

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, DECEMBER 5, 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. October 24, 2019 – Regular Meeting
 - b. November 18, 2019 – Special Meeting
 - c. November 21, 2019 – Special Meeting/Board Retreat
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): 2020-2021 Financial Planning Process – Bill Talbot
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

11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Treasurer's Report – Overview of 2018/2019 End of Year; Preliminary Close of September 2019 (material forthcoming)
 - d. Position Description – Coordinator of Global Partnerships & Programs
 - e. Position Description – Director of Global Education & Initiatives
 - f. In Appreciation of Lisa O'Loughlin
 - g. Naming of Children's Corridor in the Arthur Kuckes Childcare Center in Recognition of the Family & Estate of Georgia E. MacNeil

12. Standing Reports:
 - a. College Senate – Ashley Ahola & Jonathan Walz-Koeppel
 - b. Faculty Student Association – Greg McCalley
 - c. Chief Diversity Officer Report – Seth Thompson
 - d. Tompkins Cortland Community College Foundation, Inc. – Matt McSherry
 - e. Chairman's Report – Raymond Schlather
 - f. Liaison Report (Cortland County) – Kelly Preston
 - g. Liaison Report (Tompkins County) – Michael Lane
 - h. Student Trustee's Report – Lana Esho
 - i. President's Report

13. Executive Session (to discuss personnel issue – no action to be taken)

14. Upcoming Events:
 - a. December Graduate Recognition Ceremony – December 6, 2019
 - b. Classes End – December 17, 2019
 - c. Holiday Break – December 24, 2019 – January 2, 2020
 - d. Next Regular Board of Trustees Meeting – January 16, 2020

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
OCTOBER 24, 2019
RONALD W. SPACE BOARD ROOM
5:30 P.M.**

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

EXCUSED: Elizabeth Burns, Matt McSherry

ABSENT: None

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Bryan Chambala, Tim Densmore, Susan Dewey, Julie Gerg,
LaSonya Griggs, Greg McCalley, Deb Mohlenhoff, Orinthia Montague,
Adam Potter, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Jason
Thayer, Seth Thompson, Jonathan Walz-Koeppel, Peter Voorhees

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:38 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:** None
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – September 26, 2019 Regular Meeting:** Ms. Buck moved that the minutes of the September 26, 2019, regular meeting be approved as presented; seconded by Mr. Tytler; motion called to approve minutes, Schelley Michell-Nunn abstained, motion carried with six yes votes and one abstention.
7. **Communications:** A follow up letter along with a photo of Barbara Clark was sent to the Board of Trustees from Janice Lawrence retired classified staff member.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None
9. **Provost and Vice President of Academic Affairs – Report:** Written report

provided. Chair Schlather asked about the Manufacturing Day held at the College. It was noted that the College plans to expand this event for future dates. Carrie Whitmore, Director of the College's BIZ program, is planning to do this event at least once every semester. The College is working on a possible grant for this.

10. Information Items:

a. Human Resources Updates – No discussion.

11. Consent Agenda (Action Items): Mr. Tytler moved that the Consent Agenda be approved as submitted; seconded by Ms. Buck; the motion was called; carried unanimously.

a. Capital Payments – No discussion.

b. Appointment of Personnel – No discussion.

c. Disposal of Surplus Items – No discussion

12. Standing Reports:

a. College Senate - Written report provided.

b. Faculty Student Association – Written report provided. In response to a question about the delay in final numbers, Interim CFO, Bill Talbot, explained books are closed in December and the auditors report is done in January so numbers are not final until then.

c. Chief Diversity Officer – Written report provided.

d. Tompkins Cortland Community College Foundation, Inc. – Written report provided. Regarding the residence halls, Julie Gerg, Executive Director of the Foundation, explained a proposal was received for use of buildings C&D (Tioga and Cayuga). The offered price doesn't cover the cost of the amount needed to pay down the bonds and make the debt payments. There will be a phone call on October 25th with the bond holders who would have to be willing to approve the sale and use.

e. Chairperson's Report – Chair Schlather reported that Board Retreat will be at Mangia Restaurant in Cortland on Thursday, November 21st, at 5:30 p.m. Board members will need to complete a Board self-evaluation. Jan Brhel will send the form in the next week and collate the results a week before the meeting. Chair Schlather will send an email to Board members to request items for discussion over the next year.

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

g. Liaison Report (Tompkins County) – Mr. Lane reported that October 29th is the public hearing of Tompkins County noting that there will be an increase tax levy of 2.75%. Airport ribbon cutting will take place after Thanksgiving. Solar panels will be installed at the airport.

h. Student Trustee's Report – Written report provided. Malvika Talwar commented on what a fine job the students and advisors did hosting the PTK conference. Food issues continue and Greg McCalley is working to improve things. Gio Isaacs worked with AFV regarding additional spices and/or seasonings for more ethnic food options. IAMTC3 will be posted on social media and on the bulletin board in the hall.

i. President's Report – Written report provided.

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

Ms. Davison moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Ms. Esho; carried unanimously. The meeting convened in executive session at 6:20 p.m. Sharon, Malvika and Bill invited.

Motion to go back into open session moved by Ms. Davison seconded by Ms. Michell-Nunn; approved unanimously. The meeting reconvened in regular session at 7:30 p.m.

14. Upcoming Events – No discussion.

15. Adjournment: Ms. Davison moved that the meeting be adjourned; seconded by Ms. Michell-Nunn; carried unanimously. The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 18, 2019
SPECIAL MEETING
RONALD W. SPACE BOARD ROOM
5:00 P.M.**

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

EXCUSED: None

ABSENT: None

COUNTY
LIAISONS: None

STAFF: Jan Brhel, Sharon Clark, Orinthia Montague, Bill Talbot

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:09 p.m. by Chair Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue – no action to be taken) –** Mr. McSherry moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Ms. Davison; carried unanimously. The meeting convened in executive session at 5:10 p.m. President Montague, Sharon Clark, Bill Talbot were invited.

Motion to go back into open session moved by Ms. Davison seconded by Mr. McSherry; approved unanimously. The meeting reconvened in regular session at 6:43 p.m.
4. **Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Ms. Michell-Nunn; carried unanimously. The meeting adjourned at 6:44 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 21, 2019
SPECIAL MEETING
MANGIA RESTAURANT
5:00 P.M.**

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

EXCUSED: None

ABSENT: None

COUNTY
LIAISONS: None

STAFF: Jan Brhel, Sharon Clark, Orinthia Montague, Bill Talbot

GUESTS: None

1. **Call to Order:** The meeting was called to order at 7:35 p.m. by Chair Schlather in a private meeting room at Mangia Restaurant.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue – no action to be taken) –** Ms. Buck moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Mr. Kuckes; carried unanimously. The meeting convened in executive session at 7:36 p.m. President Montague, Jan Brhel, Sharon Clark, Bill Talbot were invited.

Motion to go back into open session moved by Mr. McSherry seconded by Ms. Burns; approved unanimously. The meeting reconvened in regular session at 7:43 p.m.

4. Ms. Davison moved that Resolution 2019-2020-24 Faculty Association Agreement be approved; seconded by Mr. Tytler, motion carried unanimously.
5. **Executive Session (to discuss a personnel issue – no action to be taken) –** Mr. McSherry moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Ms. Davison; carried unanimously. The meeting convened in executive session at 7:44 p.m. President Montague, Jan Brhel, Sharon Clark, Bill Talbot were invited.

Motion to go back into open session moved by Mr. Tytler seconded by Ms. Davison;

approved unanimously. The meeting reconvened in regular session at 8:34 p.m.

6. Mr. McSherry moved to approve the communication about the transition from the current BlueCross BlueShield healthcare benefits to one of the four BlueCross BlueShield metal plans over the next 24 months for the current executive cabinet members and executive retiree group. Mr. Tytler seconded the motion; carried unanimously.
7. **Adjournment:** Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Esho; carried unanimously. The meeting adjourned at 8:44 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

Provost Report

December 2019

Global: I gave a presentation to a Faculty Meeting to talk about a plan to restructure our Global Department. It makes the case for why we need a Global Department, an overview of budget, some of the org charts of this area used in the past, a proposed new structure, and a possible timeline for new hires. Some main goals are to be able to grow the Global Department well, maintain that growth effectively, connect the department better to the rest of campus, and ensure that budgets are transparent. A lot of people helped with this, but I want to thank Mimi Ansbro, Maria Barrero, Merryn Clay, Angela Martin, and Sue Stafford. They analyzed what has worked in the past, what has failed, and they blended best practices from [NAFSA](#) with our own specific history and circumstances here at TC3. I believe strongly that this is positive step for the department and the College. We are putting some finishing touches on the new job descriptions for the Global. In the meantime, we are pulling together screening committees for the positions we need to hire. So we are moving forward with our important work in this area.

Academic Plan Survey: Malvika and I have been soliciting feedback on our Academic Plan through a survey.

Rooms: We were able to upgrade the furniture in two more rooms: 265 and 285. So those two rooms now have movable furniture.

Insurance Group Meeting: I was part of a meeting last week that was focused on a possible Micro-Credential in Insurance. Thank you to Rhonda Kowalski-Oltz and Tim McCabe and Katrina Campbell. This is a good example of how to start a Micro-Credential: you seek help/advice from those in the industry who value the certificate and will help support it. Plus, this micro-credential has potential to follow a HyFlex model, which is something I would like to see us work on more. For those who don't know, a HyFlex model allows a student to sign up for a course and either take it face-to-face or online or a mix as needed. It offers great flexibility, especially for those with demanding schedules who need online but also want the ability to interact with a professor in person. We'll see. A set-up like that requires some work, but I think it is worth doing.

Online Learning and other meetings: We had a meeting of folks to bring back an online learning group that was formed before I arrived on campus. In Fall of 2018 the campus submitted an Open SUNY Institutional Readiness Implementation Plan. This document helps guide the campus in ensuring that our online offerings meet requirements of Open SUNY. It employs a Committee to help guide this work, but the committee has become defunct. This is an important area, and I have had on my list – for some time now – a need to bring this group back. So we took some steps towards that in the past few weeks. Some other meetings included the Assessment Committee, the Workforce Development Initiative; Academic Council, Executive Council, and I gave a welcome on Friday for the Open House (thanks to all who helped with that event).

College Now: I heard at Fall Day, that some folks wondered what we did to encourage students who are taking our concurrent enrollment courses to come to campus. I asked Victoria Zeppelin to write up a bit about some efforts to that end. She noted the following a few weeks ago, with the caveat that they are not done yet with planning for this for the year: "CollegeNow encourages school partners and

concurrent enrollment instructors to bring classes to campus to experience first-hand what makes us special, while reinforcing the partnership between our College and the schools. This fall, 14 schools have brought, or will bring, 500 students to campus to engage with faculty and staff. Activities include molecular biology labs, visiting the TC3 farm, library research, mannequin demonstrations in the nursing lab, teambuilding, and more, with each visit tailored to the needs and interests of the school group. In October, we will host two open houses at Coltivare for high school students in culinary pathways to “get a taste” of what our Farm to Bistro programs have to offer; 150 students from three BOCES and two high schools will engage with our faculty, CULI students, and business partners in a variety of hands-on activities. CollegeNow will continue to host school groups throughout the year, including a spring Coltivare open house, ACE event for 10th graders, seminars for Dryden business students, and hosting Cortland HS’s entire 9th grade class. It takes many people to make these visits a success: Brent Doane and Vicki Pousseur take the lead on organizing most of these activities, with support from Rhonda for Dryden HS events; our wonderful faculty who take time out of their day to develop activities, including Jake Jacob, Sue Stafford, Amanda Bisson, Todd McLane, Ken Whitener, Keith Millman, Tim McCabe, Pat Mercer, Rick Grossman, Hal Brown, Karla Block, Eric Jenes, Casey Goodwin, and our Nursing faculty; Marlo Colletto, who pitches in as an impromptu guide or photographer; and our friends in Admissions and Financial Aid, who offer presentations and student-led tours.

Besides the opportunity to visit campus, classes have access to our College’s employees and resources from the comfort of their schools. CollegeNow staff will table at school Open Houses and College Nights. Brent presents to CollegeNow classes and families, in addition to meeting individually with CollegeNow students to develop plans for how they can complete their TC3 degree. Faculty visit schools regularly to observe concurrent enrollment classes and meet with CollegeNow instructors. Our librarians offer on-site and remote training to CollegeNow classes to help them in accessing our library resources and services, all of which are available to them. All CollegeNow classes have Blackboard shells, and Breton Bienvenue is providing training to instructors on how to use Blackboard to enhance their concurrent enrollment courses.”

Thank you Victoria.

Evaluations: We will be doing student evaluations (aka course evaluations) differently this semester. We have used software for this for the past few years, but it was expensive and the yield (# of students who respond) was low. For this semester, we will return to doing course evaluations on paper. We have stockpiled a lot of the forms that we used to use, so they may seem familiar to some. We will embed a tool in Blackboard that can be used for online courses. Also, please know that this change is for this semester only, and we will be taking a look at options for future semesters.

Evaluations Redux: I’d also like to point that student evaluations are an excellent tool to help faculty do earnest self-reflection. We should care about the experience that our students have in our classes. We should maintain academic rigor, while we create a safe and comfortable environment for students (and teachers) to thrive. And it doesn’t hurt to make things fun while you are at it. I find evals as a great tool to start that analysis. I particularly like using them in conjunction with student-success rates. However, they are just one piece of that picture. And the first step is increasing the yield so that faculty get good feedback to use.

Block Schedule: We have been working on some potential changes to our block schedule. The block schedule is listing of when classes start and end. Right now ours is not very uniform. That can cause

problems for students trying to create a schedule, and it can make it difficult to utilize our rooms efficiently during peak times. We have been trying to accomplish the following:

- 1) Establish uniform start times for classes that meet the same amount of time and days per week. For example if classes meets 2 days a week for 75 minutes, then those classes should all start at a common time in a block. For example, they could meet at 9 AM, then another block could start at 10:30 AM. Right now we don't have that uniformity, as some may meet at 9AM but others may meet at 9:30 AM.
- 2) Establish the same starting times/blocks that are consistent across all days of the week. For example, a class that meets 2 days a week for 75 minutes should haven't different block times just because it meets on a M/W or T/R. It isn't necessary to make days different, and it poses some problems.
- 3) Establish a College Hour across every day at the same time. This is a combination of points 1 and 2. If we have common blocks, then we can reduce the number of classes that meet during the College Hour. If we keep our blocks consistent across all days of the week, then the College Hour can exists M-F.

Malvika presented on this issue at a Faculty Meeting.

Block Schedule Redux: It is probably worth nothing that our proposed changes to the Block Schedule will not (EMPHASIS ON NOT) include the following: 1) a discussion of truncating our academic calendar; 2) changes to or timing of registration day or fall day or mid-winter day or fall break or spring break; 3) changes to approaches to when classes will be offered (e.g. more night classes or more morning classes or more weekend classes or more 1 day a week or more 4 day a week, etc). The Block Schedule Changes are ONLY related to when classes start and end on given days. They are an important change where we need uniformity, but they are not changes designed to alter parts of our academic calendar. Changes like the ones mentioned above require a lot of discussion and input from across the campus. Making starting times more uniform is more about efficient scheduling (e.g. room usage and fewer classes that overlap each other).

Academic Assessment: The Assessment Committee met. We are in the process of crafting some Institutional Learning Outcomes (ILOs) for consideration. ILOs are a list of outcomes (or sometimes categories) that delineate what a graduate of a College should be able to do. They are often defined broadly, and that is to allow individual programs to meet those outcomes differently (based on the specific needs of the discipline). So Colleges have ILOs, and each academic program (AKA major) has Program Outcomes (PLOs) that include ways to meet the ILOs. And each program shows that through Student Learning Outcomes (SLOs) that students achieve in their classes. And a way to chart that is in a curriculum map: something that shows how ILOs are connected to PLOs and how PLOs are connected to SLOs. But all that starts with a creation of ILOs. That is the first step here. And our goal is have ILOs ready for a vote this semester

Academic Assessment Redux: And I just think it is important to note that there is a lot more to come on how best to do assessment on campus. And I need to note that we do a lot of good assessment on campus now. However, we need to organize it better. Still, we need to first think about what we want our students to be able to do before we can assess how well they do that. So there will be a lot more to come after we establish ILOs.

Nursing Accreditation: I am very happy to announce that ACEN (Accreditation Commission for Education in Nursing) has taken the formal action of granting our Nursing Program accreditation through 2027. We were pretty sure this was coming, based on the visits and on feedback. However, it is nice to get the formal notice. This is, of course, a testament to hard work, smart planning, and great teaching on the part of the Nursing Department. Kudos on a job well done.

PTK: We had the induction ceremony for Phi Theta Kappa, which is a national honor society. And that is always a good thing. Anna Regula gave the keynote, and she talked about making your voice heard, being an active participant in your life, not getting bogged down in grades or perfection (though she did note that folks should care about grades), overcoming adversity, and bringing light to the world. Malvika talked about being enthusiastic about big ideas, about Hyper-loops, and about remembering to thank people on your academic (and life) journey. And the best part is that these aren't canned speeches that are given by rote. Kudos to Katrina Campbell and Deb Fedenko who helped organize the event. Each PTK ceremony I've been to has had something special to offer, and I'm looking forward to the next one. We are considering trying to see if we can organize this event and have it on a day when it is easier for BOT members to attend if they are interested or able.

Pathways Appreciation: I attended the appreciation event for Pathways scholarships recipients last week. Damn that is a good event. There was a panel of students who spoke so glowingly about this college. They talked about how faculty and staff were so helpful, and they spoke about how this program (and TC3) gave them an opportunity they needed badly. And one of them spoke about how this place was like a family to them. I feel like it is so hard to leave one of these events and not think "This is why we do this!" And it is hard to leave that event and not think that we are doing a lot of very good things for students across campus. This is an easy one to say kudos to everyone, because everyone had a role in this one whether they realize it or not. It was a nice one for uplifting spirits.

Chairs and Assessment: Academic Program Chairs are asked to assess one programmatic learning outcome a year. They are also asked to perform a comprehensive Program Review every 5-7 years. I've asked the Academic Program Chairs to review all their programmatic learning outcomes this year instead of performing an annual assessment of an outcome. Also, I have pushed back our Program Review schedule for one year, while we revise the template to make it more meaningful. I'd like chairs to make sure that their PLOs align with the forthcoming ILOs and with the main concepts of Guided Pathways (e.g. engaged, active, discipline-specific learning). In short, rather than assess results in an outcome, I'd rather that they review all their outcomes. This will also have chairs working on curriculum mapping (aligning ILOs to PLOS to SLOS), which is a requirement of the Program Review due every 5-7 years. The delay of our cycle for Program Review will give us time to review our format. Finally, all of these changes will be very helpful for our work in Guided Pathways and with our reports to Middle States.

Human Services Advisory Board: Malvika and I had a chance to attend some of the Advisory Board meeting for our Human Services degree. Kudos to Patty Tvaroha and Joe Smith for setting up the meeting. An advisory board is a group of external constituents to help advise faculty in a program on how best to align the major with the needs of the community. It is so important that we have clear connections to local employers and constituents to make sure that our offerings meet their needs. This meeting was a prime example of how to bring together core people, talk about curriculum, discuss our students, and dialogue to work together.

Registration Day: Thank you to everyone for your work on Registration Day. This is a campus wide effort, and it is nice to see everyone pitching in for a common cause. We did well. Our target was to register the same number of students as last semester. We came close, which is impressive since our enrollments dipped this semester (as we predicted that they would when we did our budget). I have two takeaways: 1) we registered a higher percentage of our students than last year; 2) this was a really good first day, so let's keep that momentum and effort going as we move towards the Spring. Really, thank you to everyone for your work.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of December 5, 2019

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Communications Associate	October 2019	July 25, 2019	August 30, 2019	Hired: Jada Mister (11/18/19)
Director of Enrollment Operations and Auxiliary Services	September 2019	July 25, 2019	August 30, 2019	Conducting Second Interviews
Institutional Research Analyst	October 2019	September 6, 2019	October 21, 2019	Accepting/Reviewing Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist (1.0 FTE)	Ithaca Extension Center	December 2019	Applications Received
Receptionist (Part-time Temporary through May 15, 2020)	Provost Office	ASAP	Canvassing via Tompkins County Department of Human Resources
Secretary (Part-time .48 FTE)	Cortland Extension Center	ASAP	Hired: Kimberly Thompson (10/21/19)
Secretary (Part-time .48 FTE)	Ithaca Extension Center	ASAP	Hired: Debra Meeker (10/21/19)

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Assistant Coach, Men's Soccer	Athletics & Recreation	November 2019	Accepting Applications
Fitness Center Assistant	Athletics & Recreation	November 2019	Accepting Applications Hired: Ashley Smith (10/22/19)
Assistant Coach, Men's Baseball	Athletics & Recreation	November 2019	Accepting Applications
Lifeguard	Athletics & Recreation	November 2019	Accepting Applications
Graduate Assistant	Residence Life/Student Center	November 2019	Accepting Applications
Teacher Aide	Childcare	December 2019	Accepting Applications
Substitute Teacher	Childcare	November 2019	Accepting Applications
Assistant Coach, Women's Basketball	Athletics & Recreation	November 2019	Accepting Applications
Assistant Teacher	Childcare	November 2019	Hired: Lisa Lynch (11/18/19)
Head Coach, Golf	Athletics & Recreation	September 2019	Hired: Patrick Collins (9/1/19)

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	November 2019	Accepting Applications Hired: Alice Goddard (10/16/19)
Banquet Bartender	TC3 Bistro	November 2019	Accepting Applications
Banquet Supervisor	TC3 Bistro	November 2019	Accepting Applications
Bartender	TC3 Bistro	November 2019	Accepting Applications Hired: Casey Smith (10/31/19)
Busser/Food Runner	TC3 Bistro	November 2019	Accepting Applications
Dishwasher	TC3 Bistro	November 2019	Accepting Applications Hired: Derrick Rowser (10/3/19)
Line Cook	TC3 Bistro	November 2019	Accepting Applications Hired: Yenuel Amelly-Egipciano (10/24/19) Hannah Kalabanka (10/16/19)
Server	TC3 Bistro	November 2019	Accepting Applications
Host/Hostess	TC3 Bistro	November 2019	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of December 5, 2019

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Retiree Health Insurance benefit changes	College has issued letter to all retired members.
FACULTY ASSOC.		
Faculty Association	Retiree Health Insurance	College has issued letter to all retired members.
PAA		
PAA Membership	Retiree Health Insurance benefit changes	College has issued letter to all retired members.
TC3 ADJUNCT ASSOC.		
None.		

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

	AMOUNT	SUBTOTAL	GRAND TOTAL
Childcare Facility Project			
Design/Architectural Services			
Claudia Brenner Design (PO #31685) Architectural Design Services Invoice #3190 Related Expenses	\$104.40		
Total Design/Architectural Services		\$104.40	
FFE			
Sanico (PO #33059) Carpet Extractor, Invoice #167012	\$1,543.08		
Total FFE		\$1,543.08	
General Construction			
Streeter Associates (PO #32183) Application #17, General	\$273,252.75		
Total General Construction		\$273,252.75	
Testing and Inspection Services			
SJB Services (PO #32231) Materials Testing Invoice #CT-18-040-15 Invoice #CT-18-040-16	\$352.00 \$1,120.00		
Total Testing and Inspection Services		\$1,120.00	
Surveillance System			
Frontrunner Network Systems (PO #32748) Installation Services, Invoice #39019	\$5,000.00		
Total Surveillance System		\$5,000.00	

Administrative

Harris Beach

Legal Fees, All Seasons Dispute

Invoice #2334546

\$1,272.04

Total Administrative

\$1,272.04

TOTAL CHILDCARE FACILITY PROJECT

\$282,292.27

TOTAL CAPITAL PAYMENTS

\$282,292.27

Appointment of Personnel
Wednesday, November 20, 2019
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
July				
Chase, Larry	OER Review Coordinator - AMENDED	Adjunct	\$3,094.00	7/1/2019 To 9/30/2019
August				
DeGaetano, Margaret	Professional Tutor - AMENDED	Adjunct	\$15,028.00	8/13/2019 To 12/20/2019
Olson, Rich	Perform engineering duties in the radio station - AMENDED	Adjunct	\$8,840.00	8/21/2019 To 12/18/2019
Price, Lee	Perform Program Chair duties for EMT Program	Adjunct	\$2,220.00	8/21/2019 To 12/18/2019
Mueller, Susan	NURS110-M32 - AMENDED	Adjunct	\$6,790.00	8/22/2019
Carr, Diane	Para-Professional Tutor - AMENDED	Adjunct	\$7,261.80	8/26/2019 To 12/20/2019
Cooper, Joanne	Professional Tutor - AMENDED	Adjunct	\$7,610.40	8/26/2019 To 12/20/2019
Gray, Amanda	Professional Tutor - AMENDED	Adjunct	\$9,606.45	8/26/2019 To 12/20/2019
Grossman, Rick	Academic Success Specialist - AMENDED	Adjunct	\$3,570.00	8/26/2019 To 12/20/2019
Inderwies, Heidi	Professional Tutor - AMENDED	Adjunct	\$10,194.60	8/26/2019 To 12/20/2019
Kidder, Jennifer	Professional Tutor - Quantway Support Specialist - AMENDED	Adjunct	\$1,530.00	8/26/2019 To 12/20/2019
Lyon, Crystal	Professional Tutor - AMENDED	Adjunct	\$6,273.60	8/26/2019 To 12/20/2019
Miranda, Tracy	Para-Professional Tutor - AMENDED	Adjunct	\$4,049.85	8/26/2019 To 12/20/2019
Montgomery, Ashley	Professional Tutor - AMENDED	Adjunct	\$7,449.90	8/26/2019 To 12/20/2019
Sabol, Zenta	Professional Tutor - AMENDED	Adjunct	\$3,825.00	8/26/2019 To 12/20/2019
Scheible, Anita	Access & Equity Adjunct - AMENDED	Adjunct	\$11,553.88	8/26/2019 To 12/20/2019
Srikrishna, Pinyaphat	Professional Tutor - AMENDED	Adjunct	\$4,509.15	8/26/2019 To 12/20/2019
Weaver, Bobbie Jo	Para-Professional Tutor - AMENDED	Adjunct	\$7,261.80	8/26/2019 To 12/20/2019
Abdu-Shahid, Rafsanjani	HUMS105 M01	Adjunct	\$2,745.00	8/28/2019 To 12/17/2019
Abshire, Christian	BIOL131 M02 BIOL132 ME50	Adjunct	\$9,607.50	8/28/2019 To 12/17/2019
Ahmed, Ahmed	CHEM108 ME50 CHEM205 ME50	Adjunct	\$11,602.50	8/28/2019 To 12/17/2019
Almann, Nancy	BIOL114 M01 BIOL131 M01	Adjunct	\$9,817.50	8/28/2019 To 12/17/2019
Altmann, Herman	BIOL101 M03 BIOL102 M01	Adjunct	\$8,330.00	8/28/2019 To 12/17/2019
Arancio, Patrick	FITN230 M20 FITN130 M10	Adjunct	\$1,372.50	8/28/2019 To 12/17/2019
Archer, Pamela	CAPS121 M03 CAPS121 BL1 CAPS111 BL2 CAPS121 BL2 BUAD203 M01 CAPS111 M01	Adjunct	\$9,806.85	8/28/2019 To 12/17/2019
Archer, Pamela	CAPS121 M03 CAPS121 BL1 CAPS111 BL2 CAPS121 BL2 CAPS111 M01	Adjunct	\$6,476.85	8/28/2019 To 11/6/2019
Archer, Pamela	CAPS121 M03 CAPS121 BL1 CAPS111 BL2 CAPS121 BL2 BUAD203 M01 CAPS111 M01	Adjunct	\$9,806.85	8/28/2019 To 11/6/2019
Arnold, Melanie	COMM110 M02 COMM270 HY51 COMM245 M01 COMM110 M01	Adjunct	\$9,917.46	8/28/2019 To 12/17/2019
Arnold, Melanie	COMM110 M02 COMM245 M01 COMM110 M01	Adjunct	\$6,347.46	8/28/2019 To 12/17/2019
Aspinwall, Breck	BIOL100 M01 BIOL100 BL1	Adjunct	\$7,245.00	8/28/2019 To 12/17/2019
Bechtold, Charles	MATH095 M06 ENSC204 M01	Adjunct	\$8,330.00	8/28/2019 To 12/17/2019
Bennett, Chauncey	COMM135 ME50 COMM127 HY50 COMM127 HY52	Adjunct	\$10,185.00	8/28/2019 To 12/17/2019
Bishop, Michael	SOCI101 M01 SOCI101 CE66	Adjunct	\$5,490.00	8/28/2019 To 12/17/2019
Buchanan, Patricia	ENGL100 M03 ENGL098 EL03 ENGL100 EL03 ENGL204 M01	Adjunct	\$10,710.00	8/28/2019 To 12/17/2019
Burgholzer, Benjamin	ENGL100 M18 ENGL098 EL18 ENGL100 EL18	Adjunct	\$5,490.00	8/28/2019 To 12/17/2019
Cambridge, Jessica	ENGL100 M27 ENGL100 M26	Adjunct	\$6,660.00	8/28/2019 To 12/17/2019
Cardwell-Ferrer, Marion	Para-Professional Teaching Assistant - AMENDED	Adjunct	\$5,586.00	8/28/2019 To 12/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Carr, Kyle	Provide coverage for Communications Cage/Tutoring to COMM students - AMENDED	Adjunct	\$4,080.00	8/28/2019 To 12/17/2019
Carr, Kyle	COMM112 M02 COMM120 M01 COMM112 M01 COMM265 M01 COMM111 M01 COMM111 M02	Adjunct	\$11,207.42	8/28/2019 To 12/17/2019
Chapman, Robert	POSC104 M01	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Christofferson, Martin	CAPS121 HY2 CAPS111 BL1 CAPS121 HY1 CAPS131 HY1 CAPS111 HY1 CAPS111 HY2 CAPS131 HY2	Adjunct	\$9,721.11	8/28/2019 To 12/17/2019
Christopher, Renee	BIOL201 ME50	Adjunct	\$5,092.50	8/28/2019 To 12/17/2019
Cicciarelli, Richard	BIOL101 ME50 BIOL101 M02	Adjunct	\$7,245.00	8/28/2019 To 12/17/2019
Coleman, Cynthia	SOCI101 M10 SOCI101 BL1	Adjunct	\$7,140.00	8/28/2019 To 12/17/2019
Cooper, Joanne	MATH090 M03	Adjunct	\$4,440.00	8/28/2019 To 12/17/2019
Corbin, Gemma	PARA215 BL1 PARC215 BL1	Adjunct	\$2,910.00	8/28/2019 To 12/17/2019
Cornish, Erin	MATH095 M03 MATH098 M03	Adjunct	\$9,520.00	8/28/2019 To 12/17/2019
Cowan, Richard	MATH200 ME50 MATH109 M03 MATH109 M04	Adjunct	\$10,710.00	8/28/2019 To 12/17/2019
Cutter, Elizabeth	MATH090 M04	Adjunct	\$3,880.00	8/28/2019 To 12/17/2019
DeFranco, Anthony	BUAD208 BL1	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Doane, Eric	CRJU105 M01 CRJU105 BL1	Adjunct	\$5,820.00	8/28/2019 To 12/17/2019
Donohue, Kathryn	ENGL100 M17 ENGL100 EL17 ENGL098 EL17	Adjunct	\$5,820.00	8/28/2019 To 12/17/2019
Dunham, Peggy	FITN230 M23 FITN130 M13	Adjunct	\$1,372.50	8/28/2019 To 12/17/2019
Earley, Bernard	ENGL102 BL4 ENGL101 BL1 ENGL101 BL2	Adjunct	\$10,710.00	8/28/2019 To 12/17/2019
Easton, Jonathan	CIS 223 BL1	Adjunct	\$2,745.00	8/28/2019 To 12/17/2019
Eckert, Regina	HSTY202 M02	Adjunct	\$3,105.00	8/28/2019 To 12/17/2019
Eisenberg, Seth	PARA101 BL1 PARC101 BL1	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Emeziem, Cosmas	CRJU104 M01 HUMS104 M01	Adjunct	\$2,910.00	8/28/2019 To 12/17/2019
Emmart, Michael	HUMS104 BL1 CRJU104 BL1	Adjunct	\$3,330.00	8/28/2019 To 12/17/2019
Epstein, Judith	ENGL201 ME50 ENGL201 M07 ENGL201 M08	Adjunct	\$10,710.00	8/28/2019 To 12/17/2019
Esworthy, Barrett	HSTY201 M02 HSTY201 M01 HSTY202 M01	Adjunct	\$10,710.00	8/28/2019 To 12/17/2019
Evans, Christine	SPAN101 M02 ESL 112 M01 ESL 111 M01 ESL 110 M01	Adjunct	\$16,650.00	8/28/2019 To 12/17/2019
Falk, Laura	WINE200 VE50 WINE213 V49C WINE130 V49C	Adjunct	\$9,315.00	8/28/2019 To 12/17/2019
Farah, Fred	BIOL115 M01	Adjunct	\$4,165.00	8/28/2019 To 12/17/2019
Feavearyear, Jody	MATH090 ME50 ASTR101 M01 MATH090 M05	Adjunct	\$13,090.00	8/28/2019 To 12/17/2019
Frey, Kim	PSYC101 M03 PSYC101 M01	Adjunct	\$5,490.00	8/28/2019 To 12/17/2019
Fussner-Kelly, Shirley	MATH095 ME50	Adjunct	\$4,140.00	8/28/2019 To 12/17/2019
Galezo, David	PHIL101 M01 PHIL101 BL1	Adjunct	\$7,140.00	8/28/2019 To 12/17/2019
Gammage-Sikora, Gina	SPAN101 BL1	Adjunct	\$4,760.00	8/28/2019 To 12/17/2019
Garnett, Jason	ENGL100 M21 ENGL100 EL21 ENGL098 EL21	Adjunct	\$5,490.00	8/28/2019 To 12/17/2019
Gilbert, Mary	ENGL102 BL5 ENGL102 BL1 ENGL102 BL2	Adjunct	\$10,710.00	8/28/2019 To 12/17/2019
Gillis, Andrew	ART 255 M01 ART 111 M01	Adjunct	\$8,330.00	8/28/2019 To 12/17/2019
Goldsberry, Evelyn	NURS208-M31 - AMENDED	Adjunct	\$11,385.00	8/28/2019 To 12/17/2019
Gonzalez Suarez, Jose	CONT107 ME50 CONT202 ME50	Adjunct	\$6,633.75	8/28/2019 To 12/17/2019
Green, Rachel	ECHD110 ME50	Adjunct	\$3,105.00	8/28/2019 To 12/17/2019
Grimm, Mark	ART 214 M01	Adjunct	\$3,885.00	8/28/2019 To 12/17/2019
Grossman, Richard	RDNG116 M08	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Ha, Lien	DRAF117 M01	Adjunct	\$4,398.75	8/28/2019 To 12/17/2019
Hallas, Katherine	ENVS110 M02 ENVS110 M01	Adjunct	\$3,880.00	8/28/2019 To 12/17/2019
Hamilton, Kathryn	RDNG116 M07 MATH095 M05 RDNG116 M06	Adjunct	\$9,150.00	8/28/2019 To 12/17/2019
Han, Man-Young	SPMT255 M01 SPMT270 BL49	Adjunct	\$6,660.00	8/28/2019 To 12/17/2019
Heisermann, Gary	BIOL104 ME50 CHEM101 M02	Adjunct	\$9,457.50	8/28/2019 To 12/17/2019
Hemingway Jones, Kathy	ENGL100 M11 ENGL100 EL11 ENGL098 EL11 ENGL204 M02	Adjunct	\$9,990.00	8/28/2019 To 12/17/2019
Hillis, Patrick	PSYC103 M11 PSYC207 M01	Adjunct	\$6,660.00	8/28/2019 To 12/17/2019
Hochadel, Lisa	ACCT101 BL2 ACCT101 BL1	Adjunct	\$7,760.00	8/28/2019 To 12/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Hollenbeck, Charles	ENGL100 M23 ENGL101 BL6 ENGL101 M03	Adjunct	\$9,315.00	8/28/2019 To 12/17/2019
Iacobucci, Christine	CTC Adjunct Service Coordinator - AMENDED	Adjunct	\$3,330.00	8/28/2019 To 12/17/2019
Iacobucci, Christine	ANTH202 M02 ANTH202 M01	Adjunct	\$6,660.00	8/28/2019 To 12/17/2019
Ickes Jackson, Emily	MUSI101 M01	Adjunct	\$2,745.00	8/28/2019 To 12/17/2019
Johnsen, Laura	ANTH202 BL2	Adjunct	\$2,745.00	8/28/2019 To 12/17/2019
Johnson, John	COMM140 M01 COMM240 M01	Adjunct	\$7,245.00	8/28/2019 To 12/17/2019
Jones, Paula	BIOL114 BL2	Adjunct	\$3,330.00	8/28/2019 To 12/17/2019
Josef, Keith	PHSC104 M01 CHEM101 HY1	Adjunct	\$6,210.00	8/28/2019 To 12/17/2019
Kelly, Kevin	BUAD201 M02 BUAD201 M01	Adjunct	\$5,820.00	8/28/2019 To 12/17/2019
Kidder, Jennifer	MATH049 MLC2 MATH098 M02 MATH098 M04 MATH098 MLC2	Adjunct	\$11,900.00	8/28/2019 To 12/17/2019
Kobre, Michael	BIOL131 ME50 BIOL114 BL1	Adjunct	\$9,817.50	8/28/2019 To 12/17/2019
Kyle, John	CAPS121 M04 CAPS133 BL1 CAPS131 BL2 CAPS121 BL3 CAPS121 BL4 CAPS131 M01 CAPS111 M02 CAPS131 M03 CAPS111 M03	Adjunct	\$12,498.57	8/28/2019 To 11/6/2019
Kyle, John	CAPS121 M04 CAPS133 BL1 CAPS131 BL2 CAPS121 BL3 CAPS121 BL4 CAPS131 M01 CAPS111 M02 CAPS131 M03 CAPS111 M03	Adjunct	\$12,498.57	8/28/2019 To 12/17/2019
LaFavor, Erik	SOCI101 M09 SOCI101 M02 SOCI101 M08	Adjunct	\$8,235.00	8/28/2019 To 12/17/2019
Lee, In Shik	ART 120 ME50 ART 114 M01 ART 120 M02	Adjunct	\$12,495.00	8/28/2019 To 12/17/2019
Lillard, Marketa	CHEM101 HY1	Adjunct	\$3,330.00	8/28/2019 To 12/17/2019
Lipa, Thomas	HLTH207 M01 CDSC101 BL1	Adjunct	\$8,330.00	8/28/2019 To 12/17/2019
Marie, Jill	ENGL102 M07 ENGL103 BL1	Adjunct	\$7,140.00	8/28/2019 To 12/17/2019
Marvin, Tracy	ESL 091 M01 ESL 092 M01	Adjunct	\$7,320.00	8/28/2019 To 12/17/2019
McBride, Carly	Provide supervision to NURS208-M33 FLD students while administering medications - AMENDED	Adjunct	\$1,829.80	8/28/2019 To 12/17/2019
McCabe, Thomas	ENGL256 M01	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
McCracken, Kathleen	COMM120 M01 COMM127 HY53	Adjunct	\$5,433.75	8/28/2019 To 12/17/2019
McLane, Todd	CULI120 V01 ENVS117 F01	Adjunct	\$1,681.88	8/28/2019 To 12/17/2019
Meddaugh, Arlene	NURS110-M37 - AMENDED	Adjunct	\$6,790.00	8/28/2019 To 12/17/2019
Meyer, Denise	ART 130 ME50 ART 130 M01	Adjunct	\$8,330.00	8/28/2019 To 12/17/2019
Miller, Joseph	CHEM107 M02 CHEM101 M01	Adjunct	\$8,730.00	8/28/2019 To 12/17/2019
Millman-Brown, Randi	ART 101 ME50	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Montgomery, Ashley	ENGL101 M02	Adjunct	\$2,745.00	8/28/2019 To 12/17/2019
Mozie, Davi	HUMS104 M02 CRJU104 M02	Adjunct	\$2,745.00	8/28/2019 To 12/17/2019
Myers, Deborah	Provide supervision to NURS208-M31 FLD students while administering medications - AMENDED	Adjunct	\$1,939.70	8/28/2019 To 12/17/2019
Need, Barbara	SPAN101 M01 SPAN101 I35 ENGL101 M01	Adjunct	\$12,210.00	8/28/2019 To 12/17/2019
Nobles, Jill	COMM140 ME50 COMM100 M01	Adjunct	\$5,947.50	8/28/2019 To 12/17/2019
Okaru, Alfred	FITN230 M22 FITN130 M12	Adjunct	\$1,552.50	8/28/2019 To 12/17/2019
Okaru, Alfred	FITN230 M22 FITN101 M01 FITN130 M12	Adjunct	\$3,105.00	8/28/2019 To 12/17/2019
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Parks, Paul	ART 101 M01	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,330.00	8/28/2019 To 12/17/2019
Pittsley, Jaclyn	ENGL101 M07 ENGL101 M05	Adjunct	\$6,660.00	8/28/2019 To 12/17/2019
Potter, Kristi	ENGL100 EL66 ENGL100 CE66 ENGL098 EL66	Adjunct	\$5,490.00	8/28/2019 To 12/17/2019
Price, Colleen	EMT 220 M73	Adjunct	\$8,797.50	8/28/2019 To 12/17/2019
Quick, Raymond	BUAD219 BL1	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Read, Kira	Provide supervision to NURS208-M32 FLD students while administering medications - AMENDED	Adjunct	\$1,829.80	8/28/2019 To 12/17/2019
Rice, Robert	FITN230 M21 FITN130 M11	Adjunct	\$1,552.50	8/28/2019 To 12/17/2019
Richards, David	POSC103 M01 PARC213 BL1 PARA213 BL1 POSC213 BL1 POSC103 BL1	Adjunct	\$10,710.00	8/28/2019 To 12/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Ritz Deutch, Ute	ANTH202 M03	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Roche (Norris), Heather	NURS208-M32 - AMENDED	Adjunct	\$8,235.00	8/28/2019 To 12/17/2019
Roe, Bernadette	ENGL100 M07 ENGL100 EL07 ENGL098 EL07 ENGL102 M04	Adjunct	\$8,730.00	8/28/2019 To 12/17/2019
Ross, Jessica	SOCI101 M05T SOCI101 M03 SOCI101 M03T SOCI101 M04 SOCI101 M04T SOCI101 M05	Adjunct	\$9,990.00	8/28/2019 To 12/17/2019
Rukavena, Peter	BUAD111 M01	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Sabol, Zenta	ACCT101 M02 ACCT101 CE66	Adjunct	\$9,520.00	8/28/2019 To 12/17/2019
Schaffer, Patricia	NURS208-M30 - AMENDED	Adjunct	\$12,210.00	8/28/2019 To 12/17/2019
Schat, Marjolein	BIOL105 M01 BIOL211 M01	Adjunct	\$11,655.00	8/28/2019 To 12/17/2019
Schmid, Joseph	ACCT207 BL1	Adjunct	\$4,760.00	8/28/2019 To 12/17/2019
Schmidt, Kurt	ENVS101 M02 ENVS101 M01	Adjunct	\$6,405.00	8/28/2019 To 12/17/2019
Schrag, Kimberly	ART 110 M02 ART 110 M01 ART 120 M01	Adjunct	\$12,495.00	8/28/2019 To 12/17/2019
Searing, Robert	HSTY202 BL2	Adjunct	\$2,745.00	8/28/2019 To 12/17/2019
Sewell, Patrick	ENVS102 M01 ENVS112 IE62	Adjunct	\$5,550.00	8/28/2019 To 12/17/2019
Sewell, Patrick	President of Adjunct Faculty Association duties - AMENDED	Adjunct	\$2,378.25	8/28/2019 To 12/17/2019
Seyfried, Matthew	ENGL201 M01 ENGL204 BL1 ENGL204 BL2	Adjunct	\$10,710.00	8/28/2019 To 12/17/2019
Sheehan, John	POSC230 SLC3 ANTH202 BL1 HSTY111 BL1 HSTY249 SLC3 HSTY230 SLC3	Adjunct	\$11,305.00	8/28/2019 To 12/17/2019
Sidle, Jason	HRMG206 BL1	Adjunct	\$2,910.00	8/28/2019 To 12/17/2019
Sinclair, Lorraine	ENGL100 M25	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Smith, Susan	ENGL102 M03	Adjunct	\$3,330.00	8/28/2019 To 12/17/2019
Snyder, Stephen	BIOL101 BL1	Adjunct	\$3,885.00	8/28/2019 To 12/17/2019
Srinivasan, Jayasri	ESL 090 M01	Adjunct	\$3,880.00	8/28/2019 To 12/17/2019
Stanton, Dawn	CDSC201 BL1	Adjunct	\$3,330.00	8/28/2019 To 12/17/2019
Steenburg, Jennifer	NURS110-M33 - AMENDED	Adjunct	\$7,245.00	8/28/2019 To 12/17/2019
Stevenson, David	SPMT190 M01 SPMT195 M01	Adjunct	\$2,220.00	8/28/2019 To 12/17/2019
Suben, Mark	CRJU205 M01	Adjunct	\$2,910.00	8/28/2019 To 12/17/2019
Tambascio, Theresa	ENGL100 M05 ENGL100 EL05 ENGL098 EL05 INTD095 M01	Adjunct	\$11,385.00	8/28/2019 To 12/17/2019
Thompson, Jacqueline	NURS208-M33 - AMENDED	Adjunct	\$10,670.00	8/28/2019 To 12/17/2019
Timonin, Michael	HSTY201 M04	Adjunct	\$2,910.00	8/28/2019 To 12/17/2019
Tombasco, Raphael	ENGL100 ME50 ENGL098 EL50 ENGL100 EL50 ENGL101 M06	Adjunct	\$8,730.00	8/28/2019 To 12/17/2019
Traub, Adrienne	ENVS101 M03 ENVS116 M01 ENVS285 M01	Adjunct	\$10,293.75	8/28/2019 To 12/17/2019
Tremaine, Heidi	ENVS105 M01	Adjunct	\$2,910.00	8/28/2019 To 12/17/2019
Ulinski, Madeleine	RECR150 M02 SOCE150 M01 RECR150 M01 SOCE150 M02	Adjunct	\$5,490.00	8/28/2019 To 12/17/2019
Vazenios, George	MATH095 M02 MATH109 CE66 MATH109 M02	Adjunct	\$11,100.00	8/28/2019 To 12/17/2019
Veshcherevich, Radmila	RUSN101 M01 ESL 149 HY1 ESL 149 HY2	Adjunct	\$13,090.00	8/28/2019 To 12/17/2019
Webb, Marilyn	Adjunct Librarian Assistant	Adjunct	\$5,073.60	8/28/2019 To 12/17/2019
Weed, Steve	ENGL100 M16 ENGL100 EL16 ENGL098 EL16	Adjunct	\$6,660.00	8/28/2019 To 12/17/2019
Wells, Frances	CAPS131 M02 BUAD203 BL1 CAPS123 BL1 CAPS131 BL1 CAPS131 BL3 CAPS121 M01	Adjunct	\$10,513.65	8/28/2019 To 12/17/2019
Wheaton, Justin	ENGL100 M04 ENGL098 EL04 ENGL100 EL04 ENGL102 M01	Adjunct	\$8,235.00	8/28/2019 To 12/17/2019
Whitaker, John	MATH090 M06 MATH090 M02	Adjunct	\$8,280.00	8/28/2019 To 12/17/2019
Whitecraft, Michele	CHEM101 ME50	Adjunct	\$3,570.00	8/28/2019 To 12/17/2019
Williams, Diane	CHEM101 ME50 BIOL101 M01 BIOL101 M04	Adjunct	\$10,115.00	8/28/2019 To 12/17/2019
Wolff, Sarah	ENGL100 M06 ENGL098 EL06 ENGL100 EL06 ENGL102 M02	Adjunct	\$9,990.00	8/28/2019 To 12/17/2019
Wright, Rachel	NURS208-M32 - AMENDED	Adjunct	\$11,385.00	8/28/2019 To 12/17/2019
Yavits, Robert	CAPS152 BL2 CAPS152 BL1	Adjunct	\$2,777.46	8/28/2019 To 12/17/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Young, Tammi	RECR230 M01 FITN215 M01 FITN170 M01	Adjunct	\$6,210.00	8/28/2019 To 12/17/2019
Zaia, Heather	INTD095 M04	Adjunct	\$4,575.00	8/28/2019 To 12/17/2019
Zavaski, John	BIOL112 ME50	Adjunct	\$3,885.00	8/28/2019 To 12/17/2019
Zhao, Jiang	CHEM107 M03 CHEM107 M01	Adjunct	\$8,730.00	8/28/2019 To 12/17/2019

September

Ansbro, Marianne	International/Disney Liaison - AMENDED	Adjunct	\$3,094.00	9/1/2019 To 12/15/2019
Asta, Tazio	Para-Professional Tutor - AMENDED	Adjunct	\$4,952.92	9/6/2019 To 12/2019
Biata, Alanna	Para-Professional Tutor - AMENDED	Adjunct	\$521.36	9/6/2019 To 12/2019
Hammond, Marli	Para-Professional Tutor - AMENDED	Adjunct	\$1,824.76	9/6/2019 To 12/20/2019
Falk, Laura	WINE200 VE50 WINE213 V49C WINE130 V49C	Adjunct	\$9,315.00	9/10/2019 To 12/17/2019
Falk, Laura	WINE200 VE50	Adjunct	\$3,105.00	9/10/2019 To 12/17/2019
Love, Colin	Photo Lab Tech/Tutor - AMENDED	Adjunct	\$1,097.88	9/14/2019 To 12/17/2019
McIntyre, David	HRMG105 M02 HRMG105 M01	Adjunct	\$2,070.00	9/14/2019 To 11/3/2019
Zilker, Nicole	Para-Professional Tutor (STAR-NY) - AMENDED	Adjunct	\$1,117.20	9/21/2019 To 12/13/2019
Rice, Douglas	ENGL100-D92, ENGL101-D92 - AMENDED	Adjunct	\$5,820.00	9/23/2019 To 1/24/2019

October

Buchanan, Patricia	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	10/2/2019
Donohue, Kathryn	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	10/2/2019
Tambascio, Theresa	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	10/2/2019
Weed, Steve	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	10/2/2019
Wolff, Sarah	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	10/2/2019
Caroompas, Alice	ENGL229 BL1	Adjunct	\$3,105.00	10/3/2019 To 12/17/2019
Carroll, Lynda	ANTH202 BL3	Adjunct	\$2,745.00	10/3/2019 To 12/17/2019
Chase, Lawrence	BUAD201 BL3	Adjunct	\$3,570.00	10/3/2019 To 12/17/2019
Loop, Jill	ENGL204 BL4 ENGL204 BL3	Adjunct	\$6,660.00	10/3/2019 To 12/17/2019
Okaru, Alfred	Teach per-student class compensated at independent study rate (FITN101-M01/2 students)	Adjunct	\$380.00	10/3/2019 To 12/17/2019
Pask, Margery	CAPS121 M02 CAPS123 M01	Adjunct	\$2,777.46	10/3/2019 To 12/17/2019
Sloan, Cindy	SOCI101 BL4 SOCI101 BL3	Adjunct	\$7,140.00	10/3/2019 To 12/17/2019
Altmann, Herman	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Buchanan, Patricia	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Burns, Frank	HRMG107 M01	Adjunct	\$970.00	10/11/2019 To 10/11/2019
Chapman, Robert	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Donohue, Kathryn	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Earley, Bernard	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019

Employee	Department	Title/Rank	Salary	Employment Dates
Farah, Fred	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Feavearyear, Jody	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Gillis, Andrew	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Grossman, Rick	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Heiserman, Gary (Heik)	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
LaFavor, Erik	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
LaGrand, Samantha	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Lipa, Thomas	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Lyon, Crystal	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
McLane, Todd	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Need, Barbara	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Nobles, Jill	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Ross, Jessica	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Sidle, Jason	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Weed, Steve	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Whitecraft, Michele	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Williams, Diane	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Wolff, Sarah	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Zavaski, John	Participation in Fall Day Professional Development Activities - Per Adjunct Association Contract	Adjunct	\$100.00	10/11/2019
Bechtold, Charles	REVISED - College Preparatory Mathematics Workshop for College Initiative Upstate	Adjunct	\$3,060.00	10/15/2019 To 11/22/2019
Zaia, Heather	REVISED - Integrated Reading and Writing Workshop for College Initiative Upstate	Adjunct	\$2,352.60	10/15/2019 To 11/22/2019
Donohue, Kathryn	Coordinate and assist in writing the SUNY Family Empowerment Program Grant	Adjunct	\$800.00	10/17/2019 To 10/23/2019
Carr, Kyle	AMENDMENT - Student switched sections after contract was issued 10/18/19	Adjunct	\$238.00	10/18/2019
Meeker, Debra	Ithaca Extension Center	Grade G - Secretary (.48 FTE)	\$45,952.31*	10/21/2019
Strauf, Dale	FITN120 M01 FITN121 M01	Adjunct	\$1,785.00	10/21/2019 To 12/17/2019
Thompson, Kimberly	Cortland Extension Center	Grade G - Secretary (.48 FTE)	\$45,952.31*	10/21/2019
Weaver, Bobbie Jo	Professional Tutor	Adjunct	\$5,437.12	10/28/2019 To 12/20/2019

Employee	Department	Title/Rank	Salary	Employment Dates
November				
Buchanan, Patricia	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	11/8/2019
Donohue, Kathryn	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	11/8/2019
Roe, Bernadette	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	11/8/2019
Weed, Steve	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	11/8/2019
Wolff, Sarah	One-hour training pursuant to SUNY Developmental English (098) Learning Community Grant	Adjunct	\$50.00	11/8/2019
Isaacs, A. Gioanni	Para-Professional Teaching Assistant - Facilitate class lesson plans in absence of CRJU104-M02 instructor	Adjunct	\$204.82	11/14/2019 To 12/16/2019
November				
Mister, Jada	Communications	Grade 1 - Communications Associate	\$49,000.00 [*]	11/18/2019

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

December 5, 2019

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Lisa O'Loughlin	12/31/19	Retirement

FACULTY STUDENT ASSOCIATION

Sarah Arsenault	12/9/19	Resignation
Jennifer Falk	11/7/19	Separation

BISTRO

None

TO: President Montague
FROM: Sharon Clark, Susan Dewey, and Bill Talbot
RE: Position Descriptions for December 2019 Board Approval
DATE: November 25, 2019

For the month of December 2019, there are two position descriptions being presented to the Board of Trustees for approval:

The Office of Global Initiatives has undergone a comprehensive structural review process. As a result of this process, two new titles were recommended.

- Director of Global Education and Initiatives

Director of Global Education and Initiatives: This is a leadership position for international education within the global office and has oversight of the staff within the office. This is a grade 5, full-time, administrative position. The hiring salary range of \$67,916 - \$84,894.

- Coordinator of Global Partnerships and Programs

Coordinator of Global Partnerships and Programs: The Global Initiatives office will have two Coordinators designated to the work on specific global programs, e.g. Disney and Summer Global and the maintenance of key relationships with international partner institution and third parties. The Coordinator description allows for flexibility to support these two programs and others that may arise as the program expands. This is a full-time, 12 month, non-teaching faculty position. The College will be recruiting for one vacancy with the hiring salary range of \$56,720 - \$70,900. The other vacancy will be filled with a current staff member within the global office.

Faculty Position Title

Coordinator of Global Partnerships and Programs

Page

1 of 2

Organizational Unit

Global Initiatives

Reports to

Director of Global Education
and Initiatives

Approved by

SUMMARY

Responsible for coordinating aspects of Tompkins Cortland's current and potential partnership-based inbound cohorts (Global Initiatives Programs) to support international student outcomes and contribute to the College's mission of preparing students for a global society. Provides instruction and/or academic advising for students enrolled in or participating in Global Initiatives Programs. Maintains key relationships with international partner institutions and third parties. Collaborates with academic and administrative departments and other coordinators related directly to Global Initiatives Programs. In consultation with the Director, develops strategic plans and budgets. The Coordinator will also serve in the capacity of Designated School Official (DSO) and Responsible or Alternate Responsible Officer (RO/ARO) for students under the College's F and J visa sponsorship.

NATURE AND SCOPE

1. Monitors cohort students' academic progress through program completion.
2. May teach up to 12 credit hours per year within GIPs. Workload to be determined by supervisor, using College formula for establishing hours per week per credit of work.
3. Assists the Primary Designated School Official and Responsible Officer in visa advisement, federal regulations compliance and SEVIS reporting.
4. Develops and facilitates program-related orientations, activities and events.
5. In the absence of the Director, may assist with solving problems that arise and make decisions based on knowledge of current operations.
6. Leads follow-up and coordination of services to international partners and their representative cohort students.
7. Maintains currency in new technology and strategies with respect to the recruitment, orientation, communication with, and retention of cohort students.
8. Responsible for the development, marketing, administration, and coordination of the College's partnership-based Global Initiatives Programs (GIPs).
9. Maintains and pursues relationships with international partner institutions and third parties in support of existing and potential GIPs.
10. Works with campus departments to support the ongoing coordination of the College's GIPs. Serves as an ambassador for the College and its programs to prospective students and their families in other countries.
11. May represent the College and its GIPs with foreign and domestic governments and to presidents and/or senior officers of foreign and domestic secondary schools, colleges, and universities.
12. Negotiates formal agreements with and on behalf of the College's GIPs in consultation with the Director.

Faculty Position Title

Coordinator of Global Partnerships and Programs

Page

2 of 2

Organizational Unit

Global Initiatives

Reports to

Director of Global Education
and Initiatives

Approved by

13. Develops strategic plans and program-specific budgets in consultation with the Director.
14. Serves as a contributing member of the Global Initiatives Council; serves on various college and community committees and performs other related tasks as assigned.

Current partnership-based inbound cohorts

15. Global Connections portfolio duties:

- Primary academic advisor for Global Connections students from prospective through graduated status, including the utilization of individualized degree plans and facilitation of degree audits.
- Works in consultation with the Director and Provost in the development of articulation agreements with partner institutions, and assists in the determination of course equivalencies for articulated programs and reviews and updates all articulations between TC3 and participating partners in the Global Connections program.
- May include teaching load up to 6 credit hours per year. Load to be determined in consultation with the Director and upon evaluation of current Global Initiatives program priorities. Additional teaching may be available on an overload basis.

16. Disney Academic Exchange Program portfolio duties:

- Responsible for coordination of BUAD 261, including curriculum development and assessment; Blackboard management; and adjunct assignment and training.
- Teaching load ranging from 5 credit hours up to a maximum of 12 credit hours per year. Load to be determined in consultation with the Director and upon evaluation of current Global Initiatives program priorities. Additional teaching may be available on an overload basis.
- Instructor for the domestic Disney College Program

MINIMUM QUALIFICATIONS

Bachelor's degree and one year relevant administrative and/or coordinating experience. Teaching experience and experience working with international students. Ability to travel domestically and internationally throughout the calendar year.

PREFERRED QUALIFICATIONS

Master's degree. Experience living, studying, and/or working abroad. Three years' relevant administrative experience in a college setting. Six or more semesters teaching experience in a college setting. DSO and/or ARO experience with up-to-date knowledge of F and/or J visa regulations and SEVIS requirements and procedures. Conversational proficiency in Spanish. Experience in curriculum development. Experience with academic advising. Social media competency.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Global Education
and Initiatives

GRADE

5

PAGE

1 of 3

ORGANIZATIONAL UNIT

Academic Affairs

REPORTS TO

Provost and Vice President
for Academic Affairs

APPROVED BY

SUMMARY

Provides leadership for international education at Tompkins Cortland Community College, including international enrollment management, international student and scholar services, education abroad, and comprehensive internationalization. Manages international student orientation, retention, and student services programming. Administers all aspects of Study Abroad program. Chairs the College's International Council. Supervises Global Initiatives department staff. Develops strategic plans and budgets in collaboration with stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the development, implementation, and assessment of international programs, initiatives, and services.
2. Leads Global Initiatives strategic planning process with stakeholders, resulting in a plan that aligns with the College's strategic plan. Assesses progress on achieving goals of the plan and recommends changes as appropriate.
3. With Global Initiatives staff and members of the International Council, assesses status of longstanding partnerships and develops prioritized plan for renewing relationships, reinvigorating educational offerings, and evaluating opportunities for sustainable new programs.
4. Leads efforts to leverage the diversity, knowledge and relationships of the College's faculty, staff, international student and alumni population in the development of a broader network to support international recruitment.
5. Actively works to build international enrollments via armchair recruitment methods such as strategic partnerships with third-party agents and alliances with federal, state, and local government agencies, organizations, and educational institutions.
6. In collaboration with the College's Communications Team, maintains overall responsibility and oversight of Global marketing strategy and materials, including digital media and content. Directly responsible for creation and distribution of marketing communications developed for non-cohort international students.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Global Education and Initiatives	5	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Academic Affairs	Provost and Vice President for Academic Affairs	

7. Builds and maintains a network of professional relationships in the field of international education through other educational institutions, U. S. and international government agencies, and organizations such as Education USA, SUNY Office of Global Affairs, NAFSA, and CCID, etc.
8. Responsible for administration, coordination, development, marketing, and facilitation of the College's Study Abroad program.
9. Serves as the College's PDSO (Primary Designated School Official) and as RO (Responsible Officer) or ARO (Alternative Responsible Officer). Engages with the team of DSOs (designated School Officials) and AROs for immigration advising, including but not limited to maintaining SEVIS records, monitoring student status, and issuing/updating forms and documents. Keeps current with applicable federal regulations. Provides immigration advisement to international students and scholars. Supports faculty advisors with regard to visa-related requirements for international students to maintain status.
10. Manages international student orientation, retention, and student services programming.
11. Provides service to international students. Acts as an advocate for international student concerns and assists international students in utilizing the full range of resources and services throughout the campus community.
12. Works with faculty and staff within Global Initiatives and throughout the College to develop and maintain policies, processes, procedures and technology in support of quality service to international students.
13. Develops emergency protocols for inbound and outbound international programs and exercises sound leadership implementing protocols in times of crisis in order to support students and mitigate organizational liability.
14. Builds a support culture for internationalization by showing students, faculty, and staff the value of internationalizing the campus. Provides information and advocacy to encourage faculty and staff to internationalize the curriculum, cultivate study abroad opportunities, and increase international experiences through agencies such as the Fulbright Commission. Provides assistance to College departments and groups to ensure that services and communications are designed collaboratively to support and promote College internationalization.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Director of Global Education and Initiatives	<u>GRADE</u> 5	<u>PAGE</u> 3 of 3
---	--------------------------	------------------------------

<u>ORGANIZATIONAL UNIT</u> Academic Affairs	<u>REPORTS TO</u> Provost and Vice President for Academic Affairs	<u>APPROVED BY</u>
---	--	---------------------------

- 15. Chairs the International Council; serves on Academic Council and various other College councils or committees.
- 16. Directs the staff of the Global Initiatives office. Assures effective use of human resources by recommending hiring, disciplinary, and other human resource actions, together with the training, motivating, evaluating, and counseling of assigned personnel.
- 17. Assures efficient use of material resources by assessment of departmental and institutional needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
- 18. Performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):	Indicate number in each category:
<input checked="" type="checkbox"/> Classified Staff	1 _____ # of Classified Staff
<input type="checkbox"/> Administrative	_____ # of Administrative
<input checked="" type="checkbox"/> Faculty	2 _____ # of Faculty
<input checked="" type="checkbox"/> Adjunct faculty, students, etc.	1-6 _____ # of Adj. faculty, students, etc.
<input type="checkbox"/> FSA Staff	_____ # of FSA Staff

MINIMUM QUALIFICATIONS

Bachelor's degree and 3 years' experience in international education planning, programming and services in a higher education setting. Experience planning and administering study abroad programs, developing and managing budgets, leading and supervising direct reports. DSO experience with up-to-date knowledge of F visa regulations and SEVIS protocols. Excellent English oral and written communication skills. This position is subject to a criminal background check.

PREFERRED QUALIFICATIONS

Master's degree. Community college experience. Experience working with international partner institutions and third party organizations. ARO experience with up-to-date knowledge of J visa regulations and SEVIS protocols. Experience with marketing strategy and tools, including digital media and content. Strategic planning experience. Experience living, studying, and/or working abroad. Proficiency in a language other than English

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-25**

**NAMING OF CHILDREN’S CORRIDOR IN THE ARTHUR KUCKES CHILDCARE
CENTER
IN RECOGNITION OF THE FAMILY AND ESTATE OF GEORGIA E. MACNEIL**

WHEREAS, Tompkins Cortland Community College, through the Tompkins Cortland Community College Foundation, accepts charitable gifts to support its many operations, and

WHEREAS, Tompkins Cortland Community College desires to name buildings, parts of buildings, rooms, and other physical spaces (i.e. courtyards) in honor of friends, benefactors, persons, and/or corporations who have made substantial contributions to the College, and

WHEREAS, the Research Foundation of the State University of New York has published “General Guidelines for Naming Opportunities” on the State University of New York Campuses to inform and guide campuses, and

WHEREAS, in November 2016 the Board of Trustees approved Resolution 2016-2017-20, Approval of the Board Policy Manual, which included revisions to the Policy for Naming Physical Facilities, and

WHEREAS, the family and estate of Georgia E. MacNeil contributed to the Childcare Initiative campaign, the campaign for building the new TC3 Childcare Center, conducted by the TC3 Foundation, be it therefore

RESOLVED, that in honor of the extraordinary gift given by family and estate of Georgia E. MacNeil that the Children’s Corridor in the Arthur Kuckes Childcare Center be named the Georgia E. MacNeil Children’s Corridor, and be it further

RESOLVED, that this naming opportunity is a permanent recognition.

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

I, JAN BRHEL, CLERK of the Board of Trustees Tompkins Cortland Community College, **DO COUNTY HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 5th of December, 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 5th of December, 2019.

Clerk of the Board of Trustees
Tompkins Cortland Community College

College Senate Report
Board of Trustees
November 25, 2019

The College Senate has met three times since the last Board of Trustees meeting. On October 25th, the Senate reviewed the new webpage for the College Senate. It lists items such as the committees on campus and their charges, the meeting dates, agendas, and approved minutes. The Senate heard from our FCCC representative about some resolutions that FCCC is seeking endorsement. The Senate voted to endorse the resolution supporting new funding model for community colleges and a resolution in support of child care funding. These resolutions will go before the faculty for endorsement, as well. Paul Reifenheiser shared a review of the Global Department presentation that was given to faculty. The Senate voted and approved the committee charges for The Information Security Program Committee and The Campus Safety Advisory Committee. A photo was taken of the College Senate members to put on the new webpage.

On November 8th, Ashley Ahola shared updates on the Chancellor's Award process. In the future, the College Senate will be taking more of a role in the awards process. There will be a meeting between the initial contacts to decide the best practice and our bylaws will be updated accordingly. The Executive Branch did not have a report at this time and the FCCC representative will give a report at the November 22nd meeting. The Senate approved the Curriculum Committee charge after some discussion. Darese Dosal gave a presentation about the CARE Committee. The committee works and follows up with students referred to them for a number of issues, other than academic challenges. Staff can report students through MyInfo or email the CARE team. The committee has dealt with 39 students so far, 30 are closed cases and 9 are ongoing. Eric Sambolec presented the charge for a new committee named the Survey and Research Review Committee. The committee is being created to approve research being performed on campus. Eric Sambolec decided, after discussion from the Senate, to hold off on the Senate approving the charge until some areas could be reviewed.

On November 22nd, the College Senate met and had two presentations. Patty Tvaroha and Lisa Seyfried shared the FCCC plenary session slides, as the FCCC representatives of Tompkins Cortland. The slides gave information about the resolutions that were reviewed in October along with data that the SUNY Chancellor has shared, especially about community colleges. Tim Densmore discussed the five year technology plan that our IT department has created for the College. This plan does not include the dorms since they are through the Foundation and it does not include the extension centers.

The final meeting of the semester is December 6th and the first meeting for the Spring semester is scheduled for February 7th.

TO: Board of Trustees
FROM: Greg McCalley
DATE: November 25, 2019
SUBJECT: Faculty Student Association Report to the Board

The Faculty Student Association meetings were held on October 17th, 2019 and November 14th, 2019.

The October and November meetings included updates from the five subcommittees and creation of a determination of the membership of the Employee Excellence Award committee.

Committee Reports:

- *Finance Committee* – At the *October 17th* meeting, the committee reported on the continued work of the auditors. Once finalized, the committee will make recommendations on how to allocate the expected surplus in funds. The surplus was generated primarily due to three main sources, a lump sum payment of \$28,000 from the bookstore, excess revenue in Child Care of \$50,000, and salary savings in the amount of \$25,000. The committee also approved a resolution to spend money from the Fitness Center Reserve to purchase a new Precor bike.
On *November 14th*, the committee reported the auditors are done with their on-campus work, and the audit will be presented at the next meeting on December 5th. In anticipation of a surplus, the committee is working on two resolutions making recommendations for the funds.
- *Human Resource Committee* – The HR Committee had no report in October. The November report reminded people to submit nominations for the FSA Employee Excellence Awards. Current tasks the committee is undertaking include review of the FSA Personnel Manual in regard to job descriptions, primarily Athletics and hourly positions, and Family Leave Policy. Resolutions were presented and approved to update the Personnel Policy Manual in regards to the holiday pay schedule.
- *Athletic Advisory Board* – The committee reported on the Fall recognition activities for the Volleyball team, as well as Men's and Women's Soccer. Coaches will now be evaluated through a process very similar to faculty evaluations, which will include student-athlete input. Title IX training has been ongoing.
- *Executive Committee* – The Executive committee has not needed to meet since the last report.

- Bookstore Advisory Committee – The bookstore committee has not met since the last report.
- FSA Bylaw Committee - The committee met twice since our last meeting and came up with edits for the bylaws. Primarily, it was changing language to be non-gender specific, as well as changing some titles to more general titles. Re-appointment to committees/board was also a topic of conversation in regards to term limits. The FSA Board has been asked to look over the changes and to give any other suggestions to Barbara Thayer for further review. The changes will be voted on at the next meeting.

Department Presentation – The October 17th departmental presentation was done by Matt Kiechle and Sarah Arsenault on the Health Center. The November 14th presentation was about Residence Life and was done by Amber Boulay. Future presentations include:

- February 13 – Athletics (Mick McDaniel)
- March 12 – Child Care (Casey Goodwin)
- April 9 – Student Activities (Cheyenne Gorton)
- April 30 – One Card (Greg Lyons)

The next meeting of the FSA is scheduled for December 5th, 2019

Chief Diversity Officer Report to the Board of Trustees

November, 2019

Support of College Recruitment and Outreach: Met with prospective students as well as met with guidance advisor and principals at Mott Haven Preparatory School. 10/22-24 and met With Harlem Children's Zone Organization staff to highlight the Vector Network Summer Institute and other student support initiatives let the college has been engaged in during the last academic year. Additionally, met with nearly 60 perspective students at the college fair that they hosted.

SUNY TITLE IX Investigator Training: Participated in SUNY Title IX investigator training with Carolyn Boone, Darese Doskal, and Sharon Clark. 10/25

The American Association of University Women (AAUW) District Conference: Partnered with Sharon Clark to deliver a presentation titled, "Moving the Dial: An Overview of Diversity, Equity, and Inclusion Initiatives at Tompkins Cortland Community College". 10/26

Dryden High School College and Career Prep Conference

Delivered a presentation entitled," House of Cards". The theme of the conference was, "How do you Manage". We explored a metaphorical approach that of living live in a house of cards- Hands are dealt, shuffled, reorganized, and structured in different ways but it is the art of the day that will shape your success in progress. 11/21

Cortland Chamber Meeting:

Attended a meeting to set the framework for our Chamber to have a committee to look exclusively at diversity and inclusion within the Chamber. Agenda items included- Defining Diversity & Inclusion for our Chamber, Members Of The Committee, Role and Commitment of Committee Members, Events, Signature Event, Supporting Events.

Cortland Chamber Diversity and Inclusion Committee's Proposed Mission

To encourage, support and educate employers, who are building an inclusive workplace environments, as they seek to value and strengthen diversity. Additionally, the Diversity and Inclusion Committee aims to grow and support historically underrepresented businesses by facilitating the startup of new businesses and the successful running of existing businesses. 11/22

Respectfully submitted by,

Seth A. Thompson

TC3 Foundation Report
Board of Trustees Meeting
December 5, 2019

The TC3 Foundation hosted the Pathways and Vectors Scholarships Reception on November 13.

Upcoming Meetings:

December 2 – Finance Committee

December 3 – Investment Committee

January 6 – Executive Committee

January 14 – Annual and Full Board Meetings