

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, SEPTEMBER 26, 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
 - a. August 22, 2019 Special Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Marketing (Bryan Chambala)
9. Provost and Vice President of Academic Affairs – Report (highlight Consent Agenda items and updates on major initiatives)
10. Information Items:
 - a. Human Resources Updates
 - b. Professional Development Report (January 1 – June 30, 2019)

11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Approval of Position Description – Coordinator of Access and Equity Services (Updated)
 - d. Policy Against Discrimination and Harassment - Revision

12. Standing Reports:
 - a. College Senate – Ashley Ahola
 - b. Faculty Student Association – Greg McCalley (no written report)
 - c. Tompkins Cortland Community College Foundation, Inc. – Matt McSherry
 - d. Chairperson’s Report – Ray Schlather
 - e. Liaison Report (Cortland County) – Kelly Preston
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Lana Esho (no written report)
 - h. President’s Report

13. Executive Session (to discuss personnel items – action to be taken)

14. Upcoming Events:
 - a. Fall Day, Friday, October 11, 2019
 - b. Next Board Meeting – October 24, 2019

15. 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
AUGUST 22, 2019
COLTIVARE
5:30 P.M.**

PRESENT: Roxann Buck, Elizabeth Burns, Lana Esho, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Ray Schlather, and Bruce Tytler

EXCUSED: Judy Davison

ABSENT: None

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Sharon Clark, Greg McCalley, Orinthia Montague, Blix
Taetzsch, Malvika Talwar, Seth Thompson

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:50p.m. by Chair Schlather in the Wine Cellar Room at Coltivare.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** None
4. **Approval of Agenda:** Chair Schlather requested that an additional item be added to the Agenda. Agenda Item added: Approval of the Appointment of the President. Mr. McSherry moved that the agenda be approved with this modification; the motion was seconded by Ms. Burns; carried unanimously.

Chair Schlather spoke to the appreciation of the 25+ years of service that Blix Taetzsch brought to the College and wished her well as she moves forward to retirement.

5. **Public Comment:** None.
6. **Approval of Minutes – July 18, 2019 Annual Meeting:** Ms Michell-Nunn moved that the minutes of the July 18, 2019, Annual Meeting be approved as presented; seconded by Ms. Buck. Motion called to approve minutes, carried unanimously. **July 18, 2019 Regular Meeting;** Ms. Burns moved that the minutes of the July 18, 2019, Regular Meeting be approved as presented; seconded by Ms. Michell-Nunn. Motion called to approve minutes, carried unanimously.

7. **Consent Agenda (Action Items):** Ms. Esho moved that the Consent Agenda be approved as presented; seconded by Mr. McSherry; the motion was called; carried unanimously.
- a. Capital Payments
 - b. Treasurer Reports – 7/31/19
 - c. Approval of Position Description – Institutional Research Analyst
 - d. Banking Signature Authority
 - e. In Appreciation for Blixxy Taetzsch

8. **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. McSherry; carried unanimously. The meeting convened in executive session at 5:59 p.m.

Mr. McSherry moved to go out of executive session; seconded by Ms. Michell-Nunn; carried unanimously. The meeting reconvened in regular session at 6:25 p.m.

Ms. Esho moved that Resolution 2019-2020-13 Civil Service Employees Association, Inc., Agreement be approved; seconded by Mr. Kuckes, motion carried unanimously.

Motion to ratify recommendations for Promotions of Adjunct Faculty for 2019-2020 Academic Year; and Awards for Excellence for Adjunct Faculty for 2019-2020 Academic Year made by Ms. Buck, seconded by Mr. Ms. Esho, motion carried unanimously.

Mr. McSherry moved that the terms in the contract for the Appointment of the President be approved as presented; seconded by Ms. Buck; the motion was called; carried unanimously.

9. **Adjournment:** Ms Esho moved that the meeting be adjourned; seconded by Ms. Buck, carried unanimously. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

Provost's Report September 2019

Hello:

Workforce Development Grant: We have been meeting regularly to make progress on our application for this grant coming from the state. Mostly we are focused on micro-credentials (after speaking with local employers and public works), equipment, and space renovation. We should be putting in an application in October sometime in all likelihood (the deadline is rolling but we want to get it in soon).

P-Tech: The TST BOCES P-Tech program (with which are already affiliated) has asked to rent 4 classrooms and some office space from the College (located in the southwest corner of the second floor). This is a positive thing, as we can strengthen this partnership, enhance an existing pipeline, and we can use some of the rent money to help renovate our classrooms (see below). We spent a lot of time switching out classes and moving equipment to make sure this happened. This one was a big-time team effort, but Victoria Zeppelin took the lead in working with P-Tech. Also, Malvika and Teresa Mix and Lauren Wright did some magic in making classroom changes happen in August as the semester was looming.

Rooms: We did a walk-through of some of our classrooms (the ones on the odd-side of the building), and have recommended some changes. My general sense is the following: many of our rooms are in good condition and some are excellent learning spaces. However, if you are in a room with those old-school desk/chair combo thingies, then you are in a space that is less than ideal. (I'm being polite when I say that, as I don't think a BOT report is the place to colorfully say what I really think of those spaces.) After the walk-through we asked for desks to be removed, we got rid of accumulated clutter, and we made substantial changes to 223, 225, and 287A. We have further changes coming for two more rooms. 287A has been designated as a computer lab for our Accelerated Learning Project English courses. This was paid for primarily through grant funding from SUNY. The space was painted and given a better projector, we replaced the window treatment, and bought new desks and chairs with casters (which allow for teachers to set up the rooms for a variety of teaching style), and a computer cart with laptops (though we already had that but it wasn't being used much). 223 and 225 were given improved chairs and desks (though they lack wheels). And I am going to order wheeled desks and chairs to improve two more classrooms. A huge thanks goes out to Jamie Perkins who has helped to spearhead this work along with Ryan Cocran, Damon Cocrane, Sam Merrill, Dale Jacobs, and Bob Darling. Really: I asked and they jumped all over this important work. Don Perkins and David Fish have been instrumental as well in helping with Tech

Math Grant: I spent some time working with Mary Ellen Ensign on a budget narrative for a SUNY Campus Innovation Award. This grant along with our Strong Start to Finish Grant should allow us to work on some professional development and potential curriculum development for dev ed Math. The Strong Start to Finish Grant also applies to Dev Ed English. The amounts are not huge, but they are helpful nonetheless.

Non-Credit Remedial: We got word from SUNY that the three non-credit remedial courses that we submitted were approved. That means we can offer non-credit classes to those who need to work on their skills to become college ready, and we can earn FTEs from those classes. The courses are not for our students, and, instead, are designed for those who may become our students (or students at

another school) with some help. Typically colleges offer these courses for Math refreshers, English/Reading Skills refreshers, College Readiness (e.g. navigating application, choosing a major, time management, etc), and for ESL. The courses we had approved were in the first three areas, and I'd like to move into ESL next. Our first offerings of these courses are planned to go with College Initiative Upstate for October, but we can use these courses in a variety of ways. I'm excited about this, as it can be both helpful to our community to offer these pipelines and we can earn FTEs for non-credit offerings.

Perkins: Malvika Talwar has been leading the push to apply for Perkins funding, as our application is due soon. Perkins funding is a federal grant that is organized by individual states, and it is designed to make sure that there is support for Career and Technical Education (CTE) fields. We have been getting the grant for years, but they are in the process of changing it some. We had meetings this week to talk about how it has been used in the past and how to use it in the future. We also solicited funding possibilities from faculty in eligible CTE majors.

Starfish: I attended a meeting for Starfish in Albany. The meeting was for executive leads on the Starfish project. We are part of the third cohort of schools using Starfish, and it was good to hear about the concerns and triumphs from the schools who were part of the earlier cohorts and farther along than we are. They all struggled with getting folks to understand how Starfish works, with how to integrate it well with other systems, and how to make it a part of the culture of their campus. However, the ones who got it going were able to show us data on improved retention. One school shared that students who received an alert or kudos were retained at a higher rate than those who didn't. One school shared overall retention improvements after full implementation of Starfish. Of course we can't say that Starfish was the only factor in those retention improvements, but the schools involved believed it was a major player. There was also an interesting demo about a Return on Investment tool that uses IPEDs data to show the impact of retaining students (e.g. here is how increased retention of 35 students impacts graduation rates, revenues, etc). We have a lot to do in this area, and the first major push is some training for advisors in Starfish. That training – along with training on degree works – is on-going and has been required of all advisors. Feedback about those trainings has been positive.

New Teaching Faculty: Please join me in welcoming two new (sort of) full-time Teaching Faculty members.

Kim Ligas began her education at Cortland Boces with her LPN. She continued her education at TC3 (YAY and alum) earning her Associates Degree as a Registered Nurse. From there she continued her education at SUNY Upstate Medical University earning her Bachelors of Science in Nursing. Finally, she earned my Masters Degree in Nursing Education from Keuka College. She has worked as a Registered Nurse in a variety of settings, including a Skilled Nursing Facility, doctor's office, and acute care hospital. She has worked as an educator in the acute care hospital setting as well as Broome Community College, Tompkins Cortland Community College, and SUNY Upstate Medical Center.

Chef Amanda Bisson began teaching Culinary Arts as an adjunct instructor with TC3 in 2016. Since then she has taught just about every course in the culinary arts program, traveled to Italy with our students to study Culture and Cuisine, and spent this past summer teaching Integrated Pest Management on the TC3 Farm. Amanda has an extensive background in agriculture and a passion for the farm to table movement. She received her Bachelor of Science in Horticulture from the University of Vermont, and went on to complete a Doctorate of Plant Medicine at the University of Florida in 2006. As her interest and experience in local food production and sustainability increased, so did her long-term dream to

become a chef. Amanda returned to school in 2009 to earn a Certificate in the Culinary Arts from the New England Culinary Institute in Vermont. For the next seven years, Amanda worked as an executive chef in north central Florida restaurants committed to local sourcing. She was an active farm to table educator in her community, regularly leading farm to table dinners, participating in various natural food galas and farm to restaurant conferences, and managing a non-profit incubator kitchen for food entrepreneurs. She later co-founded Fables Catering & Such LLC, a company specializing in local sustainable menus. In 2016, Amanda moved to Ithaca with her wife Cindy and now three year old daughter Avery.

College Now: College now had its annual professional development day. They had more people than ever! I wanted to give a special shout out to all faculty and staff who participated, with a special set of Kudos for Brent, Rhonda, Vicki, and Victoria. Thank you.

Academic Plan: We held meetings in small groups based around Guided Pathways Communities before the start of the semester, and we invited the whole campus. The bulk of those meetings dealt with our academic plan. Malvika and I plan to send out a survey to get input from everyone about the plan. I hope you have had a chance to review it, and we'll resend it when we put out the survey. I will request to include a draft of what was sent out to go to the BOT as well.

OER: Our OER process is going to move to a laser fiche workflow. This will streamline a system that currently has us push around paper for signatures and approvals. We do too much of this on campus, as I am trying (slowly) to change that wherever I can. The current system is inefficient and makes it difficult to track the current stage of approval for a request. OER requests, I should note, require multiple layers of approval to ensure they meet our standards and can fit within budget restraints.

Leading with Love: I was asked to participate in the 3rd annual "leading with love" event on Wednesday. This Cornell initiative focuses on positive messaging within the Ithaca School District. This year representatives from TC3, Ithaca College, Cornell, and the Ithaca School District met on the first day of school at Enfield Elementary. We lined up, and we cheered for the kids as they were coming in off the bus or being dropped off by parents. It is always good to spend time and build relationships with our partners in our "educational eco-system." However, it was seriously uplifting to watch these kids beam as they came off the bus and saw people cheering them on for their first day.

Assessment Committee: Professor Jeanne Cameron has agreed to chair the Assessment Committee, which has a lot of work to do this year. We need to establish ILOs (Institutional Learning Outcomes), and we need to establish an effective process for performing assessment, especially so that we can connect ILOs to PLOs (Programmatic Learning Outcomes) and SLOs (Student Learning Outcomes) and SUNY Gen Ed. Malvika, Jeanne, and I have been working on recruiting folks for the Committee, and we are ready (just about) to hit the ground running.

The Academic Plan has three main points, which are then broken down into increasingly more specific items. The goals of having an academic plan include the following:

- To build on the academic strengths of the College, especially our ability to work with a broad variety of students through excellent teaching and student engagement.
- To ensure transparency in academic planning.
- To allow for individual staff/faculty to see how the work they do fits within the plan, and to allow them to focus on key points relevant to their work (without losing sight of the entire plan).
- To help make and contextualize data informed decisions.
- To align the Academic Plan with the larger Strategic Plan and with other parallel plans on campus (Diversity Plan, Enrollment Management Plan, etc)

The Current Plan is missing the following:

- A format and method that allows this to be a “living” document that we can update and assess. We don’t want this to become just something that gets put in place and then forgotten about. This is the point where Paul will wax poetic about heat-maps and Malvika will roll her eyes and wonder why Paul seems to adore heat-maps so much.
- Your feedback. This is just a draft, and we want to hear from a broad cross-section of campus, especially since the response to our Provost Survey indicated a request for a clear plan.

2019 Academic Master Plan *DRAFT*

Increase Enrollment

Strengthen ties with partner academic institutions

- 1. Develop, catalog, and update 2+2 and articulation agreements**

Example 1 (each item would need space to list and assess actions taken)

Example 2 (each item would need space to list and assess actions taken)

- 2. Develop deferred acceptance agreements**

- 3. Increase international/global enrollment**

- 4. Increase concurrent enrollment**

Develop and maintain programming to attract more students

- 1. Adopt and offer appropriate Micro-Credentials**

- 2. Adopt and offer appropriate non-credit to credit pathways**

3. **Offer classes (credit and non-credit) in varied formats and locations, especially to attract non-traditional students (e.g Hi Flex; accelerated, non-credit remedial)**
4. **Increase and organize/coordinate applied learning opportunities**
5. **Increase programming that fits needs of employers and the community, including review of advisory board practices**
6. **Develop and increase grant opportunities**

Retain Students at a Higher Rate and Increase Completion

Implement Guided Pathways through the four pillars

1. **Help clarify the path**
Create clear curricular pathways to employment and further education
Review Curriculum to reduce barriers
2. **Help students enter the path**
Clarify the transition/handoff from onboarding to first year/semester
Review placement procedures and revise as needed
3. **Help students stay on the path**
Review Advising Practices (including online) and revise as needed
Review Mentoring practices (including online) and revise as needed
Review how to embed retention practices/within the curriculum
Continue to align Bakers Commons and support services with Guided Pathways initiatives
Review early alert/Starfish procedures and revise as needed
4. **Ensure teaching and learning effectiveness**
Review instructional evaluation/support methods and revise as needed
Review online learning and OER practices and revise as needed
Review student evaluation methods and revise as needed
Review teaching handbook and other academic policies and revise as needed
Review professional development practices and revise as needed

Recruit, hire, and retain high quality faculty and staff

1. **Identify appropriate areas and hire faculty/staff to grow programs**
2. **Review methods for integrating all full and part-time faculty and staff within major policy initiatives**

Maintain Effective Assessment Measures

Establish an ongoing and active system to assess academic work

1. **Establish assessment measures that align Student Learning Outcomes (SLO) with Programmatic Learning Outcomes (PLOS) and Institutional Learning Outcomes (ILOS)**
2. **Align SUNY General Education Assessment with SLOs, PLOs, and ILOs**

- 3. Update curriculum maps**
- 4. Review course outlines and master course syllabi**
- 5. Establish clear assessment of program strengths and vulnerabilities and tie to marketing and budget**
- 6. Make appropriate institutional data available to campus community and utilize for planning**
- 7. Maintain Middle States accreditation guidelines**

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of September 26, 2019

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Assistant Professor of Nursing	August 2019	May 6, 2019	June 6, 2019	Hired: Kimberly Ligas (09/03/19)
Clinical Counselor	August 2019	November 5, 2018	Ongoing until Filled	Hired: Vince Markowsky (08/21/19)
Communications Associate	October 2019	July 25, 2019	August 30, 2019	Accepting Applications
Coordinator of Global Programs	September 2019	September 3, 2019	Ongoing until Filled	Hired: Caroline Krendel (09/09/19)
Director of Enrollment Operations and Auxiliary Services	September 2019	July 25, 2019	August 30, 2019	Accepting Applications
Global Initiatives Coordinator (Part-time Temporary)	September 2019	September 3, 2019	Ongoing until Filled	Accepting Applications
Institutional Research Analyst	October 2019	September 6, 2019	October 21, 2019	Accepting Applications
Instructional Technology Associate	July 2019	June 5, 2019	July 8, 2019	Hired: Breton Bienvenue (09/09/19)
Instructor of Culinary Arts	August 2019	June 21, 2019	June 28, 2019	Hired: Amanda Bisson (08/21/19)
Software Applications Administrator	August 2019	June 20, 2019	July 22, 2019	On-Campus Interviews Concluded

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaner (1.0 FTE)	Buildings & Grounds	July 2019	Hired: Jessica LaFever (09/23/19)
Copy & Mail Center Attendant (.4 FTE)	Campus Technology	September 2019	Canvassing via Tompkins County Department Human Resources
Enrollment Services Specialist (1.0 FTE Temporary through October 11, 2019)	Admissions	July 2019	Hired: Debra Mack (07/18/19)
Secretary (1.0 FTE)	Student Success	July 2019	Hired: Teri Evener (08/09/19)
Maintenance Worker (1.0 FTE)	Buildings & Grounds	August 2019	On-Campus Interviews Concluded
Receptionist (Part-time Temporary through May 15, 2020)	Provost Office	ASAP	Canvassing via Tompkins County Department of Human Resources Concluded
Secretary (Part-time .48 FTE)	Cortland Extension Center	ASAP	Reviewing Applications
Secretary (Part-time .48 FTE)	Ithaca Extension Center	ASAP	Reviewing Applications
Secretary (1.0 FTE)	Mental Health Services	ASAP	On-Campus Interviews Concluded
Senior Groundskeeper (1.0 FTE)	Buildings & Grounds	August 25, 2019	On-Campus Interviews Completed

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Coach, Men's Basketball	Athletics & Recreation	October 2019	Hired: Derek Echevarria (10/1/19)
Assistant Coach, Men's Soccer	Athletics & Recreation	September 2019	Accepting Applications
Assistant Coach, Women's Soccer	Athletics & Recreation	August 2019	Hired: Callie Stillman (8/16/2019)
Fitness Center Assistant	Athletics & Recreation	September 2019	Accepting Applications
Head Coach, Men's Baseball	Athletics & Recreation	September 2019	Hired: Billy Crowe (9/1/19)
Lifeguard	Athletics & Recreation	September 2019	Accepting Applications
Graduate Assistant	Residence Life/Student Center	September 2019	Accepting Applications
Senior Residence Assistant	Residence Life	August 2019	Hired: Marvin Brown (8/11/19)
Teacher Aide	Childcare	August 2019	Accepting Applications Hired: Lisa Lynch (8/26/19) Elina Thayer (8/26/19)
Kitchen Assistant	Childcare	August 2019	Accepting Applications Hired: Megan MacLean (9/1/19)
Assistant Teacher	Childcare	August 2019	Accepting Applications Hired: Jennifer Falk (8/26/19) Breanna Hopkins (8/26/19) Susan Kelley (8/26/19) Kayla Law (8/26/19) Michelle Sweeney (8/26/19)
Office Coordinator	Childcare	August 2019	Hired: Lisa Bowman (8/26/19)
Head Teacher	Childcare	August 2019	Accepting Applications Hired: Meghan Bouck (8/26/19) Havyn Bush (8/26/19) Alexis Brown (8/26/19) Abby Landon (8/26/19)
Substitute Teacher	Childcare	September 2019	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	September 2019	Accepting Applications Hired: Antonio Mims (8/9/19)
Banquet Bartender	TC3 Bistro	September 2019	Accepting Applications
Banquet Supervisor	TC3 Bistro	September 2019	Accepting Applications
Bartender	TC3 Bistro	September 2019	Accepting Applications Hired: Steven Mihalick (7/26/19)
Busser/Food Runner	TC3 Bistro	September 2019	Accepting Applications
Dishwasher	TC3 Bistro	September 2019	Accepting Applications
Line Cook	TC3 Bistro	September 2019	Accepting Applications
Server	TC3 Bistro	September 2019	Accepting Applications Hired: Steven Mihalick (7/26/19) Antonio Mims (8/9/19)
Host/Hostess	TC3 Bistro	September 2019	Accepting Applications Hired: Antonio Mims (8/9/19)

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of September 16, 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 Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
CSEA Membership	Retiree Health Insurance benefit changes	The CSEA would like the College to cease and desist all actions to make changes to the retiree health insurance benefits.
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 Association	Dismissal or discipline of an employee	Discipline of Faculty Association Member.
Faculty Association	Teaching Faculty Annual Reports	The Association would like the College to provide written response to the annual reports within 30 days of receipt. The Provost/VP has provided a written response to annual reports received. These delayed responses, to the annual reports received, will not have a negative impact on continuing appointment or promotion decisions.
Faculty Association	Non-Teaching Professional (NTP) Annual Reports	The Association would like the College to provide written response to the NTP annual reports by September 30, 2019.
Faculty Association	Compensation for Academic Program Chairs	The Association would like the College to comply with the Agreement and past practice when issuing Program Chair compensation contracts. The Association would further like the Program Chair contracts to be compiled in a timely manner, as soon as practicable after the beginning of each semester.

PAA

PAA Membership

Retiree Health Insurance
benefit changes

The PAA would like the College to cease and desist all actions to make changes to the retiree health insurance benefits.

TC3 ADJUNCT ASSOC.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 1, 2019 - June 30, 2019**

LEADERSHIP SKILLS/DEVELOPMENT - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

Summary - Leadership Skills/Development

of reported events - 16

of employees - 14

0 - Bistro

3 - Classified

0 - Executive

1 - FSA

4 - Faculty

8 - PAA

3 - Adjuncts

CONFERENCE/SEMINARS - includes internal and external conferences, seminars, and workshops.

Summary - Conference/Seminars

of reported events - 58

of employees - 35

0 - Bistro

11 - Classified

1 - Executive

2 - FSA

14 - Faculty

32 - PAA

7 - Adjuncts

JOB SPECIFIC EDUCATION - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.

Summary - Job Specific Education

of reported events - 60

of employees - 84

0 - Bistro

13 - Classified

1 - Executive

13 - FSA

27 - Faculty

33 - PAA

25 - Adjuncts

TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
January 1, 2019 - June 30, 2019

DEGREE RELATED PROGRAMS - list individuals pursuing formal degree programs at TC3 or other institutions.

Summary - Degree Related Programs

of reported events - 4

of employees - 4

0 - Bistro

0 - Classified

0 - Executive

0 - FSA

2 - Faculty

1 - PAA

1 - Adjuncts

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

Summary - Other Development Activities

of reported events - 22

of employees - 14

0 - Bistro

2 - Classified

0 - Executive

1 - FSA

14 - Faculty

5 - PAA

1 - Adjuncts

TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - SEPTEMBER 2019

	AMOUNT	SUBTOTAL	GRAND TOTAL
Childcare Facility Project			
Design/Architectural Services			
Claudia Brenner Design (PO #31685)			
Architectural Design Services			
Invoice #3167	\$10,777.75		
Invoice #3161 Related Expenses	\$307.40		
Total Design/Architectural Services		\$11,085.15	
Electrical			
Blanding Electric (PO #32185)			
Application #13	\$7,118.16		
Total Electrical		\$7,118.16	
FFE			
Amazon (PO, #32866)			
LG55 HD TV - Childcare Center	\$1,520.00		
Audio-Video Corp (PO #32880)			
AxisTV Channel Player System			
Invoice #10890	\$1,918.00		
CDW-G (PO #32864)			
Wall Mount Kit			
Invoice #TGH 5867	\$217.56		
Herman Miller (PO #32773)			
Furniture for Childcare Center			
Invoice #72579346	\$12,140.51		
Lakeshore Learning Materials (PO #32830)			
Furniture for Childcare Center			
Muiltiple Invoices	\$45,500.65		
Total FFE		\$61,296.72	

General Construction

Streeter Associates (PO #32183)
Application #15, General \$158,675.65

Total General Construction \$158,675.65

Mechanical/HVAC

Kimble Inc. (PO #32186)
Application #13 \$18,367.54

Total Mechanical/HVAC \$18,367.54

Plumbing

Brosch Mechanical (PO #32187)
Application #11 \$3,230.00

Total Plumbing \$3,230.00

Testing and Inspection Services

SJB Services (PO #32231)
Materials Testing
Invoice #CT-18-040-13 \$892.00

Total Testing and Inspection Services \$892.00

TOTAL CHILDCARE FACILITY PROJECT \$260,665.22

TOTAL CAPITAL PAYMENTS \$260,665.22

**Appointment of Personnel
Wednesday, September 11, 2019
Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
May				
Archer, Pamela	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$166.47	5/18/2019 To 8/27/2019
June				
Kyle, John	Developed BUAD111 M15 for OER for Summer 2019	Adjunct	\$3,000.00	6/20/2019
Kyle, John	Developed BUAD203 BL1 for OER for Summer 2019	Adjunct	\$3,000.00	6/20/2019
Scheible, Anita	Access & Equity Assistant/Professional Tutor	Adjunct	\$4,862.00	6/25/2019 To 8/20/2019
July				
Bisson, Amanda	ENVS202 - Teach per-student basis at independent study rate	Adjunct	\$2,172.00	7/1/2019 To 8/2/2019
Chase, Larry	BUAD217 - Teach per-student basis at independent study rate	Adjunct	\$2,172.00	7/1/2019 To 8/2/2019
Cornish, Erin	MATH095 - Teach per-student basis at independent study rate	Adjunct	\$2,896.00	7/1/2019 To 8/2/2019
Huelse-Barker, Jaime	BIOL202 - Teach per-student basis at independent study rate	Adjunct	\$724.00	7/1/2019 To 8/2/2019
Marie, Jill	ENGL102 - Teach per-student basis at independent study rate	Adjunct	\$1,629.00	7/1/2019 To 8/2/2019
Sabol, Zenta	ACCT102 - Teach per-student basis at independent study rate	Adjunct	\$2,896.00	7/1/2019 To 8/2/2019
Schat, Marjolein	BIOL105 - Teach per-student basis at independent study rate	Adjunct	\$724.00	7/1/2019 To 8/2/2019
Mack, Debra	Enrollment Services	Enrollment Services Specialist	\$51,766.09 *	7/18/2019
Biata, Alanna	Para-Professional Tutor - Writing	Adjunct	\$927.50	7/22/2019 To 8/27/2019
August				
Bisson, Amanda	Culinary Arts	Instructor	\$63,516.00 *	8/21/2019
Markowsky, Vince	Office of Mental Health Services	Clinical Counselor	\$59,085.00 *	8/21/2019
Morse, Annemarie	Per Article 9.5 of TC3 Adjunct Association Contract - Class cancellation - ENGL098/100	Adjunct	\$150.00	8/22/2019
Mueller, Susan	NURS110-M32	Adjunct	\$6,755.00	8/22/2019
Carr, Diane	Para-Professional Tutor	Adjunct	\$7,234.50	8/26/2019 To 12/20/2019
Cooper, Joanne	Professional Tutor	Adjunct	\$7,543.20	8/26/2019 To 12/20/2019
DeGaetano, Margaret	Professional Tutor	Adjunct	\$14,899.82	8/26/2019 To 12/20/2019
Gray, Amanda	Professional Tutor	Adjunct	\$8,775.00	8/26/2019 To 12/20/2019
Grossman, Rick	Academic Success Specialist	Adjunct	\$3,539.55	8/26/2019 To 12/20/2019
Inderwies, Heidi	Professional Tutor	Adjunct	\$8,970.00	8/26/2019 To 12/20/2019
Kidder, Jennifer	Professional Tutor - Quantway Support Specialist	Adjunct	\$1,516.95	8/26/2019 To 12/20/2019
Lyon, Crystal	Professional Tutor	Adjunct	\$6,240.00	8/26/2019 To 12/20/2019
Miranda, Tracy	Para-Professional Tutor	Adjunct	\$3,756.38	8/26/2019 To 12/20/2019
Montgomery, Ashley	Professional Tutor	Adjunct	\$7,410.00	8/26/2019 To 12/20/2019
Sabol, Zenta	Professional Tutor	Adjunct	\$3,792.38	8/26/2019 To 12/20/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Scheible, Anita	Access & Equity Adjunct	Adjunct	\$11,492.00	8/26/2019 To 12/20/2019
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$4,485.00	8/26/2019 To 12/20/2019
Weaver, Bobbie Jo	Para-Professional Tutor	Adjunct	\$7,234.50	8/26/2019 To 12/20/2019
Abdu-Shahid, Rafsanja	HUMS105 M01	Adjunct	\$2,730.00	8/28/2019 To 12/17/2019
Abshire, Christian	BIOL131 M02 BIOL132 ME50	Adjunct	\$9,555.00	8/28/2019 To 12/17/2019
Ahmed, Ahmed	CHEM108 ME50 CHEM205 ME50	Adjunct	\$11,505.00	8/28/2019 To 12/17/2019
Almann, Nancy	BIOL114 M01 BIOL131 M01	Adjunct	\$9,735.00	8/28/2019 To 12/17/2019
Altmann, Herman	BIOL101 M03 BIOL102 M01	Adjunct	\$8,260.00	8/28/2019 To 12/17/2019
Arancio, Patrick	FITN230 M20 FITN130 M10	Adjunct	\$1,365.00	8/28/2019 To 12/17/2019
Archer, Pamela	CAPS121 M03 CAPS121 BL1 CAPS111 BL2 CAPS121 BL2 CAPS111 M01	Adjunct	\$6,418.50	8/28/2019 To 11/6/2019
Arnold, Melanie	Teach per-student class compensated at independent study rate (COMM110-M20/2 students)	Adjunct	\$380.00	8/28/2019 To 10/2/2019
Arnold, Melanie	COMM110 M02 COMM245 M01 COMM110 M01	Adjunct	\$6,294.12	8/28/2019 To 12/17/2019
Aspinwall, Breck	BIOL100 M01 BIOL100 BL1	Adjunct	\$7,210.00	8/28/2019 To 12/17/2019
Bechtold, Charles	MATH095 M06 ENSC204 M01	Adjunct	\$8,260.00	8/28/2019 To 12/17/2019
Bennett, Chauncey	COMM135 ME50 COMM127 HY50 COMM127 HY52	Adjunct	\$10,132.50	8/28/2019 To 12/17/2019
Bishop, Michael	SOCI101 M01 SOCI101 CE66	Adjunct	\$5,460.00	8/28/2019 To 12/17/2019
Buchanan, Patricia	ENGL100 M03 ENGL098 EL03 ENGL100 EL03 ENGL204 M01	Adjunct	\$10,620.00	8/28/2019 To 12/17/2019
Burgholzer, Benjamin	ENGL100 M18 ENGL098 EL18 ENGL100 EL18	Adjunct	\$5,460.00	8/28/2019 To 12/17/2019
Cambridge, Jessica	ENGL100 M27 ENGL100 M26	Adjunct	\$6,600.00	8/28/2019 To 12/17/2019
Cardwell-Ferrer, Marion	Para-Professional Teaching Assistant	Adjunct	\$5,565.00	8/28/2019 To 12/17/2019
Carr, Kyle	COMM112 M02 COMM120 M01 COMM112 M01 COMM111 M01 COMM111 M02	Adjunct	\$7,573.24	8/28/2019 To 12/17/2019
Chapman, Robert	POSC104 M01	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Christofferson, Martin	CAPS121 HY2 CAPS111 BL1 CAPS121 HY1 CAPS131 HY1 CAPS111 HY1 CAPS111 HY2 CAPS131 HY2	Adjunct	\$9,639.42	8/28/2019 To 12/17/2019
Christopher, Renee	BIOL201 ME50	Adjunct	\$5,066.25	8/28/2019 To 12/17/2019
Cicciarelli, Richard	BIOL101 ME50 BIOL101 M02	Adjunct	\$7,210.00	8/28/2019 To 12/17/2019
Coleman, Cynthia	SOCI101 BL1	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Cooper, Joanne	MATH090 M03	Adjunct	\$4,400.00	8/28/2019 To 12/17/2019
Corbin, Gemma	PARA215 BL1 PARC215 BL1	Adjunct	\$2,895.00	8/28/2019 To 12/17/2019
Cornish, Erin	MATH095 M03 MATH098 M03	Adjunct	\$9,440.00	8/28/2019 To 12/17/2019
Cowan, Richard	MATH200 ME50 MATH109 M03 MATH109 M04	Adjunct	\$10,620.00	8/28/2019 To 12/17/2019
Cutter, Elizabeth	MATH090 M04	Adjunct	\$3,860.00	8/28/2019 To 12/17/2019
DeFranco, Anthony	BUAD208 BL1	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Doane, Eric	CRJU105 M01 CRJU105 BL1	Adjunct	\$5,790.00	8/28/2019 To 12/17/2019
Donohue, Kathryn	ENGL100 M17 ENGL100 EL17 ENGL098 EL17	Adjunct	\$5,790.00	8/28/2019 To 12/17/2019
Dunham, Peggy	FITN230 M23 FITN130 M13	Adjunct	\$1,365.00	8/28/2019 To 12/17/2019
Earley, Bernard	ENGL102 BL4 ENGL101 BL1 ENGL101 BL2	Adjunct	\$10,620.00	8/28/2019 To 12/17/2019
Easton, Jonathan	CIS 223 BL1	Adjunct	\$2,730.00	8/28/2019 To 12/17/2019
Eckert, Regina	HSTY202 M02	Adjunct	\$3,090.00	8/28/2019 To 12/17/2019
Eisenberg, Seth	PARA101 BL1 PARC101 BL1	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Emeziem, Cosmas	CRJU104 M01 HUMS104 M01	Adjunct	\$2,895.00	8/28/2019 To 12/17/2019
Emmart, Michael	HUMS104 BL1 CRJU104 BL1	Adjunct	\$3,300.00	8/28/2019 To 12/17/2019
Epstein, Judith	ENGL201 ME50 ENGL201 M07 ENGL201 M08	Adjunct	\$10,620.00	8/28/2019 To 12/17/2019
Esworthy, Barrett	HSTY201 M02 HSTY201 M01 HSTY202 M01	Adjunct	\$10,620.00	8/28/2019 To 12/17/2019
Farah, Fred	BIOL115 M01	Adjunct	\$4,130.00	8/28/2019 To 12/17/2019
Feavearyear, Jody	MATH090 ME50 ASTR101 M01 MATH090 M05	Adjunct	\$12,980.00	8/28/2019 To 12/17/2019
Frey, Kim	PSYC101 M03 PSYC101 M01	Adjunct	\$5,460.00	8/28/2019 To 12/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Fussner-Kelly, Shirley	MATH095 ME50	Adjunct	\$4,120.00	8/28/2019 To 12/17/2019
Galezo, David	PHIL101 M01 PHIL101 BL1	Adjunct	\$7,080.00	8/28/2019 To 12/17/2019
Gammage-Sikora, Gina	SPAN101 BL1	Adjunct	\$4,720.00	8/28/2019 To 12/17/2019
Garnett, Jason	ENGL100 M21 ENGL100 EL21 ENGL098 EL21	Adjunct	\$5,460.00	8/28/2019 To 12/17/2019
Gilbert, Mary	ENGL102 BL5 ENGL102 BL1 ENGL102 BL2	Adjunct	\$10,620.00	8/28/2019 To 12/17/2019
Gillis, Andrew	ART 255 M01 ART 111 M01	Adjunct	\$8,260.00	8/28/2019 To 12/17/2019
Goldsberry, Evelyn	NURS208-M31	Adjunct	\$11,330.00	8/28/2019 To 12/17/2019
Gonzalez Suarez, Jose	CONT107 ME50 CONT202 ME50	Adjunct	\$6,597.50	8/28/2019 To 12/17/2019
Green, Rachel	ECHD110 ME50	Adjunct	\$3,090.00	8/28/2019 To 12/17/2019
Grimm, Mark	ART 214 M01	Adjunct	\$3,850.00	8/28/2019 To 12/17/2019
Grossman, Richard	RDNG116 M08	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Ha, Lien	DRAF117 M01	Adjunct	\$4,377.50	8/28/2019 To 12/17/2019
Hallas, Katherine	ENVS110 M02 ENVS110 M01	Adjunct	\$3,860.00	8/28/2019 To 12/17/2019
Hamilton, Kathryn	RDNG116 M07 MATH095 M05 RDNG116 M06	Adjunct	\$9,100.00	8/28/2019 To 12/17/2019
Han, Man-Young	SPMT255 M01 SPMT270 BL49	Adjunct	\$6,600.00	8/28/2019 To 12/17/2019
Heisermann, Gary	BIOL104 ME50 CHEM101 M02	Adjunct	\$9,408.75	8/28/2019 To 12/17/2019
Hemingway Jones, Kat	ENGL100 M11 ENGL100 EL11 ENGL098 EL11 ENGL204 M02	Adjunct	\$9,900.00	8/28/2019 To 12/17/2019
Hillis, Patrick	PSYC103 M11 PSYC207 M01	Adjunct	\$6,600.00	8/28/2019 To 12/17/2019
Hochadel, Lisa	ACCT101 BL2 ACCT101 BL1	Adjunct	\$7,720.00	8/28/2019 To 12/17/2019
Hollenbeck, Charles	ENGL100 M23 ENGL101 BL6 ENGL101 M03	Adjunct	\$9,270.00	8/28/2019 To 12/17/2019
Iacobucci, Christine	ANTH202 M02 ANTH202 M01	Adjunct	\$6,600.00	8/28/2019 To 12/17/2019
Iacobucci, Christine	CTC Adjunct Service Coordinator	Adjunct	\$3,300.00	8/28/2019 To 12/17/2019
Ickes Jackson, Emily	MUSI101 M01	Adjunct	\$2,730.00	8/28/2019 To 12/17/2019
Johnsen, Laura	ANTH202 BL2	Adjunct	\$2,730.00	8/28/2019 To 12/17/2019
Johnson, John	COMM140 M01 COMM240 M01	Adjunct	\$7,210.00	8/28/2019 To 12/17/2019
Jones, Paula	BIOL114 BL2	Adjunct	\$3,300.00	8/28/2019 To 12/17/2019
Josef, Keith	PHSC104 M01 CHEM101 HY1	Adjunct	\$6,180.00	8/28/2019 To 12/17/2019
Kelly, Kevin	BUAD201 M02 BUAD201 M01	Adjunct	\$5,790.00	8/28/2019 To 12/17/2019
Kidder, Jennifer	MATH049 MLC2 MATH098 M02 MATH098 M04 MATH098 MLC2	Adjunct	\$11,800.00	8/28/2019 To 12/17/2019
Kobre, Michael	BIOL131 ME50 BIOL114 BL1	Adjunct	\$9,735.00	8/28/2019 To 12/17/2019
Kyle, John	CAPS121 M04 CAPS133 BL1 CAPS131 BL2 CAPS121 BL3 CAPS131 M01 CAPS111 M02 CAPS111 M03	Adjunct	\$9,639.42	8/28/2019 To 11/6/2019
LaFavor, Erik	SOCI101 M09 SOCI101 M02 SOCI101 M08	Adjunct	\$8,190.00	8/28/2019 To 12/17/2019
Lee, In Shik	ART 120 ME50 ART 114 M01 ART 120 M02	Adjunct	\$12,390.00	8/28/2019 To 12/17/2019
Lillard, Marketa	CHEM101 HY1	Adjunct	\$3,300.00	8/28/2019 To 12/17/2019
Lipa, Thomas	HLTH207 M01 CDSC101 BL1	Adjunct	\$8,260.00	8/28/2019 To 12/17/2019
Marie, Jill	ENGL102 M07 ENGL103 BL1	Adjunct	\$7,080.00	8/28/2019 To 12/17/2019
Marvin, Tracy	ESL 091 M01 ESL 092 M01	Adjunct	\$7,280.00	8/28/2019 To 12/17/2019
McBride, Carly	Provide supervision to NURS208-M33 FLD students while administering medications	Adjunct	\$1,820.00	8/28/2019 To 12/17/2019
McCabe, Thomas	ENGL256 M01	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
McCracken, Kathleen	COMM120 M01 COMM127 HY53	Adjunct	\$5,407.50	8/28/2019 To 12/17/2019
McLane, Todd	CULI120 V01 ENVS117 F01	Adjunct	\$1,673.75	8/28/2019 To 12/17/2019
Meddaugh, Arlene	NURS110-M37	Adjunct	\$6,755.00	8/28/2019 To 12/17/2019
Meyer, Denise	ART 130 ME50 ART 130 M01	Adjunct	\$8,260.00	8/28/2019 To 12/17/2019
Miller, Joseph	CHEM107 M02 CHEM101 M01	Adjunct	\$8,685.00	8/28/2019 To 12/17/2019
Millman-Brown, Randi	ART 101 ME50	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Montgomery, Ashley	ENGL101 M02	Adjunct	\$2,730.00	8/28/2019 To 12/17/2019
Mozie, Davi	HUMS104 M02 CRJU104 M02	Adjunct	\$2,730.00	8/28/2019 To 12/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Myers, Deborah	Provide supervision to NURS208-M31 FLD students while administering medications	Adjunct	\$1,929.90	8/28/2019 To 12/17/2019
Need, Barbara	SPAN101 M01 SPAN101 I35 ENGL101 M01	Adjunct	\$12,100.00	8/28/2019 To 12/17/2019
Nobles, Jill	COMM140 ME50 COMM100 M01	Adjunct	\$5,915.00	8/28/2019 To 12/17/2019
Okaru, Alfred	FITN230 M22 FITN130 M12	Adjunct	\$1,545.00	8/28/2019 To 12/17/2019
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Parks, Paul	ART 101 M01	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,300.00	8/28/2019 To 12/17/2019
Pittsley, Jaclyn	ENGL101 M07 ENGL101 M05	Adjunct	\$6,600.00	8/28/2019 To 12/17/2019
Potter, Kristi	ENGL100 EL66 ENGL100 CE66 ENGL098 EL66	Adjunct	\$5,460.00	8/28/2019 To 12/17/2019
Price, Colleen	EMT 220 M73	Adjunct	\$8,755.00	8/28/2019 To 12/17/2019
Quick, Raymond	BUAD219 BL1	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Read, Kira	Provide supervision to NURS208-M32 FLD students while administering medications	Adjunct	\$1,820.00	8/28/2019 To 12/17/2019
Rice, Robert	FITN230 M21 FITN130 M11	Adjunct	\$1,545.00	8/28/2019 To 12/17/2019
Richards, David	POSC103 M01 PARC213 BL1 PARA213 BL1 POSC213 BL1 POSC103 BL1	Adjunct	\$10,620.00	8/28/2019 To 12/17/2019
Ritz Deutch, Ute	ANTH202 M03	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Roche (Norris), Heather	NURS208-M32	Adjunct	\$8,190.00	8/28/2019 To 12/17/2019
Roe, Bernadette	ENGL100 M07 ENGL100 EL07 ENGL098 EL07 ENGL102 M04	Adjunct	\$8,685.00	8/28/2019 To 12/17/2019
Ross, Jessica	SOCI101 M05T SOCI101 M03 SOCI101 M03T SOCI101 M04 SOCI101 M04T SOCI101 M05	Adjunct	\$9,900.00	8/28/2019 To 12/17/2019
Rukavena, Peter	BUAD111 M01	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Sabol, Zenta	ACCT101 M02 ACCT101 CE66	Adjunct	\$9,440.00	8/28/2019 To 12/17/2019
Schaffer, Patricia	NURS208-M30	Adjunct	\$12,100.00	8/28/2019 To 12/17/2019
Schat, Marjolein	BIOL105 M01 BIOL211 M01	Adjunct	\$11,550.00	8/28/2019 To 12/17/2019
Schmid, Joseph	ACCT207 BL1	Adjunct	\$4,720.00	8/28/2019 To 12/17/2019
Schmidt, Kurt	ENVS101 M02 ENVS101 M01	Adjunct	\$6,370.00	8/28/2019 To 12/17/2019
Schrag, Kimberly	ART 110 M02 ART 110 M01 ART 120 M01	Adjunct	\$12,390.00	8/28/2019 To 12/17/2019
Searing, Robert	HSTY202 BL2	Adjunct	\$2,730.00	8/28/2019 To 12/17/2019
Sewell, Patrick	President of Adjunct Faculty Association duties	Adjunct	\$2,357.25	8/28/2019 To 12/17/2019
Sewell, Patrick	ENVS102 M01 ENVS112 IE62	Adjunct	\$5,500.00	8/28/2019 To 12/17/2019
Seyfried, Matthew	ENGL201 M01 ENGL204 BL1 ENGL204 BL2	Adjunct	\$10,620.00	8/28/2019 To 12/17/2019
Sheehan, John	HSTY111 BL1 ANTH202 BL1	Adjunct	\$7,080.00	8/28/2019 To 12/17/2019
Sidle, Jason	HRMG206 BL1	Adjunct	\$2,895.00	8/28/2019 To 12/17/2019
Sinclair, Lorraine	ENGL100 M25	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Smith, Susan	ENGL102 M03	Adjunct	\$3,300.00	8/28/2019 To 12/17/2019
Snyder, Stephen	BIOL101 BL1	Adjunct	\$3,850.00	8/28/2019 To 12/17/2019
Srinivasan, Jayasri	ESL 090 M01	Adjunct	\$3,860.00	8/28/2019 To 12/17/2019
Stanton, Dawn	CDSC201 BL1	Adjunct	\$3,300.00	8/28/2019 To 12/17/2019
Steenburg, Jennifer	NURS110-M33	Adjunct	\$7,210.00	8/28/2019 To 12/17/2019
Suben, Mark	CRJU205 M01	Adjunct	\$2,895.00	8/28/2019 To 12/17/2019
Tambascio, Theresa	ENGL100 M05 ENGL100 EL05 ENGL098 EL05 INTD095 M01	Adjunct	\$11,330.00	8/28/2019 To 12/17/2019
Thompson, Jacqueline	NURS208-M33	Adjunct	\$10,615.00	8/28/2019 To 12/17/2019
Timonin, Michael	HSTY201 M04	Adjunct	\$2,895.00	8/28/2019 To 12/17/2019
Tombasco, Raphael	ENGL100 ME50 ENGL098 EL50 ENGL100 EL50 ENGL101 M06	Adjunct	\$8,685.00	8/28/2019 To 12/17/2019
Traub, Adrienne	ENVS101 M03 ENVS116 M01 ENVS285 M01	Adjunct	\$10,237.50	8/28/2019 To 12/17/2019
Tremaine, Heidi	ENVS105 M01	Adjunct	\$2,895.00	8/28/2019 To 12/17/2019
Ulinski, Madeleine	RECR150 M02 SOCE150 M01 RECR150 M01 SOCE150 M02	Adjunct	\$5,460.00	8/28/2019 To 12/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Van Heusen, Matthew	EMT 730-ME73 - EMT Basic Refresher	Adjunct	\$750.00	8/28/2019 To 12/17/2019
Vazenios, George	MATH095 M02 MATH109 CE66 MATH109 M02	Adjunct	\$11,000.00	8/28/2019 To 12/17/2019
Weed, Steve	ENGL100 M16 ENGL100 EL16 ENGL098 EL16	Adjunct	\$6,600.00	8/28/2019 To 12/17/2019
Wells, Frances	CAPS131 M02 BUAD203 BL1 CAPS123 BL1 CAPS131 BL1 CAPS131 BL3 CAPS121 M01	Adjunct	\$10,425.30	8/28/2019 To 12/17/2019
Wheaton, Justin	ENGL100 M04 ENGL098 EL04 ENGL100 EL04 ENGL102 M01	Adjunct	\$8,190.00	8/28/2019 To 12/17/2019
Whitaker, John	MATH090 M06 MATH090 M02	Adjunct	\$8,240.00	8/28/2019 To 12/17/2019
Whitecraft, Michele	CHEM101 ME50	Adjunct	\$3,540.00	8/28/2019 To 12/17/2019
Williams, Diane	CHEM101 ME50 BIOL101 M01 BIOL101 M04	Adjunct	\$10,030.00	8/28/2019 To 12/17/2019
Wolff, Sarah	ENGL100 M06 ENGL098 EL06 ENGL100 EL06 ENGL102 M02	Adjunct	\$9,900.00	8/28/2019 To 12/17/2019
Wright, Rachel	NURS208-M32	Adjunct	\$11,330.00	8/28/2019 To 12/17/2019
Yavits, Robert	CAPS152 BL2 CAPS152 BL1	Adjunct	\$2,754.12	8/28/2019 To 12/17/2019
Young, Tammi	RECR230 M01 FITN215 M01 FITN170 M01	Adjunct	\$6,180.00	8/28/2019 To 12/17/2019
Zaia, Heather	INTD095 M04	Adjunct	\$4,550.00	8/28/2019 To 12/17/2019
Zavaski, John	BIOL112 ME50	Adjunct	\$3,850.00	8/28/2019 To 12/17/2019
Zhao, Jiang	CHEM107 M03 CHEM107 M01	Adjunct	\$8,685.00	8/28/2019 To 12/17/2019
Buchanan, Patricia	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	8/30/2019
Donohue, Kathryn	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	8/30/2019
Roe, Bernadette	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	8/30/2019
Weed, Steve	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	8/30/2019
Wolff, Sarah	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	8/30/2019
September				
Falk, Laura	WINE200 VE50	Adjunct	\$3,090.00	9/10/2019 To 12/17/2019
Love, Colin	Photo Lab Tech/Tutor	Adjunct	\$1,092.00	9/14/2019 To 12/17/2019
McIntyre, David	HRMG105 M02 HRMG105 M01	Adjunct	\$2,060.00	9/14/2019 To 11/3/2019
LaFever, Jessica	Buildings and Grounds	Cleaner	\$37,816.95 *	9/23/2019
Rice, Douglas	ENGL100-D92, ENGL101-D92	Adjunct	\$5,790.00	9/23/2019 To 1/24/2019
Ligas, Kimberly	Nursing	Assistant Professor	\$62,961.00 *	9/3/2019
Astra, Tazio	Para-Professional Tutor	Adjunct	\$4,934.30	9/6/2019 To 12/2019
Bienvenue, Breton	Campus Technology	Instructional Technology Associate	\$53,472.00 *	9/9/2019
Krendel, Caroline	Global Initiatives	Coordinator of Global Programs	\$49,813.00 *	9/9/2019
Clark, Rebecca	Adjunct Clinical Counselor	Adjunct	\$9,932.63	9/9/2019 To 12/18/2019
October				
Torelli, Tracy	Dialectical Behavior Therapy (DBT)	Adjunct	\$2,350.00	10/24/2019 To 10/25/2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 26, 2019

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Patricia Azotea	01/08/20	Retirement
John Belokur	10/11/19	Resigned
Donna Casula	06/14/19	Non-Renewal
Katelyn Davis	07/17/19	Civil Service Reasons
Olivia Hersey	07/10/20	Retirement
Elizabeth Mack	08/29/19	Civil Services Reasons
Vince Markowsky	09/05/19	Personal

FACULTY STUDENT ASSOCIATION

Ryan Stevens	08/29/19	Personal
Christine Hendrick	12/31/19	Personal

BISTRO

None

TO: President Montague
FROM: Sharon Clark and Susan Dewey
RE: Position Descriptions for September 2019 Board Approval
DATE: September 12, 2019

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

- Coordinator of Access and Equity Services

Coordinator of Access and Equity Services: This is a full-time, non-teaching faculty position. The position description was last revised in 2006 and since that time the position and services within the Baker Center for Learning have expanded. The proposed position description has been updated to reflect the current duties of this Coordinator title. The current incumbent holds 12-month Professor rank with the College with a salary range of \$90,949-\$136,422.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Faculty Position Title:

Coordinator of Access and Equity Services

Page:

1 of 2

Organizational Unit:

Academic Affairs

Reports to:

Provost and Vice President
of Academic Affairs

Approved by:

SUMMARY: Provides coordination and support for Baker Center for Learning (BCL) services promoting access and academic success for students with disabilities. Acts as the College's designated contact for determination of appropriate academic adjustments and auxiliary aids and services for students with disabilities. Responsibilities include interpretation of psycho-educational, medical, and other disability-related documentation, evaluation of academic adjustment/auxiliary aids and services needs, coordination of appropriate academic adjustments, coaching, and other direct services, mentoring/training for staff, and program development to address diverse student learning needs. Provides college-wide case management services for identified high-risk students. Acts as the College's Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (504) Compliance Officer.

NATURE AND SCOPE:

1. Collaborates with the Coordinator of Tutorial and Access Services (CTAS) to coordinate the planning, development, and implementation of the BCL's objectives, services, and programs related to services to meet the needs of identified special populations, particularly students with disabilities.
2. In compliance with Section 504 and the ADA, reviews and interprets confidential psycho-educational, medical, and other evaluations to determine eligibility for services for students with disabilities. Develops, monitors, adjusts, and evaluates individual access plans, including appropriate alternate format course materials and adaptive technology, based on individual documentation, needs, and abilities.
3. Maintains a database of records around all services to students with disabilities, their access plans, records of interaction with the Access and Equity Services (AES) office (testing, tutoring, study skills support), etc.
4. In compliance with Section 504 and the ADA, in collaboration with the CTAS, provides and/or supervises the provision of testing modifications, alternate format course materials, adaptive technology, and co-supervises (with CTAS) adjunct staff as they provide training in use of alternate format materials and adaptive technologies.
5. Provides information about transition, disability-related services, and documentation requirements to current and prospective students, college administration, faculty, staff, parents, and high school teachers and counselors.
6. Provides, and collaborates with other Baker Center staff to provide advising, coaching, and tutoring services to students with disabilities.
7. Collaborates with other college departments to provide case management services to individual students identified by college processes as high risk and in need of regular monitoring and intervention.
8. Provides outreach, advocacy, and program development for students identified as at-risk. Works closely with faculty and administrative offices to ensure understanding of the needs of and provision

TOMPKINS CORTLAND COMMUNITY COLLEGE

Faculty Position Title:

Coordinator of Access and Equity Services

Page:

2 of 2

Organizational Unit:

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of necessary services to those students.

9. Consults, and collaborates as needed, with the CTAS to plan and develop tutor training materials and programs, especially as they relate to working with students with disabilities.
10. Performs duties related to special projects, particularly those involving efforts to improve retention and academic support services to high-risk populations.
11. Assures the efficient use of material resources by assessment of program needs and management of the program within the budgetary constraints imposed by the College. Co-manages budget(s) with the CTAS.
12. 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, ability, or life experience.
13. Directs the staff of the AES area, including classified and adjunct staff. Assures effective use of human resources by recommending, hiring, evaluating, disciplinary, and other administrative actions, together with the training, in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.
14. Acts as the College's 504/ADA Compliance Officer.
15. Serves on various college committees, including the Diversity and Equity Action Council (DEAC) and Title IX, and performs other related tasks as assigned.

AUTHORITY: Considerable autonomy and independent judgment are exercised.

SUPERVISES: 1.6 FTE Direct _____ Indirect _____ Operational

MINIMUM QUALIFICATIONS:

Master's degree in Rehabilitation Counseling, Special Education, Counseling, Education, content or related field, minimum of two years' experience providing support services to students with disabilities (preferably in higher education), working knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and amendments, and other appropriate laws pertaining to higher education, and ability to determine appropriate disability-related academic adjustments and auxiliary aids and services from psycho-educational assessment and other documentation.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-16**

POLICY AGAINST DISCRIMINATION AND HARASSMENT - REVISION

WHEREAS, ON April 22, 1982, the Board of Trustees of Tompkins Cortland Community College approved a Sexual Harassment Policy, with revisions to the policy on May 21, 1992, and May 13, 2004, and

WHEREAS, on May 13, 2004, the Board of Trustees of Tompkins Cortland Community College approved revisions to the Sexual Harassment Policy to include a title change to the Policy Against Discrimination and Harassment, and

WHEREAS, on July 16, 2009, the Board of Trustees of Tompkins Cortland Community College approved revisions to the Policy Against Discrimination and Harassment, and

WHEREAS, on December 8, 2011, the Board of Trustees of Tompkins Cortland Community College approved revisions to the Policy Against Discrimination and Harassment due to slight wording modifications necessary as a result of requirements from the Office of Civil Rights at the Department of Education, and

WHEREAS, SUNY Guidelines have been updated, and

WHEREAS, this policy has been reviewed by the College Senate and is recommended by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the attached Policy Against Discrimination and Harassment, and be it further

RESOLVED, that the attached policy supersedes the December 8, 2011 Policy Against Discrimination and Harassment.

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 regular meeting of said Board on the 26th day of September 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 26th day of September 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College



POLICY AGAINST DISCRIMINATION AND HARASSMENT

Unlawful discrimination or harassment based on including race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because he or she has opposed any illegal discriminatory practices or because he or she has complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

Sexual Harassment

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even non-employees of the College (i.e., vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or educational environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable

of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

"Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

Examples of this form of sexual harassment would include but are not limited to:

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that his/her refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person's ability to participate in or benefit from the college's programs.

Examples of this type of sexual harassment include, but are not limited to:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).
- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person's body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of his/her gender.

Other Unlawful Discrimination/Harassment

These same guidelines also apply to unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.

Examples of such hostile environment, discrimination, or harassment include but are not limited to:

- Transfer, demotion or termination of employees on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment

Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of discrimination or harassment. If an investigation results in a finding that a person who has accused another of discrimination or harassment has acted maliciously or has recklessly made false accusations, the reporting party will be subject to appropriate sanctions. It is important to note that due process considerations may limit the ability to investigate or resolve anonymous complaints.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Clark, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, SCD@tompkinscortland.edu.

3/13/04

5/10/2007

7/16/09 – Resolution #2009-2010-7: Policy Against Discrimination and Harassment

12/08/11 – Resolution #2011-2012-17

11/10/2016

9/2019

College Senate Report
Board of Trustees
September 13, 2019

On September 13, 2019, the College Senate met for the first meeting of the fall semester. This was the first official meeting under the new title of College Senate. Updates were given about the College Senate webpage and committee charges. Sheila Abbey has been working closely with Bryan Chambala and Jada Mister to complete the webpage. We are close to securing all committee charges for the committees and councils on campus. As they are collected, we will vote to approve them and add them to the webpage. At the meeting today, we voted and approved charges for the Academic Assessment Committee, Budget Committee, Campus Advocacy, Referral, and Education (CARE), and Committee on Academic Standards (COAS).

We voted and approved the College Senate schedule for the 2019/2020, dates are listed below. The meetings will be held at noon in the Ronald W. Space Board Room. We had two policies return that were reviewed in the spring semester and asked to be revised before the College Senate would vote. The Animal on Campus Policy was voted on and approved, unanimously. The Policy Against Discrimination and Harassment had been approved, with a minor edit for the use of e.g. instead of i.e. However, after asking for clarification on the edit, other edits were given and the policy will have to be voted on again, at our September 27th meeting.

It was pointed out that the focus so far this year is to implement the new bylaws. The co-chairs and secretary are maintaining a running list of corrections/additions to discuss/review and at the end of the spring semester, we will make necessary changes with a vote.

September 13
September 27
October 4
October 25
November 8
November 22
December 6
February 7
February 14
March 6
March 20
April 3
April 24
May 1

Tompkins Cortland Community College Foundation

Thursday, September 19, 2019

Board of Trustees Report

An alumni committee meeting took place on August 20th, and the members will be assisting with an alumni event to be held at the History Museum in Tompkins County on October 3rd from 5:30 pm – 8:00 pm.

The Foundation hosted a donor thank you celebration in honor of the opening of the Arthur Kuckes Child Care Center on Thursday, September 5th. Over a hundred people attended the event and toured the center.

An investment committee meeting was held on September 9th.

The executive committee will meet on September 23rd.

A campus housing request for proposal presentation will take place on September 24th.

A Foundation Board meeting is scheduled for October 8th.

On October 16th, the Foundation will be hosting the fall 2019 scholarship donors and recipients to a “Speed Networking Event”.