



Board Members:

Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

July 22, 2021

**Executive Session @ 5:00 p.m. followed by:
Annual Board of Trustees Meeting @ ~6:30 p.m.
Via Zoom Meeting
Agenda**

1. Call to Order
2. **Executive Session**
3. Elections of Officers
4. Appointments
 - a. Clerk of the Board of Trustees
 - b. Deputy Clerk of the Board of Trustees
5. Meeting Dates
6. Other Business
7. Adjournment

**Regular Board of Trustees Meeting
Via Zoom Meeting
6:00 p.m.
Agenda**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of June 17, 2021 Regular Minutes and July 12, 2021 Special Meeting Minutes
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)
NONE
9. Information Items:
 - a. Human Resources Updates
10. CFO/Treasurer's Report Written Report to follow (Action Items)
 - a. Adoption of the Proposed 2021-2022 Executive Budget
 - b. Establishment of Designated Net Position Account
 - c. Adoption of Course Fee Schedule 2021-2022
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Approval of Position Description – Director of Strategic Marketing
 - c. Approval of Position Description – Public Information Officer
 - d. Approval of Position Description – Digital Content Specialist
 - e. Approval of Position Description – Asst. Dir. Of Employer Relations & Experiential Learning
 - f. Approval of Position Description – Assistant Provost
 - g. Approval of Position Description – Associate Dean of Student Success & Retention
 - h. Approval of Position Description – Associate Director of Budget & Finance



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- i. Approval of Position Description – Assistant to the VP for Student Affairs
- j. Approval of TC3 –PAA Agreement
- k. Approval of Ratification of President’s Recommendations for Academic Year 2021-2022 Faculty Continuing Appointments,& Promotions; Adjunct Promotions, PAA Quality Step and Administrative Appointments

12. Standing Reports:

- a. Provost & Vice President of Academic Affairs – Written Report provided
- b. Vice President of Student Affairs/Faculty Student Association – Written Report provided
- c. Associate VP of Student Services/Senior Diversity Officer – Written Report provided
- d. Associate Vice President of College Relations – Written Report provided
- e. Chief Information Officer – No Report
- f. College Senate – No Report
- g. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
- h. Chairperson’s Report
- i. Liaison Report – Cortland County
- j. Liaison Report – Tompkins County
- k. Student Trustee Report – No Report
- l. President’s Report – Verbal Report

13. Upcoming Events:

14. 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.***

TO: Members of the Board of Trustees
FROM: Raymond Schlather, Chair
Board of Trustees
DATE: July 22, 2021
SUBJECT: Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2021-2022. All meetings will be held with Executive Session at 5:30 p.m. and Open Session at 6:30 p.m. in the Ronald W. Space Board Room at the College and/or via Zoom unless otherwise specified.

BOARD OF TRUSTEES MEETINGS

August 19, 2021 – Tentative Meeting
September 16, 2021
October 21, 2021
December 16, 2021
January 20, 2022
February 17, 2022
March 17, 2022
April 21, 2022
May 19, 2022
June 16, 2022
July 21, 2022

OTHER IMPORTANT DATES FOR THE 2020-2021 ACADEMIC YEAR

Board of Trustees Retreat	November 18, 2021
December Graduate Ceremony	December 10, 2021
Nursing Pinning Ceremony	May 24, 2022
Commencement	May 24, 2022

COLLEGE CLOSED (holidays/campus retreats)

Labor Day Holiday	September 6, 2021
Fall Day College-wide Retreat	October 12, 2021
Thanksgiving Holiday	November 25-26, 2021
Winter Break	December 24, 2021 – January 3, 2022
Martin Luther King Holiday	January 17, 2022
Mid-winter Day College-wide Retreat	February 23, 2022
Spring Day	April 1, 2022
Memorial Day	May 30, 2022
Juneteenth	June 20, 2022
July 4 th Holiday	July 4, 2022

*Awaiting official announcement from the Governor's office.

cc: Media Personnel
Liaisons
County Board Clerks
County Attorneys
County Budget Officers
College Faculty and Staff

**TOMPKINS CORTLAND COMMUNITY
COLLEGE BOARD OF TRUSTEES
Regular Board Meeting
June 17, 2021
Executive Session 5:00 p.m.
Open Session 6:00 p.m.
Via Zoom Due to COVID 19**

PRESENT: Adebodun Ademoyo, Roxann Buck, Elizabeth Burns, Judy Davison, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

EXCUSED: Arthur Kuckes

COUNTY,
LIAISONS: Michael Lane – Excused; Kevin Fitch - Excused

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Mary Ellen Ensign, Julie Gerg, LaSonya Griggs, Greg McCalley, Kathleen McConnell, Deb Mohlenhoff, Orinthia Montague, Nancy Putnam, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Seth Thompson, Peter Voorhees, Jonathan Walz-Koeppel, Carrie Whitmore,

GUESTS: Leslie Schill

1. **Call to Order:** The meeting was called to order at 5:00 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel and financial issue – no action to be taken)** – It was determined that there was quorum. Ms. Davison moved that the meeting convene in executive session at 5:03 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Ms. Buck. Orinthia Montague was invited.

Motion to go back into open session moved by Mr. McSherry seconded by Mr. Tytler; approved unanimously at 6:01 p.m.

The meeting reconvened in open session at 6:03 p.m.

4. **Roll Call:** Ms. Brhel called the roll.
5. **Welcome Guests:** Chair Schlather welcomed the group of faculty, staff, and guests who were in attendance for this meeting.
6. **Approval of Agenda:** Ms. Burns moved that the agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.
7. **Public Comment:** None

8. **Approval of Minutes** – Board Meeting May 20, 2021: Ms. Buck moved that the minutes of the May 20, 2021, Board Meeting be approved as submitted; seconded by Mr. Ademoyo; motion approved unanimously.
9. **Communications: None**
10. **Presentation: Verbal 2021-2022 Budget update given by Bill Talbot Mr.**
Talbot stated that the financial picture for the College still looks good and we are closer to a balanced budget. Many of the expenses are short term savings and we will still need to work on recouping enrollment, look for additional leads, look for new grants and revenue streams, etc. When asked how the budget gap this year compares to other years Mr. Talbot explained that it is higher but we are building the budget in a different manner than previous years. Even without any changes in funding and staying status quo we would have a gap, it would just be a smaller gap. All this information has been shared with both Tompkins and Cortland Counties. The formal process with the counties will take place next month. The Workforce & Career Development Program overview that is included with these minutes shows how this program will train people and develop skill sets that will benefit the local counties economies.
11. **Information Items:**
 - a. **Human Resources Updates** – No discussion.
12. **CFO/Treasurer’s Report** – Written Report provided and discussed during the verbal presentation earlier.
13. **Consent Agenda (Action Items):** Mr. Tytler moved that the Consent Agenda be approved as submitted; seconded by Mr. McSherry; the motion was called and carried unanimously.
 - a. Appointment of Personnel
 - b. Approval of Job Description – Institutional Effectiveness Research Analyst
 - c. Approval of 2021-2022 Budget & Technology Fee Schedule
14. **Standing Reports:**
 - a. **Provost & Vice President of Academic Affairs** – Written Report provided. Mr. Reifenheiser replied to the question of onboarding with regard to Guided Pathways and stated that placement procedures is the major push for September 1st and will be setting up ways of evaluating the assessments. Mr. McCalley added that there will be 3 additional advisors added and this will give us 1 advisor for each pathway. We have approximately 140 applicants for these positions.
 - b. **Vice President of Student Affairs & Faculty Student Association** – Written report provided. Mr. McCalley gave an update report on enrollment numbers and stated that they continue to rollercoaster during the summer months to date.
 - c. **Associate VP Student Services and Senior Diversity Officer** – Written Report. Mr. Thompson in response to a question regarding the Lewis Stokes NSF grant stated that the College is in collaboration with 6 other colleges and it is a recruitment and retention grant that will award \$250,000 over 5 years/per college. When asked about Juneteenth, Mr. Thompson

responded that it is a paid holiday at the College and that there will be participants from TC3 at both the Tompkins and Cortland County events.

- d. Associate VP for College Relations** – Written report provided. In response to questions regarding the meetings with SWIM Digital Ms. Mohlenhoff responded that there were many in-depth conversations with multiple staff members including the marketing staff where job descriptions and reorganization were discussed. When asked about possible mandatory vaccination Ms. Mohlenhoff stated that the College has had good compliance and we are not mandating vaccinations yet – we will wait and see what the federal and county guidelines are and what the health department determine. When asked about return to work, it was noted that June 1st is the date that has been established and a memo will be sent to all employees. When asked about a Telecommuting Policy Sharon Clark noted that there will be continued discussion on this at the cabinet level.
 - e. Chief Information Officer** – Written Report Provided. No additional comments.
 - f. College Senate** – No Report this month
 - g. Tompkins Cortland Community College Foundation, Inc.** – Written report provided. No additional comments.
 - h. Chairperson’s Report** – Chairman Schlather first thanked student trustee, Ade Ademoyo, for all his work as a student trustee and what he brought to the Board of Trustees, not just in the student issues/concerns but also with how he weighed in on Board issues. Second, Chair Schlather noted that President Montague is one of three finalists for a President’s position at a larger institution out of New York State. This opportunity comes as a reflection on her strengths and the type of leadership she has shown at TC3 where she has met and exceeded expectations and put the College in a stronger place
 - i. Liaison Report (Cortland County)** – No Report.
 - j. Liaison Report (Tompkins County)** – No Report. Leslie Schill, a Tompkins County legislator, commented that they are also looking at the American Rescue Plan and how that may help with enrollment moving forward. She noted that they are pleased with the micro-credentials currently being offered and what we are looking at moving forward.
 - k. Student Trustee’s Report** – Verbal report given. Ade Ademoyo thanked everyone for helping him represent the students on the Board of Trustees and what an honor it was to serve in this position. He will miss TC3 and it is hard to say good-bye to everyone but he wishes everyone the best Go Panthers!
 - l. President’s Report** – President Montague gave a verbal report highlighting that (1) she, Paul Reifenheiser and Malvika Talwar are working on a Title III grant for a possible \$2.5 million for infrastructure. We believe we are eligible and will have the assistance of the grant writer from Jefferson Community College (Jefferson and Onondaga have already received this grant). The deadline is July 13th. (2) She will be doing attending the Juneteenth celebrations in both Tompkins and Cortland Counties. (3) The College is looking for possible workers to help Todd McLane on the TC3 farm. (4) Reopening of the College – SUNY says to stay tuned. While the Governor has opened NYS on an honor system, we need to see how that affects planning for the fall classes.
- 15. Upcoming Events** –The next Board of Trustees Meeting which is the Annual Meeting is July 15, 2021. Ms. Buck and Ms. Davison agreed to serve on the Nominating Committee

for Officers of the Board of Trustees.

16. Adjournment: Mr. Ademoyo moved that the meeting be adjourned; seconded by Mr. McSherry; motion carried unanimously. The meeting adjourned at 7:18 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY
COLLEGE BOARD OF TRUSTEES
Special Board Meeting
July 12, 2021
Executive Session 5:00 p.m.
Via Zoom Due to COVID 19**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry, Raymond Schlather, Bruce Tytler

EXCUSED: Schelley Michell-Nunn

STAFF: Jan Brhel, Sharon Clark, Orinthia Montague

1. **Call to Order:** The meeting was called to order at 5:01 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue – no action to be taken) –** It was determined that there was quorum. Mr. Tytler moved that the meeting convene in executive session at 5:02 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Ms. Davison. Orinthia Montague and Sharon Clark were invited.

Motion to go back into open session moved by Mr. Tytler; seconded by Mr. Kuckes; approved unanimously at 6:33 p.m.

The meeting reconvened in open session at 6:33 p.m.

4. **Adjournment:** Mr. McSherry moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 6:34 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of July 7, 2021

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Admissions and Financial Aid Advisor	July 2021	May 19, 2021	June 21, 2021	Hired/Re-instate: Daniel Krawiec (07/09/21) Accepting Applications
Assistant Director of Student Success: Advising, Career & Transfer Services	July 2021	June 3, 2021	June 24, 2021	Hired: Tackie Huff (07/06/21)
Associate Director of Financial Aid and Compliance Officer		June 2021	June 3, 2021	June 17, 2021 Reviewing Applications
Comptroller	August 2021	July 1, 2021	August 9, 2021	Accepting Applications
Director of Financial Aid	June 2021	June 3, 2021	June 17, 2021	Hired Colleen Conroy (06/24/21)
Institutional Effectiveness Research Analyst	August 2021	July 7, 2021	August 13, 2021	Accepting Applications
Instructor of Criminal Justice	August 23, 2021	March 1, 2021	April 1, 2021	Offer in Process
Student Success Advisor (3 Positions)	June 2021	May 5, 2021	June 7, 2021	Conducting Interviews

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Building Maintenance Worker (1.0 FTE, Permanent)	Facilities	ASAP	Accepting Applications via Tompkins County Department of Human Resources
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Interviews Concluded
Enrollment Services Specialist (1.0 FTE, Permanent)	Enrollment Services	ASAP	Hired: Herman Bieling (07/12/21-Provisional Appointment)
Project Assistant	Student Activities/ Student Success	ASAP	Hired: Olivia Hunt (06/22/21) Leah Tompkins (06/22/21) Allison Kelley (06/29/21)
Receptionist (.32 FTE, Permanent)	Library	ASAP	Hired: Donald Dunham (07/06/21-Provisional Appointment)
Senior Groundskeeper (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Committee Forming

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	July 2021	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	July 2021	Accepting Applications
Substitute Teacher	Childcare	July 2021	Accepting Applications; Continuous Recruitment
Head Teacher	Childcare	August 2021	Accepting Applications
Assistant Teacher	Childcare	August 2021	Accepting Applications
Kitchen Assistant	Childcare	June 2021	Hired: Kierstyn English (7/5/21)
Teacher Aide 12 Month	Childcare	August 2021	Accepting Applications
Teacher Aide 10 Month	Childcare	August 2021	Accepting Applications
Director of Residence Life	Residence Life	June 2021	Concluded to fail search
Head Coach, Men's & Women's Golf	Athletics & Recreation	July 2021	Accepting Applications
Head Coach, Women's Volleyball	Athletics & Recreation	July 2021	Accepting Applications
Head Coach, Men's Basketball	Athletics & Recreation	July 2021	Accepting Applications
Residence Director	Residence Life	July 2021	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	July 2021	Accepting Applications
Banquet Bartender	TC3 Bistro	July 2021	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2021	Accepting Applications
Bartender	TC3 Bistro	July 2021	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2021	Accepting Applications
Dishwasher	TC3 Bistro	July 2021	Accepting Applications
Line Cook	TC3 Bistro	July 2021	Accepting Applications
Server	TC3 Bistro	July 2021	Accepting Applications
Host/Hostess	TC3 Bistro	July 2021	Accepting Applications
Catering and Events Coordinator	TC3 Bistro	July 2021	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of July 7, 2021

COMPLAINANT	SUBJECT	DISPOSITION
Civil Service Employees Assoc.	Employees outside of the unit conducting the work of unit members.	College will address division of work duties.

FACULTY ASSOC.

Faculty Association	Article 15 Reductions in Staff – Dismissal On behalf of Priscilla Burke	Resolved.
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PAA

None.

TC3 ADJUNCT ASSOC.

None.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 22, 2021

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Kathleen McConnell	07/22/2021	Resignation

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

Retrenchment

<u>NAME</u>	<u>UNION</u>	<u>NOTICE GIVEN</u>	<u>EFFECTIVE DATE</u>
Paul Brenner	PAA	11/10/20	09/10/21
Jennica Petrella-Baum	PAA	11/10/20	09/10/21
Peter Voorhees	PAA	11/10/20	09/10/21
Eric Jenes	Faculty Association	11/09/20	08/31/22

NOTE: Retrenchment notifications may be rescinded.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-50**

ESTABLISHMENT OF DESIGNATED NET POSITION ACCOUNT

WHEREAS, the College has received federal stimulus money from the Higher Education Emergency Relief Fund (HEERF) to offset lost revenue and expenses related to the coronavirus pandemic, and

WHEREAS, the College has reviewed, analyzed, and identified areas of core enrollment growth, which will not be realized until future years, and

WHEREAS, the College will allocate a portion of HEERF be utilized to offset future revenue losses, be it therefore

RESOLVED, that the administration of the College be authorized to establish Board Designated HEERF Reserves, and be it further

RESOLVED, that the College's Board of Trustees authorizes the Vice President of Finance and Administration to transfer approximately \$2,000,000 of federal funding received from HEERF, and be it further

RESOLVED, that expenditure of funds from the board designated HEERF reserve must have prior approval by the President of the College.

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 21st day of July 2016, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 22nd day of July 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE COURSE FEE – 2021-2022
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Course Fees:

Course Name	Amount	Chg per	Purpose of Fee
ART 109	\$70.00	Student	Course Materials
ART 117	\$70.00	Student	Course Materials
ART 118	\$70.00	Student	Course Materials
ART 120	\$100.00	Student	Course Materials
ART 123	\$70.00	Student	Course Materials
ART 124	\$30.00	Student	Course Materials
ART 180	\$100.00	Student	Course Materials
ART 270	\$50.00	Student	Course Materials
ART 271	\$50.00	Student	Course Materials
BIOL 101	\$20.00	Student	Course Fee
BIOL 102	\$20.00	Student	Course Fee
BIOL 104	\$20.00	Student	Course Fee
BIOL 105	\$20.00	Student	Course Fee
BIOL 112	\$20.00	Student	Course Fee
BIOL 119	\$20.00	Student	Course Fee
BIOL 125	\$20.00	Student	Course Fee
BIOL 131	\$20.00	Student	Course Fee
BIOL 132	\$20.00	Student	Course Fee
BIOL 201	\$20.00	Student	Course Fee
BIOL 206	\$20.00	Student	Course Fee
BIOL 211	\$20.00	Student	Course Fee
BIOL 216	\$20.00	Student	Course Fee
BIOL 221	\$20.00	Student	Course Fee
BIOL 232	\$20.00	Student	Course Fee
CHEM 101	\$20.00	Student	Course Fee
CHEM 102	\$20.00	Student	Course Fee
CHEM 107	\$20.00	Student	Course Fee
CHEM 108	\$20.00	Student	Course Fee
CHEM 205	\$20.00	Student	Course Fee
CHEM 206	\$20.00	Student	Course Fee
CONT 208	\$40.00	Student	Certification for OSHA 10
CONT 216	\$25.00	Student	Course Materials
CSCI210	\$95.00	Student	Course Materials
CULI101	\$400.00	Student	Lab Fee – Culinary Center
CULI102	\$400.00	Student	Lab Fee – Culinary Center
CULI110	\$200.00	Student	Lab Fee – Culinary Center
CULI120	\$100.00	Student	Lab Fee - Culinary Center
CULI205	\$300.00	Student	Lab Fee – Culinary Center
ENVS116	\$100.00	Student	Lab Fee – Farm
ENVS117	\$100.00	Student	Lab Fee – Farm

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE COURSE FEE – 2021-2022
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Course Name	Amount	Chg per	Purpose of Fee
ENVS142	\$100.00	Student	Lab Fee – Farm
ENVS202	\$100.00	Student	Lab Fee – Farm
ENVS203	\$100.00	Student	Lab Fee – Farm
FITN101	\$10.00	Student	Red Cross Fee
FITN102	\$10.00	Student	Red Cross Fee
FITN107	\$210.00	Student	Scuba Fee
FITN109	\$242.00	Student	Greek Peak
FITN112	\$10.00	Student	Red Cross Fee
FITN120	\$25.00	Student	Equipment Rental
FITN121	\$25.00	Student	Equipment Rental
FITN203	\$120.00	Student	Lane Rental – Cortlanes
FITN216	\$85.00	Student	Red Cross Fees
FITN221	\$100.00	Student	Greek Peak
FSS131	\$10.00	Student	Testing Fee
HLTH205	\$40.00	Student	Red Cross Fee
HRMG105	\$40.00	Student	Testing Fee
MATH098	\$85.00	Student	Course Materials
NURS110	\$400.00	Student	Course Materials
NURS225	\$399.00	Student	Exam Fee & Materials
PSED160	\$10.00	Student	Exam Fee
REC 140	\$250.00	Student	Certification fee
REC 210	\$30.00	Student	Student Inclusion Certification
RECR/FITN160	\$40.00	Student	Course Equipment/Travel
RECR/FITN161	\$30.00	Student	Course Equipment/Travel
RECR/FITN163	\$30.00	Student	Course Equipment/Travel
RECR/FITN164	\$25.00	Student	Course Equipment/Travel
RECR/FITN165	\$30.00	Student	Course Equipment/Travel
RECR/FITN166	\$30.00	Student	Course Equipment/Travel
RECR107	\$210.00	Student	Equipment Fee
RECR110	\$50.00	Student	Conference Attendance Fee
RECR274	\$30.00	Student	Course Equipment/Travel
WINE110	\$400.00	Student	Lab Fee – Culinary Center
WINE120	\$300.00	Student	Lab Fee – Culinary Center
WINE130	\$200.00	Student	Lab Fee – Culinary Center
WINE200	\$200.00	Student	Lab Fee – Culinary Center
WINE202	\$300.00	Student	Lab Fee – Culinary Center
WINE220	\$200.00	Student	Lab Fee – Culinary Center

Appointment of Personnel
Monday, July 12, 2021
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
May				
Akbari, Parvis	Curriculum Development Consultation - Perkins Grant	Adjunct	\$2,940.00	5/17/2021 To 6/24/2021
Gonzalez Suarez, Jose	Curriculum Development Consultation - Perkins Grant	Adjunct	\$2,760.00	5/17/2021 To 6/24/2021
Olson, Richard	Perform engineering duties in the radio station.	Adjunct	\$3,086.10	5/25/2021 To 8/29/2021
June				
McLane, Todd	Teach per-student class compensated at independent study rate (ENVS203-1 additional student)	Adjunct	\$600.00	6/2/2021 To 8/11/2021
Young, Tammi	Teach per-student class compensated at independent study rate (RECR112-2 additional students)	Adjunct	\$1,200.00	6/2/2021 To 8/11/2021
Hunt, Olivia	Student Success: Advising, Career & Transfer Services/Student Activities	Project Assistant	\$17.95/hr.	6/22/2021
Tompkins, Leah	Student Activities	Project Assistant	\$17.95/hr.	6/22/2021
Conroy, Colleen	Financial Aid	Director of Financial Aid	\$86,706.00 *	6/24/2021
Kelley, Allison	Student Success: Advising, Career & Transfer Services	Project Assistant	\$17.95/hr.	6/29/2021
July				
Dunham, Donald	Library	Receptionist (.32 FTE)	\$37,816.94 *	7/6/2021
Huff, Tackie	Student Success: Advising, Career & Transfer Services	Assistant Director of Student Success: Advising, Career & Transfer Services	\$68,625.00 *	7/6/2021
Almann, Nancy	BIOL132 BL2	Adjunct	\$6,300.00	7/8/2021 To 8/11/2021
Archer, Pamela	CAPS121 BL2	Adjunct	\$1,400.40	7/8/2021 To 8/11/2021
Aspinwall, Breck	BIOL100 BL1	Adjunct	\$3,657.50	7/8/2021 To 8/11/2021
Christofferson, Martin	CAPS121 BL3	Adjunct	\$1,400.40	7/8/2021 To 8/11/2021
Earley, Bernard	ENGL100 BL3	Adjunct	\$3,600.00	7/8/2021 To 8/11/2021
Galezo, David	PHIL101 BL1	Adjunct	\$3,600.00	7/8/2021 To 8/11/2021
Gammage-Sikora, Gina	SPAN101 BL1	Adjunct	\$3,600.00	7/8/2021 To 8/11/2021
Gilbert, Mary	ENGL102 BL2	Adjunct	\$3,600.00	7/8/2021 To 8/11/2021
Johnston-Anumonwo, I	GEOG120 M25	Adjunct	\$3,360.00	7/8/2021 To 8/11/2021
Kobre, Michael	BIOL132 BL1	Adjunct	\$6,300.00	7/8/2021 To 8/11/2021
Kyle, John	CAPS131 BL1	Adjunct	\$1,400.40	7/8/2021 To 8/11/2021
McComb, Jared	MATH200 M25	Adjunct	\$2,760.00	7/8/2021 To 8/11/2021
Schat, Marjolein	BIOL105 BL1ENVS101 M25	Adjunct	\$9,800.00	7/8/2021 To 8/11/2021
Sheehan, John	ANTH202 BL1ANTH202 BL2	Adjunct	\$7,200.00	7/8/2021 To 8/11/2021
Sloan, Cindy	SOCI101 BL2	Adjunct	\$3,600.00	7/8/2021 To 8/11/2021
Whitecraft, Michele	CHEM101 BL2	Adjunct	\$5,400.00	7/8/2021 To 8/11/2021
Williams, Diane	ASTR101 BL1	Adjunct	\$3,600.00	7/8/2021 To 8/11/2021
Krawiec, Daniel	Admissions & Financial Aid	Admissions and Financial Aid Advisor (Re-instate)	\$48,750.00 *	7/9/2021
Bieling, Herman	Enrollment Services Center	Enrollment Services Specialist	\$45,952.31 *	7/12/2021

* Annual Salary to be Prorated.

TO: President Montague
FROM: Sharon Clark, Greg McCalley, Deb Mohlenhoff, Bill Talbot, and Malvika Talwar
RE: Position Descriptions for July 2021 Board Approval
DATE: July 9, 2021

For the month of July 2021, there are eight position descriptions being presented to the Board of Trustees for approval:

Director of Strategic Marketing

In March 2020 the College engaged with Swim Digital to analyze the tasks and structure of the Communications and Enrollment departments. As a result of this review and analysis, the College is recommending three initial positions for the Strategic Marketing department. The Director of Strategic Marketing will have responsibility for the leadership of the College's enrollment marketing strategy. This is a new administrative title. The position was classified as a grade 6, full-time, administrative position. The hiring range for a Grade 6 position is \$75,610 - \$94,512.

Public Information Officer

The PIO is a member of the Strategic Marketing team with responsibility for media relations, public information, and the sports information programs of the College. This position is the primary point of contact for media inquiries and has management oversight of the College's relationship with the media. The position was classified as a grade 3, full-time, administrative position. As a revised position, the current incumbent will be offered a minimum of a \$500 increase to their current base salary.

Digital Content Specialist

The Digital Content Specialist is a member of the Strategic Marketing team with responsibility for creating, producing, and delivering digital marketing and communications to current and prospective students to support the College's enrollment strategy. This position has responsibility for promotion the Tompkins Cortland brand. The position was classified as a grade 3, full-time, administrative position. As a new administrative title, the College will offer this work to the individual deemed qualified for the position. The salary range for this position is \$54,602 - \$68,253.

Assistant Director for Employer Relations and Experiential Learning

The Assistant Director will have responsibility for fostering relationships with local employers to cultivate professional development, networking, employment, and applied learning opportunities for students. As an area of focus within the College's strategic plan, this position focuses on building relationships with local employers. This is new administrative title. The position was

classified as a grade 3, full-time, administrative position. The hiring range for a Grade 3 position is \$54,602- \$68,253. Position funded with awards from HEERF II & HEERF III.

Assistant Provost

The Assistant Provost position has responsibility for supporting the Provost and Associate Provost to improve teaching and learning on campus. The position will share in the supervision of half of the adjunct teaching faculty, assist with student complaints, review current and future academic programs, provide assessment of the College's Academic Plan, and assisting the administration on labor relations conversations by serving as a member of the labor management team. This is a revised administrative title. The position was classified as a grade 5, full-time, administrative, management/confidential position. The hiring range for a Grade 5 position is \$67,916 - \$84,894. Position funded with awards from HEERF II & HEERF III.

Associate Dean of Student Success and Retention

The Associate Dean provides leadership for the College's initiative and efforts to improve student success and retention. The position works collaboratively with the Enrollment Services Leadership Team, Guided Pathways Steering Committee, and SUNY Strong Start to Finish team to set standards designed to enhance the quality of the student experience. This is a new administrative title. The position was classified as a grade 6, full-time, administrative position. The current incumbent will receive a minimum of a \$500 increase to their current base salary. The Pathways Grants supports 40% of this salary.

Associate Director of Budget and Finance

The Associate Director is responsible for assisting with the College's financial budgeting and reporting and for the maintenance of the FSA operating budget. The position will work with the College's leadership team to inform the forecasting of revenues and cash flow to support the mission of the College and its activities. This is a new administrative title. The position was classified as a grade 4, full-time, administrative position. The hiring range for a Grade 4 position is \$60,220 - \$75,275. The College (60%) and the FSA (45%) share in the funding for this position.

Assistant to the Vice President for Student Affairs

The Assistant to the Vice President is responsible for providing support to all of the Student Affairs departments including but not limited to Student Conduct, Student Activities, Residence Life, Athletics, Child Care, Wellness Services, and Enrollment Management. This position serves as an Ombudsperson and is a liaison between the VP's office and student/parents. This is a new administrative title. The position was classified as a grade 3, full-time, administrative position. The hiring range for a Grade 3 position is \$54,602- \$68,253.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-41**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF STRATEGIC MARKETING**

WHEREAS, the College has determined, based on a review and analysis of the Office of Strategic Marketing, that there is a need to create a Director of Strategic Marketing position description, and

WHEREAS, the attached Director of Strategic Marketing position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Strategic Marketing position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

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 21st day of July 2016, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 22nd day of July 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Strategic Marketing

GRADE

6

PAGE

1 of 2

ORGANIZATIONAL UNIT

College Relations

REPORTS TO

Associate Vice President
for College Relations

APPROVED BY

SUMMARY

The Director of Strategic Marketing has responsibility for visionary leadership in the College's enrollment marketing strategy, recruitment initiatives, public relations, meaningful messaging and branding expertise for Tompkins Cortland Community College. The Director oversees the entire marketing and communication effort including the development and implementation of a strategic marketing and branding plan. Coordinates with departments across the College to increase student enrollment, manage external communications and the College's identity and image.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage and direct a comprehensive enrollment marketing strategy that is congruent with the College's enrollment process, will serve all on-campus and online academic degrees and other academic programs, and will recruit students from various identified market segments.
2. Research and track competitive markets, demographics, trends, results, and other data related to objectives for recruitment. Conduct regular analyses and results in reporting of marketing campaign performance and proactively recommend media placements and tactics for recruitment optimization.
3. Develops and implements lead generation and lead acquisition marketing plans for academic programs.
4. Leads the design and production of marketing elements and tactics that support recruitment initiatives for all programs in coordination with the leadership in Enrollment Management.
5. Leads the design and production of marketing elements and tactics that support related programmatic recruitment initiatives in coordination with CollegeNow and Global Programs.
6. Organize, manage, and assess all marketing initiatives in collaboration with the contracted service providers and outside marketing agencies. Manage reporting and recommendation processes based on ROI of efforts.
7. Maintain a support role for College strategic priorities in consultation with the College's leadership team. Informs leadership team of market conditions and competitors. Designs communications for leadership and community partners.
8. Set creative direction for design and production of content including photography, printed collateral and video.
9. Collaborate with recruiting teams to develop campaigns for staff and student recruitment, and participate on organizational committees to advance recruitment imperatives.
10. Builds relationships and leverages best practices and competencies to achieve department objectives.
11. Monitor budgets and campaign performance, and A/B test data and optimize as necessary to sustain metrics at or above industry benchmarks and meet agreed upon client KPI objectives and goals.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Director of Strategic Marketing	<u>GRADE</u> 6	<u>PAGE</u> 2 of 2
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<u>ORGANIZATIONAL UNIT</u> College Relations	<u>REPORTS TO</u> Associate Vice President for College Relations	<u>APPROVED BY</u>
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- 12. Refine and take ownership of a comprehensive communications calendar spanning all departments within TC3, ensuring that all communications are timely, consistent, and high-quality.
- 13. Implements uniform branding and editorial standards for all media. Collaborates with teammates and internal partners on incorporating social media into all appropriate marketing plans as a promotional vehicle. Collaborates with internal departments and affiliates to expand marketing and communication efforts. Stays on top of digital trends and technology, acting as a resource for best practices and providing training/advice as needed to teammates and colleagues.
- 14. Build and retain relationships with the SUNY Office and Marketing team.
- 15. Directs the staff of the Marketing department. Assures effective use of human resources by coordinating hiring, training, scheduling, evaluating, counselling, disciplining, and any other administrative actions required for the effective function of the department. Conducts all personnel matters in accordance with federal, state and local laws, regulations, and collective bargaining agreements.
- 16. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
- 17. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

<u> </u>	Classified Staff
<u> X </u>	Administrative
<u> </u>	Faculty
<u> </u>	Adjunct faculty, students, etc.

Indicate number in each category:

<u> </u>	# of Classified Staff
<u>3-4</u>	# of Administrative
<u> </u>	# of Faculty
<u> </u>	# of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor’s degree and seven (7) years’ experience or a Master’s degree in marketing, public relations, business, or related field and five (5) years’ experience. Experience in marketing, including expertise in the development and implementation of strategic marketing, communication, and branding plans in a higher education setting. Supervision experience.

PREFERRED QUALIFICATIONS

Experience in a higher education setting.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-42**

**APPROVAL OF POSITION DESCRIPTION
PUBLIC INFORMATION OFFICER**

WHEREAS, the College has determined, based on a review and analysis of the Office of Strategic Marketing, that there is a need to revise the Public Information Officer/Sports Information Coordinator position description, and

WHEREAS, the attached Public Information Officer position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Public Information Officer position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

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 21st day of July 2016, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 22nd day of July 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Public Information Officer

GRADE

3

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ORGANIZATIONAL UNIT

College Relations

REPORTS TO

Director of Strategic Marketing

APPROVED BY

SUMMARY

As a member of the Strategic Marketing team, leads the College's media relations, public information, and sports information programs. Researches, writes, and edits college news releases, information and news items, social media and publications to support strategic marketing objectives. Develops, implements, and coordinates all sports information activities of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the College's point of contact for media relations. Maintain relationships with local news outlets to push out content, set up interviews, and highlight TC3 programs and announcements.
2. Provide communications for athletics teams, including, but not limited to, social media content, athletic statistics, game results for the media, photography of players and games.
3. Maintains Athletics website in collaboration with Athletics and Recreation staff
4. Create and disseminate content including compelling press releases, news features, and marketing collateral materials for events. Writes internal communications that may include writing, editing, marketing, blogging, and social media communication vehicles.
5. Create and share stories about TC3 and the programming and accomplishments of faculty, students and alumni worldwide in coordination with internal collaborative teams.
6. Develop bold and compelling visual content (including video, audio, motion graphics, etc.) to include the creation of strategic video and new media content that conveys TC3's core messages and engages the primary audiences.
7. Provides support to the College administration through speech writing and the promotion of the TC3 President's involvement with regional and national events.
8. Serve as a backup member of the emergency response team by providing online updates during campus closures and other emergencies. Coordinate emergency communications or closures and other announcements.
9. Support and coordinate efforts of outside marketing agencies.
10. Work with relevant staff to craft communications on academic and student life issues, news and events, staff initiatives, strategic planning initiatives, community engagement and cross-campus partnerships, alumni engagement, new student orientations, annual events, and more.
11. Works with the Digital Content Specialist to maintain a calendar for social media posts on Facebook, Instagram, Twitter, LinkedIn and other emerging social platforms to ensure consistent and robust engagement on social media.
12. Collaborates with internal departments and affiliates to expand strategic marketing and communication efforts. Collaborates with teammates and internal partners on incorporating social media into all appropriate marketing plans as a promotional vehicle. Implements uniform branding and editorial standards for all media.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Public Information Officer

GRADE

3

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ORGANIZATIONAL UNIT

College Relations

REPORTS TO

Director of Strategic Marketing

APPROVED BY

13. Stays on top of digital trends and technology, acting as a resource for best practices and providing training/advice as needed to teammates and colleagues.
14. Build and retain relationship with SUNY Office and Marketing team.
15. Coordinate commencement-related communications to students and the public.
16. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
17. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
_____ Adjunct faculty, students, etc.

Indicate number in each category:

___ # of Classified Staff
___ # of Administrative
___ # of Faculty
___ # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree and three years of experience within the communications field.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-43**

**APPROVAL OF POSITION DESCRIPTION
DIGITAL CONTENT SPECIALIST**

WHEREAS, the College has determined, based on a review and analysis of the Office of Strategic Marketing, that there is a need to create a Digital Content Specialist position description, and

WHEREAS, the attached Digital Content Specialist position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Digital Content Specialist position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
21st day of July 2016, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and
caused the official seal of Tompkins Cortland Community
College to be hereunto affixed this 22nd day of July 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Digital Content Specialist

GRADE

3

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ORGANIZATIONAL UNIT

College Relations

REPORTS TO

Director of Strategic
Marketing

APPROVED BY

SUMMARY

The Digital Content Specialist is responsible for creating, producing, and delivering digital marketing and communications content to engage students, advance the college's brand, and support college enrollment and retention goals. The Specialist is a member of the College Relations team to ensure services are aligned with college strategies and goals. The Specialist plays a key role in managing and promoting the brand of the College and in supporting student enrollment and retention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Create internal deliverables, including, but not limited to the annual report, commencement program, holiday card, campus signage and electronic displays.
2. Oversee all third-party vendor relationships, including contracted service providers, outside marketing agencies and freelancers. Serve as the Office's point of contact with third-party vendors on video and new media projects.
3. Responsible for the design and production of content including photography, printed collateral and video. Curate and drive a video and photography cycle, including semester calendars to support content strategies.
4. Create and distribute videos, including filming, editing, posting, sharing, and uploading content to the College and subsites across the website, social media channels, Vimeo, and YouTube channels.
5. Provide training and mentoring to content editors campus-wide, recruit, and manage student photographers.
6. Work with relevant staff to craft communications on academic and student life issues, news and events, staff initiatives, strategic planning initiatives, community engagement and cross-campus partnerships, alumni engagement, new student orientations, annual events, and more.
7. Schedule daily social media posts on Facebook, Instagram, Twitter and LinkedIn to boost brand awareness.
8. Supports the development of bold and compelling visual content (including video, audio, motion graphics, etc.). Create strategic video and new media content that conveys TC3's core messages and engages the primary audiences.
9. Maintains up-to- date knowledge of the market and competitors.
10. Develops internal communications such as newsletter and email announcements promoting student, faculty and staff achievements.
11. May assist the emergency response team by providing online updates during campus closures and other emergencies. May coordinate emergency communications or closures and other announcements.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Digital Content Specialist

GRADE

3

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ORGANIZATIONAL UNIT

College Relations

REPORTS TO

Director of Strategic
Marketing

APPROVED BY

12. Provides support to the College administration through the promotion of the TC3 President's involvement with regional and national events.
13. Stays on top of digital trends and technology, acting as a resource for best practices and providing training/advice as needed to teammates and colleagues.
14. Collaborates with internal departments and affiliates to expand marketing and communication efforts. Collaborates with teammates and internal partners on incorporating social media into all appropriate marketing plans as a promotional vehicle. Implements uniform branding and editorial standards for all media.
15. Build and retain relationships with the SUNY Office and Marketing team.
16. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
17. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
_____ Adjunct faculty, students, etc.

Indicate number in each category:

___ # of Classified Staff
___ # of Administrative
___ # of Faculty
___ # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree in marketing, communications, media production, or related field and three (3) years' demonstrated experience creating and implementing digital media content using content delivery platforms; demonstrated currency in the digital media field; professional work experience in a related role.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-44**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT DIRECTOR FOR EMPLOYER RELATIONS
AND EXPERIENTIAL LEARNING**

WHEREAS, the College has determined, based on a review and analysis of the Office of Workforce Partnerships, that there is a need to create an Assistant Director for Employer Relations and Experiential Learning position description, and

WHEREAS, the attached Assistant Director for Employer Relations and Experiential Learning position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Assistant Director for Employer Relations and Experiential Learning position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

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 21st day of July 2016, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 22nd day of July 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director for Employer Relations
and Experiential Learning

GRADE

3

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ORGANIZATIONAL UNIT

College Relations

REPORTS TO

Director of Workforce Development
and Employer Relations

APPROVED BY

SUMMARY

Works with the leadership of workforce partnerships to develop and implement a strategic employer relations program in order to connect students with professional opportunities, help meet the recruiting and workforce training needs of area employers, and contribute to local economic development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work with local and regional employers to identify and develop experiential learning and employment opportunities that meet student and workforce needs. Advise employers on recruiting options, comprehensive marketing strategies, inclusive hiring practices, appropriateness of expectations, job/internship descriptions, and sponsorship opportunities.
2. Create and implement strategic marketing and communications plans for employers to increase engagement in recruitment and career development efforts. Develop resources for employers that showcase the value of a TC3 experience, ways to connect with and recruit TC3 students, and credit/non-credit professional development opportunities available through BIZ.
3. Manage networking, recruiting, and other career development events featuring employers, including a monthly “Career Connections” series. Collaborate with other departments to maximize awareness and student (and alumni, as applicable) engagement.
4. Collaborate with faculty to streamline experiential learning documents and processes, and support faculty efforts to increase experiential learning opportunities for students.
5. Assist faculty with coordinating the Applied Learning Experience (ALEX) course, which may include helping students with: securing internship sites, completing agreements and registration, and preparing for professional experiences.
6. Develop targeted outreach, resources, and programming for underrepresented students in collaboration with the Office of Diversity Education & Support Services, Student Activities, Residence Life, and the Office of Global Initiatives that focuses on career readiness and experiential learning.
7. Collaborate with Student Activities and the Office of Diversity Education and Support Services to develop and monitor co-curricular pathways for professional/skill development that supplement Guided Pathways.
8. Share information with students, staff, and faculty about current job market trends, employer expectations, and the value of experiential learning via workshops, panels, career guides, and other resources.
9. Manage the College’s online Career Services Manager tool and actively share experiential learning and employment opportunities with students and faculty.
10. Participate in an experiential learning working group with faculty, staff, students, and employers.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director for Employer Relations
and Experiential Learning

GRADE

3

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ORGANIZATIONAL UNIT

College Relations

REPORTS TO

Director of Workforce Development
and Employer Relations

APPROVED BY

11. Represent the College at internal and external events as needed to promote career readiness, experiential learning, recruiting opportunities, and/or professional development options.
12. Develop and implement recruitment guidelines for employers, students, faculty, and staff based on the NACE Professional Standards for University Relations and Recruiting. Educate all constituents about these guidelines.
13. Assist with grant writing development and maintenance.
14. Conduct ongoing assessment of employer relations efforts and make recommendations for improvement.
15. Engage and serve as a resource for faculty and staff on workforce readiness and recruitment topics.
16. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
17. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
_____ Adjunct faculty, students, etc.

Indicate number in each category:

___ # of Classified Staff
___ # of Administrative
___ # of Faculty
___ # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's degree in communications, marketing, or related fields. Liberal arts and other majors will be considered and a minimum of three years of experience within a university or business/industry environment involving career and employment topics, communications, sales/marketing, or other business development functions. Knowledge of career planning and job search strategies.

PREFERRED QUALIFICATIONS

Master's degree. Experience with college recruiting, from a higher education or a business perspective. Experience in marketing, event planning, and/or program development. Familiarity/comfort with career-related software and webpage design/editing. Grant writing knowledge and experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
MANAGEMENT CONFIDENTIAL**

POSITION TITLE

Assistant Provost

GRADE

5

PAGE

1 of 2

ORGANIZATIONAL UNIT

Provost's Office

REPORTS TO

Associate Provost

APPROVED BY

SUMMARY

Assists the Provost's Office to continually improve teaching and learning on campus, especially through supervision of adjunct teaching faculty, classroom observations of faculty, development of the master course schedule, intake and handling of student complaints and grade appeals, and review of teaching materials and approaches. The Assistant Provost also supports the Provost's Office the following: review of existing and potential future academic programs, including budget and assessment review; oversight of the College Teaching Center; grant proposals and submissions; assessment of the Academic Plan; coordination of academic events; coordination of communications and contracts; and open educational resources (OER).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts classroom observations to assist Provost's Office with evaluation of faculty as needed. Assists in tracking observations, promotions, and seniority of faculty. Coordinates student evaluation process and reviews results.
2. Recruits, hires, and supervises segments of adjunct teaching faculty, including evaluation of classroom performance.
3. Develops the master course schedule each semester in collaboration with the Associate Provost, the Registrar and academic chairs.
4. Assists Provost's Office in review of academic programs and departments, including budget and assessment. This may include review Program Review documents, annual Chair Reports, and annual assessment outcomes.
5. Assists the Provost's Office in assessment and revision of the Academic Plan, including how it relates to Strategic Planning and Middle States Accreditation.
6. Assesses and improves instruction methods through review of course outlines (every semester), the Teacher Handbook (annually), course fees (annually), textbook selection process (every semester), and review of course observation tools (as needed). Assists the Provost Office in analyses and continual improvement of remote/online learning.
7. Designs, conducts, and implements research projects in collaboration with administrators, faculty, and staff to support effective data-informed decision making that impact the College at the highest levels. Must have the ability work independently on projects as needed and to lead large groups on key tasks.
8. Assists with Labor-Management committees and negotiations as needed, with an emphasis on work with Adjunct Association.
9. Coordinates grant proposals related to the Provost Office, including Perkins and SUNY grants.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
MANAGEMENT CONFIDENTIAL**

POSITION TITLE

Assistant Provost

GRADE

5

PAGE

2 of 2

ORGANIZATIONAL UNIT

Provost's Office

REPORTS TO

Associate Provost

APPROVED BY

10. May assist Provost in review of waivers, appeals for special consideration, and requests for credit overloads.
11. Performs intake and tracking of student complaints and grade appeals. Meets with students to address academic issues and handle concerns. Works directly with faculty to resolve issues. Displays high levels of communication and human relation skills to handle sensitive and/or contentious student concerns and complaints.
12. Acts as OER Liaison for the Provost's Office, including creation/authorization of OER contracts.
13. Coordinates communications and contracts from the Provost's Office.
14. Provides review and oversight of the College Honors Program.
15. Coordinates major academic events on campus, including Graduate of Note Ceremony.
16. Responsible for the creation of the Academic Calendar.
17. Provides oversight for the College Teaching Center, including budget review.
18. Assures the effective use of human resources by recommending, hiring, disciplinary, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.
19. Serves on Academic Council, the Assessment Committee, and other College Committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
 Adjunct faculty, students, etc.

Indicate number in each category:

___ # of Classified Staff
___ # of Administrative
___ # of Faculty
50-150 # of **Adj. faculty**, students, etc.

MINIMUM QUALIFICATIONS

Masters Degree with minimum of 5 years' experience in instruction and academic research or academic administration.

PREFERRED QUALIFICATIONS

Doctorate or other terminal degree. Experience with supervision, assessment, strategic planning, grant writing, appropriate software (databases, spreadsheets, etc.), and/or budgeting. Community College administrative and/or teaching experience.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Dean of Student Success
& Retention

GRADE

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ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

Vice President of
Student Affairs

APPROVED BY

SUMMARY

Provides collaborative leadership for comprehensive student success and retention initiatives, including advising, academic recovery, transition programming, career and transfer services. Emphasizing learner-centered, strengths-based student development, the associate dean collaborates with enrollment services, academic affairs and other college departments to design, implement and assess cross-functional initiatives that promote successful onboarding, transitions, degree completion, transfer, and career attainment. Analyzes multiple data sources and student success and retention research trends to inform program and service development, quality control and process improvement. Provides leadership to cross-functional teams and other campus groups to ensure integration of student development needs into programming and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for collaborative design, implementation and assessment of cross-functional initiatives emphasizing learner-centered, strengths-based student development programming to improve academic success and retention of all students.
2. Responsible for the design, implementation and assessment of entering student advisement and onboarding processes and other transition services, including course placement, adult student transition programs (Pathways Scholarship), and online orientation resources.
3. Responsible for design, implementation and assessment of academic recovery, early alert and intervention activities and strategies to support retention of academically at-risk students (including students below academic standards, students with intra-semester indicators of non-success, students lacking pre-requisites for registered courses, or those who may not meet financial aid requirements). Leads campus Starfish early alert and connect implementation.
4. Responsible for design, implementation and assessment of career development and transfer services initiatives and programming designed to help students explore, assess, define and reach their future goals. Collaboratively lead inter-campus and community initiatives for career transfer partnership including the SUNY Cortland transfer path.
5. Analyzes multiple internal data sources and national student success and retention trends to inform program and service development, quality control and process improvement. Collaborates with institutional research to develop dashboards to inform data-driven decision making.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Dean of Student Success
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ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

Vice President of
Student Affairs

APPROVED BY

6. Responsible for development and implementation of data integrity and quality control systems to improve entering student and continuing student advisement.
7. Coordinates development and implementation of appropriate advisement support resources and training for advisors, students, parents and staff.
8. Serves as a member of the Enrollment Services leadership team, setting standards and expectations designed to enhance the quality of the student experience.
9. Serves as member of the guided pathways steering committee, collaborating on the design and implementation of this organizational change model focused on student success.
10. Participates in and provides support to cross-functional teams and college groups to ensure that communications, programs, and services provided to students, faculty, and staff are developed collaboratively and are designed to support student development.
11. Collaborates with Campus Technology and other departments to advocate for the development, implementation, and use of new technology initiatives to ensure that advisement, intervention and other support services are current with new technology and strategies for retaining current and prospective students.
12. Builds and maintains a network of professionals in the fields of advising, orientation, transition, retention, career services, transfer services and student success through other colleges, SUNY and professional associations. Attends and presents at related local, regional, and national professional conferences as budget allows.
13. Provides direct service to students related to complex academic advisement and intervention services, including financial aid appeals and recalculations, academic recalculations, and post-deadline enrollment decisions.
14. Directs the staff of the Office of Student Success and Retention. 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. Conducts all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
15. Assures the efficient use of material resources by assessment of department and institutional needs, development of budget recommendations, and management of the department within

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Dean of Student Success
& Retention

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Student Affairs

REPORTS TO

Vice President of
Student Affairs

APPROVED BY

the budgetary constraints imposed by the College.

16. Serves on various college and community committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
 Administrative
 Faculty
 Adjunct faculty, students, etc.

Indicate number of direct reports in each category:

- 4 # of Classified Staff
(4 People, 2 seasonal interns)
1 # of Administrative
6 # of Faculty
(4 Student Success Advisors, 2 Coordinators)
10-20 # of Adj. faculty, students, etc.
(Seasonal faculty advisors, student employees)

MINIMUM QUALIFICATIONS

Master's degree plus a minimum of five years of experience in student development, including at least two years management or supervisory experience. Or Bachelor's degree plus a minimum of eight years of experience in student development, including at least three years management or supervisory experience. Community college experience preferred.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-47**

**APPROVAL OF POSITION DESCRIPTION
ASSOCIATE DIRECTOR OF BUDGET AND FINANCE**

WHEREAS, the College has determined, based on a review and analysis of the Office of Finance and Administration, that there is a need to create an Associate Director of Budget and Finance position description, and

WHEREAS, the attached Associate Director of Budget and Finance position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Associate Director of Budget and Finance position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

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 21st day of July 2016, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 22nd day of July 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Director of Budget and Finance

GRADE

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ORGANIZATIONAL UNIT

Finance and Administration

REPORTS TO

VP for Finance and Administration

APPROVED BY

SUMMARY

The Associate Director reports directly to the Vice President for Finance and Administration and is responsible for assisting with the College's financial budgeting and reporting. This responsibility includes the efficient performance of professional accounting and related business tasks to insure sound fiscal management of the College. The Associate Director works directly with the VP for oversight of budget preparation, financial planning, cash management, establishment of new procedures, ensures accuracy of financial data and reports, implements internal controls and new financial systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops and administers College & FSA operating and capital budgets: advises budget managers on the development and implementation of departmental budgets, advises College executive team with the budget development process and resource allocation, and monitors departmental budgets and the use of financial resources.
2. Creates and maintains the monthly College & FSA financial reports and ensures all transactions are accounted for and accurately reported. Performs detailed variance analysis against budget and prior year actual results when business explanations do not explain unexpected financial results. Analyze by function, expense accounts, and departmental accounts. Identifies if variances are either timing issues or are real changes. With approval, works with departments on a mediation plan or modifies the budget to reflect an update to the budget.
3. Creates and maintains the College & FSA forecasting reports to enable the executive team the opportunity to adjust business plans in real time thereby improving resource utilizations and the end-of-year financial results. Breaks out the annual budgeted amounts into monthly budgets and supports monthly forecasting activities within the profit & loss statements, balance sheet reports and cash flow statements both within the Windows report writer and within Excel.
4. Maintains revenue and scholarship budgeting model assumptions for the College & FSA. Monitors enrollment run rates and the impact of those variances on future revenues and cash flow streams. Models impact of pricing changes to revenue.
5. Develops, recommends and implements College & FSA-wide and departmental financial policies, standards and procedures. Contributes to the departments need to maintain financial

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Director of Budget
and Finance

GRADE

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ORGANIZATIONAL UNIT

Finance and Administration

REPORTS TO

VP for Finance and
Administration

APPROVED BY

controls and written financial procedures manual. Researches technical accounting issues for compliance.

6. Responsible for the implementation and administration of all computerized systems related to the budget and financial functions of the College and its related organizations.
7. Directs internal audit functions of various college departments and activities including tests of compliance with college policy, state and federal laws and regulations as they apply to the College and its related organizations.
8. Directs the preparation for the annual audits of FSA.
9. Assists the Vice President with preparation of Annual Report and Budget filed with SUNY along with any reconciliations required between the Colleges Audited Financial Statements (GASB) and the Annual Report (Modified Accrual Basis).
10. May assist department managers and/or staff with new activities and programs by developing procedures in order to achieve their goal and still maintain effective accounting practices as well as ensuring compliance with college policy, state and federal laws and regulations.
11. Maintains oversight of payroll for the College and FSA.
12. Reconcile general ledger for College and FSA grants, validate legitimacy of purchases, and prepare final financial reports for grant reporting. May assist with budget development for new grant applications.
13. Serve as a backup for the Vice President in their absence.
14. May direct staff of the Budget and Finance Office. Assures the effective use of human resources by recommending hiring, disciplinary, and other human resources actions, together with the training, motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
15. Serves on various College committees and performs other job related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Associate Director of Budget
and Finance

GRADE

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ORGANIZATIONAL UNIT

Finance and Administration

REPORTS TO

VP for Finance and
Administration

APPROVED BY

SUPERVISION

Types Supervised (check each category):

 X Classified Staff
 Administrative
 Faculty
 Adjunct faculty, students, etc.

Indicate number in each category:

 1 # of Classified Staff
 # of Administrative
 # of Faculty
 # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

BA/BS Degree in Accounting, Business Administration, or closely related field, and a minimum of five years accounting experience and three years of management responsibilities in a business or educational institution.

PREFERRED QUALIFICATIONS

Experience in the government and/or nonprofit sector, preferably at an educational institution.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-48**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT TO THE VICE PRESIDENT FOR STUDENT AFFAIRS**

WHEREAS, the College has determined, based on a review and analysis of the Office of Finance and Administration, that there is a need to create an Assistant to the Vice President for Student Affairs position description, and

WHEREAS, the attached Assistant to the Vice President for Student Affairs position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Assistant to the Vice President for Student Affairs position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

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 21st day of July 2016, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 22nd day of July 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE
MANAGEMENT/CONFIDENTIAL

POSITION TITLE

Assistant to the Vice President
for Student Affairs

GRADE

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ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

VP for Student Affairs

APPROVED BY

SUMMARY

Serves as a confidential assistant to the Vice President for Student Affairs with management of all functions of the Student Affairs group. Provides administrative and logistical support to the Vice President and their direct reports. Responsibilities include the management of correspondence and participation in the development and review of institutional policies and procedures. Serves as a liaison with campus offices and as a resource to both internal and external constituencies.

NATURE AND SCOPE

1. In the absence of the VP, advised and assists in solving problems that arise, makes decisions based on knowledge of current operations, and routinely follows up to assure that tasks are completed in a timely fashion. In the absence of the VP's direct reports, assist employees with decisions that may need to be made.
2. Responsible for the day-to-day operations of the VP Office, triaging incoming requests, coordination and organization of correspondence and reports generated from the VP's office including the monitoring of deadlines, lead-time, etc., on such reports. Provides administrative support and coordination of programs and projects falling within the purview of the VP, including but not limited to Financial Aid Appeals, Conduct Appeals, Care Team Referrals, Parent Orientation, Student Services Group, SUNY Student Chancellors Award, and the Take Pride Awards/Event.
3. Acts as liaison for the VP with students, parents, faculty, staff, College administrators, members of Boards, public and other governmental officials and private agencies, State University of New York staff, international dignitaries, and other individuals and groups.
4. Manages the business of the FSA Board of Directors. Responsible for the preparation of Board agendas, resolutions, and policies while maintaining all of the official FSA Board of Directors' records.
5. Communicates with faculty, students, administrators, classified staff, and visitors in securing information and answers to questions, provides information and/or routes inquiries to appropriate person, and defuses emotional situations requiring immediate attention. Serves as an ombudsperson to facilitate connections between students and campus services.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
MANAGEMENT/CONFIDENTIAL**

POSITION TITLE

Assistant to the Vice President
for Student Affairs

GRADE

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VP for Student Affairs

APPROVED BY

6. Provide administrative support to the Financial Aid Committee, including coordinating information from a number of sources including staff, faculty and student data systems to support the appeal processes as well as scheduling all of those meetings.
7. Serves as a member of the student alert team (CARE Team) and has responsibility for the preparation of agendas, maintaining records and maintenance of the College's software system related to student accounts.
8. In collaboration with other campus departments, participates in and provides support to various community service events. Ensures the events adhere to college policies and procedures set forth for community engagement activities.
9. Works with the President's Office in securing a student trustee, schedules all meetings, and notifies all students on the status of their applications. May provide coverage for the President's Office as necessary.
10. As a management confidential position, may have access to labor negotiations/labor relations information and may be privy to confidential and sensitive information while supporting the President's Office.
11. Supervises the student workers. Assures the effective use of human resources by recommending, hiring, disciplinary, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.
12. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

Classified Staff

Administrative

Faculty

Adjunct faculty, **students**, etc

Indicate number in each category:

of Classified Staff

of Administrative

of Faculty

of Adj. faculty, **students**, etc.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
MANAGEMENT/CONFIDENTIAL**

POSITION TITLE

Assistant to the Vice President
for Student Affairs

GRADE

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ORGANIZATIONAL UNIT

Student Affairs

REPORTS TO

VP for Student Affairs

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MINIMUM QUALIFICATIONS

Bachelor's Degree in business or related field and minimum three years' experience in office management or senior-level clerical position or an Associate's Degree in a related field of study and a minimum of five years' experience.

DESIRED QUALIFICATIONS

Related work experience in higher education. Notary Public licensure.

**TOMPKINS CORTLAND COMMUNITY
COLLEGE RESOLUTION 2020-2021-52**

**2020-2022 TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL ADMINISTRATORS ASSOCIATION
AGREEMENT**

WHEREAS, an agreement has been negotiated between the Professional Administrators Association and Tompkins Cortland Community College for the period of September 1, 2019 through August 31, 2022 and

WHEREAS, Tompkins Cortland Community College and the Professional Administrators Association negotiating teams have reached an understanding on said agreement, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community accepts the terms and conditions of said agreement contingent upon ratification of same by the Professional Administrators Association.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of Trustees of
55: Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on
the 22nd day of July 2021, and the same is a complete copy of the whole of such
resolution.

IN WITNESS WHEREOF, I have hereunto set my hand
and caused the official seal of Tompkins Cortland
Community College to be hereunto affixed this 22nd of
July 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

TO: Members of the Board of Trustees
FROM: Orinthia T. Montague, President
DATE: July 11, 2021
SUBJECT: Recommendations for Continuing Appointments for 2021- 2022 Academic Year

As called for in Article 13 of the Faculty Association collective bargaining agreement, I am recommending the following individuals for promotion:

To the Rank of Full Professor

Mary Ellen Ensign
Barbara Moose
Susanna Van Sant

Continuing Appointment:

Merryn Clay
Aaron Decker
Eric Jenes
Angela Palumbo
Anndrea Mathers
John Troyer

cc: Provost and Vice President of Academic Affairs
Vice President for Human Resources

TO: Members of the Board of Trustees
FROM: Orinthia T. Montague, President
DATE: July 11, 2021
SUBJECT: Recommendations for Administrative Appointments and Quality Step
Increases for 2021-2022 Academic Year

As called for in Articles 50 and 52 of the Professional Administrators Association collective bargaining agreement, I am recommending the following individuals for promotion:

Quality Step Increase 2
Michelle Nightingale

Quality Step Increase 1
Sunday Earle

Administrative Appointment:
David Fish
Daniel Krawiec
Kevin Ramos
Carrie Whitmore

cc: Associate Vice President for College Relations
Chief Information Officer
Vice President for Human Resources
Vice President for Student Affairs

TO: Members of the Board of Trustees
FROM: Orinthia T. Montague, President
DATE: July 11, 2021
SUBJECT: Recommendations for Adjunct Faculty Promotions

As called for in Article 13 of the Adjunct Faculty Association collective bargaining agreement, I am recommending the attached list of individuals for promotion.

**Adjunct Faculty Promotion
Recommendation to Board July 22, 2021**

To the Rank of Adjunct Professor:

Christine Iacobucci, Ph.D
Charles Hollenbeck, Ph.D

To the Rank of Adjunct Associate Professor:

Gina Gammage-Sikora, Ph.D
Susan Mueller, Ph.D

To the Rank of Adjunct Assistant Professor:

Alejandro Gonzalez Suarez
Erik LaFavor

cc: Provost and Vice President of Academic Affairs
Associate Provost
Director of Human Resources

Provost Report
July 2021

I try to send weekly (sometimes it takes longer) reports out to the campus, called Provost Posts. My post after Dr. O's announcement contained the following message; I wanted to share it with the Board. The segment called "**One Thing**" is where I focus each post on one thing that is worthy of celebration and/or kudos.

"One Thing: I don't think I've ever featured Dr. O in my "One Thing" segment. I didn't want to seem sycophantic, and being publically obsequious about your supervisor can seem less than earnest. However, the time has come now that she announced her departure. So I wanted to offer my boss a public thank you. My thanks is for her hiring me and bringing me to TC3 (I love it here). My thanks is also for letting me be me. Not all Presidents would let their Provost write these goofy posts or hold open Provost Hours. Dr. O always saw it as helpful. She embraces a healthy modicum of irreverence and humor, which makes the workplace more enjoyable. She lets me disagree with her without making me feel like dissent was a problem. She is supportive. She kicks me in the butt when I need a kick-start. She is great to bounce ideas and problems off of. On a larger level, she built a fantastic Cabinet that I am honored to work on; more importantly, I enjoy working with that team. I haven't seen a more functional group in my time in Higher Ed at the administrative level. She brings us together all the time; we agree; we disagree; we share ideas openly and freely without repercussions; and then we work towards shared goals and values. That is the collaborative vibe that she created, and it not only helped get us through the pandemic, it gave us clear goals for the future. The College was wise to hire her and rightfully will miss her leadership. So my "One Thing" is to thank Dr. O and to wish her well in her next gig. Personally, I am happy for her, but professionally I will miss her. And when in doubt, the personal is always more important than the professional, so my joy for her outweighs my own sadness at her leaving. Good Luck Dr. O and thank you.

Good News Sad News: Well, I covered the sad news, so what is good? I've been through a few "unplanned" presidential transitions. During my 15 years at my previous school, I worked for 3 different presidents, one interim president, and one set of officers in charge. So I've learned a few things. 😊 First, I've learned that schools that have strong plans in place do well and those that don't struggle. Second, schools that had dictatorial leaders who made decisions without real consultation or collaboration tend to flounder and fall to in-fighting. Third, SUNY is helpful, because they can help with transitions and Presidential Searches. So, the good news is that we have a strong Strategic Plan -- and myriad supporting plans -- that chart a clear path for us moving forward and that plan was not dictated to us. We have embraced Guided Pathways, for example, and it is embedded in the Academic Plan. We have talked with local constituents; we know where we want to go; and we are actively working to get there. In other words, I believe we will thrive during this period of transition, because we have our road-map, and we've taken years to chart it effectively. Alas, we have challenges ahead and it won't be perfect, but that is the case in Higher Ed no matter what.

Bottom Line (AKA One More Thing): We've got a strong plan to guide us; the leadership team is super solid; our local counties have been supportive of our changes as we steer this ship; the faculty and staff just proved their mettle and care over and over and over this past year (as if it was in doubt anyway); we have students who need us; and we have a mission that matters. Let's keep at it!"

Chair/Coordinator List: I've completed the Chair List for the Fall, which was delayed only because we had a couple of vacancies to fill. The list can be found in the Provost Communications Folder in Sharepoint.

Math Boost Camp: As part of our on-going revision and redesign of our Math courses, we are offering a non-credit Math Boost Camp over the summer. The program uses learn-at-your-own pace software coupled with personalized help from math faculty. We have targeted recruitment efforts to students currently enrolled in a stand-alone dev ed Math Course. The courses are designed to boost student's confidence in math and to possibly help improve their placement, getting them to College Credit bearing course sooner.

Assistant Provost: Dr. Talwar and I have revised the position description for the Assistant Provost. Our last iteration didn't quite show the high level of work that we wanted the position to be able to accomplish. The key changes we made are as follows: this position would now split the responsibility of adjunct supervision with the Associate Provost (Dr. Talwar), and it would split the work of creating the Master Course Schedule with the Associate Provost. We also added in some points about working on Middle States and being able to organize and run collaborative projects. We believe this will help free up myself and Dr. Talwar to work more fully on aspects that have lagged for too long, including more intense program review and development.

Job Linkage Ad/Screening Committee: We received job linkage grant funding for three years to hire a faculty member to teach and develop curriculum, especially in our Applied Science and Technology degree. Though the funding is only for three years, the College had wanted to hire in this program any way; it is a key discipline for the Academic Plan, as it includes areas in demand by local constituents and the labor market. So we are committed to this work for more than just the three years of the grant; but it is very helpful to get this funding as seed money to get us started. We are working on the job advertisement, and hope to start this hiring process before the end of the summer.

Academic Plan: The Academic Council has begun its annual review of the Academic Plan. We are on pace to have a draft ready for review by the full-campus at the start of the next Semester. This year we were late on the process, but moving forward we want to have the plan reviewed and assessed at the start of each academic year.

Vice President for Student Services
July 2021

Below is a department-by-department guide on how the Division of Student Services is supporting students.

Health Services

Since the end of the spring semester, Health and Wellness Services (HWS) has focused our energy on developing necessary programs, policies, and systems for our new Health and Wellness Center, opening in late August. The Health and Wellness Center (HWC) will offer students a physical space to study, relax, and connect with HWS and other staff.

HWS will conduct programs on mental health care, substance abuse prevention, nutrition, time management and other student challenges in the space. In addition, HWS is using our summer months to plan continued delivery of best and innovative practices in college health care and promotion through our Health Center, Collegiate Recovery Program, Panther Pantry, Counseling Center, and Best Life alcohol and drug prevention program.

HWS is also documenting incoming students' MMR and meningitis vaccines, researching grant opportunities, and building partnerships in the community.

Admission and Enrollment

Applications as of July 9

- Fall 2021
 - 1432 applications
 - 884 accepted
- Fall 2020
 - 2058 applications as of July 9, 2020
 - 606 accepted

Schedule of July Recruitment Events

- Instant Registration Day – July 10, 8-4 PM (in-person and virtual)
- Campus tours Monday-Thursday at 10:00 AM & 2:00 PM
- Accepted Student Day webinar – July 14 & 28
- Information Sessions – TBD
- SUNY Welcome Center August 3-5

The July 10 Second Saturday Instant Registration Day event yielded 19 registrations. The event featured dual modalities, in-person and virtual. We had 20 students attend virtually and eight in-person. Our first Accepted Student Day webinar is July 14, 2021. All students accepted as of July 12 are invited to the July 14 event. The final Accepted Student Day program will be July 28.

SUNY announced they will hold in-person college fairs in Buffalo, Rochester, and Syracuse fall 2021. At present they are unable to locate a venue in New York City due to COVID restrictions and the anticipated number of college fair participants. They are exploring the possibility of holding both in-person and virtual college fairs. SUNY is currently in the middle of the Stay Near Go Far marketing campaign. They have over 1100 leads and 128 applications as of July 7, 2021.

Student Success: Advising, Career, & Transfer Services

To date, 232 appointments have been attended for new, transfer, and reinstated students in our START cycle (**S**tudent **T**ransition, **A**dvising, **R**egistration & **T**esting) for Fall 2021. All three enrollment categories are still up in headcount from this time last year (+27 new, +19 reinstate, +25 transfer). Overall, 38% of all invited students have scheduled their START appointment, which continues to trend upward (from 31% last month). Our Instant Registration Day event on Saturday, July 10 registered 19 students. Continuing student enrollment still lags behind where we were at this point last year by over 100 students. To date, 98 students have completed their Student Success Survey for academic or financial aid probation. Advisors are working with these students to develop academic recovery plans for the fall semester.

For summer courses, 26 total tracking items have been raised in Starfish. Of these, 19 are flags expressing concerns about student performance. The remaining seven are kudos reinforcing positive academic behaviors. Advisors are following up on these flags. Starfish appointment traffic has held steady when compared to last month. From June 8 through July 9, 122 meetings have been scheduled and/or recorded in Starfish including:

- 9 Advising
- 24 Admissions, 58 financial aid, 12 Registration & Billing
- 16 course related, 1 faculty office hours
- 95 were “walk-in” appointments, 27 were scheduled

Some exciting staffing updates have occurred in the past month in the Student Success area:

- TK Huff (former Student Success Advisor) was promoted to the Assistant Director of Student Success position
- Three graduate interns were hired to assist with project based work for the summer (Olivia Hunt, Allison Kelley, and Leah Tompkins)
- The Student Success Advisor search is finalizing second round interviews tomorrow and reference checks are being conducted. Offers should be made before the end of July.

Athletics and Campus Recreation

While our coaching staff continues to recruit for the 20-21 school year, many are sharing similar stories that prospective student athletes are still hesitant to commit to enrolling and participating this fall. This is largely due to their experiences last year in high school or as freshmen in college where seasons were either very limited or cancelled all together due to COVID-19 restrictions. While TC3 has full schedules set for the upcoming year, we are still awaiting important information regarding vaccination policies, testing protocols and regulations for indoor competition this year.

Men's Basketball Coach Rich Echevarria has decided to hang up his whistle after coaching the team for the past seven seasons. We wish "Coach E" all the best in his future endeavors and will look to hire our new coach very soon.

Our head volleyball coach position remains unfilled with no qualified applicants.

Fitness | Recreation & Aquatics | Community Groups

FC Members have expressed appreciation for being provided their own sanitizing spray bottles and for the constant facility cleaning

FC Numbers:

During the month of June, we had **188** members use the facility. This is a mix of community and staff

The Hangar Theater has a group of 75 on campus for the summer. We offered them a discounted rate of \$50 for their entire stay or they could join monthly for \$35. We have only seen a few to this point, but expect more to join in July as their schedules allow for greater flexibility

Fitness Equipment:

Advantage Sport & Fitness completed our Preventative Maintenance in June. We have one treadmill that is not working. Due to the high cost of motor replacement, we have opted to take it out of service permanently and will look to replace in the upcoming year if needed.

In the Pool:

The pool received a nice upgrade with new Panther green and white lane lines installed in June. These lines replace a set that was about thirty years old.

Water Exercise classes have resumed with excellent participation numbers for both morning and afternoon sessions on weekdays.

With camps beginning on July 12, the aquatics team is ready to roll with swimming offered to our campers each day of the week.

Community Groups

June marked the beginning of summer baseball. TC3 will host multiple weekend tournament in cooperation with PBR (Prep Baseball Report) and Cortland Regional Sports Council over the next several weeks. These events bring hundreds of prospective students and their families to town while generating rental revenue for the FSA.

Our 25th season of TC3 Summer Camps begins on July 12. The Athletics & Recreation staff is looking forward to having campers back on campus to enjoy everything from arts & crafts to archery, to swimming to sports of all kinds.

Student Life

Student Activities continues to plan for student to return this fall. The primary focus has been on planning Orientation, Joint student leader training, and Welcome Week. In addition, we are planning a diverse mixture of activities for the Fall semester via a variety of platforms (i.e. – in-person vs. remote)

We hired graduate interns:

Orientation and Advisement - Olivia Hunt, recently graduated from SUNY Fredonia

Leadership Development - Leah Tompkins, recently graduated from SUNY Binghamton

Child Care Center

The child care center is in the process of interviewing candidates for the reopening of the old child care center. We have many families patiently awaiting their acceptance into our program. We are very excited to have so many families interested in coming to the TC3 child care centers. We hope this expansion will be a good partnership between the college and the community. The center is set to reopen on September 7th.

Student Conduct and Community Standards

Conduct

Final Conduct numbers for 20-21 (previous 3 years in parentheses for comparison):

Total number of incidents: 258 (546, 582, 756)
Total number of individual students involved in all incidents – 422 (902, 928, 1264)
Number of individual instances of alcohol charges: 27 (69, 61, 74)
Number of individual instances of drug charges: 26 (98, 158, 204)
Individual students involved in physical altercations: 9 (27, 26, 62)
Number of individual students charge for failing to complete sanctions: 41 (108, 118, 133)
Total number of housing removals: 14 (38, 40, 52)
Total number of suspensions: 7 (18, 11, 12)
Total number of expulsions: 1 (1, 4, 6)
Final code changes for 21-22 are with President’s Council.

Title IX

Preparing intake forms and trainings for fall orientation.
Darese participated in the SUNY Spectrum conference.

AVP OF STUDENT SERVICES AND SENIOR DIVERSITY OFFICER REPORT TO THE BOARD OF TRUSTEES | JULY 2021

NSF LSAMP Grant

- ❑ TC3 received official notice that we are the recipients of a Louis Stokes National Science Foundation subgrant totaling \$240,000.
 - Seven small two- and four-year colleges and universities in central New York state—led by Ithaca College (IC) and including Utica College (UC), State University of New York at Cortland (SUNY Cortland), SUNY College of Environmental Science and Forestry (SUNY ESF), Hobart and William Smith Colleges (HWS), Tompkins Cortland Community College (TC3), and Herkimer County Community College (Herkimer)—propose a new *Central New York LSAMP Alliance* (CNYLA) through this STEM Pathways Implementation-Only Alliance (SPIO) project.
 - The alliance will focus on majors in the natural sciences, math, and computer science programs. This alliance of small schools has two focuses:
 - ❑ (1) to expand high-impact practices enabling underrepresented minority (URM) students to experience the maximum benefits of a STEM education in a small school environment, and (2) to strengthen transfer pathways to the STEM baccalaureate for URM students who begin at a community college.
 - These focuses align with national and local trends of increasing diversity in entering college student populations, especially those who begin their college careers at two-year schools

Juneteenth Event Recap

- ❑ Cortland County Community of Color (C4) Network Presented the 1st Annual Juneteenth Celebration on Saturday, June 19, 2021 from 6 to 8 p.m. at the Courthouse Park, Cortland, NY 13045. There was music, giveaways, and refreshments during the program. C4 is a collaborative initiative between Tompkins Cortland Community College and SUNY Cortland. The event was co-sponsored by Tompkins Cortland Community College, SUNY Cortland, the City of Cortland, and entertainment featuring FunFlicks Indoor & Outdoor Movies. More details that include pictures and video have been archived here: <https://cortlandvoice.com/2021/06/20/first-ever-juneteenth-event-celebrated-in-city-of-cortland-photos-and-videos-included/>

The Hope for College Initiative

- ❑ In collaboration with a SUNY (JFF funding), we are participating with the Hope Center to assess and address students' basic needs. The Hope Center believes institutions must develop an ecosystem of support for those needs. More details are attached.

July 12, 2021

The Hope for College Initiative (Continued)

- ❑ As part of this initiative, we will work together to build capacity in five areas:
 1. Assessing students' basic needs.
 2. Analyzing basic needs data in ways that connect the dots to students' academic performance.
 3. Understanding basic needs security as integral to the institution's financial support and advising work with all students, and how to implement key practices equitably (including financial aid (Title IV); emergency aid (non- Title IV); and public benefits access).
 4. Mapping the student experience of accessing basic needs support services and how to assess the extent to which internal communications/processes support inter-departmental collaboration and alignment in racially equitable ways to meet students' basic needs.
 5. Identifying roles in advocating for improved state and federal policies to support students' basic needs security.

All the best,

Seth A. Thompson



For College, Community, and Justice

HOPE4COLLEGE.COM

TECHNICAL ASSISTANCE FOR BASIC NEEDS SECURITY ECOSYSTEMS 2021-22- INITIATIVE - NEW YORK

The COVID-19 pandemic brought new and heightened challenges when it comes to students' basic needs, and especially their need for support with emergency aid and related services. These services (part of the BMGF Emergency Aid response) will address basic needs insecurity, particularly food and housing insecurity and homelessness, among undergraduates. Basic needs insecurity is a key equity challenge reducing the odds of completion, with disproportionate impacts on Black, Latinx, Indigenous, and low-income students. Institutions seek to address basic needs insecurity in order to promote equity, maintain enrollment, and promote college attainment. We will support building capacity in the areas of advising, emergency aid, institutional research, institutional policy, and state policy to advance an ecosystem of support for students' basic needs.

KEY OBJECTIVES

To address students' basic needs institutions must develop an ecosystem of support for those needs. The Hope Center outlines a theory of change [leading to such an ecosystem here](#).

As part of this initiative, institutions will build capacity in five areas:

1. Institutions will learn how to assess students' basic needs.
2. Institutions will learn how to analyze basic needs data in ways that connect the dots to students' academic performance.
3. Institutions will understand basic needs security as integral to the institution's financial support and advising work with all students, and know how to implement key practices equitably. This also includes informing decisions about how federal stimulus funds for student support services, including emergency aid, will be deployed. Those practices include:
 - Financial aid (Title IV)
 - Emergency aid (non-Title IV)
 - Public benefits access

4. Institutions will map the student experience of accessing basic needs support services, and how they can assess the extent to which their internal communications/processes support inter-departmental collaboration and alignment in racially equitable ways to meet students' basic needs.
5. Institutions will understand their role in advocating for improved state and federal policies to support students' basic needs security.

ACTIVITIES AND TIMELINE

Services commence June 1, 2021 and end June 7, 2022.

Welcome and Kickoff Thursday, July 8th, 12:30 pm - 2:00 pm ET

Topic 1 Thursday, July 22nd, 10:30 am - 11:30 am ET

- Pre-reading will be provided
- Coaching will be available after the session

Topic 2 Tuesday, August 19th, 1:30 pm - 2:30 pm ET

- Pre-reading will be provided
- Coaching will be available after the session

Topic 3

Financial Aid Tuesday, September 7th, 11:00 am - 12:00 pm ET

Emergency Aid Wednesday, October 13th, 10:30 - 11:30 am ET

Public Benefits Wednesday, November 10th, 10:00 - 11:00 am ET

- Pre-reading will be provided
- Coaching will be available after the session

Topic 4

Mapping Exercise **To be completed by March 1, 2022**

Meeting 1 Tuesday, January 25th, 1:30 - 2:30 pm ET

Meeting 2 Thursday, March 24th, 11:00 am - 12:00 pm ET

- Coaching will be available after the session

Topic 5: Q&A Session Wednesday, April 13, 4:00 - 5:00 pm ET

- Coaching will be available after the session

Closing Session Wednesday, June 8th, 1:30 - 3:00 pm ET

WHO SHOULD ATTEND MEETINGS?

Building capacity includes helping institutions create a culture in change at various levels in the institution. We recommend that the following staff participates:

- Office of Institutional research
- Financial aid officers
- Student support services staff, academic advisers, and counselors
- Student life and marketing staff
- Optional: librarians, student leaders, and faculty

INITIAL ACTIVITY

A key step in developing a systems approach to basic needs security is to make sense of the institutional existing landscape of services and assets. By mapping and analyzing which services exist, the level of coordination between them, and whether they are aligned with student needs, institutions will be better positioned to identify necessary enhancements.

Assignment: Whether institution has a tool internally developed or prefer to do this exercise through a team dialogue, having an inventory of services and assets will be helpful to identify the areas where the institution could/should focus efforts to have the most impact. For considerations on how to approach the design and maintenance of the inventory map, see the [Digital Promise Asset Mapping Guide](#) or this [Asset Mapping Matrix](#).

If you have questions about the initial activity or other parts of this project, please contact The Hope Center's Director of Institutional Transformation, [Paula Umaña](#).

WELCOME TO #REALCOLLEGENY

The Hope Center for College, Community, and Justice is thrilled to work with your institution to help address your students' basic needs, with funding provided by Rockefeller Philanthropy Associates and in partnership with the Bill and Melinda Gates Foundation, NASPA, JFF, and the JFF Student Success Center Network. We will focus on advising, emergency aid, institutional research, institutional policy, and state policy to advance an ecosystem that propels students' success and wellbeing.

As part of this initiative, we will work together to build capacity in five areas:

1. **Assessing** students' basic needs.
2. **Analyzing** basic needs data in ways that connect the dots to students' academic performance.
3. **Understanding** basic needs security as integral to the institution's financial support and advising work with all students, and how to implement key practices equitably (including financial aid (Title IV); emergency aid (non-Title IV); and public benefits access).
4. **Mapping** the student experience of accessing basic needs support services and how to assess the extent to which internal communications/processes support inter-departmental collaboration and alignment in racially equitable ways to meet students' basic needs.
5. **Identifying** roles in advocating for improved state and federal policies to support students' basic needs security.

THE #REALCOLLEGENY VISION:

The COVID-19 pandemic brought new and heightened challenges for students' basic needs. These basic needs, such as food and housing insecurity and emergency financial support are key equity challenges reducing the odds of completion, with disproportionate impacts on Black, Latinx, Indigenous, and low-income students. Addressing basic needs insecurity is fundamental in order to maintain enrollment, and to promote college attainment. This coalition of colleges in your state will bring leaders, researchers, and practitioners to create a community of learning focused on strengthening students' safety net to propel academic success.

Our team of seasoned subject-matter experts welcomes you to participate in webinars, coaching and Q&A sessions. We will also provide tools and asynchronous learning opportunities to engage with peer institutions.

CONTACT INFORMATION:

[Antjelina Eckman](#), Education and Training Services Specialist

MEMBERSHIP BENEFITS

- Boost student enrollment, retention, and completion rates.
- Increased awareness of basic needs insecurity among your students and how it affects enrollment, completion, and student debt.
- Improve data collection methods and tools to better track and address basic needs insecurity.
- Enhance institution-wide basic needs work, engaging various departments and key stakeholders.
- Build deep relationships with peer institutions and field experts working to address basic needs insecurity and improve student outcomes.
- Develop and implement racially equitable, basic needs insecurity programs and policies at all levels on your campus to help students thrive.
- Cultivate basic needs champions at your institution to galvanize systems-change efforts.

WELCOME TO #REALCOLLEGENY

Frequently Asked Questions

What will my institution gain from engaging in #RealCollegeNY?

Institutions will gain an increased awareness of basic needs insecurity among students and enhance institution-wide basic needs work by engaging various departments and key stakeholders. You will improve data collection methods and tools to better track and address basic needs insecurity, and develop and implement racially equitable programs and policies at all levels on your campus to help students thrive. This work will support increased student enrollment, retention, and completion rates. Your institution will also build deep relationships with peer institutions and field experts working to address basic needs insecurity and improve student outcomes.

Who should attend meetings?

Building capacity means helping institutions create a culture in change throughout the college. We recommend that the following staff participate:

- Office of Institutional Research
- Financial Aid officers
- Student support services staff, academic advisers, and counselors
- Student life and marketing staff
- Optional: librarians, student leaders, and faculty

How many hours do I have to commit to these engagements?

Over the course of one year, the Hope Center will host nine hour-long sessions that include pre-reads and coaching available after each session. The Hope Center will work with different teams in your institution to explore specific areas of work to advance basic needs efforts. This includes institutional advancement staff, student affairs, and policy and advocacy.

What is the #RealCollege Movement?

The evidence is clear: it's time to stop being polite and start getting real about why so many students are leaving college without degrees. Life, logistics, and the lack of cash are getting in the way.

That's why the #RealCollege movement is redefining what it means to be a student-ready college. Food and housing security are essential conditions of learning. Students need enough to eat and a safe place to sleep in order to graduate. Learn more on [The Hope Center for College, Community and Justice webpage](#).

report

Date: July 12, 2021

To: President Montague

From: Deborah Mohlenhoff
Associate Vice President for College Relations

RE: Monthly Report to the President and Board of Trustees

COMMUNITY ENGAGEMENT & PARTNERSHIPS:

Unbroken Promise Initiative (UPI) – UPI is a new non-profit in Ithaca organized specifically to assist resident living in the West End. Their program page reads, “We believe that with an abundance of resources and an equal opportunity, we can create a safe and sustainable future for all disenfranchised and under-served people. We will build a social economic structure which invest heavily into educational programs and youth services.”

I met with the staff of this program to determine what some of their needs are for educational and vocational training. We will be meeting again with additional TC3 representatives and exploring ways in which we can be included at the many community events hosted by UPI.

Tompkins Consolidated Area Transit (TCAT) Grant – Scot Vanderpool, Executive Director of TCAT, reached out to the College to ask for a partner in an infrastructure grant they are seeking from the Federal government. With past federal funds, TCAT was able to add some new electric buses to their fleet. They are now in need of additional charging stations as the buses are utilized throughout the County. The parking lots of the College are an ideal location for the placement of one of these electric vehicle charging stations. We have signed on as a partner for this grant and will be working with TCAT to determine next steps if they receive the requested grant funds.

GOVERNMENT RELATIONS & ADVOCACY:

Cortland County Budget Meeting -Last month we met with representatives of both Counties to lay out a formal plan for a phased in increase in our programming around Workforce and Career Development. Many of the Cortland representatives were unable to attend, so Bill Talbot and I held a second version of this meeting for the smaller Cortland group.

LEADERSHIP TOMPKINS AND LEADERSHIP CORTLAND:

June 11th was the latest in the Leadership + Lemonade series and featured the topic “How did local restaurants prepare for and pivot through the pandemic?” Sarah Hesse from Salt Point Brewing in Lansing and Tammy Timmerman, President of the Cortland Tavern and Restaurant Association provided a lively discussion of the challenges faced and innovation needed to keep local businesses afloat.

It was decided that as we are now able to hold in-person gatherings that the Leadership + Lemonade programs would pause for July and August to allow for in-person sessions to be planned in September.

MARKETING AND COMMUNICATIONS:

The SWIM Digital consultants that have been working to assist the College transition to a new Enrollment and Marketing structure were on campus from June 8 to 10. We were able to convene several cross-functional groups on campus to give them a baseline that will help us with designing a Rapid Response Marketing Campaign, executing a change management plan, and developing the necessary infrastructure and processed to support our new model moving forward.

WORKFORCE DEVELOPMENT:

The College and Biz is proud to announce the success of its first Certified Nursing Assistant (CNA) cohort. The students completed an intense 3-week program, putting in a total of 125 hours of hard work. Barbara Moose and Milagros Cartagena-Cook were instrumental in supporting Carrie Whitmore and the BIZ staff in making this happen.

Just a few highlights from our program. We had 6 students complete.

- One student is moving on to RIT this fall to pursue a degree in engineering. He will be utilizing his CNA skills as he works through college.
- Two students are pursuing degrees in the health field. They completed the CNA program to gain clinical skills and patient care experience to help them gain perspective and understanding as part of their overall college experience. They plan to work as CNAs through college.
- Two students received job offers from their clinical site. One student is deciding between two opportunities.
- One student is retired from Cornell and went through the CNA program to give her an opportunity to volunteer locally and assist our elderly population.

OTHER PROJECTS:

Campus Room Reservations - Prepared a final draft of a campus Room Reservations Policy and Fee Schedule that is now ready to be implemented. We will be training staff at the Ithaca Extension Center to coordinate all campus events and room reservations so that a new process can be in place by the start of the Fall semester.

SUNY PIF Funding for Applied Learning – Worked with Caryanne Keenan (Coordinator of Applied Learning) to prepare the required end of year report for SUNY. These grant funds end in November of 2021.

Southern Tier 8 Funding – worked with a campus team to submit the pre-application for a grant to assist with the development of curriculum and the purchase of equipment to expand our offerings in the health care fields. I also participated in a training session for the full application on July 1st as we have moved on to the next phase of this application process.

OTHER MEETINGS & COMMUNITY EVENTS:

- Weekly Cortland Downtown Partnership Board meetings
- Monthly Strategic Tourism Planning Board (STPB) meetings
- Monthly Workforce Development Board meetings
- Bi-weekly SUNY Government Affairs meeting

- Visions Federal Credit Union Ribbon Cutting (June 7)

COVID-19 UPDATES

I was invited to participate in the White House Covid-19 College Campus webinar on June 11th. The webinar included several key members of the White House staff working on messaging to College students to encourage getting vaccinated.

We have received draft guidelines from SUNY and will be working with the Tompkins County Health Department to put together a plan for the safe opening of the campus for the Fall.



To: Board of Trustees, July 15, 2021 Meeting

Foundation Board and Committees

Doug Bentley, alumni committee chair, College staff and GiveGab representatives continue to meet to discuss the fall Day of Giving.

An executive committee meeting took place on June 17. Updates were provided regarding the 2019-2020 audit, campus housing, Coltivare, Foundation, College, and the Regional Economic Development Grant. Also an executive session was held relating to the campus housing bond and the Farm- to-Bistro loan.

Campus housing bond work continues with our legal team at Bond, Schoeneck & King. We continue to discuss marketing themes or opportunities to mitigate the potential drop in occupancy we experience in the spring semester

Alumni and Development Office

Philanthropy

Outreach to lapse donors is occurring. Continual contact with our friends continues to be important to our work. Child Care Center Campaign pledges continue to be billed and fulfilled.

Communications

The next direct mail piece will highlight career readiness and workforce development work.

Spring Scholarships

Scholarship selection notifications will be sent soon.

Director of Residence Life Position

The executive director of the Foundation is chairing the search committee for the Director of Residence Life position and an offer has been made.

Foundation's Website Page

The staff and communications associate, Jada Mister are updating the Foundation's website.

Boot Camp Grant

Planning for the Boot Camp for Tompkins County K-12 school cafeteria staff is underway. This is scheduled for August 16 – 18 and will take place at the TC3 Farm and Coltivare. Funding for the boot camp was secured through a Park Foundation Grant.

Upcoming Meetings

July 7 – Board Development Committee

July 13 – Board

July 28 – Property Management Committee