

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
Diversity
Opportunity
Innovation
Relationships*

TOMPKINS CORTLAND COMMUNITY COLLEGE

BOARD OF TRUSTEES

THURSDAY, AUGUST 22, 2019

COLTIVARE– 5:30 P.M.

NOTICE OF SPECIAL MEETING: A Special Meeting of the Board of Trustees of Tompkins Cortland Community College will be held at Coltivare at 5:30 p.m. on Thursday, August 22, 2019.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes
 - a. July 18, 2019 Annual Meeting Minutes
 - b. July 18, 2019 Regular Meeting Minutes
7. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report - July 31, 2019
 - c. Approval of Position Description – Institutional Research Analyst
 - d. Banking Signature Authority
 - e. In Appreciation of Blixy Taetzsch
8. Executive Session (to discuss personnel Item – action to be taken)
9. 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
ANNUAL MEETING
JULY 18, 2019
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Schelley
Michell-Nunn, Raymond Schlather, and Bruce Tytler

EXCUSED: Lana Esho, Matt McSherry

ABSENT: None

COUNTY

LIAISONS: Michael Lane

STAFF: Ali Beach, Jan Brhel, Bryan Chambala, Sharon Clark, Susan Dewey, Julie
Gerg, LaSonya Griggs, Greg McCalley, Orinthia Montague, Cathy
Northrop, Paul Reifenheiser, Blixy Taetzsch, Seth Thompson, Peter
Voorhees

GUESTS: Carl Haynes

1. Call to Order: Chairperson Schlather called the annual meeting to order at 5:44 p.m.
in the Ronald W. Space Board Room at the College.

2. Election of Officers: Ms. Buck, on behalf of the hardworking nominating committee,
moved the following slate of officers for the Board of Trustees for the 2019 – 2020
year:

Raymond Schlather, Chairperson
Judy Davison, Vice Chairperson
Matt McSherry, Treasurer
Elizabeth Burns, Member of the Executive Committee

Motion was seconded by Ms. Burns; carried unanimously.

3. Appointments: Ms. Buck moved that Jan Brhel be appointed Clerk of the Board of
Trustees and Sharon Clark be appointed Deputy Clerk of the Board of Trustees;
seconded by Mr. Tytler; carried unanimously.

3.1 Clerk of the Board of Trustees

3.2 Deputy Clerk of the Board of Trustees

4. Meeting Dates: The proposed dates for the Board of Trustees' meetings for the 2019 – 2020 year are as follows:

August 2019 – No meeting
September 26, 2019.....meeting to be held at the Child Care Center
October 24, 2019
December 5, 2019
January 16, 2020
February 20, 2020
March 19, 2020
April 16, 2020
May 14, 2020
June 18, 2020
July 16, 2020

All meetings will be held in the Ronald W. Space Board Room (Room 215G) at the College and will begin at 5:30 p.m., except when otherwise noted. No changes were requested. Ms. Burns moved that the proposed meeting dates be approved as presented; seconded by Ms. Davison; approved unanimously.

5. Other Business: None.

6. Adjournment: Ms. Davison moved that the annual meeting be adjourned; seconded by Mr. Tytler; carried unanimously. The annual meeting adjourned at 5:47 p.m.

Respectfully submitted (for the last time – thank you to all),

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 18, 2019
RONALD W. SPACE BOARD ROOM
5:30 P.M.**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Schelley
Michell-Nunn, Ray Schlather, and Bruce Tytler

EXCUSED: Lana Escho, Matt McSherry

ABSENT: None

COUNTY

LIAISONS: Michael Lane

STAFF: Sheila Abbey, Ali Beach, Jan Brhel, Bryan Chambala, Sharon Clark,
Susan Dewey, Julie Gerg, LaSonya Griggs, Greg McCalley, Orinthia
Montague, Cathy Northrop, Paul Reifenheiser, Blixxy Taetzsch, Seth
Thompson, Peter Voorhees

GUESTS: Carl Haynes, President Emeritus

1. **Call to Order:** The meeting was called to order at 5:46 p.m. by Chair Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Schlather welcomed guests to the meeting including former College President, Carl Haynes. Ray Schlather invited Dr. Haynes to join the Board members at the table to recognize Cathy Northrop and Blixxy Taetzsch for their many years of service to the College. Those present were able to acknowledge and show their appreciation for the dedicated service to the College by Cathy Northrop and Blixxy Taetzsch. A retirement dinner for both Ms. Northrop and Ms. Taetzsch with the Board of Trustees will be planned for a date in August at Coltivare.

Chair Schlather remarked that a tour of the Arthur Kuckes Childcare Center was conducted for the Board of Trustees prior to the meeting. He mentioned that the building is stunning.

4. **Approval of Agenda:** Chair Schlather requested that Agenda item 13e - Extension of the Appointment of the President be removed from the consent Agenda and voted on as a separate agenda item following the executive session. Mr. Tytler moved that the agenda be approved with this modification; the motion was seconded by Ms. Burns; carried unanimously.

5. **Public Comment:** None.
6. **Approval of Minutes – June 20, 2019:** Ms. Buck moved that the minutes of the June 20, 2019, regular meeting be approved as presented; seconded by Ms. Davison. Ms. Burns expressed that her comments at that meeting were strictly concerns about use of reserves and what that leaves in the accounts if we are faced with a similar financial situation next year. Motion called to approve minutes, carried unanimously. **July 1, 2019 Special meeting;** Ms. Burns moved that the minutes of the July 1, 2019, Special meeting be approved as presented; seconded by Ms. Davison. Motion called to approve minutes, carried unanimously
7. **Communications:** None.
8. **Presentations (routine, periodic reports of interest to the Board of Trustees):** Ali Beach, Director of the Office of Mental Health Services for the College, provided a PowerPoint presentation on initiatives being undertaken in her office. Ms. Beach noted that the office is celebrating their one-year anniversary as they opened in August 2018. She distributed an informational packet to all Board members. The PowerPoint presentation will be sent electronically to the Board members and will also be added to the meeting packet found on the website. The goal is to create an atmosphere where it is easy to walk in their door as well as close to campus police in case assistance is needed. While they don't currently reach out to the extension centers, they hope to do so in the near future. SUNY is beginning to show a bigger interest in Mental Health on college campuses. Many questions were raised by Board members regarding insurance, referral process, and training with full time and adjunct faculty.
9. **Provost and Vice President of Academic Affairs – Report:** Written report provided. No discussion.
10. **Information Items:**
 - a. **Human Resources Updates** – No discussion.
11. **Consent Agenda (Action Items):** Ms. Michell-Nunn moved that the Consent Agenda be approved as presented; seconded by Ms. Buck; after discussion with regard to the budget, the plans moving forward to get out of the budget deficit and being able to fill positions, the motion was called; carried unanimously.
 - a. Capital Payments
 - b. Treasurer Reports (4) – 3/31/19; 4/30/19; 5/31/19; 6/30/19 Chair Schlather had a question regarding the June 30, 2019 Treasurer's Report. Ms. Dewey answered the question noting that the item in question was an error. When questioned if the College is on track to minimize the use of reserve funds, Ms. Dewey stated they are working to finalize budget numbers but the result will not be worse than what has been anticipated.
 - c. Appointment of Personnel

- d. Extension of the Appointment of the President (Removed from the Consent Agenda – see Agenda Item 4)
- e. Approval of Position Description – Social Media and Marketing Coordinator (Updated)
- f. Approval of Position Description – Director of Enrollment Operations & Auxiliary Services (New)
- g. Approval of Position Description – Communications Associate (New)
- h. Approval of Position Description – Assistant to the President and Provost (Updated)
- i. Approval of Classified Staff Position – Diversity Education and Support Services Coordinator (New)
- j. Naming of Infant Room 1 in the Arthur Kuckes Childcare Center in Recognition of Tompkins Trust Company
- k. Approval of Position Description – Vector Network Program Associate (New)

12. Standing Reports:

- a. **College Forum** – No report.
- b. **Faculty Student Association** – No report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Mr. McSherry will be attending College Foundation meetings in place of Ms. Burns. As the College Foundation is approaching year-end, Ms. Gerg handed out a personalized pledge form for each Board of Trustees member. If Board members have any questions, they can be sent to the contact information on the form.
- d. **Chairperson’s Report** – The President’s evaluation will be discussed at the Board retreat, but may be given out at the August meeting. There will be a Special Board Meeting in August at Coltivare (to be set up).
- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported the approval of College budget was delayed until August due to a “notification” error.
- g. **Student Trustee’s Report** – No report.
- h. **President’s Report** – Written report provided. President Montague stated that currently enrollment numbers appear flat (increase over last year by less than 1%) which is still good. All categories are up except for returning students. The numbers are on track to meet the budget. Instant admit day on August 13 had more potential students than expected. Better progress is being made this year toward meeting the numbers necessary for a balanced budget.

13. Dialogue Session – None

- 14. **Executive Session (to discuss a personnel issue – action to be taken)** – Ms. Burns moved that the meeting convene in executive session for discussion of a personnel issue, with action to be taken; seconded by Mr. Tytler; carried unanimously. The meeting convened in executive session at 7:45 p.m.

The meeting reconvened in regular session at 9:12 p.m.

Motion to ratify recommendations for Promotions and Continuing Appointments for 2019-2020 Academic Year; Quality Step Increases and Administrative Appointments for 2019-2020 Academic Year; and Awards for Excellence for 2019-2020 Academic Year made by Ms. Davison, seconded by Mr. Tytler, motion carried unanimously.

Motion to approve the Extension of the Appointment of the President made by Ms. Burns; seconded by Ms. Davison; carried unanimously.

15. Upcoming Events – No discussion.

16. Adjournment: Mr. Tytler moved that the meeting be adjourned; seconded by Ms. Buck; carried unanimously. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - AUGUST 2019**

	AMOUNT	SUBTOTAL	GRAND TOTAL
Childcare Facility Project			
Administrative			
Harris Beach Legal Fees, All Seasons Dispute Invoice #2319891	\$1,244.11		
Total Administrative		\$1,244.11	
Design/Architectural Services			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3160	\$11,130.25		
Invoice #3161 Related Expenses	\$255.43		
Total Design/Architectural Services		\$11,385.68	
Electrical			
Blanding Electric (PO #32185) Application #12	\$6,415.79		
Total Electrical		\$6,415.79	
FFE			
Exemplis (PO #32782) Furniture - Seating, Chairs, Invoice #2204746-1	\$2,545.02		
Furniture - Seating, Chairs, Invoice #2204759-1	\$2,262.24		
Community Products (PO #32799) Restmats, KinderVans, Gym Tunnel, Bench Glider, Accessories, Invoice #J578T-1	\$13,624.93		
Lakeshore Learning Materials (PO #32841) Block Sets, Invoice #3824250719	\$884.32		
Lakeshore Learning Materials (PO #32831) Childcare Center Supply Items, Multiple Invoices	\$11,942.98		

Lakeshore Learning Materials (PO #32840)
Changing Tables, Invoice #3790870719 \$3,067.32

Total FFE \$34,326.81

General Construction

Streeter Associates (PO #32183)
Application #14, General \$153,110.55

Total General Construction \$153,110.55

Mechanical/HVAC

Kimble Inc. (PO #32186)
Application #12 \$8,635.50

Total Mechanical/HVAC \$8,635.50

Testing and Inspection Services

SJB Services (PO #32231)
Materials Testing (Concrete),
Invoice #CT-18-040-12 \$480.00

Total Testing and Inspection Services \$480.00

TOTAL CHILDCARE FACILITY PROJECT \$215,598.44

TOTAL CAPITAL PAYMENTS \$215,598.44

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JULY 31, 2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

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JULY 31, 2019

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$589,208 in a money market savings account averaging .20% interest earnings for July and \$978,826 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,200,000 available over the next three months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,843,640 is a reduction from \$3,335,020. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$69,186. The interfunds account balance of \$2,159,593 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

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

FUND BALANCE - (PAGE 3)

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

TOTAL EXPENDITURES - (PAGES 4-6)

As of July 31, total expenditures amounted to \$31,969,869 or 78.5% of the 2018-2019 budget. Comparable expenditures for period four last year were \$35,652,806 or 87.3% of the 2017-2018 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$34,812,065 or 85.4% of the revenue budget. Prior year revenues were \$40,496,935 or 99.1% of total budgeted revenue.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2019**

	Current Month 7/31/2019	Previous Month 6/30/2019	Previous Year 7/31/2018
ASSETS			
Cash in Demand Deposit	589,208	604,099	932,721
Cash in Time Deposits	978,826	2,971,377	2,558,131
Petty Cash	1,229	1,229	1,229
Accounts Receivable--Students	2,843,640	3,335,020	2,843,881
Accounts Receivable--Misc.	5,732,336	5,707,451	4,060,702
Prepaid Expenses	(8,721)	(20,845)	33,278
Due From Other Funds	2,159,593	1,614,673	2,014,534
Due From Sponsor Governments	0	0	89,571
Due From State Governments	\$ -	\$ -	
Due From Other Governments	69,186	111,997	
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$ 12,365,297	\$ 14,325,001	\$ 12,534,047
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LIABILITIES AND SURPLUS			
Vouchers Payable	882	882	0
Payroll Liabilities	1,013,017	1,555,297	1,638,296
Student Financial Aid Liabilities	761,126	153,306	1,003,734
Accrued Liabilities	4,439,916	4,396,771	3,695,952
Due to Other Funds	1,260,215	1,380,617	1,050,998
Due to State Governments	0	0	
Student Tuition Collected in Advance	(31,195)	(7,243)	(87,929)
Restatement of Net Position	121,807	121,807	121,807
Board Designated Fund Balance	718,430	718,430	691,697
Undesignated Fund Balance	1,232,527	1,232,527	1,468,842
Revenue Over (Under) Expenditures	2,848,572	4,772,607	2,950,650
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$ 12,365,297	\$ 14,325,001	\$ 12,534,047
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TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2018-2019
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2019

PER CENT YEAR 92.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	\$ 8,766,610	\$ 8,558,029	7,936,953	\$ 621,076	92.74%
Equipment	\$ -			\$ -	0.00%
Contractual Expenses	\$ 9,184,400	\$ 9,195,406	1,524,852	\$ 7,670,554	16.58%
Employee Benefits	\$ 3,887,508	\$ 3,826,926	3,604,857	\$ 222,069	94.20%
Total Instruction	\$ 21,838,518	\$ 21,580,361	\$ 13,066,662	\$ 8,513,699	60.55%
Public Service					
Personal Services	\$ 86,756	\$ 91,503	81,831	\$ 9,672	89.43%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ -	\$ -	4,360	\$ (4,360)	0.00%
Employee Benefits	\$ 38,346	\$ 40,444	37,976	\$ 2,468	93.90%
Total Public Service	\$ 125,102	\$ 131,947	\$ 124,167	\$ 7,780	94.10%
Academic Support					
Personal Services	\$ 1,832,134	\$ 1,834,574	1,413,617	\$ 420,957	77.05%
Equipment			49,375	\$ (49,375)	0.00%
Contractual Expenses	\$ 438,438	\$ 438,638	2,960,626	\$ (2,521,988)	674.96%
Employee Benefits	\$ 803,350	\$ 803,158	705,783	\$ 97,375	87.88%
Total Academic Support	\$ 3,073,922	\$ 3,076,370	\$ 5,129,401	\$ (2,053,031)	166.74%
Libraries					
Personal Services	\$ 506,791	\$ 508,791	455,663	\$ 53,128	89.56%
Equipment	\$ -	\$ -	0	\$ -	0.00%
Contractual Expenses	\$ 161,661	\$ 163,661	147,806	\$ 15,855	90.31%
Employee Benefits	\$ 224,002	\$ 224,002	210,302	\$ 13,700	93.88%
Total Libraries	\$ 892,454	\$ 896,454	\$ 813,771	\$ 82,683	90.78%
Student Services					
Personal Services	\$ 2,534,425	\$ 2,602,172	2,202,246	\$ 399,926	84.63%
Equipment	\$ -	\$ -	1,672	\$ (1,672)	0.00%
Contractual Expenses	\$ 1,144,977	\$ 1,146,977	929,575	\$ 217,402	81.05%
Employee Benefits	\$ 1,120,216	\$ 1,139,610	1,060,076	\$ 79,534	93.02%
Total Student Services	\$ 4,799,618	\$ 4,888,759	\$ 4,193,569	\$ 695,190	85.78%
Maintenance and Operation of Plant					
Personal Services	\$ 2,142,597	\$ 2,151,586	\$ 1,822,574	\$ 329,012	84.71%
Equipment	\$ -	\$ 1,483	\$ 1,990	\$ 924,665	0.00%
Contractual Expenses	\$ 928,138	\$ 926,655	\$ 733,379	\$ 213,865	0.00%
Employee Benefits	\$ 947,028	\$ 947,244	\$ 900,803	\$ 46,441	95.10%
Total Maintenance and Operation of Plant	\$ 4,017,763	\$ 4,026,968	\$ 3,458,746	\$ 1,513,983	85.89%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2018-2019
 FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2019**

PER CENT YEAR 92.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Institutional Support					
Personal Services	\$ 1,548,201	\$ 1,592,787	\$ 1,355,886	\$ 236,901	85.13%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 295,132	\$ 295,132	\$ 216,259	\$ 78,873	73.28%
Employee Benefits	\$ 709,799	\$ 704,012	\$ 646,838	\$ 57,174	91.88%
Total Institutional Support	\$ 2,553,132	\$ 2,591,931	\$ 2,218,983	\$ 372,948	85.61%
General Institutional Services					
Personal Services	\$ 1,523,646	\$ 1,588,512	\$ 1,415,485	\$ 173,027	89.11%
Equipment	\$ 200,000	\$ 200,000	\$ 58,951	\$ 141,049	0.00%
Contractual Expenses	\$ 990,204	\$ 990,204	\$ 785,926	\$ 204,278	79.37%
Employee Benefits	\$ 734,791	\$ 777,644	\$ 704,208	\$ 73,436	90.56%
Total General Institutional Services	\$ 3,448,641	\$ 3,556,360	\$ 2,964,570	\$ 591,790	83.36%
TOTAL APPROPRIATIONS	\$ 40,749,150	\$ 40,749,150	\$ 31,969,869	\$ 9,725,042	78.46%

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2018-2019 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	\$ 250,000	\$ 250,000	\$ 330,223	\$ (80,223)	0.00%
State Employee's Retirement	\$ 1,054,558	\$ 1,054,558	\$ 867,328	\$ 187,230	82.25%
State Teacher's Retirement	\$ 262,400	\$ 262,400	\$ 177,824	\$ 84,576	67.77%
Optional Retirement Fund	\$ 1,029,189	\$ 1,029,189	\$ 797,677	\$ 231,512	77.51%
Social Security	\$ 1,445,580	\$ 1,445,580	\$ 1,146,244	\$ 299,336	79.29%
Workers Compensation	\$ 140,000	\$ 140,000	\$ 119,194	\$ 20,806	85.14%
Misc Employee Benefits	\$ 25,000	\$ 25,000	\$ 22,183	\$ 2,817	88.73%
Disability Insurance	\$ 11,500	\$ 11,500	\$ 9,130	\$ 2,370	79.39%
Hospital and Medical Insurance	\$ 4,056,044	\$ 4,056,044	\$ 2,447,158	\$ 1,608,886	60.33%
Post Retirement Health Ins	\$ -	\$ -	\$ 1,060,000	\$ (1,060,000)	#DIV/0!
Employee Tuition Benefits	\$ 100,400	\$ 100,400	\$ 124,844	\$ (24,444)	124.35%
Life Insurance	\$ 10,000	\$ 10,000	\$ 8,270	\$ 1,730	82.70%
Vacation Benefits	\$ 18,369	\$ 18,369	\$ 20,000	\$ (1,631)	108.88%
Unemployment Insurance	\$ 60,000	\$ 60,000	\$ 3,587	\$ 56,413	0.00%
Total Employee Benefits	\$ 8,463,040	\$ 8,463,040	\$ 7,133,662	\$ 1,329,378	84.29%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2018-2019
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2019

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,219,321	\$16,219,321	\$ 11,768,747	\$ 4,450,574	72.56%
Winter	\$81,300	\$81,300	\$ 133,940		
Summer	1,151,864	1,151,864	\$ 680,057	\$ 471,807	59.04%
Nonresident Tuition	1,581,308	1,581,308	\$ 1,213,788	\$ 367,520	76.76%
Student Fee Revenue (Tech Fee)	1,327,900	1,327,900	\$ 1,203,213	\$ 124,687	90.61%
Total Tuition	20,361,693	20,361,693	\$ 14,999,745	\$ 5,414,588	73.67%
Government Appropriations					
New York State	10,613,687	10,613,687	\$ 10,671,100	\$ (57,413)	100.54%
Local Sponsors	4,650,364	4,650,364	\$ 4,231,831	\$ 418,533	91.00%
Appropriated Cash Surplus	0	0	\$ -	\$ -	
Charges to Other Counties	4,471,544	4,471,544	\$ 4,143,781	\$ 327,763	92.67%
Board Designated Reserves	45,000	45,000	\$ -	\$ 45,000	0.00%
Total Government Appropriations	19,780,595	19,780,595	\$ 19,046,712	\$ 733,883	96.29%
Other Revenues					
Service Fees	102,000	102,000	\$ 120,527	\$ (18,527)	118.16%
Interest Earnings	4,000	4,000	\$ 3,234	\$ 766	80.85%
Rental of Real Property	16,000	16,000	\$ 10,875	\$ 5,125	67.97%
Contract Courses	95,000	95,000	\$ 165,563	\$ (70,563)	174.28%
Noncredit Tuition	192,000	192,000	\$ 157,564	\$ 34,436	82.06%
Grant Offsets	147,862	147,862	\$ 112,803	\$ 35,059	76.29%
Unclassified Revenues	50,000	50,000	\$ 195,042	\$ (145,042)	390.08%
Total Other Revenues	606,862	606,862	\$ 765,608	\$ (158,746)	126.16%
TOTAL REVENUES	\$40,749,150	\$40,749,150	\$ 34,812,065	\$ 5,989,725	85.43%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2019**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$ 3,576,705	\$ 1,569,263	\$ 482,796	\$ 5,298,623	\$ 4,968,623
<u>RECEIPTS</u>					
Student Accounts Receivable	\$ 462,521	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Student Financial Aid	\$ 607,729	\$ -	\$ 4,000,000	\$ 1,250,000	\$ 700,000
Sponsor Payments	\$ 418,533	\$ 418,533	\$ -	\$ -	\$ -
Chargebacks to Other Counties	\$ 99,358	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
State Aid		\$ -	\$ 2,619,827	\$ -	\$ -
Repayment of Grant Fund Advances	\$ 31,546	\$ -	\$ 6,000	\$ 10,000	\$ 20,000
Repayment of Capital Fund Advances	\$ -	\$ 400,000	\$ -	\$ 380,000	\$ -
Other Receipts	\$ 68,464	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Projected Cash Receipts	\$ 1,688,151	\$ 1,468,533	\$ 7,275,827	\$ 2,290,000	\$ 1,370,000
<u>DISBURSEMENTS</u>					
Payments to Students	\$ 88,462	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Accounts Payable	\$ 980,367	\$ 750,000	\$ 800,000	\$ 1,000,000	\$ 1,000,000
Payroll and Fringe Benefits	\$ 2,245,200	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Grant Fund Advances	\$ 579	\$ 5,000	\$ 10,000	\$ 20,000	\$ 20,000
Capital Fund Advances	\$ 380,985	\$ 200,000	\$ 50,000	\$ -	\$ -
Projected Cash Disbursements	\$ 3,695,593	\$ 2,555,000	\$ 2,460,000	\$ 2,620,000	\$ 2,620,000
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$ 1,519,224	\$ 432,767	\$ 5,248,593	\$ 4,918,592	\$ 3,668,591
CASH IN TIME DEPOSITS	\$ 50,039	\$ 50,029	\$ 50,030	\$ 50,031	\$ 50,032
TOTAL CASH IN TIME DEPOSITS	\$ 1,569,263	\$ 482,796	\$ 5,298,623	\$ 4,968,623	\$ 3,718,623

TO: President Montague
FROM: Sharon Clark and Susan Dewey
RE: Position Descriptions for August 2019 Board Approval
DATE: August 7, 2019

For the month of August 2019, there is one position description being presented to the Board of Trustees for approval:

- Institutional Research Analyst

Institutional Research Analyst: This is a new grant funded position that will assist with the transition to a new data analytics tool (Microsoft BI) from our former system (Salient) that is sun setting at the end of August. In addition, the position will assist the Associate Provost with survey administration as well as responding to internal and external data requests. This position has been graded as a Level 3 PAA title with a hiring salary range of \$54,602 to \$75,275 - we would not normally place a new employee above the midpoint. The grant funding the position is from Tompkins County and spans two years.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-10**

**APPROVAL OF POSITION DESCRIPTION
INSTITUTIONAL RESEARCH ANALYST**

WHEREAS, the College has determined, based on a review and analysis of the functions within the Academic Affairs area, that there is a need to create an Institutional Research Analyst position description, and

WHEREAS, the attached Institutional Research Analyst position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Institutional Research Analyst position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: **I, JAN BRHEL, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
22nd day of August 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 22nd day of August 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Institutional Research Analyst

GRADE

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APPROVED BY

SUMMARY

The Institutional Research Analyst is responsible for the extraction of data from various sources, reorganizing and restructuring the data for qualitative and quantitative analysis utilizing relevant statistical and business intelligence tools. The Analyst is a leader in the continuous development, and maintenance of impactful data dashboards and visualization to support college decision-making needs at all levels. The Analyst will be able to communicate data-related information both in writing, and orally. The position assists the Associate Provost in supporting the College's mission and strategic goals through the oversight and processing of survey development and approval, providing survey related professional development at the College, and maintenance of the survey approval infrastructure at the College including assuring compliance with all applicable regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works to understand user requirements, and relate them to available data.
2. Works collaboratively with Campus Technology and members of the Institutional Research department to extract data or create data views from student information systems and other relevant databases in order to carry out quantitative, and/or qualitative data analysis.
3. Utilizes business intelligence tools to reorganize and restructure data to support data analysis and the development of data dashboards for external and internal audiences.
4. Performs data analysis utilizing relevant statistical and business intelligence tools.
5. Serves as a leader in the development of dashboards and data visualization to support college-wide decision making.
6. Communicates the results of data analysis and/or survey data with stakeholders in an accessible, meaningful way to support decision making at the College.
7. Assists Business Intelligence (BI) power users in creating a self-service BI culture.
8. Assists with the development of predictive analytics.
9. Leads the effort to streamline survey implementation standards across campus, and creates a process for survey review.
10. Helps to develop periodic professional development opportunities around survey development, and implementation best practices via creation of curation of online resources, and presentations.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Institutional Research Analyst

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11. Responds to requests for data analytics and/or survey data from both internal and external sources; works collaboratively with other college offices to insure timely, accurate processing and completion of requests.
12. Maintains high standards of continuous development in best practices of all areas of responsibility: data analysis, visualization, statistical analysis and survey creation and implementation.
13. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, age, ability or life experience.
14. Ensures effective use of human resources by recommending hiring, promotion, disciplinary, termination, and other administrative actions, together with training, motivating, evaluation, and counselling of assigned personnel. Conducts all matters in accordance with federal, state and local Equal Opportunity/Affirmative Action Laws, other applicable laws, regulations and collective bargaining agreements.
15. Represents the Institutional Research department and serves on College committees, as appropriate, and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

Classified Staff

Administrative

Faculty

Adjunct faculty, students, etc

Indicate number in each category:

of Classified Staff

of Administrative

of Faculty

of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree in social sciences, sciences, data science or related field and experience in an analytical, data-oriented environment.

Extensive experience with business intelligence tools (particularly Power BI), spreadsheets (especially Excel). Ability to use programming tools such as R or Python, and demonstrated SQL skills.

Strong attention to detail, and a commitment to high standards of data integrity and thorough documentation. Excellent communication skills – both oral and written.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Institutional Research Analyst

GRADE

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DESIRED QUALIFICATIONS

Master's degree in social sciences, sciences, data science or related field. Related work experience in higher education institutional research or higher education data analysis (e.g. through a public policy lens) is also preferred.

Strong problem solving skills, including the ability to be proactive, innovative and creative. Ability to work independently, and collaboratively in groups.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-11**

BANKING SIGNATURE AUTHORITY

WHEREAS, the Treasurer and the Chairperson of the Board of Trustees are duly authorized signers on all Tompkins Cortland Community College bank accounts, and

WHEREAS, the Dean of Operations & Enrollment Management was formerly an authorized signer on the Student Direct Loan and Emergency loan accounts, be it therefore

RESOLVED, that in the case of an emergency when the Treasurer and/or Chairperson of the Tompkins Cortland Community College Board of Trustees is unavailable, the Board of Trustees authorizes the Vice President of Student Services and the President of the College to be signers on all College bank accounts.

STATE OF NEW YORK: **I, JAN BRHEL, CLERK** of the Board of Trustees of
 SS: Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
22nd day of August 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 22nd of August 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-12**

IN APPRECIATION OF BLIXY TAETZSCH

WHEREAS, Ms. Blixy Taetzsch was hired in a full-time position at the College in February 1994, and

WHEREAS, Ms. Taetzsch elected to retire from her position as Dean of Operations and Enrollment Management at the College effective August 31, 2019, and

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

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Taetzsch for over 25 years of dedicated service, and be it further

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, 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 special meeting of said Board on the 22nd day of August 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 22nd day of August 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College