



Board Members:

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

April 21, 2022 Agenda

**Executive Session @ 5:30 p.m. followed by:
Regular Board of Trustees Meeting @ ~6:30 p.m.
Zoom link**

<https://us02web.zoom.us/j/84510636173?pwd=RjFxU0I4cTIFYkNiUXRyU0EwaUtrQT09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of March 17, 2022 BOT Meeting Minutes
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) VINE Program – Angela Palumbo (Presentation will be added.)
9. Information Items:
 - a. Human Resources Updates
10. CFO/Treasurer’s Report – Written Report provided
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Approval of Position Description – School Food Grant Coordinator
 - c. Disposal of Surplus Property
 - d. Approval of Position Description – Assistant Director of Financial Aid-Veterans Benefits Certifying Officer
12. Standing Reports:
 - a. Vice President of Student Affairs/Faculty Student Association – Written Report provided
 - b. Associate VP of Student Services/Senior Diversity Officer – Written Report provided
 - c. Associate Vice President of College Relations – Written Report provided
 - d. Chief Information Officer – No Report
 - e. College Senate – Written Report provided
 - f. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - g. Chairperson’s Report
 - h. Liaison Report – Cortland County
 - i. Liaison Report – Tompkins County
 - j. Student Trustee Report – Verbal Report will be given
 - k. Provost & VP of Academic Affairs/Administrator in Charge – Written Report Provided
 - l. Professional Development Summary July-December 2021 - Provided
13. Upcoming Events:
 - a. Tasteful Sensations – April 28th, 2022 5-8 p.m. at Coltivare (reservations required)
 - b. Employee Appreciation Week – May 2-6, 2022 (more information forthcoming)
 - c. Board Meeting - May 19, 2022
 - d. Nursing Pinning Ceremony – May 24, 2022 - 3 p.m. in the forum
 - e. Commencement – May 24, 2022 – 6 p.m. in the gym
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.**

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting
March 17, 2022
Via Zoom & In Person
Executive Session 5:30 P.M.
Open Session ~6:30 P.M.

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

EXCUSED: None

COUNTY

LIAISONS: Mike Lane and George Wagner both excused

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Tim Densmore, David Flaten, Julie Gerg, Greg McCalley, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Seth Thompson, Jonathan Walz-Koeppel, Carrie Whitmore

GUESTS: Craig Stevens & Timothy Hammond (The Bonadio Group)

1. **Call to Order:** The meeting was called to order at 5:45 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue and presidential search update)** – It was determined that there was quorum. Ms. Burns moved that the meeting convene in executive session at 5:47 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Ms. Davison.

Motion to go back into open session moved by Mr. McSherry, seconded by Mr. Tytler; approved unanimously. The meeting reconvened in regular session at 6:28 p.m.

4. **Open Session:** Chair Schlather called the Open Session to order at 6:30 p.m.
5. **Welcome Guests:** Chair Schlather welcomed everyone that had zoomed in for the meeting.
6. **Roll Call:** Ms. Brhel called the roll.
7. **Approval of Agenda:** Ms. Burns moved the Board of Trustees March 17, 2022 agenda be approved as submitted; seconded by Ms. Davison; motion carried unanimously.
8. **Public Comment:** None

9. **Approval of Minutes – February 22, 2022 Board Executive Session Meeting:** Ms. Buck moved that the minutes of the February 22, 2022 Board Executive Session meeting be approved as presented; seconded by Ms. Innis; motion approved unanimously. **February 24, 2022 Board Executive Session Meeting:** Ms. Buck moved that the minutes of the February 24, 2022 Board Executive Session meeting be approved as presented; seconded by Ms. Davison; motion approved unanimously. **February 24, 2022 Regular Board Meeting:** Mr. McSherry moved that the minutes of the February 24, 2022 Board Regular Session meeting be approved as presented; seconded by Ms. Michell-Nunn; motion approved unanimously.
10. **Communications:** None.
11. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** Annual Audit Presentation – The Bonadio Group: Craig Stevens and Timothy Hammond were introduced by CFO Bill Talbot. Each gave their professional background information as well as the history of The Bonadio Group with Tompkins Cortland Community College. The audit this year took a little longer than usual due to changes in staffing with The Bonadio Group and no Comptroller at Tompkins Cortland Community College. The presentation as well as the complete Audit report will be filed with these minutes. There was one audit adjustment due to turnover in staffing. **HEERF funds rules governing the use of these funds were complicated. No findings** were identified during the Single Audit. There were no concerns in high risk areas. They noted the process this year was much improved. Chair Schlather thanked CFO Bill Talbot and Associate Director of Budget and Finance Kori Post for all their hard work with the Bonadio Group to push the College through this process.
12. **Information Items:**
- a) **Human Resources Updates** – No discussion.
13. **CFO’s Report:** In addition to his written report, Mr. Talbot highlighted that the 2022-25 “Strawman Budget” will be updated in the next 2-3 weeks. With HEERF going away the College will have to pick up expenses that have been paid for by HEERF funds. We need to consider what mentality we need as we look at budgets moving forward.
14. **Consent Agenda:** Mr. McSherry moved that the Consent agenda items be approved as submitted; seconded by Mr. Tytler and carried unanimously.
- a) **Appointment of Personnel**
- b) **Approval of Annual Audit Report**
15. **Standing Reports:**
- a) **Vice President of Student Affairs & Faculty Student Association** – Written report provided. Mr. McCalley noted that spring enrollment is down 10% primarily due to continuing students. There is an increase in new students and retention rates (65% last year and 71% this year). Student involvement is better than it has been in previous years. Fall applications are up by 14%. A Dean of Enrollment Management has been hired. Denver Stickrod comes to TC3 from Herkimer College and will start April 11th.
- b) **Associate VP Student Services and Senior Diversity Officer** – No Report this month. Mr. Thompson noted that we are on time for the DEI strategic plan. Diedre Kirkem, a graduate of SUNY Cortland, has been hired as the Vector Network Program Associate. He noted that there are currently 30 Vector students and in a non-COVID year there was usually between 50 – 60 Vector students.
- c) **Associate VP for College Relations** – Written report provided. Ms. Mohlenhoff was on

vacation so Dr. Reifenheiser asked the Board to speak with legislators/lobby people with regard to budget advocacy. Ms. Mohlenhoff will update information previously sent to Board members. Mr. Tytler requested that she update the Board on Marketing and Advertising.

- d) **Chief Information Officer** – No Report this month. Campus Tech is feeling a little relief as the semester has settled in. They are beginning to focus on the fall semester and are engaged with marketing and admissions.
- e) **College Senate** – No written report this month. Jonathan Walz-Koeppel noted Senate met last week and an anonymous feedback form for faculty/staff is now on Share Point.
- f) **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Ms. Gerg had no additional information to the report.
- g) **Chairperson's Report** – Chair Schlather had no report. In response to the topic of presentations at Board meetings being missed, Ms. Brhel shared that Angela Palumbo would like to do a presentation on the VINE program (Virtual International Exchange). Nursing and Athletics were also discussed as possible presentations for upcoming meetings.
- h) **Liaison Report (Cortland County)** – Mr. Wagner was unable to attend this meeting.
- i) **Liaison Report (Tompkins County)** – Mr. Lane was at a Tompkins County Legislature meeting and unable to attend this meeting.
- j) **Student Trustee's Report** – Ms. Innis reported that Student Government Association (SGA) is planning a prom at a date to be determined in April. There is also a planning meeting to discuss communication issues between various groups on campus.
- k) **AIC & Provost/VPAA Report** – Written report provided. Dr. Reifenheiser relayed there was a Town Hall earlier in the day and the link for the Town Hall will be forwarded to the Board. When asked if there were Ukrainian and/or Russian students on campus, it was noted there was at least one and support has been sent out to all students as they deal with the issues taking place in the Ukraine. The tutoring area is being looked at to see if/how this is helping with student retention.

16. Adjournment: Ms. Davison moved that the meeting be adjourned; seconded by Ms. Burns; motion carried unanimously. The meeting adjourned at 7:44 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 April 5, 2022

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Director of Admissions – CRM Administrator	ASAP	February 8, 2022	February 22, 2022	Hired: Daniel Krawiec (04/04/22)
Assistant Provost	August 2021	July 22, 2021	August 22, 2021	Reconvening Search Committee
Comptroller	ASAP	December 22, 2021	January 5, 2022	Accepting Applications/ Conducting On-Campus Interviews
Dean for Enrollment Management	ASAP	October 14, 2021	November 15, 2021	Hired: Denver Stickrod (04/11/22)
Director of Strategic Marketing	ASAP	November 12, 2021	On-going	Paused
Instructor of Applied Science and Technology	April 1, 2022	November 8, 2021	January 19, 2022	Accepting Applications
Vector Network Program Associate	March 15, 2022	December 1, 2021	January 6, 2022	Hired: Deidre Kirkem (03/14/22)

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Position on Hold
Campus Peace Officer (1.0 FTE, Permanent)	Campus Police	ASAP	Zoom Interviews Concluded
Enrollment Services Specialist (1.0 FTE, Permanent)	Student Success	April 11, 2022	Conducting Zoom Interviews
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Position on Hold
Principal Account Clerk (1.0 FTE, Permanent)	Budget & Finance	ASAP	Hired: Kayla Conway (03/21/22)

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	April 2022	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	April 2022	Accepting Applications
Substitute Teacher	Childcare	April 2022	Accepting Applications; Continuous Recruitment
Head Teacher	Childcare	August 2022	Accepting Applications
Assistant Teacher	Childcare	April 2022	Accepting Applications
Teacher Aide 10 Month	Childcare	April 2022	Accepting Applications
Head Coach, Men's & Women's Golf	Athletics & Recreation	April 2022	Accepting Applications
Head Coach, Women's Soccer	Athletics & Recreation	April 2022	Accepting Applications
Senior Maintenance Technician	Residence Life	April 2022	Accepting Applications Hired: Mark Vidulich (04/04/22)
Senior Maintenance Technician (IEC)	Residence Life	April 2022	Accepting Applications
Facilities Maintenance Worker	Residence Life	April 2022	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	April 2022	Accepting Applications Hired: Julia Davis (03/19/22)
Banquet Bartender	TC3 Bistro	April 2022	Accepting Applications
Banquet Supervisor	TC3 Bistro	April 2022	Accepting Applications
Bartender	TC3 Bistro	April 2022	Accepting Applications
Busser/Food Runner	TC3 Bistro	April 2022	Accepting Applications
Dishwasher	TC3 Bistro	April 2022	Accepting Applications
Line Cook	TC3 Bistro	April 2022	Accepting Applications Hired: Cary Champlin (03/15/22)
Server	TC3 Bistro	April 2022	Accepting Applications
Host/Hostess	TC3 Bistro	April 2022	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of April 5, 2022

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOC.

Faculty Association

Failure to pay 4th preparation
during the Fall 2021 semester.

Stage 2 Grievance filed. At this time,
this concern has not been resolved.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

VP of Finance & Administrations Report: April 21, 2022

March 2021-22 Close:

There are no material changes to last month's projections. Revenues remain an estimated \$1.1M unfavorable to budget. Expenses remain favorable to budget by \$1.5M on an annualized basis. We should expect that an acceleration in advertising, enrollment related contractuals and long-time open positions finally being filled will reduce this favorable run rate to about \$1.1M by the end of the year.

2022-25 Strawman Budget:

Last month there were 10 assumptions outlined for creating a 2022-2025 strawman budget. This is an iterative process and is far from being final, so please expect updates and changes. Below are some estimates for each assumption for 2022-23 only. Under the lowest of assumptions, no enrollment growth, we would require a \$1.6M draw from remaining HEERF funds and/or our reserves and under the highest of assumptions, 15% core enrollment growth, we would require \$500K draw from HEERF funds and/or our reserves. A \$2.0M reserve account was create in 2020-21 from HEERF for this specific purpose, to cover costs while core enrollments are built back up.

2022-23 Material Changes to our Financials (in thousands)	Low	High
1) Tuition pricing will be increased 2%, generating approximately \$150K in incremental revenue. Each 1% change in tuition represents about a \$75K change in revenue.	\$150	\$150
2) After further analyzing all our marketing and enrollment activities at a segment level, our budget for 2022-23 will assume a more aggressive enrollment growth of 0-15% in core. For every 5% increase in core enrollments, tuition and fee revenue increases by about \$350K. Half of all enrollment are core.	\$350	\$1,050
3) Enrollment mix of sponsor/non sponsor along with full-time/part-time will remain the same as in 2021-22.	\$0	\$0
4) The State budget was passed and rather than adopting the Senate's proposal, we will be receiving the same level of funding next year as we received this year. Any change in enrollments will not impact the amount received from the State.	\$200	\$200
5) County chargeback rates will roll back to 2019-20 and remain the same for the next 3 years. For every 5% increase enrollments, county chargebacks will increase by about \$200K. Out-of-Sponsor County FTEs represent about 44% of all FTEs.	\$200	\$600
6) HEERF institutional funds will continue to cover about \$650K in wages, benefits, and contractuals for the majority of 2022-23, until June 30 th , 2023, at which point the College will assume the remaining \$150K as incremental operating expenses. Note: The full \$800K will need to be covered in 2023-24.	-\$150	-\$150
7) Wages (including overloads, OT, adjuncts and student workers) will be sized based on the actual staff employed, vacancies the College is trying to fill, and by using relative ratios (e.g., student worker costs as a % of total wages in 2018-19). If all 9 actively filling vacancies were filled, \$1.0M in new wage costs will be created: President, Comptroller, Dir Mktng, Asst Provost, 4 FT Faculty, Software App Admin, Assoc Reg, Admin/FA Advisor, Maint. Worker.	-\$1,000	-\$1,000
8) Benefits as a % of wages is currently 56.8% (includes active and retired) and will rise 4.5% because of the magnitude and yearly increases in healthcare (active and retired). A 4.5% inflation in benefit costs, will generate \$400K in incremental costs. In addition with the hiring of an additional 9 staff mentioned above, an incremental \$300K in benefits will be created.	-\$700	-\$700
9) Contractual will be carried forward from 2021-22 actual and budget and then adjusted if there is an alignment with students being on campus (e.g., electrical costs will increase as the field lights, athletic facilities, student center and classrooms are lit)	\$0	\$0
10) An inflation rate of 3% will be applied to all but benefits over the next 3 years. This assumption created some confusion. To clarify, the College 3% inflation rate does not reflect the much higher external economic inflation rates that we all feel at the pump, in heating costs, in the grocery stores, in durable goods, in healthcare, etc. Instead it is an assumption used to build the model as we estimate the rise in College costs. A 3% inflation in non-benefit costs, will generate \$650K in incremental costs.	-\$650	-\$650
	-\$1,600	-\$500

Capital Budget:

The State approved the \$500M needed to match our Sponsor Counties \$500K for the grounds and deferred maintenance projects. Engineers are being interviewed and conversations will begin with the Counties to outline the detailed activities and timeframes of the projects.

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2021-2022 APPROPRIATIONS
 Year-To-Date Through Thursday, March 31, 2022

	Modified Budget 2021-22	Expend to Date 2021-22	Unexpend Balance 2021-22	% Expended 2021-22	Total Exp PY 2020-21	YTD Exp PY to Date 2020-21	PY % Expended 2020-21	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,522,176	8,832,329	7,689,847	53.5%	15,720,513	9,163,643	58.3%	331,314	2.1%
Equipment	50,500	5,869	44,631	11.6%	100,909	2,531	2.5%	(1,524)	-1.5%
Contractual Expenses	5,378,459	2,411,441	2,967,018	44.8%	4,432,799	2,347,240	53.0%	(64,201)	-1.4%
Employee Benefits	9,070,141	5,007,381	4,062,760	55.2%	7,540,328	4,427,130	58.7%	(580,251)	-7.7%
Total Forecasted Departmental Appropriations¹	31,021,276	16,257,021	14,764,255	52.4%	27,794,549	15,940,544	57.4%	(314,662)	-2.0%
Scholarships & Awards									
Student Services		31,417	(31,417)	0.0%	94,596	54,955	58.1%	23,538	42.8%
Academic Support	3,297,814	3,344,657	(46,843)	101.4%	3,352,881	3,280,860	97.9%	(63,797)	(1.9%)
Total Scholarships & Awards	3,297,814	3,376,074	(78,260)	102.4%	3,447,477	3,335,815	96.8%	(40,259)	(0)
Total Forecasted Appropriations²	34,319,090	19,633,094	14,685,996	57.2%	31,242,025	19,276,359	61.7%	(354,920)	-1.8%
Adjustments to Approved Budget									
Personal Services	0	0	0	0.0%	0	0	0.0%	0	0.0%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	0	0	0	0.0%	0	0	0.0%	0	0.0%
Employee Benefits	0	0	0	0.0%	0	0	0.0%	0	0.0%
Total Adjustments to Approved Budget³ Favorable (Unfav)	0	0	0	0.0%	0	0	0.0%	0	0.0%
Personnel	16,522,176	8,832,329	7,689,847	53.5%	15,720,513	9,163,643	58.3%	331,314	2.1%
Equipment	50,500	5,869	44,631	11.6%	100,909	2,531	2.5%	(1,524)	-1.5%
Contractual	5,378,459	2,411,441	2,967,018	44.8%	4,432,799	2,347,240	53.0%	(64,201)	-1.4%
Scholarship & Awards Offset	3,297,814	3,376,074	(78,260)	102.4%	3,447,477	3,335,815	96.8%	(40,259)	-1.2%
Fringe Benefit	9,070,141	5,007,381	4,062,760	55.2%	7,540,328	4,427,130	58.7%	(580,251)	-7.7%
Total Approved Budget Appropriations⁴	34,319,090	19,633,094	14,685,996	57.2%	31,242,025	19,276,359	61.7%	(354,920)	-1.8%

Explanation of Sub-Totals and Totals:

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2020-21 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
- Total Approved Budget Appropriations:* This represents the Approved Budget.

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2021-2022 APPROPRIATIONS
 Year-To-Date Through Thursday, March 31, 2022

	Modified Budget 2021-22	Expend to Date 2021-22	Unexpend Balance 2021-22	% Expended 2021-22	Total Exp PY 2020-21	YTD Exp PY to Date 2020-21	PY % Expended 2020-21	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	7,668,618	4,167,596	3,501,022	54.3%	7,296,032	4,360,204	59.8%	192,607	4.4%
Equipment		228	(228)	0.0%	24,713	725	2.9%	497	68.5%
Contractual Expenses	1,706,103	506,171	1,199,932	29.7%	1,503,582	834,595	55.5%	328,424	39.4%
Employee Benefits	4,211,039	2,318,191	1,892,848	55.1%	3,479,650	2,094,218	60.2%	(223,973)	(10.7%)
Total Instruction	13,585,760	6,992,187	6,593,573	51.5%	12,303,978	7,289,742	59.2%	297,555	4.1%
Public Service									
Personal Services	101,500	107,190	(5,690)	105.6%	179,605	99,394	55.3%	(7,796)	(7.8%)
Equipment									
Contractual Expenses	13,300	50	13,250	0.4%	16,726	15,054	90.0%	15,004	99.7%
Employee Benefits	55,747	61,790	(6,043)	110.8%	84,699	47,669	56.3%	(14,121)	-29.6%
Total Public Service	170,547	169,030	1,517	99.1%	281,030	162,118	57.7%	(6,912)	(4.3%)
Academic Support									
Personal Services	1,355,291	860,263	495,028	63.5%	1,631,454	932,384	57.2%	72,121	7.7%
Equipment			0	0.0%	24,916		0.0%	0	0.0%
Contractual Expenses	142,286	212,233	(69,947)	149.2%	267,615	103,589	38.7%	(108,645)	(104.9%)
Employee Benefits	744,372	498,967	245,405	67.0%	779,671	450,387	57.8%	(48,581)	(10.8%)
Total Academic Support	2,241,949	1,571,464	670,485	70.1%	2,703,655	1,486,359	55.0%	(85,105)	(5.7%)
Libraries									
Personal Services	414,582	285,147	129,435	68.8%	435,110	251,164	57.7%	(33,982)	(13.5%)
Equipment			0	0.0%	1,888	300	15.9%	300	100.0%
Contractual Expenses	195,418	129,231	66,187	66.1%	140,709	92,507	65.7%	(36,724)	(39.7%)
Employee Benefits	227,702	163,443	64,259	71.8%	205,315	120,409	58.6%	(43,034)	(35.7%)
Total Libraries	837,702	577,821	259,881	69.0%	783,022	464,381	59.3%	(113,440)	(24.4%)
Student Services									
Personal Services	1,827,019	1,063,054	763,965	58.2%	1,948,127	1,094,590	56.2%	31,535	2.9%
Equipment	500	499	1	99.8%	8,830		0.0%	(499)	0.0%
Contractual Expenses	607,785	273,303	334,482	45.0%	308,058	128,152	41.6%	(145,151)	(113.3%)
Employee Benefits	1,003,460	614,706	388,754	61.3%	923,045	527,503	57.1%	(87,203)	(16.5%)
Total Student Services	3,438,764	1,951,562	1,487,202	56.8%	3,188,061	1,750,244	54.9%	(201,318)	(11.5%)
Maintenance and Operations									
Personal Services	1,732,521	921,629	810,892	53.2%	1,446,306	834,404	57.7%	(87,225)	(10.5%)
Equipment		4,571	(4,571)	0.0%	26,746		0.0%	(4,571)	0.0%
Contractual Expenses	1,039,623	408,056	631,567	39.3%	731,634	443,009	60.6%	34,954	7.9%
Employee Benefits	951,558	552,847	398,711	58.1%	745,942	405,227	54.3%	(147,620)	(36.4%)
Total Maintenance and Operations	3,723,702	1,887,103	1,836,599	50.7%	2,950,628	1,682,641	57.0%	(204,463)	(12.2%)
Institutional Support									
Personal Services	1,549,340	653,276	896,064	42.2%	1,321,217	769,016	58.2%	115,741	15.1%
Equipment			0	0.0%	2035.43	1815	89.2%	1,815	100.0%
Contractual Expenses	342,540	223,699	118,841	65.3%	299,592	161,187	53.8%	(62,512)	(38.8%)
Employee Benefits	847,379	373,322	474,057	44.1%	658,355	400,323	60.8%	27,001	6.7%
Total Institutional Support	2,739,259	1,250,297	1,488,962	45.6%	2,281,199	1,332,341	58.4%	82,044	6.2%
General Institutional Services									
Personal Services	1,873,305	774,174	1,099,131	41.3%	1,462,662	822,487	56.2%	48,313	5.9%
Equipment	50,000	571	49,429	1.1%	13,816	1,506	10.9%	935	62.1%
Contractual Expenses	1,331,404	658,698	672,706	49.5%	1,164,883	569,146	48.9%	(89,551)	(15.7%)
Employee Benefits	1,028,884	424,115	604,769	41.2%	663,650	381,394	57.5%	(42,720)	(11.2%)
Total General Institutional Services	4,283,593	1,857,557	2,426,036	43.4%	3,305,012	1,774,533	53.7%	(83,024)	(4.7%)
Total Forecasted Departmental Appropriations¹	31,021,276	16,257,021	14,764,255	52.4%	27,796,584	15,942,359	57.4%	(314,662)	-1.1%

2020-2021 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Thursday, March 31, 2022

	2021-22 Mod Bud	2021-22 Actual	2021-22 Unexpended Balance	2021-22 % Unexpended	2020-21 Total Exp PY	2020-21 PY to Date	2020-21 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	201,255	232,418	(31,163)	115.5%	143,897	134,100	93.2%	(98,318)	(73.3%)
HRA Retiree Benefits	123,515	52,612	70,903	42.6%	94,899	73,234	77.2%	20,622	28.2%
State Employee's Retirement	1,145,076	608,337	536,739	53.1%	805,480	571,327	70.9%	(37,010)	(6.5%)
State Teacher's Retirement	193,663	91,075	102,588	47.0%	145,040	95,290	65.7%	4,215	4.4%
Optional Retirement Fund	1,024,150	497,785	526,365	48.6%	860,755	497,685	57.8%	(101)	(0.0%)
Social Security	1,408,549	702,460	706,089	49.9%	1,183,504	695,627	58.8%	(6,833)	(1.0%)
Worker's Compensation	94,424	73,800	20,624	78.2%	67,132	61,204	91.2%	(12,595)	(20.6%)
Executive Benefits	50,758		50,758	0.0%	37,397	31,864	85.2%	31,864	100.0%
Disability Insurance	10,715	4,406	6,309	41.1%	9,299	5,322	57.2%	916	17.2%
Hospital and Medical Insurance	2,998,600	1,918,638	1,079,962	64.0%	2,563,712	1,427,779	55.7%	(490,860)	(34.4%)
Post Retirement Health Insurance	1,510,495	915,000	595,495	60.6%	1,329,529	720,000	54.2%	(195,000)	(27.1%)
Employee Tuition Benefits	134,610	73,517	61,093	54.6%	98,045	87,568	89.3%	14,051	16.0%
Life Insurance	6,498	5,064	1,434	77.9%	5,281	2,674	50.6%	(2,390)	(89.4%)
Vacation Benefits	125,875		125,875	0.0%	148,596	60,000	40.4%	60,000	100.0%
Miscellaneous		1,475	(1,475)	0.0%	1,375	125	9.1%	(1,350)	(1080.0%)
Unemployment Insurance	20,979		20,979	0.0%	15,000	15,000	100.0%	15,000	100.0%
Total Employee Benefits	9,049,162	5,176,586	3,872,576	57.2%	7,508,940	4,478,799	59.6%	(697,788)	(15.6%)

	Modified Budget 2021-22	Revenues to Date 2021-22	Unrealized Balance 2021-22	% Realized 2021-22	Total Rev PY 2020-21	YTD Rev PY 2020-21	PY % Realized 2020-21	Fav Var (Unfav Var) to PY	% Variance to PY
Tuition									
Fall	4,807,499	4,538,400	269,099	94.4%	4,873,875	4,994,800	102.5%	(456,400)	-9.1%
Spring	5,046,470	4,958,605	87,866	98.3%	5,004,754	5,079,683	101.5%	(121,079)	-2.4%
Winter	138,948	100,000	38,948	72.0%	119,483	204,000	170.7%	(104,000)	-51.0%
Summer	633,748	158,022	475,726	24.9%	685,058	52,065	7.6%	105,957	203.5%
Nonresident Tuition	225,053	748,734	(523,681)	332.7%	509,915	817,729	160.4%	(68,995)	-8.4%
Student Fee Revenue	956,906	850,246	106,660	88.9%	1,007,038	946,505	94.0%	(96,259)	-10.2%
Total Tuition	11,808,624	11,354,007	454,617	96.2%	12,200,123	12,094,782	99.1%	(740,775)	-6.1%
Government Appropriations									
New York State	9,753,019	7,314,765	2,438,254	75.0%	9,967,699	7,481,981	75.1%	(167,216)	-2.2%
Local Sponsors	4,882,882	2,001,982	2,880,900	41.0%	4,882,882	3,979,549	81.5%	(1,977,567)	-49.7%
Appropriated Cash Surplus			0	0.0%	1,011,667	1,011,667	100.0%	(1,011,667)	-100.0%
Charges to Other Counties	5,237,220	4,028,964	1,208,256	76.9%	4,093,164	2,668,853	65.2%	1,360,111	51.0%
Federal Aid	1,820,459	1,589,662	230,797	87.3%	2,000,000		0.0%	1,589,662	0.0%
Board Designated Reserves	0		0	0.0%	21,867	0	0.0%	0	0.0%
Total Govt Appropriations	21,693,580	14,935,373	6,758,207	68.8%	21,977,279	15,142,050	68.9%	(206,677)	-1.4%
Other Revenues									
Service Fees	98,800	42,895	55,905	43.4%	97,467	53,251	54.6%	(10,355)	-19.4%
Interest Earnings	4,000	3,121	879	78.0%	6,182	3,657	59.2%	(536)	-14.7%
Rental of Real Property	27,000	2,255	24,745	8.4%	3,400	1,350	39.7%	905	67.0%
Contract Courses	97,000	44,321	52,679	45.7%	103,560	29,957	28.9%	14,363	47.9%
Noncredit Tuition	143,000	101,135	41,865	70.7%	81,271	38,977	48.0%	62,158	159.5%
Grant Offsets	193,086	95,972	97,114	49.7%	293,338	89,820	30.6%	6,152	6.8%
Unclassified Revenues	254,000	34,296	219,704	13.5%	54,507	29,084	53.4%	5,212	17.9%
Total Other Revenues	816,886	323,995	492,891	39.7%	639,726	246,096	38.5%	77,899	31.7%
TOTAL REVENUES	34,319,090	26,613,374	7,705,716	77.5%	34,817,127	27,482,928	78.9%	(869,554)	-3.2%
Student Revenue									
State Revenue	9,753,019	7,314,765	2,438,254	75.0%	9,967,699	7,481,981	75.1%	(167,216)	-2.2%
Local Revenue	10,120,102	6,030,945	4,089,157	59.6%	8,976,046	6,648,402	74.1%	(617,456)	-9.3%
Federal Revenue	1,820,459	1,589,662	230,797	87.3%	2,000,000	0	0.0%	1,589,662	0.0%
Use of Fund Balance	0	0	0	0.0%	1,033,534	1,011,667	97.9%	(1,011,667)	-100.0%
Other	478,086	135,643	342,443	28.4%	357,428	123,911	34.7%	11,732	9.5%
Total	34,319,090	26,613,374	7,705,716	77.5%	34,817,127	27,482,928	78.9%	(869,554)	-3.2%

TOMPKINS CORTLAND COMMUNITY COLLEGE
 BALANCE SHEET
 FINANCIAL PERIOD FOR THE PERIOD ENDING THURSDAY, MARCH 31, 2022

	Current Month	Previous Month	Previous Year
	3/31/2022 11:59:59 PM	2/28/2022 11:59:59 PM	3/31/2021 11:59:59 PM
ASSETS			
Cash in Demand Deposit	1,205,759	2,343,079	1,165,093
Cash in Time Deposits	5,413,327	4,305,983	5,124,720
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	5,095,742	4,102,373	3,627,999
Accounts Receivable-Misc.	20,141,378	20,050,308	19,788,189
Pre-Paid Expenses	106,208	69,456	84,164
Due From Other Funds	1,974,459	1,989,331	1,736,855
Due From Other Governments	1,189,910	238,991	1,115,281
TOTAL ASSETS	35,128,012	33,100,751	32,643,531
LIABILITIES AND SURPLUS			
Vouchers Payable	121,280	1,215,097	1,701,805
Payroll Liabilities	1,461,915	1,468,069	1,258,253
Student Financial Aid Liabilities	1,373,024	1,053,695	173,090
Accrued Liabilities	18,509,508	18,508,364	18,591,068
Due to Other Funds	1,978,558	2,335,816	1,396,174
Student Tuition Collected in Advance	7,791	8,591	0
Designated Fund Balance	281,195	281,195	303,062
Restatement of Net Position	121,807	121,807	121,807
Fund Balance	4,417,871	4,417,871	770,066
Revenue Over (Under) Expenditures	6,855,062	3,690,246	8,188,517
TOTAL LIABILITIES AND SURPLUS	35,128,012	33,100,751	32,503,842

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-24**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK: **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 April 2022, 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 21st day of
April 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, April 5, 2022
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Bullock, Gwen	Adjunct - Photo Lab Technician	Adjunct	\$1,189.35	1/26/2022 To 5/20/2022
Hempstead, Susanna	ENGL101, 102	Adjunct	\$5,550.00	1/26/2022 To 5/20/2022
Reigle, Anna	Provide supervision to NURS225-M31 students while administering medications	Adjunct	\$1,982.25	1/26/2022 To 5/20/2022
Rizzo, Leah	Provide supervision to NURS225-M34 students while administering medications	Adjunct	\$1,982.25	1/26/2022 To 5/20/2022
Whitecraft, Michele	CTC Services Adjunct Coordinator	Adjunct	\$2,783.00	1/26/2022 To 5/20/2022
March				
Aspinwall, Breck	AMENDMENT - Contract issued for Late Start Section which didn't run (BIOL100 BL2)	Adjunct	\$7,385.00	3/4/2022
Anderson, Craig	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
DeGaetano, Margaret	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Dovi, Nicholas	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Farah, Fred	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Ha, Lien	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Iacobucci, Christine	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
LaFavor, Eric	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Lipa, Thomas	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
McLane, Todd	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Millman-Brown, Randi	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Osborne, James	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Timonin, Michael	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Tran, Adam	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Weed, Steve	Presentation "Grading" - '21-22 CTC Pedagogy Workshop Series	Adjunct	\$100.00	3/6/2022
Woloszyn, Alexander	Participation in Mid-Winter Day Professional Development Activity	Adjunct	\$100.00	3/6/2022
Galezo, David	Teach per-student class compensated at independent study rate (PHIL101/3 students)	Adjunct	\$1,800.00	3/7/2022 To 5/20/2022
LaFavor, Erik	SOC1101 M07	Adjunct	\$2,955.00	3/7/2022 To 5/20/2022
Lipa, Thomas	Teach per-student class compensated at independent study rate (HLTH207/5 students)	Adjunct	\$3,000.00	3/7/2022 To 5/20/2022
Marie, Jill	Teach per-student class compensated at independent study rate (ENGL103/3 students)	Adjunct	\$1,800.00	3/7/2022 To 5/20/2022
Okaru, Alfred	FITN107 M01FITN216 M01	Adjunct	\$4,220.00	3/7/2022 To 5/20/2022
Pask, Margery	Per Article 9.5 of Adjunct Assoc. Contract re: CAPS123 cancellation	Adjunct	\$50.00	3/7/2022 To 5/20/2022

Employee	Department	Title/Rank	Salary	Employment Dates
Kirkem, Deidre	Vector Network Program Associate	Instructor	\$59,482.00*	3/14/2022
Hempstead, Susanna	Adjunct Instructor/Supplemental Instructor	Adjunct	\$792.90	3/17/2022 To 6/23/2022
Conway, Kayla	Principal Account Clerk - Budget & Finance	Grade I	\$52,365.08*	3/21/2022
April				
Bechtold, Charles	Program Development & Facilitation - College Preparatory Mathematics Workshop for College Initiative Upstate - biz	Adjunct	\$1,659.36	4/4/2022 To 5/12/2022
Krawiec, Daniel	Assistant Director of Admissions - CRM Administrator	Grade 3	\$60,585.00*	4/4/2022
Wolff, Sarah	Program Development & Facilitation of Non-Credit Workshop - Integrated Reading & Writing for College Initiative Upstate	Adjunct	\$774.96	4/4/2022 To 5/12/2022
Stickrod, Denver	Dean for Enrollment Management	Grade 6	\$95,930.00*	4/11/2022

* Annual Salary to be Prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

April 21, 2022

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Kimari Johnson	04/05/22	Resignation

FACULTY STUDENT ASSOCIATION

Brandon Dorsett	04/01/22	Resigned
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BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-21**

**APPROVAL OF POSITION DESCRIPTION
SCHOOL FOOD GRANT COORDINATOR**

WHEREAS, the College has determined, based on a review and analysis of the functions within the External Relations office, that there is a need to revise the School Food Grant Coordinator position description, and

WHEREAS, the College has received additional funding for the School Food Grant to extend the initial appointment of the School Food Grant Coordinator, and

RESOLVED, that the School Food Grant Coordinator 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 April 2022, 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 21st day of April 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

School Food Grant Coordinator

GRADE

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ORGANIZATIONAL UNIT

External Relations

REPORT TO

Executive Director of the

APPROVED BY

SUMMARY

Grant-funded position responsible for activating community resources in support of the existing grant, School Food Chef’s Academy and other Quality School Food Supports: Improving Food Security and Quality in Local Schools. Collaborates with Tompkins Cortland’s academic programs and Coltivare staff to catalyze existing food insecurity to ensure that robust school food programs provide high-quality nutrition and food education. Coordinates training and development programs to food service personnel within the Tompkins County public schools and supports school-based initiatives related to childhood nutrition, school gardening, local agriculture and related topics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative oversight to the School Food Chef’s Academy and other Quality School Food Supports: Improving Food Security and Quality in Local Schools grant held at the TC3 Foundation Inc. and monitors effectiveness of activities by coordinating with appropriate oversight committees and management.
2. Partners with area school and non-profit personnel as well as Tompkins Cortland staff to develop and implement plans to meet the goals for the training and development programming within the school to food grant that aligns with the College’s mission.
3. Serves as a key driver of a cultural shift that establishes the expectation that every child has access to sufficient quantities of highly nutritious and culturally relevant foods.
4. Builds and develops relationships with public schools within Tompkins County to offer and assess the availability and impact of school food training programs and the relationship they may have to student performance.
5. Builds relationships within Tompkins County and regional nonprofits and others to leverage and support structural changes that enhance the quality and availability of school-based meals.
6. Builds relationships that create opportunities to enhance children’s understanding, knowledge and consumption of more nutritious foods.
7. Educates the community in support of creating measurable impacts on food security systems through the creation of approaches that can be replicated by other communities and creation of community involvement such that nutritional security becomes a widely-held community standard for all Tompkins County residents.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

School Food Grant Coordinator

GRADE

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ORGANIZATIONAL UNIT

External Relations

REPORT TO

Executive Director of the

APPROVED BY

8. Expands community and college collaboration within Tompkins County to disrupt the cycle of childhood hunger/food insecurity and the resulting poor academic and health outcomes.
9. Capitalizes on existing community initiatives such as farm to school, partnerships with local growers, school gardens, and other related efforts.
10. Co-Coordinates and provides leadership for assessing results, and helps various committees coordinating all academic related programs for the grant. Assessment may include tracking school food professional development opportunities and their impact on student success.
11. Gathers and prepares supporting data from internal and external sources for annual compliance reporting for the grant.
12. Assures efficient use of material resources by assessment of the needs for the grant administration, development of budget recommendations, and management of the grant within the budgetary constraints imposed by the College.
13. 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.
- FSA Staff

Indicate number in each category:

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

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of two years of experience with food systems or an Associate's with four years of experience with food systems.

PREFERRED QUALIFICATIONS

Experience with Tompkins County food security programs and experience working with school districts.

*Grant funded position.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-22**

DISPOSAL OF SURPLUS PROPERTY

WHEREAS, Tompkins Cortland Community College desires to dispose of its surplus property, and

WHEREAS, the Administration has identified the equipment on the list attached to this resolution as obsolete, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to dispose of the equipment according to appropriate College policies and legal requirements.

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 April 2022, 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 21st day of April 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

April 2022

From: Kevin Caveney, Purchasing
Re: Disposal of Surplus Items Report

Upon advisement from Campus Technology, and due to equipment replacements and/or upgrades, the following equipment has been determined to be obsolete and/or non-functioning, and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the college is normally designated for auction or placement with non-profit agencies if feasible. The remaining items are designated for e-waste/ recycling with Regional Computer Recycling and Recovery. Prior to disposal, proper security measures are completed and documented. Designated drives are destroyed and the items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, items are removed from the College's inventory.

- 1 - TV
- 3 - Printers
- 1 - Scanner
- 1 - Muratec Copier
- 25 - Monitors
- 64 - Computers
- 2 - Docking Stations
- 1 - Calculator

Upon advisement from and in coordination with the Buildings and Grounds Department and the related department(s), due to non-use and declined condition, age, wear, breakage and/or replacement upgrades, the following items were determined to be obsolete and of no further use to the College. The items have been properly disposed of or auctioned (as noted) and removed from the College's inventory.

- 1 - Various Childcare Center Furnishings – auctioned for \$125
- 2 - Carpet Cleaning Machine/Extractors – auctioned for \$125
- 23 - Vertical & Lateral Metal File Cabinets – auctioned for \$350
- 97- 'Trapezoid' Work Tables – Auctioned for \$25
- 32 - Youth Chairs and 3 Rugs (Childcare) – auctioned for \$27
- 2 - Ceramics Lab Kilns and Glazing Materials – auctioned for \$300
- 1 - Typewriter Table
- 1 - Cart Table
- 2 - Vacuum Cleaners
- 5 - Computer Desks – auction in progress, closes 3/30/22
- 35 - Padded Oak Frame Chairs – auctioned for \$105
- 2 - Computer Desks – donated
- 17 - 'Groton' Chair/Desk Units – to be donated

Also donated various Ceramics Lab Materials and Tools no longer used by the College, to Tioga Central, Newfield, Homer, Lansing, and Dryden School Districts.

TO: Paul Reifenheiser, Administrator in Charge
FROM: Sharon Clark and Greg McCalley
RE: Position Descriptions for April 2022 Board Approval
DATE: April 5, 2022

For the month of April 2022, there is one position description being presented to the Board of Trustees for approval:

Assistant Director of Financial Aid – Veteran’s Benefits Certifying Officer

The Assistant Director of Financial Aid – Veteran’s Benefits Certifying Officer is a member of the Enrollment Management team. A focus of this position is to ensure the administration of the NYS Excelsior Program, Veteran’s Education Benefits, and Student Loan Default initiatives. The position will work closely with students, parents, faculty, staff and community groups regarding financial aid options as a member of the College’s financial aid team. The position description has been updated to reflect the administration of the Excelsior Scholarship. The PAA classification committee met to review this description which resulted in an upgrade from a Grade 2 to a Grade 3 classification. The hiring range for a Grade 3 administrative position is \$55,421-\$69,276.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-23**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT DIRECTOR OF FINANCIAL AID –
VETERANS BENEFITS CERTIFYING OFFICER**

WHEREAS, the College has determined, based on a review and analysis of the Enrollment Management department, that there is a need to revise the Assistant Director of Financial Aid-Veterans Benefits Certifying Officer position description, and

WHEREAS, the attached Assistant Director of Financial Aid-Veterans Benefits Certifying Officer position description has been reviewed by the Administrative Classification Committee and is recommended by the Administrator in Charge, be it therefore

RESOLVED, that the Assistant Director of Financial Aid-Veterans Benefits Certifying 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 April 2022, 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 21st day of April 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director Financial Aid -
Veteran's Benefits Certifying Officer

GRADE

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ORGANIZATIONAL UNIT

Enrollment Management

REPORT TO

Director of Financial Aid

APPROVED BY

SUMMARY

Responsible for Excelsior Scholarship program and Veteran's Education benefits in the certification, documentation, and development of policies and procedures to ensure compliance with state and federal regulatory initiatives. Oversee Student Loan Default Management plan to include monitoring, developing processes, communicating to borrowers, counseling students, and informing staff on new initiatives. Responsible for counseling, packaging, verifications, loan processing, and meeting with students, parents, faculty, and community groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the administering of the NYS Excelsior Scholarship program by awarding and maintaining student Excelsior Scholarship awards. Ensures compliance with state regulations governing the program.
2. Coordinate and implement various system updates of the tuition charges and Excelsior award amounts. Review for discrepancies, and resolve issues as they pertain to conflicting data against certification of Excelsior awards. Routine reconciliation (including year-end) of student aid and account information against Excelsior award manifest. Counsel and send correspondence to students on maintaining eligibility.
3. Oversee the monitoring, coordination, and reconciliation of all Veteran's Education benefits and review and monitor compliance changes. Responsible for submitting completed enrollment certifications for each student, tracking progress, reconciling awards received and submitting changes in enrollment to the Veterans Administration (VA). Advise student veterans on Veteran's Education benefits eligibility requirements.
4. Responsible for gathering all information needed for the State Approval Agency (SAA) audits. Prepare, write, and file required documentation; answers questions and provide information during audits and official reviews to justify procedures, and variances.
5. Responsible for the coordinating of all chapters of Veteran's Education benefits for students and working with other College functions and personnel to help student veterans with any issues while pursuing their educational goals. Assist student veterans in resolving payment issues through VA channels designated for school certifying officials.
6. Coordinates and overseeing the Federal Student Loan default prevention initiative by maintaining the default prevention plan and serving as the point of contact with all outside parties associated with this initiative. Oversee the coordination and monitoring of Exit Counseling according to Federal and Institutional policies. Provide assistances to students in resolving student loan default. Review and challenge the college Draft Default Rate each year for discrepancies.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Assistant Director Financial Aid - Veteran's Benefits Certifying Officer	3	2 of 3

<u>ORGANIZATIONAL UNIT</u>	<u>REPORT TO</u>	<u>APPROVED BY</u>
Enrollment Management	Director of Financial Aid	

7. Responsible for the maintaining of electronic policies and procedures as it pertains to Veteran's Education benefits, Excelsior Scholarship program, and Default Management.
8. Advises and counsel students and parents, faculty, staff, and community groups regarding financial aid options, planning, eligibility standards that are required, and forms completing while attending a variety of internal and external outreach activities.
9. Responsible for determining and updating the financial aid status of students; analyzes the financial status of a student and/or family to determine eligibility for financial aid; develops a financial aid package from available eligible resources within federal, state, and institutional guidelines and adjusts awards as necessary to prevent over award situations.
10. Administers federal, state, or institutional aid programs as assigned. Stay up to date on current regulations pertaining to financial aid and help with the implementation of those changes.
11. Develops and provides financial aid presentations to the campus community and public, including some evening and weekend events.
12. Responsible for verification process of FAFSA forms for selected students receiving federal, institutional and state aid. Ensures compliance to Federal regulations for the verification process and maintain accuracy in reporting.
13. Ensure timely processing of student loan request information from students or parents to complete loan application process.
14. Review and update forms and procedures to comply with changing laws and regulations and maintains updated information on the web or other forms of communication to students regarding Excelsior Scholarship program, Veteran's Benefits, and Default Management.
15. Work closely and in conjunction with campus partners, especially the offices of Admissions, Registrar, Student Accounts, Institutional Research, outside vendors, State and Federal agencies.
16. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the State and Federal Government.
17. Compiles data for the Director's use in preparation of applications for funds under Title IV and prepares periodic reports required by the College, state and federal agencies.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Director Financial Aid -
Veteran's Benefits Certifying Officer

GRADE

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ORGANIZATIONAL UNIT

Enrollment Management

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18. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivation, evaluation, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.

19. Serves on various college committees and performs other duties 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 a minimum of 5 years of experience administering financial aid.

Must not be in default on any federal student or parent loan.

Must not be convicted of, or have entered an Alford Plea or plea of nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of federal, state, or local government funds, -or- be administratively or judicially determined to have committed fraud or any other material violation of law involving federal, state, or local government funds.

PREFERRED QUALIFICATIONS

Veteran of the United States armed services. Experience certifying Veterans' benefits.

Vice President for Student Services
April 2022

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

Admissions

On Campus Open House was held on April 8th, with over 90 students in attendance, and 190 total guests visiting campus. This was the first time since the pandemic started that we have had such a large group in person, and on campus.

Applications for the fall are currently 20% ahead of last year. Below is a breakdown by territory. (Please note, the “other” category is students who did not provide a county of residency, or their address is incomplete. This will get cleaned up as we work with their files and the information is updated.)

Perm_CountyGroup	2022-Fall by 4/12/2022	<u>2021-FALL by</u> <u>4/12/2021</u>
NY - Sponsor	387	412
NY - Donut	323	271
Other	247	133
NY Northeast	55	33
NY - Downstate	44	30
NY - Western	28	24
NY - NYC and LI	19	21
Total	1103	924

Denver Stickrod’s first day as our new Dean of Enrollment Management was Monday, April 11th, 2022.

Future events

- SUNY information session in the NYC Global Center and April 28th

Health and Wellness Center

Health Center

- HWS continues to provide COVID surveillance and required testing for unvaccinated students and employees.
- Baby Zayde was born March 18, 2022. Nurse Angie and baby are well.
- The Health Center is planning to offer flu clinics, in collaboration with our community partners Dryden Family Medicine, in fall 2022.

Counseling

- Counseling is continuing regular, bi-weekly clinical sessions with students, as well as being available for crisis counseling, drop-in sessions, and consultation and referrals. Student utilization has increased during March.
- HWS is scheduled to meet with SUNY Upstate Medical regarding tele-psychiatry service opportunities for TC3 students.
- HWS continues to promote Question, Persuade, Refer (QPR) trainings for faculty and staff.
- Mind: Your Business four week mindfulness workshop ran through the month of March, with ten students participating over four different sessions.
- Tea Time continues as a pilot program to decrease social anxiety and engage in a healthy activity. Approximately 10 students participate weekly.
- Counseling staff presented to the Developmental Education faculty on the promotion of suicide prevention in curriculum, with a particular focus on ways to integrate protective factor development and safety planning to manage any crises.
- HWS attended several workshops and training related to suicide prevention, including *Zero Suicide for Healthcare Managers* and *Understanding, Identifying, and Addressing Suicide Risk: A Clinical Primer for Behavioral Health Providers*.
- Tompkins Cortland Community College declared itself a Zero Suicide Champion before the Tompkins County Suicide Prevention Coalition and began the process by completing the Zero Suicide Self-Study.
- Counseling staff trained three community members in QPR: Question, Persuade, Refer Gatekeeper Training for Suicide Prevention during Mid-Winter Day and have encouraged various groups on campus to complete the free training through SUNY.
- Juliana Garcia has piloted a consultation group for clinicians from small clinics throughout the SUNY system that began in late March and will develop throughout the Spring semester.

Panther Pantry and Community Closet

- Partnering with the Upstate Niagara Co-Op Milk Project, the Panther Pantry has distributed 118 gallons of milk in just 2 weeks.
- The program scheduled through May, if successful will continue indefinitely. Upstate Niagara provided us a refrigerator. Milk can also be picked up at the Child Care Center.
- The Community Closet added storage space in the basement of the main building.
- The Community Closet is planning a drive for spring and summer clothing.

Collegiate Recovery Program (CRP)

- The CRP conducted two social events - UnBirthday Party and Dungeons and Dragons Night.
- The CRP conducted two trainings- gender and language with the baseball team and .biz CRPA Training.
- The CRP hosted Cornell University, Ithaca College, and Syracuse University.
 - All three institutions are interested in duplicating the work we do here.
- The CRP tabled at the "It Could Be Anyone" CACTC event.

Alcohol and other Drug (AOD) Prevention and Health Promotion

- The National College Health Assessment III is open until Monday, April 11. All students have been invited to participate in this confidential survey, and results will be used to inform HWS programs and services. The NCHA is the gold standard of assessment instruments used by colleges and universities nation-wide to learn about their students' physical and mental health, their level of basic needs, and other wellness challenges to their success.
- The Best Life social norms campaign has new material arriving in online advertisement spaces.
- HWS interns continue to plan and deliver programs and events, promote student wellness, and engage the campus community.
- OASAS has approved a budget modification to provide staff support through the remainder of the grant cycle (June 30, 2022).

HWS will conduct a panel on April 7 to learn about our students' experiences attending college during the pandemic

Athletics and Campus Recreation

Intercollegiate Athletics

As an FSA Board member, you receive weekly schedules sent by email that include varsity contests, internal campus programs hosted in athletics facilities, as well as functions that bring community groups to TC3. In addition, please use this link for news and updates for all things TC3 Athletics:

<https://www.tcpanters.com/landing/index>

Here is a snapshot of our 2021-22 varsity rosters and the retention / growth of all sports from fall to spring. A partial summary was shared in January. This includes all teams for 21-22.

Volleyball – 8 of 9 attending FT for spring.

Cross Country – 5 of 5 attending FT for spring.

M Soccer – 18 total players; 3 graduated in December; 1 transferred to 4-year; 1 to military; 11 of remaining 13 attending FT for spring

W Soccer – No season in fall due to low numbers. The search for a head coach continues. Meanwhile athletics staff continues to connect with interested athletes for the fall 2022 season.

W Basketball – 7 of 7 attending FT for spring; One could have graduated early, one was scheduled to transfer to UB, but both decided to enroll FT this spring to continue playing basketball.

M Basketball – 11 of 12 attending FT for spring; 3 more SA's added (also FT in fall) to the team for spring semester for a total of 14 players competing this spring

M Lacrosse – 20 players on roster including two who transferred in for spring semester to play. Two of our fall ball players did not make academic standards to play this spring. One of them did not return to TC3 while the other has remained a FT student and has remained with the team as a student manager.

Baseball – At the beginning of the fall semester, TC3 had two players attend the baseball interest meeting held by our new coach, James Williamson. With continuous effort and desire to have a season this spring, Coach Williamson and his assistants have put together a squad of, mostly, transfer students that have a record of 2-2 in the early season. Our fourteen Panthers come from as nearby as Cortland and as far away as Miami.

Softball – 13 of 13 attending FT in spring '22. Two players that were on fall ball team did not make academic standards to play, but are still in school. The first games of the season were postponed due to weather, but the Panthers should take the field in the first week of April.

Golf – 2 of 2 female players and 3 of 3 male players attending FT for spring. The first tournament for this season hosted by TC3 at Elm Tree on April 8.

Athletics Advisory Board & Captains' Council has not met since last FSA Meeting

Community Groups

March saw the return of the Cortland Shootout AAU Basketball Tournament for the first time since spring of 2019. The event had 45 teams co-hosted by TC3 and SUNY Cortland in cooperation with Cortland Regional Sports Council (CRSC). This event generated about \$1,500 in revenue for the FSA while bringing several hundred players and supporters to campus.

We have just signed a contract with TST BOCES to host their graduation ceremony here on June 16 as part of our continued partnership with area schools. This is the first year that they will come to campus and the plan is to make this their home for graduation for years to come. BOCES representative Cindy Walter was amazed at our facilities when she visited and toured on 3/30. It is important to note that Cindy is “in charge” of the P-TECH program that runs at TC3 and she had never seen this part of the campus even though the P-TECH students use it on a daily basis. She agreed that these students have the nicest PE facilities in the BOCES District.

Recreation & Aquatics

A full lineup of **summer camps** for kids return to TC3 for 2022. Please visit the link to all of our camp information here: https://www.tcpanthers.com/information/sports_camps

This past month we had 145 participants in Recreation. In addition to Open Recreation, we offered a 3v3 basketball league and a 4v4 volleyball league. Basketball had five teams compete in the month-long tournament. We had no teams sign up for the VB tournament, however we do have a group of between 10 and 15 that come on Thursdays to play open volleyball. Recreation also co-hosted a corn-hole tournament with student Cameron Doane with six teams competing on the Friday before Spring Break.

Aquatics had 487 visits this month - the most visits of any month this year. The majority of visits came from Water Aerobics and Lap Swim. Our Revenue for the month was \$1,172.

With the end of the campus mask mandate, we are pleased to offer community members weekend pool rentals for gatherings and birthdays – each Saturday is booked through mid-May. Swimming lessons also return to TC3 on April 5. As of this report, we have sixteen students signed up for three levels of swimmers.

Fitness Center

For the month of March, we had **865 member visits**, compared to 723 in February and 448 in January.

All member categories saw increases as compared to prior months. Staff and student participation continues to increase significantly:

- **182 community** (163 February/105 January/63 December)
- **222 faculty/staff** (156 February/76 January/52 December)
- **461 students** (404 February/267 January/121 December)

For the month, we collected a total of \$550.00 in revenue. This total does not include revenue from student activity fees or health insurance reimbursements. It only reflects staff and community memberships.

With mask mandates lifted, group fitness classes will return. Sr. Fit resumes Monday 4/4. This class will run Mondays & Wednesdays 8:30-9:30am. Open-practice Yoga will also resume in April as well as other classes as Instructors are hired.

Athlete Yoga has been ongoing weekly for the Softball Team (Wednesdays @ 3:30pm).

Student Life

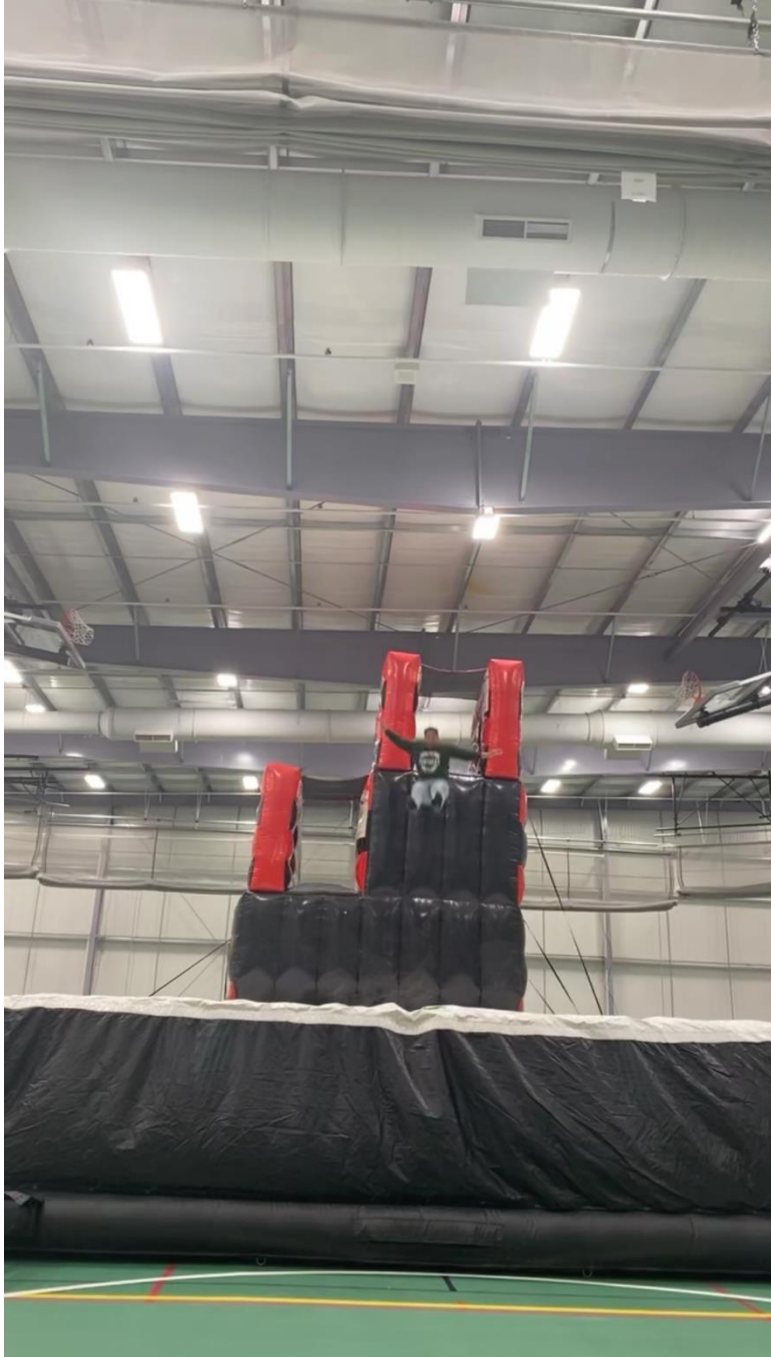
Events

Date	Event	Track	Attendance
3/8	NSLS Orientation	Lead	9
3/10	Trap Karaoke	Connect	17
3/12	Leadership Conference – rescheduled to 3/18	Lead	27
3/15	Community Conversations, co-hosted with DEAC Programming Committee and the CTC	Diversify	8 students, ~15 staff
3/17	NSLS Leadership Training Day	Lead	4
3/17	St. Patrick’s Paint Night	Connect	17
3/18	How to be an Ally Series - rescheduled	Diversify	
3/23	Chili Cook Off, co-hosted with Student Engagement Team	Connect	38
4/4	Jump into Registration: Stunt Jump	Connect	76
4/8	E-Gaming Tournament hosted by Sport Management students	Connect	
4/12	Grocery Bingo	Connect	
5/4	Leadership Awards	Lead	
5/6	TC3 Prom	Connect	
5/11	NSLS Induction	Lead	
	Spring Fest		

Event Spotlight

Jump into Registration: Stunt Jump

To kick off Road to Registration, Student Activities hosted a stunt jump event. Students were able to leave their comfort zone and jump off a giant inflatable stunt jump. During the event, students received information about the upcoming Road to Registration events and general Registration tips.



Clubs

Active clubs continue to hold meetings and host events. A new club officer training was held this month so that officers are familiar with the process for remaining in good standing, how to request SGA funding, and how to use the Student Engagement Platform: Campus Groups.

Current registered clubs:

Active minds - Active

African Caribbean Association – Restarting

Art club – active and hosting events

CRU – Active

Hospitality and Restaurant Association – not active

LGBT Club (renamed to Q&A) – Restarting

Gaming Club – Active and holding events

Outdoor Adventure Club – Active

Recovery Club (renamed to ARCTC) - not active, active advisor

Residence Hall Association

Sport Management Club – Not active

STAND – not active, advisor taking a break.

Potential new clubs:

Foodies club – held several meetings, next step is to become recognized by SGA

Gardening club

Student Government Association

SGA continues to hold meetings and meet with students. Each E-board member submits a monthly report, their goals are summarized below:

Initiatives:

New furniture in the SGA Office

More frequent breaks in the fall semester

Getting the vending machines refilled in the Student Center

Expanding E-board

Recruiting new members

Events:

Prom – planned for May 6, 2022

Spring Fest – date TBA

Fall 2021 SGA E-board:

President – Sasha Machmuller (resigned as of 4/3)

Vice President of Finance – Matthew Davis-Howard (transitioning out of SGA leadership as he prepares to graduate)

Vice President of Student Involvement – Melanie Burrows (training to become Interim President of SGA)

Vice President of Student Involvement – Louis Scholl

Ex-Officio member and Student Trustee – Paige Innis

The following seats are vacant and SGA is currently accepting applications:

Vice President of Communications

Vice President of Student Services

Co-Curricular Transcript

No updates, reminder from last month

We have been working on enhancing the CCT through Campus Groups, adding new badges students can earn like Personal Growth Through Dialogue and the Active Ally Badge. All badges can now be added to students' LinkedIn profiles. Our Project Assistant, Leah, is working on creating an assessment for students on the effectiveness and accessibility of Badges and the CCT through Campus Groups. She will be presenting to the Academic Advisors this week to give more information on the CCT and Campus Groups, and we are promoting our information sheet to both students, faculty, and staff. Leah is working with the CTC on a potential training on Campus Groups and the CCT as well.

For more information, visit: <https://www.tompkinscortland.edu/campus-life/co-curricular-transcript>

SUNY Chancellor Award for Student Excellence (CASE)

The campus selection committee selected (2) students that will move forward to be nominated to SUNY, this is the maximum number of students we are allowed to nominate based on enrollment. Both students were APPROVED by SUNY to receive the SUNY Chancellor Award for Student Excellence. An announcement will be made to the campus community soon and the students will be recognized at the Student Leadership Awards.

Student Leadership Awards

The Student Leadership Awards are replacing the former Take Pride Awards. These awards are an opportunity to recognize student leaders, clubs, and organizations for their accomplishments. Nominations opened on March 21st close on April 6th, 2022. All nominees that meet the qualifications for the award will be invited to the Student Leadership Awards, to be held on May 4, 2022. The awards will include:

INDIVIDUAL AWARDS

- Student Leader of the Year
- Resiliency Award
- New Student of the Year

GROUP AWARDS

- Outstanding Organization

- New Organization of the Year
- Program of the Year

Commencement

As of March 14, 2022, Student Activities has been asked to coordinate and chair the Commencement Committee. The ceremony will be held on May 24, 2022 in the Athletics Facility at 6:00pm.

Updates can be found on the website:

<https://www.tompkinscortland.edu/college-info/commencement>

New Student Orientation

Fall New Student Orientation will be August 27th and August 28th.

Updates can be found on the website:

<https://www.tompkinscortland.edu/academics/orientation-schedule>

Child Care Center

The FSA Child Care center (the small one inside the main campus building) has been approved by OCFS and fire inspector to change over to an infant/toddler child care center. With the increasing needs of infant care this is the smartest move on our part as well as the need of the community. This center is set to open in August.

We are currently hiring for 2 teacher assistants for the FSA center and 1 or 2 for the Arthur Kuckes building. We will be contacting families in June and July to let them know that we have openings in infant and toddler age groups. We currently have around 30 children on our waiting list for infants and toddlers. The center will be getting a washer and dryer installed this summer as well as some playground work due to the infant age group. We have meetings this week to move forward with grants to fund the purchase of infant cribs and toys. Everything for toddlers is already at the center and the room is ready to go.

On April 14th and April 20th, Casey will be participating in 2 different job fairs. One on the TC3 campus with other child care centers from Cortland and Tompkins Counties, and another fair on the Ithaca Commons. Our goal is to recruit new teacher assistants.

We are partnering with the pantry to be able to provide milk for our families at the child care center. We relocated a fridge in order to house the milk right in our lobby area so parents can come in and help themselves whenever they are in need.

On Friday, April 8th, several child care employees will be taking part in the annual NYAEYC conference/training. Casey will also be presenting on the gross motor grant that she received.

Grants:

We received \$250 from the child development council to purchase infant feeding materials for the FSA center.

Spring fundraiser TBA

Round 2 of desert grants are on our radar but have not yet released criteria.

Student Conduct and Community Standards

For the month of March, there were 8 conduct incidents involving 21 students. No students were removed from housing, suspended or expelled.

There were no COVID related violations as most of those policies have been set aside at this point.

Title IX

During the month of March, there were 3 discrimination and harassment/title ix reports. All are being/have been followed up on.

During March, Darese presented healthy relationship workshops to the softball and lacrosse teams. She also presented to a chemistry class of education majors on resources for supporting students.

Work continues on compliance of our students with the Title IX orientation program and with staff on the NYS sexual harassment and TC3 Campus Resources trainings.

The following events will be taking place in April as part of Sexual Assault Awareness Week:

- **Yards for Yearley (education around interpersonal violence) – April 6 (Update:**
Between noon and 4 pm, April 6th, **114** students, staff and faculty walked 723 laps – over 555,000 yards!!! Special shout out to alumna Heather Townsend who completed 50 laps (over 12 miles!!)
- **Tabling in cafeteria on Supporting Survivors– April 4, 13, 21**
- **Wear Teal day in support of Survivors - 4/19**
- **Denim Day – 4/27**
- **Education and poster making session for Take Back the Night – 4/27**
- **Take Back the Night Ithaca (transporting students) – 4/29**

Residence Life

Office of Residence Life March 2022

Numbers as of 3/25:

· We currently have **165 students** actively living in housing. There are an additional 13 students that active contracts but are not living in housing now.

2022 Summer Conference Housing:

· We have quite a few summer programs that we will have in the Residence Halls this summer! Hangar Theater has contracted with the Foundation to house 121 team members on campus. While there are a variety of arrival and departure dates throughout the summer, the first guests will arrive on May 31, and the last guests will depart on September 7.

· We will also have Global Students from the Dominican Republic **from June 13 to June 25 in the Residence Hall this summer. There will be a total of five students and two staff members. We are looking forward to Global housing students returning to 150+ global students here over the summer.**

· Summer '22 will be the first Residence Life will host a Baseball Group throughout June. This baseball camp consists of male teenagers from 15- 17. Our goal is to provide all our groups with a positive and welcoming experience to help our retention/admission efforts host our guests throughout the summer.

2022-2023 Res Life Contracts/Handbook:

- Residence Life notified our residential students to look for contracts for the following Semester in our weekly newsletter.
- Our goal is an outreach to returners through calls, email, and personal check-ins.
- The residence life professional staff are currently **reviewing/updating our student handbook to make sure students comply with SUNY Vaccination policy moving forward.**

Fall '22 - Spring '23:

- For the Fall '22 semester, we will be moving all our residential students to the Quad, where we will occupy the Tompkins, Cortland, Tioga, and Cayuga Lake halls. With the renovations from our facilities crew and cleaning team in Residence Life, the Quad will be the only building we will use for the upcoming academic year. The residence life professional staff is excited to have all the facilities in the Quad up and running. The needed renovations will help foster community and friendships among students and decrease the time in transportation for students from the residence halls to the classrooms as we continue to have in-person classes.

Semester Closing and Inspections:

- On March 25, the residence halls closed for Spring Break and will ~~be~~ open back up for students on April 3 at noon.
- The residence halls close for the Semester at noon **on Saturday, May 21. Typically, graduates can remain until the day after commencement graduates will be able to stay until May 25.** If interested, they will need to let us know **by May 13**

- We are currently working on **Summer Contracts** for students are also available now. **Interested students should stop by the Office of Residence Life or email Residencelife@tompkincortland.edu.**

COVID-19 Testing, Quarantine, and Isolation:

Rapid Testing

- We are still offering CO-VID testing for students in the residence halls if they are not feeling well. All new students in the halls are currently mandated to take a test before moving in. We have space allocated for our residential students if they are positive.

Mask Mandate & Guest Policy

- For the rest of the Spring 2022 semester, we have decided to drop the mask mandate in the residence halls until further notice. Along with the mask mandate, starting Monday, March 7, we allow students to have a guest in the Residence Halls; However, they must inform residence life staff who their guest is and how long they will be in the halls. (Guests are not allowed to stay longer than three nights. Res Life Policy)

Residence Life Programming

- On March 23, we had a Chili cookoff in the Residence Halls and a video game night in Residence Halls.
- We are working on hosting a Pool Tournament at the end of the Semester for our students, where we will have prizes to giveaway.
- This Semester we are also working on bringing back our annual Moonlight Breakfast for students, where students can have breakfast for dinner during finals week.
- We will continue improving our programs to welcome non-residential students into the halls.

Residence Life Para-Professional Staff

- We have 6 RAs for the Spring 2022 semester, and our RAs are hosting programs and events for our students to encourage student engagement in the Residence Halls.
- We are also recruiting for new RAs in the upcoming academic year and are currently doing interviews, as we plan to have 7 RAs on staff.

AVP OF STUDENT SERVICES AND SENIOR DIVERSITY OFFICER REPORT TO THE BOARD OF TRUSTEES | April 2022

Campus Strategic Diversity, Equity, and Inclusion Plan

- ❑ The steering committee will be sharing an overview of the Strategic Equity, Diversity, Justice, and Inclusion (EDJI) process, the plan itself, and discussing the implementation at two open forums. The forums will be available virtually or in person. The forums are slated for:
 - April 26 | 3pm - 4pm (In-person)
 - April 27 | 12:30 pm - 1:30 pm (virtual)
- ❑ The Strategic EDJI plan can be accessed here:
 - https://mymailtc3.sharepoint.com/:b:/g/DEAC/EVtcC8P1OjBFuBdV_eyiBl8BQLNcz3jMxGOoagVViAOBkQ

Grant and Project Updates

- ❑ On March 30, our team forwarded an application for TC to participate in the **SUNY REACH** Initiative. The project involves institutional mapping of resources, policies, and practices to attract and support students of color who are 25+ gain credentials (certification, micro, degrees). Our submission resulted in our project being awarded \$15,000 to meet the program's objectives.
- ❑ In moving forward to establish an **Educational Opportunity Program** at the College we are organizing timelines and workflows for successful implementation if awarded a contract to accept the College's first class in August. As previously shared, the program has the potential to attract students, as this program is designed to support through the completion of graduate programs. Supports for the program include individualized tutoring, counseling, and career development for program participants and a small financial aid benefit. Our proposal requests support for up to 40 students in the first year of operation up to 80 students after the second year.

Student Engagement Team

- ❑ The departments of the Office of Diversity Education & Support Services, Residence Life, and Student Activities Office updates involve:
 - Hosting a Chili Cook-off in the Residence halls on March 23 where commuters and residence could participate. The program was sponsored by the Student Engagement Team and worked in conjunction with the Chris Xaver, Gregg Kiehl and the Panther Food Pantry.
 - Reviewing building utilization for summer conference housing and fall student housing
 - Several student leaders will be awarded the International Peer Educator Training Program Certification through the College Reading and Learning Association at the Student Leadership Awards Ceremony on May 4, 2022.

AVP OF STUDENT SERVICES AND SENIOR DIVERSITY OFFICER REPORT TO THE BOARD OF TRUSTEES | April 2022

Meetings of Note

- March 17 | Cortland Chamber Diversity and Inclusion Committee Meeting
- April 2 | Volunteered at the TC table during the Cortland Chamber Showcase
- April 7 | Participated in Community Conversations - Rethinking Masculinity and Femininity - Sponsored by DEAC's Programming Committee

Respectfully,

Seth A. Thompson

April 12, 2022

report

Date: April 11, 2022

To: Paul Reifenheiser, AIC

From: Deborah Mohlenhoff
Associate Vice President for College Relations

RE: Monthly Report to the President/AIC and Board of Trustees

COMMUNITY ENGAGEMENT & PARTNERSHIPS:

eCornell – Carrie Whitmore and I met with representatives from eCornell to see if there are any possibilities for collaboration as we begin to enhance our workforce development initiatives.

CIU (College Initiative Upstate) – We met with the new Executive Director of OAR (Opportunities, Alternatives, & Resources) and the Director of the CIU program to outline the expectations from all parties and solidify our partnership with a memorandum of understanding.

GOVERNMENT RELATIONS & ADVOCACY:

State Budget 2023 – SUNY & Community College Funding

The state budget includes the following:

- **Expand Part-Time Students' Access to TAP:** The Executive Budget includes \$150 million to expand TAP, which currently is largely unavailable for students studying part time, to cover students enrolled in six or more credits of study at a SUNY, CUNY, or not-for-profit independent college – an investment estimated to provide support to 75,000 additional New York students annually.
- **Provide Financial Aid for Workforce Credential Programs at Community Colleges for High-Demand Fields:** The Executive Budget further expands part-time TAP to cover students enrolled in workforce credential programs at community colleges in high-demand fields. To ensure the program focuses on the highest-growth areas, Empire State Development and the State's Regional Economic Development Councils will recommend which courses of sequence would be eligible for State funding, based on an analysis of regional industry trends, workforce needs, and existing program offerings.
- **Raise the Community College Funding Floor:** The Executive Budget will maintain a funding floor for community colleges at 100 percent of prior year funding, up from the 98 percent floor enacted in FY 2022. Without a funding floor, community colleges would face an \$81 million (13 percent) loss in formula aid due to enrollment declines.

We have not yet seen details from SUNY but I attached the full Higher Ed section from the Governor's Office for your review.

We had communications with Anna Kelles' office throughout the budget negotiations and know that she was advocating fiercely for community colleges on our behalf. Thank you to everyone who sent letters of support to our representatives.

STRATEGIC MARKETING:

Director Search – Unfortunately, the last round of candidates selected for an interview did not yield a Director candidate. The President’s Cabinet will be regrouping to determine the next steps and strategies for continuing the important work of the Strategic Marketing department.

eDesign – We have approved the first round of creative for a comprehensive digital campaign that will be targeting the NYC area as well as an expanded digital campaign that will assist with general marketing of the College across the state. The campaigns are divided into three categories:

- **APPLY** – general campaign with messaging about preparing for a 4 year degree or get a better paying job.
- **DORMS** – campaign targeted at NYC area promoting the unique attributes of our residence halls.
- **PROGRAMS** – using data from our initial digital campaign last year, we are creating campaigns to market specific programs that appeared more frequently in google searches for the college as well as programs that we know have capacity and have traditionally recruited from the NYC area

Digital Campaigns will include:

- Targeted Facebook ads with re-target follow-up ads on Facebook and Google (using cookies)
- Search Engine Optimization (boosting our name and webpages when people in certain zip codes search for things like “community college with dorms” or “best ny culinary program” etc.)
- Retarget/Remarket campaigns that track when someone has clicked on a College web page; and then target them with a follow-up digital ad on various social media platforms
- Blogs & Articles that appear when searching for certain combinations of keywords – i.e. – someone searching for ‘NYS culinary programs’ will see a link for an article titled ‘What you Learn in Culinary School’ with info and links about our program embedded in the article

We are also implementing the full capacity of Google Analytics services. This will be connected directly to these campaigns so we will be able to get real-time data and determine which ads have traction and which fall flat and then we can adjust accordingly.

WORKFORCE DEVELOPMENT:

On March 16, the College hosted the first Career Carnival, coordinated by our new Assistant Director for Employer Relations. Here are some exciting results from the inaugural event:

- **64 students**, including 13-20 PTech students, attended the event
- At least **45 students** actively engaged with the **resource table representatives** (In addition to Hal promoting TC3’s fantastic career support services and resources, representatives from Tompkins Workforce NY One-Stop Career Center, Cortland Works Career Center, TST BOCES, Access to Independence of Cortland County, and Tompkins Community Action tabled at the event to educate students on the many career-related resources available to them in the community)
- About **15 students participated** in the practice interviews and resume reviews
- Several students utilized the **resume worksheets** to develop parts of their resume
- At least **two faculty members** brought their students to the event, including some journalism students (**thank you, Chris!**) who actively engaged in interviewing participants and participating in the Dress for Success Fashion Show and Presentation, and **Angela, Karen and Merryn** (thank you all!) brought students from the International Student Coffee Hour
- The **professional photographer** had a steady stream of students getting their **LinkedIn headshots** taken

- **11 HR professionals from eight regional employers** attended to offer feedback on resumes and interviews; some of them ended up having lengthy conversations with students about their careers as well and supported them in exploring organizations
- **15 regional employers** donated fabulous raffle prizes, in addition to the TC3 Bookstore gift cards, panther stuffed animals, and fidget toys
- **\$1,000 in external sponsorships** were donated by employers (William George Agency for Children's Services, Bailey Place Insurance, Cornell University, Kendal at Ithaca)

LEADERSHIP TOMPKINS & LEADERSHIP CORTLAND:

We have sent out a survey to collect more details on sponsors and partners ideas for a reimagining and the working group will be meeting in May to set new program details. We are hoping to reset the programs so a 2023 cohort will be recruited for both county programs.

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
- Monthly YWCA Board meetings
- Monthly Tompkins Chamber of Commerce Government Affairs Committee meetings

Cortland County Chamber of Commerce Business Showcase: On April 1 and 2, the College participated in this in-person showcase coordinated by the Cortland Chamber of Commerce. Friday, several College representatives participated in the community leaders' preview networking event and Saturday, special thanks to Carrie Whitmore, Barbara Moose, Seth Thompson, and Tim Densmore for staffing our table. This year, we focused on communicating resources we are offering for local employers and recruitment for shorter term credential programs. We were able to interact with many members of the community and reconnected with several local alumni at the table.


COVID-19 UPDATES

The College continues to hold steady with the current COVID-19 policies and has not seen any significant impact or disruption in operations. We are still waiting official guidance from SUNY for the Fall semester with regard to COVID-19 mandates or suggested policies. It is presumed that for Fall we will have the same conditions in place from SUNY; which will mean that we will maintain a vaccine mandate; booster strongly suggested model for the Fall. We continue to monitor the local conditions closely and still meet weekly with the local Health Department to ensure we are keeping up with the latest data and recommend safety measures.



HIGHER EDUCATION





The Executive Budget includes Governor Hochul's comprehensive plan to make higher education in our state more affordable and accessible, and to help two-thirds of New Yorkers earn a post-secondary credential (degree or non-degree) by 2030.

OVERVIEW

- New York State's higher education institutions educate nearly 1.2 million students, as reported for Fall 2020 enrollment. The State University of New York and the City University of New York administer 47 four-year colleges and graduate schools that provide 400,000 full- and part-time students with an array of undergraduate, graduate, and professional degrees. SUNY and CUNY also support 37 community colleges that serve 260,000 students. In addition, 530,000 students attend the nearly 200 private colleges and universities across the State.
- The State University Construction Fund (SUCF), the City University Construction Fund (CUCF), and the Dormitory Authority of the State of New York (DASNY) administer a capital program for over 3,000 academic, research, hospital, dormitory, and multi-use facilities, which make up the physical infrastructure of the university systems.
- The Higher Education Services Corporation (HESC) is New York State's student financial aid agency and a national leader in helping make college affordable for New York residents. HESC oversees numerous State-funded financial aid programs, including the Excelsior Scholarship, the Tuition Assistance Program (TAP), and 26 other scholarship and loan forgiveness programs. Together, these programs provide financial aid to approximately 300,000 students during the 2020-21 academic year (AY 2021). HESC also partners with the Office of the State Comptroller (OSC) in administering the College Choice Tuition Savings program.
- The State Education Department (SED) also administers funding for higher education, including opportunity programs that help support the success of disadvantaged students.

RESPONDING TO THE PANDEMIC

COVID-19 confronted New York's public university systems with unprecedented challenges that threatened their progress in providing New Yorkers with access to a college education. Both systems rose to the challenge in maintaining course offerings and helping to support the State's COVID response.

- SUNY and CUNY offered in-person learning at all 84 campuses, providing approximately 610,000 students the opportunity to continue their education uninterrupted in the Fall 2021 semester.
- Following months of aggressive student-driven awareness campaigns, SUNY students met the call to get vaccinated to protect themselves and their campus communities, reaching a COVID vaccination mandate compliance rate of 99.5 percent across all 64 campuses in the Fall 2021 semester.
- CUNY students returned to campus in Fall 2021 helped by the VaxUpCUNY campaign and measures that made CUNY campuses among the safest places in New York City. SUNY and CUNY campuses hosted vaccination sites that put shots in more than 2 million arms.
- CUNY instituted the CUNY Comeback Program, a debt-forgiveness initiative that erased nearly \$100 million in unpaid tuition and fees for more than 52,000 students.
- During the pandemic, SUNY and CUNY oversaw the timely distribution of a combined \$1.4 billion of emergency grants to students from three federal pandemic relief bills, the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, and the American Rescue Plan (ARP) Act.
- New York State launched two separate vaccination incentive scholarship public outreach campaigns consisting of a series of statewide drawings to increase awareness of the availability and efficacy of COVID-19 vaccines and provided incentives to New Yorkers 5-17 years of age to get a COVID-19 vaccination. Each of the 100 winners selected received a full-ride scholarship to SUNY or CUNY.

PROTECTING ACCESS AND OPPORTUNITY

New York has made substantial investments in higher education and is a national leader in expanding access to a quality, affordable college education. These investments have been bolstered in the face of challenges presented by the pandemic.

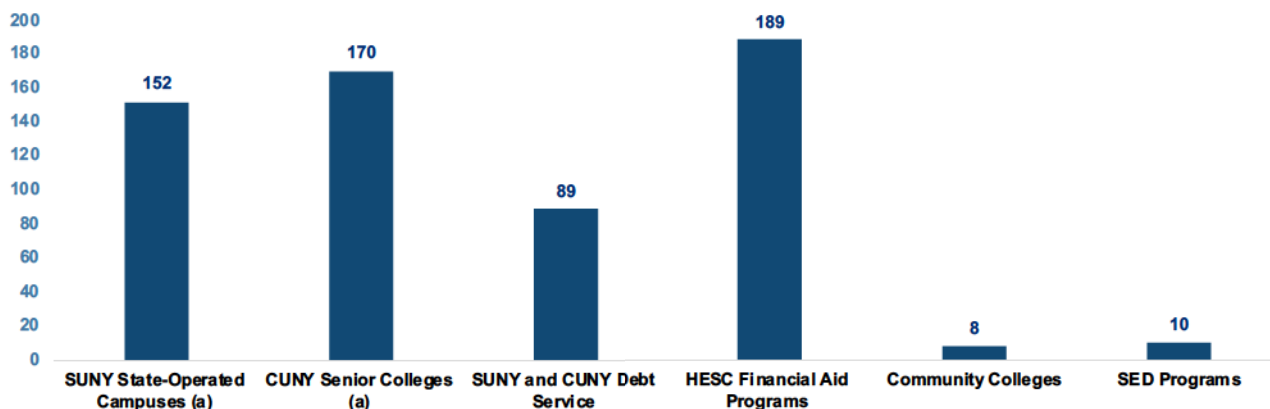
- Funding for higher education has increased by \$2.1 billion (35 percent) since 2012, from \$6.0 billion to \$8.1 billion – including a \$619 million (8.3 percent) increase in the Executive Budget.
- State and local funding per student for public colleges in New York State was \$12,252 in FY 2020 – \$3,616 (42 percent) more than the national average of \$8,636 and higher than 44 other states.
- In New York State, two-thirds of public colleges' total revenue per student comes from State and local support – 10 percent higher than the national average and more than 38 other states.
- The average tuition and fees at the State's four-year public institutions was \$8,555 in Academic Year (AY) 2022 – \$2,185 (20 percent) less than the national average of \$10,740 and lower than 41 other states.
- New York State's investment in higher education opportunity programs and training centers has increased by \$136 million (101 percent) since 2012 and now totals \$271 million.

PROPOSED FY2023 BUDGET ACTIONS

The Executive Budget includes Governor Hochul's comprehensive plan to make higher education in our state more affordable and accessible:

- **Expand Part-Time Students' Access to TAP.** The Executive Budget includes \$150 million to expand TAP, which currently is largely unavailable for students studying part time, to cover students enrolled in six or more credits of study at a SUNY, CUNY, or not-for-profit independent college – an investment estimated to provide support to 75,000 additional New York students annually.
- **Provide Financial Aid for Workforce Credential Programs at Community Colleges for High-Demand Fields.** The Executive Budget further expands part-time TAP to cover students enrolled in workforce credential programs at community colleges in high-demand fields. To ensure the program focuses on the highest-growth areas, Empire State Development and the State's Regional Economic Development Councils will recommend which courses of sequence would be eligible for State funding, based on an analysis of regional industry trends, workforce needs, and existing program offerings.
- **Provide a 10 Percent Increase in Support for Our Neediest Students.** The Executive Budget includes a \$24 million (10 percent) increase in funding for educationally disadvantaged students through higher education opportunity programs and training centers administered by CUNY, SUNY and private

HIGHER EDUCATION GENERAL FUND SPENDING: NET CHANGE FY22 TO FY23
(millions of dollars)



colleges. Funding for these programs has doubled since 2012 and now totals \$271 million.

- **Invest \$106 Million in Full-Time Faculty.** The Executive Budget provides SUNY and CUNY with \$106 million – \$53 million each – to hire additional full-time faculty at both four-year colleges and community colleges. This investment will fund an estimated 880 additional full-time faculty – 340 at SUNY and 540 at CUNY, including support for CUNY’s plan to convert adjuncts to full-time faculty.
- **Increase SUNY and CUNY Operating Support by \$127 Million.** The Executive Budget will increase operating support to SUNY State-operated campuses and CUNY senior colleges by fully reimbursing colleges for the \$108.4 million cost of “TAP Gap” tuition credits, providing additional State support of \$59.6 million to CUNY and \$48.8 million to SUNY. The university systems will also receive an \$18.6 million in additional operating revenue from Executive Budget legislation to raise the amount of State support that campuses receive for Excelsior Scholarship

recipients, increasing operating support by \$13.7 million to SUNY State-operated campuses, \$2.8 million to CUNY senior colleges and \$2.1 million to community colleges.

- **Raise the Community College Funding Floor.** The Executive Budget will maintain a funding floor for community colleges at 100 percent of prior year funding, up from the 98 percent floor enacted in FY 2022. Without a funding floor, community colleges would face a \$81 million (13 percent) loss in formula aid due to enrollment declines.

HIGHER EDUCATION GENERAL FUND SPENDING

CATEGORY	FY 2022 (MILLIONS OF DOLLARS)	FY 2023 (MILLIONS OF DOLLARS)	DOLLAR CHANGE (MILLIONS OF DOLLARS)	PERCENT CHANGE (%)
SUNY State-Operated Campuses ^(a)	3,012	3,164	152	5.1
CUNY Senior Colleges ^(a)	1,430	1,600	170	11.9
SUNY and CUNY Debt Service	1,299	1,388	89	6.9
HESC Financial Aid Programs	933	1,122	189	20.2
Community Colleges	681	689	8	1.2
SED Programs	147	157	10	7.2
GENERAL FUND TOTAL	7,502	8,121	619	8.3

^(a) Includes funding for campus operations and employee fringe benefits.

College Senate Report
Board of Trustees
April 11, 2022

The College Senate met via Microsoft Teams on March 25th. Seth Thompson shared Mid-Winter Day updates, the Staff Development committee has focused on a well-rounded schedule that involved wellness and technology needs. Feedback has consistently helped to guide the following year's programming and discussion around ways to use the day. Future sessions may be planned around the strategic plan, managing change, diversity, and equity and inclusion.

Katrina Campbell presented Curriculum Committee updates that included the Curriculum charge had been updated. Language around the academic chairs and department have been cleaned up. She also shared that there are a number of micro-credentials in development for April. Many need to have a course developed. There is one in the health field and a couple of others in the technology field. A Curriculum sub-committee is working on a rubric to evaluate programs.

Sayre Paradiso gave updates on the Health and Wellness area. The Community Closet is open and donation based to support students in need. The Closet is connected to the Panther Pantry, which staff and faculty are welcomed to use. There is a memorandum of understanding with Dryden Family Medicine for our students. The Best Life Lounge and Counseling are joined together to build community and have a safe space to hang out.

Ashley Ahola shared that it was discovered the College Senate website page was active but terribly outdated so it has been deactivated for the time being. The Feedback Form has been shared with the campus community and a few responses have already been received. There was discussion about how those on campus view decisions being made, with numerous responses of being unsure or that they felt their voice wasn't heard so it did not matter. These comments were emailed to Paul Reifeneiser to further address.

The meeting scheduled for April 8th was cancelled due to lack of agenda. The meeting scheduled for April 22nd was re-scheduled for April 29th due to scheduling conflicts.



To: Board of Trustees
April 21, 2022 Meeting

Foundation Board and Committees

The executive committee met on March 22. The committee went into executive session to discuss the campus-housing bond. Various updates were provided, including the 2021 audit, 2022-2025 strategic plan, philanthropic activities, presidential search, and the Empire State Regional Economic Development Council Grant.

The alumni committee met on April 2 to select the 2022 Distinguished Alumni and they will be recognized at Commencement. The recipient's names will be shared after recipients have been notified. The committee also will be hosting a Day of Giving on May 25, more details to follow.

The Bonadio Group presented the 2021 audit to the finance/audit/investment committee on March 14 and will present to the full Board on April 12.

Campus housing bond work continues with our legal team at Bond, Schoeneck & King.

Upcoming Meetings

- April 12 – Board
- April 25 – Property Management Committee
- April 26 – Board Development
- May 23 – Finance/Audit/Investment

Upcoming Events

- May 24 – Commencement
- May 25 – Day of Giving

Strategic Plan

Please see pages three and four.

Foundation Board Members

Tom Van Derzee, chair (Tompkins County)
Rich Cunningham, vice chair (Cortland County)
Amy Lanzilotta, Secretary/Treasurer (Tompkins County)
Doug Bentley, alum (Cortland County)
Amanda Bisson, Faculty Liaison

Foundation Board Members, continue

Clinton Brooks (Cortland County)
Leslie Danks Burke (Tompkins County)
Dale Davis, alum (Cortland County)
Brian Fuller, alum (Tompkins County)
Regina Grantham (Cortland County)
Bob Haight (Cortland County)
Matt McSherry, Board of Trustees Liaison
Walt Priest (Cortland County)
Deb Raupers (Tioga County)
Gary Stewart (Tompkins County)
Jennifer Turck (Cortland County)
Paula Younger (Tompkins County)

Alumni and Development Office

Philanthropy

Meetings and calls with donors continue.

The stewardship plan is currently being revised.

An internal audit of restricted funds is being completed.

Communications

The next direct mail piece will be a solicitation piece.

Farm to Bistro Synergy Committee

A facilitator for an upcoming retreat is being secured.

Scholarships

Spring scholarships have been being awarded.

Tompkins Harvest

Tompkins Harvest is really moving forward this spring. This month, five of the component school districts received Park Foundation grants to further their work around school food and food insecurity. Dryden will be collaborating with TC3 and the Dryden Public Library to offer a series of cooking programs to youth and to start to build a lending library. Lansing received an award for kitchen equipment and training for their staff to help increase the variety and availability of fresh produce at both breakfast and lunch. Newfield, Trumansburg and BOCES have been funded for fulltime Farm to School Coordinators for their districts that will work with Tompkins Harvest to build capacity for school gardens, nutrition education and community projects. All of these initiatives are directly tied to the community building projects of Tompkins Harvest.

2022-2025 Foundation Strategic Plan









Completed



In progress



Significant work to be done

<p>Goal: Build financial stability</p> <p><i>Effectively manage the Foundation's investment portfolio, budget, and fiscal integrity</i></p> <p>Key Performance Indicator: maintaining/grow the endowments in accordance to the Investment policies.</p> <p>Responsibility: Finance/investment/audit committee and full board</p> 	<p>Goal: Build financial stability</p> <p><i>Evaluate business entities impact on ongoing operational cost</i></p> <p>Key Performance Indicator: complete review of all organizational business entities as pertinent to finances and organizational health.</p> <p>Responsibility: Finance/investment/audit committee, property management, and full board</p> 	<p>Goal: Build financial stability</p> <p><i>Evaluate and build a sustainable model to support existing debt and cost centers</i></p> <p>Key Performance Indicator: completion of evaluation and develop model for execution.</p> <p>Responsibility: Full board</p> 	<p>Goal: Develop a plan for the Foundation to align with the College</p> <p><i>Create an engaged board with diverse representation</i></p> <p>Key Performance Indicator: creation of a board development plan including board evaluations and engagement opportunities.</p> <p>Responsibility: Board development committee and full board</p> 	<p>Goal: Develop a plan for the Foundation to align with the College</p> <p><i>Create a diverse representation of our community within our board</i></p> <p>Key Performance Indicator: enhance current board membership including, multiple business sectors, race, ethnicity, gender, and age.</p> <p>Responsibility: Board development committee and full board</p> 	<p>Goal: Develop a plan for the Foundation to align with the College</p> <p><i>Develop a plan to connect the board with the College leadership and board of trustees to align with the College's Strategic Plan</i></p> <p>Key Performance Indicator: creation of a sustainable process to ensure the board is connected to the College's priorities and decisions that impact the Foundation operations, two meeting annually</p> <p>Responsibility: Full board</p> 
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2022-2025 Foundation Strategic Plan

Goal: Protect Foundation's assets and obtain addition assets

Effectively manage the Foundation's investment portfolio, budget, and fiscal integrity

Key Performance Indicator: maintaining/grow the endowments in accordance to the Investment policies.

Responsibility: Finance/investment/ audit committee and full board



Goal: Protect Foundation's assets and obtain addition assets

Effectively manage the physical properties owned by the Foundation

Key Performance Indicator: update/maintain a full list, including value, of all assets and the maintenance needed per each asset.

Responsibility: Property management committee



Goal: Maintain and build relationships that support partnerships and fund development

Develop a comprehensive development plan

Key Performance Indicator: maintaining/growing the donor base via annual assessment and additional methodology for solicitation, communication plan, and stewardship.

Responsibility: Full board and alumni committee



Goal: Maintain and build relationships that support partnerships and fund development

Explore new relationships and partnerships that may be beneficial

Key Performance Indicator: work with local organizations and individuals to maximize opportunities for new program partnerships or College recruitment.

Responsibility: Partnership, alumni committees and full board



AIC and Provost Report
April 2022

Retention and Enrollment: The following was sent to campus on 4/11/22: “As registration opens, we have a renewed focus on retaining our students for Fall. As you know we created a multi-year budget that hinges on gaining our pre-pandemic enrollments back. We gave ourselves multiple years to do this, but we were down this year; so the need for retention and new enrollments for Fall is now intensified. Each student we can retain helps us (and them!). We all can help with this, and we need everyone.

This coincides with the time of year when many students struggle to make it through the whole semester. That means we need to remember to see our students as individuals and work to help them. Students shouldn't get lost in our systems; and they shouldn't feel like just a face in a crowd when they need some support. Small things matter. That means we all can help by providing a welcoming environment as we assist students. Find out if they need anything, and help them get to the resources we offer. Ask students about their plans for next year. Ask if they have registered or plan to register. Congratulate pending graduates; ask those transferring to think about sending credits from their new school back so they can earn a degree from us (that is called reverse transfer); encourage others to register and show (and tell) them why this can be great place for them. The good news is that we are a wonderful place for them. So please don't lose sight of the great benefits YOU offer our students, and please share that with them.

Retention is key right now. With enrollments down, it is urgent that we keep as many of our current students as we can.”

Enrollment Goals/forecasting: Members of President's Cabinet have been working through some enrollment goals for new students for Fall 2022. We have been reviewing enrollment data (part time, full time, older than 25, younger than 25, etc.) in our sponsor counties, in the counties surrounding our sponsor counties (colloquially called the donut), downstate, and in other parts of New York. In particular, we are looking at enrollment over time and seeing our declines from pre-pandemic levels and where we believe we can build back enrollments. We are basing this on population information (like high school graduate numbers), new programs we have in place (or will for fall), advertising/marketing efforts, recruitment strategies, application rates, admission yields, etc. In short, we are developing reasonable goals based on the work we have done over the past year. We can, of course, shift our resources as needed in the coming months to help achieve these goals more readily. This is the first time I am aware that we have done this at the Cabinet level since I have been here, but it is really important since it takes a group effort to connect all of these dots.

Summer Hours: The College will maintain typical hours 8-4 Monday through Friday this summer. The College has sent more information to supervisors concerning this, but our expectation is for the campus to be open. Though we understand that some offices will have few employees working on Fridays based on scheduling, and we have afforded supervisors the ability to allow for four day work weeks while still keeping departments open 5 days. Please talk with your supervisor if you have questions.

In Person on Fall: On 3/15/2022, I sent an e-mail to Faculty as an update on Fall Planning. I wanted to share the general message with the whole campus. It noted (in part) the following:

“The Provost’s Office plans to increase our in-person offerings considerably for Fall 2022. We will continue to offer synchronous remote classes and asynchronous classes, as we try to balance the needs of our students. However, one key need is the ability to maintain a vibrant and active campus, and that requires in-person classes taught by full-time and adjunct faculty.

Individuals who need to have fully remote schedules for medical reasons should work with Human Resources (and not the Provost’s Office) for those accommodations. Absent those accommodations, full-time teaching faculty should expect a return to more typical teaching schedules as offered prior to the pandemic. Again, this doesn’t mean that we won’t add in some remote classes, but you can expect the number of faculty who have fully remote teaching schedules to drop precipitously.

Furthermore, please be aware that not all committees or meetings may maintain remote options in the Fall. I believe that will fall largely to the discretion of Committee Chairs to determine what works best for the needs of their group.”

Guided Pathways Coordinators Updates: Our Guided Pathway communities have been meeting on a regular basis for the first time this semester. These meetings are a much needed opportunity for faculty to share experiences of and ideas for common processes. For example, communities have discussed program and curriculum updates, advising, onboarding, recruiting, setting up and using advisory boards, and our students’ employment and transfer goals. We have invited librarians, student success advisors, and admissions folks to begin conversations across areas. The goal is for these meetings to become the setting for discussions and decision-making within each community. Whenever your schedule allows, we encourage you to participate in these meetings. They are open to anyone interested in these academic communities. However, faculty are particularly well served attending lest they miss out on key discussions around guided pathways, curriculum, and policy recommendations/discussions that may be impactful.

March Town Hall: We held a town hall on 3/17. The meeting discussed the following: AIC Updates (Strategic Planning Updates; Employee Appreciation Week; Learn To Events; Campus Beautification Project; Burnout); Guided Pathways Updates; Budget Updates; Enrollment Updates; Road to Registration; Presidential Search Update (It is all in SUNY’s Hands Now). The Link can be found here: <https://ensemble.itec.suny.edu/Watch/TownHall20220317>.

April Town Hall: The April Town Hall will be held on 4/28, which is a week later than usual.

Employee Appreciation Week: The plan is to hold employee appreciation week during the first week of May. We know it will include our retiree appreciation event. If you would like to submit other ideas for *Employee Appreciation Week*, [please follow this link by April 15th](#). We have had some really good ones, but more are welcome.

Campus Beatification Update: I got about 50 responses for the campus beautification project I discussed at the last Town Hall. That response was fantastic. Thank you so much. There were some common themes in the responses. Here are some key takeaways.

New Sign at Rt 13: The top request was for a new sign down by the entrance at Rt 13. I love this idea. However, I don’t think a good, functional sign can be had for \$25,000. So this one will need to be on the back-burner, but there is a LOT of interest here. So I won’t let this be forgotten.

Spruce up Area Outside of Main Entrance: This came up a lot, but there are some plans to improve that area with capital project money next year.

Spruce up the Inside Area by Main Entrance: Multiple folks suggested improving this as space for students.

Paint: Lots of people requested painting different areas around the campus. Though there were conflicting thoughts on color choice!

Bathrooms: We had good suggestions around bathrooms. We do plan to improve a number of bathrooms as part of the 3.12 Million Grant, especially to ensure they are in compliance with ADA requirements.

Atriums: We had multiple folks suggest doing something more with the remaining atriums on campus, especially the 2 inner ones (by the bookstore and the café).

Other suggestions included the parking lots, some carpeting, windows, leak fixes, a rock climbing wall (love it), a panther statue (I so want this), better campus signage, murals, student art displayed more, flower and veggie garden, a walking/jogging track, pool upgrades, seating in library upgrades, a brick fundraiser (really like this idea), better student study spaces, and an upgrade to student center.

In the end, I put in my application for the funding with the Foundation to renovate the indoor area by the entrance. Depending on price, this could include the following: comfortable seating; charging stations; removing the blinds and the mostly unused desk; electronic kiosks/tables with info about the campus; work on the atrium next to that space; moving or removing the ATM, etc. I'd like to see us extend better furniture as far down by the entrance to the Baker Commons as possible. The goal is to create an inviting space as soon as you enter the building. I'll keep folks involved in this, and put out calls for those who may want to help with the planning *if* the foundation approves my application.

Learn How Events: We are creating a series of “*learn how to...*” events designed to create spaces for us to get together and NOT do work stuff. The first was to learn to throw darts, and other are in the works.

Foundation: Part of my gig as AIC has involved working with the Foundation. I've enjoyed this a great deal. It has been a combination of working with donors and learning more about the strategic planning of the Foundation. One reality is that we have struggled to fill our residence halls. If you don't know, our Residence halls are owned by the Foundation. However, there are bonds on those buildings so the foundation is accountable to bond-holders. An important step moving forward to is evaluate all options for those residences halls, as long as they are in line with the parameters of the bond agreement. So it is complicated but important work. I suspect that you will hear more about this in the coming months and years as the Foundations moves to take appropriate action to fulfill its mission to support the College and our students.

Anonymous Feedback: The anonymous feedback/questions have started coming in. Below are two answers to questions asked that haven't been answered in other parts of this Provost Post or in some other format.

- 1) We had a question about getting the campus electric charging stations. The campus did sign off on a support letter with Ithaca for a grant to have a charging station for their busses on campus. We'll update you if we hear more about that.

- 2) One person wanted more information about activities on campus, including sports. Please note that sporting events info can be found here: <https://www.tcpanters.com/landing/index> . Other campus activities can be found here using Campus Groups: <https://tompkinscortland.campusgroups.com/events>

APOs: We have put out APOs for 3 teaching faculty positions for Fall 2022 (Bio/Chem; Math; and Chemical Dependency). We are reviewing adding more as well, but these are our first round for now.

Academic Council Updates: The next area to be updated is Access and Equity Services. Thank you Carolyn for providing the update below:

“Access and Equity Services (AES) continues to assist the College in providing students with disabilities/disabled students with having equal access to the College’s programs, services, and activities. The College has around 22.0% of students reporting one or more disabilities while 50% of the students registered have met with AES and created Access Plans – this percentage will increase throughout the semester as students discover they do need modifications. For the most part, the general balance of students disability identification has returned to pre-COVID numbers. During the COVID year (F20-S21), we saw a marked decreased in students reporting chronic medical conditions (from 15%-16% of students reporting such conditions for each of the prior 10 years, to 11% reporting for the COVID year). The one the exception to the general return to “normal” is a higher percentage of students reporting mental health disabilities, which I am sure surprises no one. For this year, 39.4% of students report mental health disabilities, while the prior 3-year trend had been settling out at around 31%. Certainly mental health is much more reported than 10 years ago (14.0%) or even 5 years ago (23.9%). ADHD is also more reported while LD less reported, but on balance the combination of these two remains approximately the same.”

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2021 - December 31, 2021**

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

Summary - Leadership Skills/Development

of reported events - 6

of employees - 4

0 - Bistro

1 - Classified

0 - Executive

1 - FSA

0 - Faculty

1 - PAA

1 - Adjuncts

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

Summary - Conference/Seminars

of reported events - 51

of employees - 18

0 - Bistro

1 - Classified

1 - Executive

0 - FSA

5 - Faculty

10 - PAA

1 - Adjuncts

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

Summary - Job Specific Education

of reported events - 35

of employees - 20

0 - Bistro

8 - Classified

1 - Executive

0 - FSA

2 - Faculty

7 - PAA

2 - Adjuncts

**TOMPKINS CORTLAND COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT REPORT
July 1, 2021 - December 31, 2021**

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

Summary - Degree Related Programs

of reported events - 3

of employees - 3

0 - Bistro

1 - Classified

1 - Executive

0 - FSA

0 - Faculty

1 - PAA

0 - Adjuncts

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.

Summary - Other Development Activities

of reported events - 9

of employees - 4

0 - Bistro

1 - Classified

0 - Executive

0 - FSA

2 - Faculty

0 - PAA

1 - Adjuncts

TITLE IX

Summary - Title IX

of reported events - 23

of employees - 11

0 - Bistro

3 - Classified

1 - Executive

1 - FSA

2 - Faculty

3 - PAA

1 - Adjuncts