secretary of the College Senate to submit for College Senate approval.
See Appendix IV

12.2 Communications:

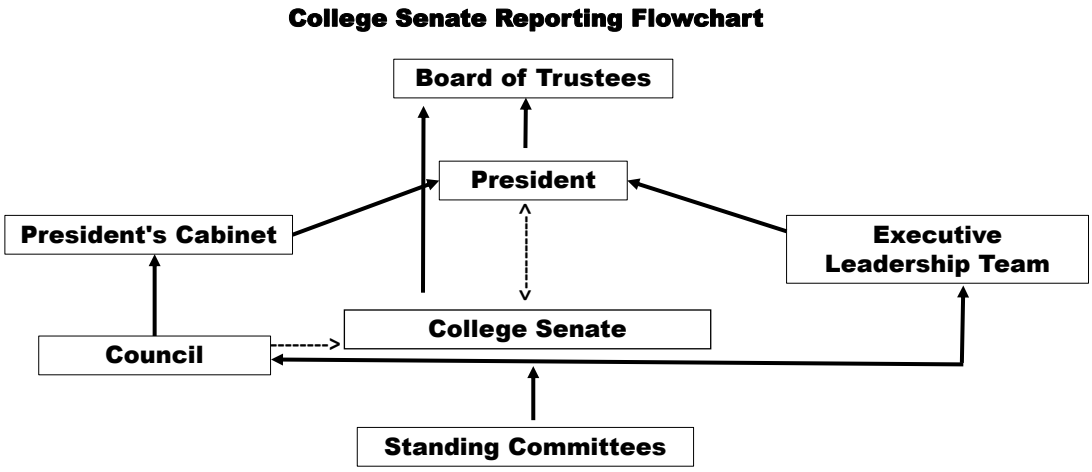
12.2.1 Approved minutes for each of the standing committees will be posted on the College Senate website by the secretary or chairperson.

[7] Article 11, Mohawk Valley Community College By-laws, Article 9, 5/1/18

12.2.2 Annually, all standing committee chair(s) or designee will report in person and in writing to the College Senate. Action items must be forwarded to the College Senate chair(s) two (2) weeks prior to the meeting date.

12.2.3 Every three (3) years a review will take place of each of the standing committees' charges and structure.

Appendix I



--------> = presents to/shares with
——→ = reports to

Appendix II

Definitions of Organizational Groups

Executive Branch of the College

- Includes the President, the President's Cabinet, the Executive Cabinet (currently known as Executive Council)

College Senate

- Body whose charge comes from the President and/or the Board of Trustees
- Recommends/presents to the President of the College
- Reports to the Board of Trustees
- Shared governance body for the academic institution providing a voice and representation for faculty, staff, students, and administrators in the campus shared governance process.
- Provides a vehicle for shared governance, student input and participation in the affairs and activities of Tompkins Cortland Community College
- The College Senate shall consider matters and make recommendations relating to the constituencies of the College, including, but not limited to, the faculty, staff, and students, both full-time and part-time, and relating to problems, policies and programs and to the governance and general welfare of the college
- Seeks input and recommendations from all campus constituencies to inform decision-making that will help the College best achieve its mission and goals
- Assists the campus community to communicate and collaborate in a respectful, honest, and productive manner regarding decisions that are for the good of the college as a whole

Standing Committee

- Long-term body formed to address ongoing topics, trends, concerns/issues affecting/impacting the College community
- Reports directly or indirectly to the College Senate
- All standing committees must be recognized by and comply with the organizational structure set forth by the College Senate
- May propose changes to its charge or composition. Such changes shall take effect only upon approval by the College Senate or governing council
- Membership – less restrictive, more representation by the College community

Ad Hoc Committee

- Body created to complete a short-term task
- Reports to the creating body
- Dissolves upon completion of the assigned task
- Membership – composed of members of the assigning council or committee or other College Community members as needed

Recommendations for Council Formation and Function
(Councils are not under the purview of the College Senate)

- Body whose charge comes from the Executive Branch
- Reports directly to the Executive Branch of the College
- May present to the College Senate
- Offers expertise, consultation, guidance, or discussion of issues in response to committee reports
- Body requires bylaws
- Membership-through appointment or election; membership terms required
- Distributes information

Appendix III

College Senate
Standing Committees

Budget Committee
Campus Safety Advisory Committee
Committee on Academic Standards (COAS)
Curriculum Committee
Guided Pathways Steering Committee
Information Security Program Committee
Student of Concern Group (SOC)
Technology Advisory Group

Appendix IV

TOMPKINS CORTLAND COMMUNITY COLLEGE

Name of Committee

Article 1 Function

a. General statement or purpose statement
b. What this committee is responsible for

Article 2 Membership

a. Membership distribution
b. Term of office
c. What happens if a member is unable to continue?
d. Removal from committee for non-participation
e. Note taking responsibilities

Article 3 Chair

a. Who appoints the chair?
b. Terms of appointment
c. Duties of chair

Article 4 Meetings

a. Regular meetings set by chair
b. Special meetings may be called by chair
c. Quorum
d. Meetings are open to everyone
e. Notes and agendas are posted

Article 5 Changing the Charge of the Committee

a. Approval by the College Senate
b. Committee reviews its work annually

Updated 4/23/19

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019- 54

MAINTENANCE OF ACADEMIC STANDARDS - REVISION

WHEREAS, as the Board of Trustees of Tompkins Cortland Community College approved interim guidelines regarding satisfactory academic progress on May 17, 1984, with revisions dated December 2, 1993, May 18, 1995, May 15, 2003, October 16, 2008, and April 21, 2011, and

WHEREAS, this policy stipulates minimum standards of academic performance, and

WHEREAS, the Provost has reviewed and revised the academic standards in collaboration with the Committee on Academic Standards, and

WHEREAS, the faculty has overwhelmingly endorsed this change as reflected on the attached revision to the minimum standards of academic performance, and

WHEREAS, the Board of Trustees' Policy expects the highest academic standards will be maintained, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College directs these standards be implemented beginning in the Fall 2019 semester.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019, 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 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Recommendations from the Committee on Academic Status

Policy

1. **Returning to a graduated cumulative GPA for being in good standing**

Cumulative GPA Credits	Cumulative Minimum GPA
12 – 20	1.6
21-29	1.8
30+	2.0

Rationale: At most high schools, a passing grade is a **D-**, which equates to a 0.7 GPA. Students who maintained grades below a **C** (below 2.0) in high school are the typical students to apply to an open-access community college. These students are often not prepared for the rigor and expectations of the college setting. We need to allow for a transitional period for them to adjust to these standards. The proposed graduated structure will not allow students to fly under the radar for countless semesters, but it will provide most students with at least one semester during which they can have room to figure out what additional effort and support is needed for them to be successful in college without labeling them right away as on Probation (with the consequent jeopardy to their access to financial aid support). Also, many students who are placed on Probation after their first semester simply choose not to return.

2. **Change the ratio for achieving *significant progress* for purposes of calculating Repeat Probation eligibility to successful completion of 50% of attempted credits.**

Rationale: The current 75% requirement has proven to be especially harmful to part-time students and students taking developmental courses. Under the current policy, we have seen too many cases where students who were making excellent effort and progress were moved into a Suspension or Repeat Suspension status due to withdrawal from a single course.

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2018-2019-61

IN APPRECIATION OF CHAD MILLER

WHEREAS, Mr. Chad Miller has served as the student member of the Tompkins Cortland Community College Board of Trustees since July 2018, and

WHEREAS, Mr. Miller has been an exemplary member of the student body with his participation as a member of the Student Government Association, the Faculty Student Association Board of Directors, and a member of Phi Theta Kappa, and

WHEREAS, Mr. Miller has provided the trustees with advice and comments useful in the decision making at Board of Trustees meetings, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Miller for his contributions to the College, and be it further

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

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2019, 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 20th day of June 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TC3 College Forum Report

Board of Trustees Meeting
June 20, 2019

At the May 10th meeting, A. Regula and M.E. Ensign reviewed the new recommendations from the Committee on Academic Status and the College Forum has recommended them to Dr. Montague for approval. Also the 2019-2020 officers were elected: Ashley Ahola and Jonathon Walz-Koeppel were serve as co-chairs, and Teri Evener will serve as secretary.

The College staff voted and approved the revised shared governance bylaws and have they been forwarded to Dr. Montague for her recommendation to the Board of Trustees. It is our hope that the Board of Trustees will vote on the revised bylaws soon so that the work can continue over the summer months and an orientation can be developed for both shared governance members and the President's Council.

Jonathon Walz-Koeppel, 2019-2020 co-chair attend the 2019 SUNY Voices Conference on June 4th and 5th in Albany.

A shared governance webpage will be worked on over the summer months, along with securing all the College's committees charges.

TC3 Foundation Board Report

Board of Trustees
June 20, 2019

The Foundation Board held its 2019-2020 budget meeting on June 4 and a dinner followed immediately.

An executive committee meeting took place on June 17, and a Board meeting is scheduled for July 9.

An RFP for repurposing some of the campus housing was sent on June 14. The Bond Trustee Compliance Report is currently being developed.

The Foundation will be hosting the new Childcare Center Donor Thank You Event on September 5 from 6 pm – 8 pm, please mark your calendars.

TO: Board of Trustees

FROM: Orinthia Montague, President

DATE: June 19, 2019

SUBJECT: President's Report to the Board

Enrollment

As of June 17th, **Summer Enrollment** is at 492. We are down 25% from last year. We are doing additional summer late start marketing pushes to help shrink this gap but we will not have final numbers for a few more weeks.

Our enrollment budget goal for fiscal 19-20 is 2183 (headcount) students. The following is enrollment as of June 13th:

1277 Headcount		519.57 FTE
New:	264	
Continuing:	835	
Readmits:	91	
Full-time	901	
Part-time	376	

The first Instant Registration Day was held this past Saturday. We were able to enroll 58 students (New=40; Readmits=11, Transfer=7). We are up in enrolled students compared to this time last year.

Additionally, we have 1242 unregistered applicants, 1003 of which are new students. Effective Monday, June 17, we will engage volunteers from the campus community in a telephone campaign to the 1003 unregistered new students. Volunteers will be split into enrollment teams led by an admissions representative that consist of admissions, financial aid, student success, registration and billing personnel. Enrollment teams will contact new, unregistered students from June 17-28th. All volunteers will be given a script and the teams will work together to answer questions that may arise from the targeted phone calls. The goal is to fill registration spots from now through mid-July. Typically, students begin the registration process in mid-July. The phone campaign is a special motivator to get students scheduled for placement testing and registration early. The special phone campaign is a personal touch meant to yield greater enrollment numbers.

A special enrollment team of seasoned professionals will focus on unregistered readmits and transfers.

Union Negotiations

Negotiations with bargaining units are on-going with the exception of the Faculty Association which is at an impasse. We received notification last week that an Arbitrator has been assigned.

Sponsor Budget Requests

As you may be aware, both Tompkins County and Cortland County Legislative Budget Committees have indicated support of the College's request for a 5% increase in sponsor support. The request must now go to the full Legislature (6/27 for Cortland and 7/16 for Tompkins).

Recognitions

- Tompkins Cortland Community College's website has been named one of the best in the state. The website (tompkinscortland.edu) was recognized by the State University of New York Council for University Advancement (SUNYCUAD) at the 2019 annual conference in Saratoga Springs. The competition was open to all websites produced at the 64 SUNY schools.

  The SUNYCUAD Awards for Excellence Program was created to identify projects that have achieved outstanding results through good planning, well-conceived goals, effective solutions, to share models of performance throughout the SUNY system, and to reward institutions and individuals for their singular achievements. The Excellence in Websites category recognizes the best in web design and content at institutions that manage their sites through in-house staff.

  Tompkins Cortland's website went through a comprehensive redesign in 2019, with the new site launching in August. The website was the product of the College's Marketing and Communications team, with Associate Director of Communications, Robert Edgecomb, leading the project before his retirement.

- The Distinguished Service Award was established to recognize individuals who have made long-term commitments of time and energy to New York State Transfer and Articulation Association (NYSTAA).

  It recognizes significant and lasting contributions to the organization and advocacy for transfer issues. Recipients may have served the organization as board members, officers, active committee members, NYSTAA/transfer issues advocates across the State, conference presenters, professional leadership, role models for new transfer professionals, or in many other capacities deemed significant to the mission of NYSTAA.

  Heather Stevens, Coordinator of Transfer Services at TC3 received this award.

- Our members of the College recently completed the PEAKS Leadership Program which is a collaboration currently between Tompkins Cortland CC, Onondaga CC, Mohawk Valley CC and Dutchess Community College. Participants from TC3 were Chris Armitage, Rhonda Kowalski, Angela Martin and Sheila Abbey.

Housing Update

Several entities have expressed interest in utilizing our vacant campus housing. In an effort to be equitable and transparent regarding all proposals the College and the Foundation developed an RFP which was distributed on 6/14. Once the required timeframe for responses has passed, the Housing Work Group will recommend proposals for moving forward.

Miscellaneous

The College received a $150K grant from SUNY to focus on Applied Learning and Internships. Deb Mohlenhoff will lead the development of this initiative for the campus connecting faculty community businesses/organizations.

Meetings/Presentations

5/16-19	Ithaca College Board Meetings and Commencement
5/20	Retiree Event
5/21	Nursing Pinning Ceremony
5/22	Staff & Faculty Softball Game
5/23	Commencement
5/27	Memorial Day – College Holiday
5/28	Interview with Coordinator of Tutoring & Accommodation Services Candidate
5/29	Phone Interviews for Candidates for Cortland County Administrator
5/30	Ithaca Festival Parade
6/3	Interview with Coordinator of Tutoring & Accommodation Services Candidate
6/4	Keynote Speaker at the New York State Association for College Admissions Counseling Conference at LeMoyne College in Syracuse
6/5	College Operating Budget to the Cortland County Budget and Finance Committee
6/6	College Initiative Upstate Reception/Celebration

6/7	PEAKS Leadership Development Program
6/13	Leadership Tompkins Celebration
6/17	Shared Services Meeting at Onondaga Community College
6/19-20	Ithaca College Board Meeting