



Trustees:

Roxann Buck, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti, Raymond Schlather, Louis Scholl, Bruce Tytler

**December 15, 2022 Agenda
Regular Board of Trustees Meeting @ 5:30 p.m.**

<https://us02web.zoom.us/j/89106666397?pwd=MVA2bDk4QzRjTdYZ3FuNUx1ZVBQU09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of November 17, 2022 Board of Trustees Regular Meeting Minutes
7. CFO/Treasurer's Report
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) – Dr. Cindy Whitney, Assistant Professor of Criminal Justice, Coordinator of Social Sciences
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Approval of Window Blinds Replacement
 - c. Approval of Surveying & GIS Equipment
 - d. Approval of Disposal of Surplus Property
12. Standing Reports:
 - a. Provost & VP of Academic Affairs - Written Report Provided
 - b. Interim VP of Student Services/Senior Diversity Officer – Written Report provided
 - c. Associate Vice President of College Relations – Written Report provided
 - d. Chief Information Officer – Verbal Report will be given.
 - e. College Senate – Written Report provided
 - f. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - g. Chairperson's Report
 - h. Liaison Report – Tompkins County
 - i. Liaison Report – Cortland County
 - j. Student Trustee Report – Verbal Report will be given
 - k. President's Report – Written Report provided
13. Upcoming Events:
 - a. Next Board of Trustees Meeting – January 19, 2023
14. Executive Session
15. Adjournment

****Public Comment: Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.**

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

PRESENT: Roxann Buck, Judy Davison, Arthur Kuckes, Schelley Michell-Nunn, Lisa Perfetti, Louis Scholl, Raymond Schlather, Bruce Tytler

EXCUSED: Matt McSherry

COUNTY

LIAISONS: Mike Lane, Cathy Bischoff (Excused – Cortland County Legislature meeting)

STAFF: Jan Brhel, Tim Densmore, Amy Kremenek, Deb Mohlenhoff, Sayre Paradiso, Paul Reifenheiser, Denver Stickrod, Ruth Spencer, Malvika Talwar, Seth Thompson, Susanna Van Sant

1. **Call to Order:** The meeting was called to order at 5:36 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Davison welcomed employees attending the meeting via zoom.
4. **Approval of Meeting Agenda:** Ms. Buck moved the Board of Trustees November 17, 2022 meeting agenda be approved as submitted; seconded by Ms. Perfetti; motion carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes –** Mr. Schlather moved that the minutes of the October 20, 2022 Board of Trustees meeting be approved as submitted; seconded by Mr. Tytler; motion approved unanimously.
7. **Communications:** NONE.
8. **CFO's Report: Written report was provided.** Mr. Talbot was attending the Cortland County Legislative Meeting to discuss the TC3 budget as it relates to Cortland County budget. A written report was submitted and it was stated that if there were any questions, they could be emailed to him.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Dr. Denver Stickrod, TC3 Strategic Enrollment Management (SEM) Plan.** The presentation is attached to these minutes. Dr. Stickrod noted that the SEM plan was sent to SUNY and approved in September. A \$1.7 million grant was secured by SUNY for SUNY

Community Colleges from the Lumina Foundation to assist with enrollment efforts to include students of color and equity gaps. The TC3 committee that developed the plan was made up of 18 members across the college. There are 4 strategic goals: 1) Recruiting, Outreach, and Enrollment; 2) Student Persistence, Retention and Graduation; 3) College Access and Affordability; 4) Course and Program Offerings. Suggestions and questions from Board members included getting students involved in the communities, assisting students to get off campus, using alumni to assist with recruitment, and look at program offerings. When asked what SUNY's role is, Dr. Stickrod replied they are holding sessions to keep the College informed and moving forward. Student Trustee Scholl would like to attend and have other students be invited to attend recruiting events.

10. Information Items:

a) **Human Resources Updates** – Interim VP for Human Resources, Ruth Spencer, explained the difference between unclassified and classified staff and how this affects searches/filling positions. While some applications for various position are increasing, some such as IT, are not due mainly to lower salaries than 4-year colleges and corporations. Child Care is underpaid not only at TC3 but all around. When asked if we could offer sign-on bonuses, Ms. Spencer stated that it is not possible for CSEA positions as they are controlled by the counties.

11. Consent Agenda: Mr. Tytler moved that the consent agenda items be approved as submitted; seconded by Mr. Scholl, approved unanimously.

a. Appointment of Personnel

12. Standing Reports:

a) **Provost/VPAA:** Written report provided. Provost Paul Reifenheiser noted that there has been a lot of change over the previous year. Changes are partially TC3 initiated and partially SUNY mandated. SUNY has mandated Gen. Ed. changes and changing from Blackboard to Brightspace. The Assessment process is being moved forward, a new Chair structure is in place that is currently being implemented. In addition, advising expectations were made clearer to assist students that encounter difficulty transitioning from high school to college. When asked about new faculty positions Dr. Reifenheiser noted that some of the new positions are grant funded.

b) **Interim Vice President of Student Affairs & Senior Diversity Officer** – Written report provided. Mr. Thompson reported that during the week of Road to Registration we currently have 465 out of 520 students registered. Speaking to the EDJI plan that was provided, he noted the college needs to increase diversity in faculty and staff to match the students. The Emerging Scholars program needs to continue but also demonstrates we are retaining those that have gone through this process. The Educational Opportunity Program (EOP) opens up the college to be able to recruit/retain a diverse student population.

c) **Associate VP for College Relations** – Written report provided. Ms. Mohlenhoff noted that 2 grants were submitted to Tompkins County which will go to the Tompkins Legislature in December. Letters are being sent to newly elected officials. An RFP for digital marketing has been created and there are 7 companies interested. The Director of Strategic Marketing search is underway and interviews are set for after Thanksgiving.

The transportation survey was completed and TCAT and Cortland Transit will be meeting with students to listen to their transportation needs/concerns.

- d) **Chief Information Officer** – Written Report Provided. CIO Tim Densmore shared that this has been a challenging semester just keeping up with changes that began over the summer and have continued through the semester. The “new normal” is more understandably demanding. There have been numerous outages in the network system which frustrates staff and students. Technology equipment funding is needed as the equipment is dated and students notice it is dated. Mr. Densmore has met with SGA and also shared information on what steps are being taken to alleviate the problems with outages/equipment. Staffing in IT is still an issue. 80% of the IT staff are TC3 alums. Competition is fierce and corporate pay is high in comparison to what the college is able to offer. Brightspace was a challenge due to a 9-month mandated change but the college has responded well to the challenge. When asked about grant funding, Mr. Densmore replied there isn’t much, if anything, at the higher ed. level (unlike at the K-12 level). He noted that a donor gave money to the computer science program. When asked about cybersecurity and what type of risk we have Mr. Densmore responded that we received a passing grade on our latest cybersecurity check.
- e) **College Senate** – Written report provided. Ms. Paradiso relayed that there were on-campus meetings today and tomorrow with various constituents of the college with the President and Vice President of Faculty Council of Community Colleges (FCCC) to share their knowledge of shared governance.
- f) **Tompkins Cortland Community College Foundation, Inc.** – Written report provided. Executive Director of the Foundation Julie Gerg was unable to attend the meeting.
- g) **Chairperson’s Report** –Chair Davison reported with the dorm occupancy struggles a residence hall workgroup has been initiated with 3 Board of Trustees members, 3 Foundation Board members and appropriate staff members. Ms. Brhel will be sending out a calendar invitation/email invitation for the initial meeting. Trustees who have agreed to serve on this work group are Roxann Buck, Judy Davison and Matt McSherry. Ms. Davison encouraged all Board members to attend the shared governance training tomorrow with FCCC in the Board room or via teams meeting.
- h) **Liaison Report (Tompkins County)** – Mr. Lane stated Tompkins County had received 232 applications for the Tompkins County Grant. He relayed the sad news of the passing of Henry Granison, former 3rd District Legislator for Tompkins County and Paralegal Adjunct Instructor for TC3. The College and County flags were lowered to half-staff in his honor/memory. The Tompkins County Budget passed with no increase in the tax levy. The Ithaca airport is still struggling. He reminded everyone of the new requirements for flying and the need for an enhanced driver’s license.
- i) **Liaison Report (Cortland County)** – Ms. Bischoff was at the Cortland County Legislative meeting where the Cortland County budget was being discussed for approval.
- j) **Student Trustee’s Report** – Verbal report given by Mr. Scholl. Mr. Scholl reported that with the upcoming end of semester and finals, student activities are down a little. Students don’t seem to be panicking and are more prepared for the end of the semester. Road to Registration went well for students. Student enjoyed and appreciated the International Education Week activities. SUNY Chancellor’s Award nomination was submitted.

- k) **President's Report** – Written report provided. In addition, President Kremenek noted that incoming applications continue to show an increase. She explained we are working on enrollment projections and recognized Malvika Talwar for building up the data reports for this. ASPEN zoom meetings with Executive Council have begun. Board Chair Davison and Board Vice-Chair Buck will participate in these meeting beginning in January. Student small group meetings continue. There was an evening meeting with adult students which was very well received and offered some very good suggestions for the college to consider. A site visit to Cornell's Nanospace facility is set for Monday, November 21st. When asked what themes are being seen in the student small groups Dr. Kremenek noted the positives are a caring staff and faculty, small classes, tutoring and writing lab, Panther pantry and Wellness and Best Life Center. Areas students would like to see some change in are the internet, transportation, cafeteria hours, food options, and coffee available

13. Adjournment: Ms. Michell-Nunn moved that the meeting be adjourned; seconded by Mr. Schlather; motion carried unanimously. The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

VP of Finance & Administrations Report: December 15, 2022

November 2022-23 Close

The College is on budget for 2022-23. Revenue is running \$100K ahead of budget and is \$600K better than prior year, excluding the \$1.5M draw from College reserves. Fall tuition is within \$26K of budget and \$53K greater than prior year. County Chargebacks are \$27K better than prior year. Expenses are also in-line with budget, however are \$394K greater than prior year year-to-date.

2021-22 Audit

The 2021-22 audit is approaching closure, six week earlier than prior year, with no known material findings. Improvements made this past year, experience, documentation, new reports, new processes and a new permanent comptroller have all led to this more “normal” audit. I must recognize Kori Post for stepping in as Comptroller in the beginning of 2021-22 and Dennis Panagitsas in his new role as comptroller this latter half of 2021-22. Without their knowledge, skills and commitment to the College we would not have been able to navigate as well as we have through this multi-year financial challenge.

As part of the audit we are developing a new Accounts Receivable (A/R) Reserve strategy. This \$3.7M asset has come into question after NYS discontinued allowing Colleges to hold transcripts and diplomas until balances were paid down/off. Under normal circumstances we would have written down \$.9M against revenue this year. Instead we are assessing new collection opportunities in which students that are in good academic standing may be allowed to continue their education with their balances, as long as the current semester is fully paid and a small part of their balance is paid down. If they complete the semester in good academic standing, part of their balance will be “forgiven” though a newly funded College Balance Reduction Grant. The new one-time grant will be reserved for in 2021-22 in the form of a new designated fund balance. The amount will be determined as part of the analysis currently underway to create the new A/R Reserve strategy.

This A/R issue and the creation of the new designated fund balance has already been taken into consideration when previously forecasting our end-of-year financial results. Prior forecasts that we will end the year with a \$1.3M contribution to Fund Balance, replacing much of the \$1.5M drawn this year, is still likely.

Fall Students w/Balance

Much of the A/R issue discussed above has been created when students are allowed to attend classes without turning in certificate of residency documentation and/or failing to complete paperwork to draw financial aid and/or multiple loans. Not only does this create the financial issues described above but more importantly it restricts students in good academic standing from continuing their education, unnecessarily reducing our persistence and graduation rates. With our new Fall activities you can observe below that we are running 38% better this year with more students than prior year.

2-Dec Balance Group	Fall 2022 as of 12/2/22		Fall 2021 as of 12/2/21		YOY # Change		YOY % Change	
	Sum of AMT	Sum of Count	Sum of AMT	Sum of Count	AMT Chg	Count Chg	AMT Chg	Count Chg
1-GE \$10K			\$32,805	3	-\$32,805	-3	-100%	-100%
2-GE \$5K, LT\$10K	\$202,308	29	\$394,392	60	-\$192,083	-31	-49%	-52%
3-GE \$3K, LT\$5K	\$146,554	40	\$221,941	60	-\$75,386	-20	-34%	-33%
4-GE \$1K, LT\$3K	\$193,416	106	\$289,939	157	-\$96,523	-51	-33%	-32%
5-LT \$1K	\$113,341	293	\$102,618	278	\$10,724	15	10%	5%
Grand Total	\$655,620	468	\$1,041,694	558	-\$386,073	-90	-37%	-16%
Total above \$1K	\$542,279	175	\$939,076	280	-\$396,797	-105	-42%	-38%

Incremental 2023 Sponsor County Funding

Our Sponsoring Counties have passed their 2023 Budgets with a combined \$234K a year (expecting for three years) for specific operating expenses previously covered by HEERF funding and \$250K in new Capital funding (matched with \$250K from NYS) for Deferred Maintenance projects. We can't possibly thank them enough for all their support and guidance.

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through November 30, 2022

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-22 ⁵	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	15,850,963	3,655,371	12,195,592	23.1%	15,308,198	3,434,716	22.4%	(220,655)	-1.4%
Equipment	50,000	7,931	42,069	15.9%	102,105	473	0.5%	(7,458)	-7.3%
Contractual Expenses	5,721,389	1,006,886	4,714,503	17.6%	4,436,279	964,851	21.7%	(42,035)	-0.9%
Employee Benefits	8,544,482	2,064,945	6,479,537	24.2%	8,032,450	2,008,774	25.0%	(56,171)	-0.7%
Total Forecasted Departmental Appropriations¹	30,166,834	6,735,133	23,431,701	22.3%	27,879,031	6,408,814	23.0%	(326,319)	-5.1%
Scholarships & Awards									
Student Services		126,316	(126,316)	0.0%	90,679	55,735	61.5%	(70,582)	(126.6%)
Academic Support	3,439,832	1,206,031	2,233,801	35.1%	3,425,481	1,209,178	35.3%	3,147	0.3%
Total Scholarships & Awards	3,439,832	1,332,347	2,107,485	38.7%	3,516,160	1,264,912	36.0%	(67,435)	(0)
Total Forecasted Appropriations²	33,606,666	8,067,480	25,539,186	24.0%	31,395,191	7,673,726	24.4%	(393,754)	-5.1%
Adjustments to Approved Budget									
Personal Services	178,810		178,810	0.0%	0	0	0.0%	0	0.0%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	(119,497)		(119,497)	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)	59,313	0	59,313	0.0%	0	0	0.0%	0	0.0%
Personnel									
Personnel	16,029,773	3,655,371	12,374,402	22.8%	15,308,198	3,434,716	22.4%	(220,655)	-1.4%
Equipment	50,000	7,931	42,069	15.9%	102,105	473	0.5%	(7,458)	-7.3%
Contractual	5,601,892	1,006,886	4,595,006	18.0%	4,436,279	964,851	21.7%	(42,035)	-0.9%
Scholarship & Awards Offset	3,439,832	1,332,347	2,107,485	38.7%	3,516,160	1,264,912	36.0%	(67,435)	-1.9%
Fringe Benefit	8,544,482	2,064,945	6,479,537	24.2%	8,032,450	2,008,774	25.0%	(56,171)	-0.7%
Total Approved Budget Appropriations⁴	33,665,979	8,067,480	25,598,499	24.0%	31,395,191	7,673,726	24.4%	(393,754)	-5.1%

Explanation of Sub-Totals and Totals:

1. *Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
3. *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.
4. *Total Approved Budget Appropriations:* This represents the Approved Budget.
5. Excludes impacts of GASB 68 (OPEB) & 75 (ERS/TRS)

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2022-2023 APPROPRIATIONS
 Year-To-Date Through November 30, 2022

	Modified Budget 2022-23	Expend to Date 2022-23	Unexpend Balance 2022-23	% Expended 2022-23	Total Exp PY 2021-225	YTD Exp PY to Date 2021-22	PY % Expended 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,527,752	1,783,066	4,744,686	27.3%	6,988,522	1,733,969	24.8%	(49,096)	(2.8%)
Equipment			0	0.0%	228		0.0%	0	0.0%
Contractual Expenses	1,705,935	186,373	1,519,562	10.9%	1,283,579	29,535	2.3%	(156,838)	(531.0%)
Employee Benefits	3,493,400	995,825	2,497,575	28.5%	3,676,824	966,432	26.3%	(29,393)	(3.0%)
Total Instruction	11,727,087	2,965,264	8,761,823	25.3%	11,949,153	2,729,936	22.8%	(235,328)	(8.6%)
Public Service									
Personal Services	170,439	37,154	133,285	21.8%	186,129	39,651	21.3%	2,497	6.3%
Equipment									
Contractual Expenses	20,000	325	19,675	1.6%	3,772	800	21.2%	475	59.4%
Employee Benefits	88,501	20,806	67,695	23.5%	97,300	23,968	24.6%	3,161	13.2%
Total Public Service	278,940	58,285	220,655	20.9%	287,201	64,418	22.4%	6,133	9.5%
Academic Support									
Personal Services	1,550,750	332,731	1,218,019	21.5%	1,470,589	319,321	21.7%	(13,410)	(4.2%)
Equipment			0	0.0%	16,835		0.0%	0	0.0%
Contractual Expenses	260,248	25,434	234,814	9.8%	286,126	26,631	9.3%	1,197	4.5%
Employee Benefits	724,696	186,329	538,367	25.7%	765,090	206,179	26.9%	19,849	9.6%
Total Academic Support	2,535,694	544,495	1,991,199	21.5%	2,538,640	552,130	21.7%	7,636	1.4%
Libraries									
Personal Services	552,471	128,298	424,173	23.2%	505,857	114,398	22.6%	(13,900)	(12.2%)
Equipment									
Contractual Expenses	198,200	71,306	126,894	36.0%	163,827	71,144	43.4%	(162)	(0.2%)
Employee Benefits	294,488	71,847	222,641	24.4%	265,906	64,930	24.4%	(6,917)	(10.7%)
Total Libraries	1,045,159	271,452	773,707	26.0%	935,591	250,473	26.8%	(20,979)	(8.4%)
Student Services									
Personal Services	1,862,361	418,303	1,444,058	22.5%	1,941,659	388,921	20.0%	(29,382)	(7.6%)
Equipment	1000		1,000	0.0%	30,249	0	0.0%	0	0.0%
Contractual Expenses	729,328	187,744	541,584	25.7%	537,630	148,750	27.7%	(38,995)	(26.2%)
Employee Benefits	1,086,594	255,618	830,976	23.5%	1,009,102	239,174	23.7%	(16,444)	(6.9%)
Total Student Services	3,679,283	861,666	2,817,617	23.4%	3,518,640	776,845	22.1%	(84,821)	(10.9%)
Maintenance and Operations									
Personal Services	1,813,962	322,526	1,491,436	17.8%	1,618,792	299,923	18.5%	(22,603)	(7.5%)
Equipment			0	0.0%	23,122	26	0.1%	26	100.0%
Contractual Expenses	962,830	187,591	775,239	19.5%	730,511	177,001	24.2%	(10,590)	(6.0%)
Employee Benefits	966,911	183,836	783,075	19.0%	862,369	202,274	23.5%	18,438	9.1%
Total Maintenance and Operations	3,743,703	693,953	3,049,750	18.5%	3,234,795	679,225	21.0%	(14,728)	(2.2%)
Institutional Support									
Personal Services	1,533,227	344,002	1,189,225	22.4%	1,222,988	255,442	20.9%	(88,560)	(34.7%)
Equipment									
Contractual Expenses	453,538	102,301	351,237	22.6%	343,703	119,615	34.8%	17,314	14.5%
Employee Benefits	887,055	192,641	694,414	21.7%	637,901	149,151	23.4%	(43,490)	(29.2%)
Total Institutional Support	2,873,820	638,944	2,234,876	22.2%	2,204,592	524,209	23.8%	(114,736)	(21.9%)
General Institutional Services									
Personal Services	1,840,001	289,291	1,550,710	15.7%	1,373,663	283,091	20.6%	(6,200)	(2.2%)
Equipment	49,000	7,931	41,069	16.2%	31,670	447	1.4%	(7,484)	(1675.2%)
Contractual Expenses	1,391,310	245,811	1,145,499	17.7%	1,087,130	391,375	36.0%	145,564	37.2%
Employee Benefits	1,002,837	158,042	844,795	15.8%	717,958	156,666	21.8%	(1,376)	(0.9%)
Total General Institutional Services	4,283,148	701,075	3,582,073	16.4%	3,210,421	831,579	25.9%	130,505	15.7%
Total Forecasted Departmental Appropriations¹	30,166,834	6,735,133	23,431,701	22.3%	27,879,031	6,408,814	23.0%	(326,319)	-1.2%

2022-2023 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Wednesday, November 30, 2022

	2022-23 Mod Bud	2022-23 Actual	2022-23 Uexpended Balance	2022-23 % Unexpended	2021-22 Total Exp PY	2021-22 PY to Date	2021-22 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	160,000	46,436	113,564	29.0%	242,216	163,972	67.7%	117,536	71.7%
HRA Retiree Benefits	75,000	12,760	62,240	17.0%	70,859	15,148	21.4%	2,388	15.8%
State Employee's Retirement	933,091	250,821	682,270	26.9%	932,509	228,334	24.5%	(22,487)	(9.8%)
State Teacher's Retirement	135,000	44,161	90,839	32.7%	139,554	36,787	26.4%	(7,374)	(20.0%)
Optional Retirement Fund	880,000	183,323	696,677	20.8%	844,936	210,899	25.0%	27,576	13.1%
Social Security	1,210,331	293,298	917,033	24.2%	1,163,070	268,539	23.1%	(24,759)	(9.2%)
Worker's Compensation	68,453	20,654	47,799	30.2%	91,438	38,831	42.5%	18,177	46.8%
Executive Benefits	37,000	4,131	32,869	11.2%			0.0%	(4,131)	0.0%
Disability Insurance	9,000	2,762	6,238	30.7%	7,778	2,135	27.5%	(627)	(29.3%)
Hospital and Medical Insurance	3,032,711	700,649	2,332,062	23.1%	2,734,495	839,787	30.7%	139,138	16.6%
Post Retirement Health Insurance	1,711,160	360,000	1,351,160	21.0%	1,366,381	405,000	29.6%	45,000	11.1%
Employee Tuition Benefits	103,000	37,677	65,323	36.6%	88,194	41,953	47.6%	4,276	10.2%
Life Insurance	10,000	2,454	7,546	24.5%	7,641	2,514	32.9%	60	2.4%
Vacation Benefits	200,000	22,500	177,500	11.3%	180,693		0.0%	(22,500)	0.0%
Miscellaneous	5,000	325	4,675	6.5%	3,075	375	12.2%	50	13.3%
Unemployment Insurance	10,910		10,910	0.0%	15,953		0.0%	0	0.0%
Total Employee Benefits	8,580,656	1,981,951	6,598,705	23.1%	7,888,791	2,254,274	28.6%	272,323	12.1%

TOMPKINS CORTLAND COMMUNITY COLLEGE
YTD REVENUE 2022-2023
Wednesday, November 30, 2022

	Modified Budget 2022-23	Revenues to Date 2022-23	Unrealized Balance 2022-23	% Realized 2022-23	Total Rev PY 2021-22	YTD Rev PY 2021-22	PY % Realized 2021-22	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,333,315	3,359,711	(26,396)	100.8%	3,336,691	3,305,962	99.1%	53,749	1.6%
Spring	2,621,196	1,588,067	1,033,129	60.6%	2,853,789	1,434,312	50.3%	153,755	10.7%
Winter	59,669	110,172	(50,503)	184.6%	100,000	82,400	82.4%	27,772	33.7%
Summer	510,792	0	510,792	0.0%	524,658	1,267	0.2%	(1,267)	-100.0%
Nonresident Tuition	615,254	896,161	(280,907)	145.7%	694,862	828,594	119.2%	67,567	8.2%
Student Fee Revenue	947,269	658,603	288,666	69.5%	904,092	632,117	69.9%	26,487	4.2%
Total Core Student Revenue	8,087,495	6,612,714	1,474,781	81.8%	8,414,092	6,284,652	74.7%	328,062	5.2%
Concurrent Enrollment Tuition	3,409,068	1,125,039	2,284,029	33.0%	3,406,954	1,184,289	34.8%	(59,250)	-5.0%
Total Student Revenue	11,496,563	7,737,753	3,758,810	67.3%	11,821,046	7,468,941	63.2%	268,812	3.6%
Government Appropriations									
New York State	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	2,438,255	25.0%	(750)	0.0%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,882		0.0%	0	0.0%
Appropriated Cash Surplus	600,000	600,000	0	100.0%	0		0.0%	600,000	0.0%
Charges to Other Counties	5,418,607	2,231,450	3,187,157	41.2%	5,399,713	2,203,806	40.8%	27,644	1.3%
Federal Aid			0	0.0%	2,120,459		0.0%	0	0.0%
Board Designated Reserves	932,518	932,518	0	100.0%	0		0.0%	932,518	0.0%
Total Govt Appropriations	21,587,026	6,201,473	15,385,553	28.7%	22,156,074	4,642,061	21.0%	1,559,412	33.6%
Other Revenues									
Service Fees	121,340	37,459	83,881	30.9%	68,895	28,069	40.7%	9,390	33.5%
Interest Earnings		2,217	(2,217)	0.0%	7,133	1,104	15.5%	1,113	100.8%
Rental of Real Property	10,000	2,750	7,250	27.5%	4,955	450	9.1%	2,300	511.1%
Contract Courses	100,000	273,634	(173,634)	273.6%	5,555	6,135	110.4%	267,499	4360.2%
Noncredit Tuition	100,000	60,242	39,758	60.2%	175,704	40,156	22.9%	20,086	50.0%
Grant Offsets	205,000	1,439	203,561	0.7%	262,731	10,310	3.9%	(8,871)	-86.0%
Unclassified Revenues	46,050	8,380	37,670	18.2%	49,266	25,022	50.8%	(16,643)	-66.5%
Total Other Revenues	582,390	386,121	196,269	66.3%	574,238	111,247	19.4%	274,874	247.1%
TOTAL REVENUES	33,665,979	14,325,347	19,340,632	42.6%	34,551,358	12,222,249	35.4%	2,103,098	17.2%
Student Revenue									
State Revenue	9,753,019	2,437,505	7,315,514	25.0%	9,753,019	2,438,255	25.0%	(750)	0.0%
Local Revenue	10,301,489	2,231,450	8,070,039	21.7%	10,282,595	2,203,806	21.4%	27,644	1.3%
Federal Revenue	0	0	0	0.0%	2,120,459	0	0.0%	0	0.0%
Use of Fund Balance	1,532,518	1,532,518	0	100.0%	0	0	0.0%	1,532,518	0.0%
Other	261,050	14,786	246,264	5.7%	324,085	36,887	11.4%	(22,101)	-59.9%
Total	33,665,979	14,325,347	19,340,632	42.6%	34,551,358	12,222,249	35.4%	2,103,098	17.2%

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of December 8, 2022

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Admissions & Financial Aid Advisor (2 Positions)	ASAP	October 4, 2022	November 4, 2022	On-Campus Interviews Scheduled
Assistant Director of Student Success	ASAP	September 13, 2022	October 13, 2022	Checking References
Assistant Professor of Electrical Engineering (Grant-Funded)	March 15, 2023	November 29, 2022	January 3, 2023	Accepting Applications
Director of Educational Opportunity Programs & Assistant Diversity Officer	October 1, 2022	July 20, 2022	Immediately	Hired: Lesa Carter (12/05/22)
Director of Enrollment Operations & Auxiliary Services (Interim)	ASAP	September 27, 2022	October 11, 2022	Hired: Patty Van de Bogart (12/05/22)
Director of Strategic Marketing	ASAP	October 5, 2022	November 7, 2022	Zoom Interviews Scheduled
Institutional Research Analyst II	ASAP	November 29, 2022	January 1, 2023	Accepting Applications
Instructor of Anatomy and Physiology/Healthcare (Grant-Funded)	March 15, 2023	November 29, 2022	January 1, 2023	Accepting Applications
Instructor of Civil Engineering/ Construction Technology	August 21, 2023	November 5, 2022	January 5, 2023	Accepting Applications
Instructor of Mathematics	August 2022	April 6, 2022	May 6, 2022	Hired: Margaret DeGaetano (01/18/23)
Programmer	ASAP	October 6, 2022	November 7, 2022	Zoom Interviews Concluded/ Accepting Applications
Technology Support Associate	ASAP	September 22, 2022	October 22, 2022	Scheduling Interviews

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Administrative Assistant (1.0 FTE, Permanent)	Provost Office	ASAP	Paused
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Hired: Mikel Fazzary (12/01/22)
Enrollment Services Specialist (1.0 FTE, Permanent)	Workforce/BIZ	ASAP	Tompkins County Department of Human Resources reconvening certified list of eligible candidates
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Scheduling Interviews
Project Assistant (Part-time, Temporary)	Workforce/BIZ	ASAP	Reviewing Applications via Tompkins County Department of Human Resources

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Lifeguard	Athletics & Recreation	December 2022	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	December 2022	Accepting Applications
Substitute Teacher	Childcare	December 2022	Accepting Applications; Continuous Recruitment
Assistant Teacher	Childcare	December 2022	Accepting Applications
Teacher Aide 10 Month	Childcare	December 2022	Accepting Applications
Van Driver	Athletics & Recreation	December 2022	Accepting Applications
Assistant Director of Athletics & Recreation	Athletics & Recreation	December 2022	Conducting Interviews

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	December 2022	Accepting Applications
Banquet Bartender	TC3 Bistro	December 2022	Accepting Applications
Banquet Supervisor	TC3 Bistro	December 2022	Accepting Applications
Bartender	TC3 Bistro	December 2022	Accepting Applications
Busser/Food Runner	TC3 Bistro	December 2022	Accepting Applications
Dishwasher	TC3 Bistro	December 2022	Accepting Applications
Line Cook	TC3 Bistro	December 2022	Accepting Applications
Server	TC3 Bistro	December 2022	Accepting Applications
Host/Hostess	TC3 Bistro	December 2022	Accepting Applications
Executive Chef	TC3 Bistro	December 2022	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of December 15, 2022

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-15**

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:

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 15th day of December 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 15th day of December 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, November 29, 2022
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
October				
Buchanan, Patricia	Professional Development Session - ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
Krizman, Jeffrey	Professional Development Session - ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
Potter, Kristi	Professional Development Session - ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
Weed, Steve	Professional Development Session - ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
Zaia, Heather	Professional Development Session - ENGL Developmental Education Teaching	Adjunct	\$50.00	10/26/2022
December				
Fazzary, Mikel	Campus Police - Campus Peace Officer (Part-time)	Grade J	\$31,003.13 *	12/1/2022
Carter, Lesa	Office of Diversity Education and Support Services - Director of Educational Opportunity Programs and Assistant Diversity Officer	Grade 4	\$78,505.00 *	12/5/2022
January				
DeGaetano, Margaret	Mathematics	Instructor	\$71,658.00 *	1/18/2023

* Annual Salary to be Prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

December 15, 2022

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Deborah Mohlenhoff	Associate Vice President of College Relations	College Relations	12/30/22	Resigned
Qian Xu	Institutional Research Analyst II	Provost Office	12/09/22	Resigned

FACULTY STUDENT ASSOCIATION

Megan Brunkhorst, Head Coach, Women's Soccer	Athletics & Recreation	11/25/22	Resigned
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BISTRO

None

To: Bill Talbot, VP of Finance and Administration

From: Kevin Caveney, Purchasing Agent

Date: 11/29/2022

Re: TC3 Window Blinds Replacement Bid

In consultation with Facilities Director, August Hennies, we are recommending the award of the Bid for **Window Blinds Replacement** for various areas of the campus to Wilcox Building Specialties of Ithaca, New York. For purposes of establishing a one year contract*, vendors were asked to submit their bids based on a provided sampling of required sizing and specifications upon which future orders will be based during the period of agreement.

A sealed bid process was conducted per the requirements of New York State General Municipal Law 103. A summary of the bids received is listed below.

The bid was advertised in The Ithaca Journal and The Cortland Standard as well as on the College's website. Bid documents were sent to three local dealers able to supply the desired product specifications. Three bids for sample pricing were received as follows.

Wilcox Building Specialties, \$3,125.00

Design Specialists, \$3,800.00

Draperies, Etc., Inc., \$4,745.00

* The College is beautifying the College and as part of this project will be replacing shades. Under the \$3.12M Workforce Development grant 6 labs are being renovated and will need shades within the next 12 months. Additional funding from Foundation donations will be used to fund other areas within the College. Our purchasing regulations require that if we intend to purchase in excess of \$20K within a year, we are required to select a vendor either on State Contract or through a sealed bid process. Since there were no existing shade companies on State Contract we proceeded with a sealed bid. Since we also are unaware of our total needs for the year we created a configuration of shades (8 shades w/7 sizes) that account for over 95% of our space. The pricing above is the cost for this configuration.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-14
WINDOW BLINDS REPLACEMENT**

WHEREAS, there is a need for Window Blind Replacements in various areas of the campus at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for Window Blind Replacements, and

WHEREAS, Wilcox Building Specialties, Inc. of Ithaca, New York, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid and a 1 year contract for Window Blind Replacements to Wilcox Building Specialties, Inc., based on their low base bid of \$3,125 for a shade configuration of 8 shades inclusive of 7 different sized shades. These 7 sized shades represent the sizes of shades needed by the College in excess of 95% of all windows. Multi-source funding will lead the College purchasing in excess of \$20,000 within the next year, thereby triggering this sealed bid process. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by the Facilities Director that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve budgeted purchases made during the agreement.

STATE OF NEW YORK:	I, JAN BRHEL, CLERK of the Board of Trustee of
SS:	Tompkins Cortland Community College,
COUNTY OF TOMPKINS:	DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 15th day of December 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 15th day of December 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Bill Talbot, VP of Finance and Administration

From: Kevin Caveney, Purchasing Agent

Date: 12/5/22

Re: TC3 Surveying & GIS Equipment for Labs

In consultation with College Faculty, we are recommending the award of the Bid for **Surveying & GIS Equipment**, to Allen Precision Equipment, for the bid amount of \$150,140.00. A sealed bid process was conducted per the requirements of New York State General Municipal Law 103.

The bid was advertised in The Ithaca Journal and The Cortland Standard as well as the College's website. Request for Bids were sent to six suppliers. Only one bid was received. The bid was lower than the expected total amount for this purchase based on preliminary pricing which was obtained

Other vendors contacted were as follows:

Tiger supplies

USA Surveying supplies

TII-USA

FLT Geosystems

Capital Surveying Supplies

This opportunity arose as a result of the \$3.12M Workforce Development Grant in which labs are being renovated and stocked with new equipment.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-16
Surveying and GIS Equipment**

WHEREAS, there is a need for Surveying and GIS Equipment for Labs at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Surveying and GIS Equipment, and

WHEREAS, Allen Precision Equipment of Duluth, Georgia, has provided the lowest responsible bid based on specifications that were distributed to all bidders, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the bid for Surveying and GIS Equipment to Allen Precision Equipment per their bid of \$150,450.00. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

RESOLVED, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 15th day of December 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 15th day of December 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-17**

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 15th day of December 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 15th day of December 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

December 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.

84 Computers
72 Monitors
6 Printers
1 TV
1 Dock Station
1 POS Unit

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 Tensile Testing Machine
1 Surveyor Transit Theodolite
1 Wooden Tripod
1 Group of Surveying Level Rods
15 Office Chairs
6 Desks
22 Lab Chairs (auctioned, sold for \$90.50)
1 Group of Lab Equipment to include 1 HP Data Acquisition System, 1 Hampden Photovoltaic Installation Trainer, & 1 Hampden Robotic Arm (auctioned, sold for \$500)
1 Large Group of Lab Equipment and Supply Items to Include 1 Imaging System, 1 Geiger Counter, 5 Microscopes, 7 Spectrophotometers, 1 Electric timer, 7 Oscilloscopes, 1 Universal Counter, 1 Thermosensor, and 1 Refractometer (auctioned, sold for \$500)
1 Group of Computer Desks & Office Chairs (auctioned, sold for \$21.75)
67 'Trapezoid' Tables (auctioned, sold for \$25)
Group of Miscellaneous Desks & Chairs to include 13 'Groton' Desk Chair Units

Provost's Report
December 2022

Faculty Meetings: We held a November Faculty Meeting on 11/18/2022. The agenda included, updates from Academic Community Coordinators, the SLO Assessment form, and Brightspace. The recording can be found here:

<https://tompkinscortland.video.yuja.com/V/Video?v=6353810&node=28220456&a=1118675298&autoplay=1>

Our next Faculty meeting is scheduled for 12/9/2022. A primary agenda item will be the approval of a new Microcredential in Micro-Nano Fabrication Safety.

Emeriti Project: A group of faculty have been meeting to review our process for selecting faculty to join the faculty emeriti. We plan to have recommendations early next semester, which should be followed by a call for a selection committee. That will be a separate group from on the one currently meeting.

Advanced Manufacturing Round Table: Carrie Coates-Whitmore organized a meeting of local advanced manufacturing partners. We wanted to check back in with this group to provide an update on our lab renovations. Prior to submitting our grant application for the lab renovations, Carrie and Sophia Georgiakaki met with local partners to assess employer needs in this space. This meeting was also an opportunity to see if their needs have changed and to explore continued work together.

Ithaca Veteran Fire Fighter Association: Julie Gerg and I attended one of the monthly meetings of this wonderful group who have donated generously to the Foundation and been provided naming rights to room 287A and 287B. We provided an update to them about the status of the rooms and about possible future partnerships. We noted that we have purchased all new furniture for the rooms. We plan to purchase the same flooring for that space as do for the new science labs, to help ensure consistency. We will install new blinds in the space, new white boards, new teacher computers, and lecture capture capability. We'll also install a glass case to display some of the amazing artifacts that the association has collected over the course of more than 100 years of existence. I anticipate the room being ready in the Spring and want to move classes into the space as soon as possible.

Dominican Republic: Merryn Clay, Todd McLane, and I travelled to the Dominican Republic to visit with our partner school PUCMM. The visit was sponsored by the 100K grant the College was awarded in 2021. Merryn wrote the grant application -- which was designed to help support international student mobility in the Caribbean -- after working with Dominican Partners and Sue Stafford, Amanda Bisson, and Todd; she organized our trip; and she translated. One purpose of our visit was to discuss a faculty led study abroad program based on Food Systems. During one of our meetings at a satellite campus in Santo Domingo (the Capital of the DR), the PUCMM faculty expressed great interest in hosting our students and in sending their students to us. Todd was an amazing resource, and their faculty responded to him well, which isn't surprising if you know Todd. Next we travelled to Santiago, which is the location of the main campus (about 2.5 hours North of Santo Domingo). Karen Miller has been working with PUCMM (and our faculty) to alter our partnership with our international partners. We used to focus on bringing students to campus during the summer over a 2 year period. However, changes at PUCMM were making it harder for students to attend in this format, and our numbers were decreasing before the pandemic. We have shifted now to a focus on bringing students to campus during the Fall and Spring. We also have focused on offering microcredentials for our Dominican students.

There was genuine excitement about this when we visited Santiago. There was also excitement about OPT, which is a program that make some international students eligible to work in the United States for a year after studying in the US for the Fall and Spring. Our old model didn't allow for that, and this change was clearly a selling point for our partners. We met with faculty and administrators associated with Engineering, Business, and Allied Health. In all, it was a wonderful trip designed to help usher in our post-pandemic changes to a partnership that has lasted over a quarter of a century. This was my third trip to the DR, and I can attest that the drivers are still amazingly aggressive, the countryside remains beautiful, the PUCMM campus cats in Santo Domingo are as cute and friendly as ever, I still don't know Spanish, and our partner's commitment to TC3 endures. Plus it was warm in December!

THE BOARD OF TRUSTEES REPORT

Interim VP of Student Affairs and Senior Diversity Officer

December 2022

Athletics and Recreation

The Athletics Advisory Board met on November 16 to finalize the voting process for the 2022-23 Panthers Hall of Fame nominees. We are excited to share that two Panther Alumni have earned H of F honors! A press release will come out mid-December, with a planned induction ceremony in spring 2023. Other topics covered included the Basketball Block Party scheduled for Wednesday, December 7, in cooperation with Student Activities.

Men's Basketball Link - <https://www.tcpantthers.com/sports/mbkb/index>

Women's Basketball Link - <https://www.tcpantthers.com/sports/wbkb/index>

Campus Police

Campus Police sponsored a Monday Night Football event in residence life on November 7. Pizza and soft drinks were provided in an effort to bring students and Campus Police staff together under circumstances that helped build trust and rapport. This event received a good turnout, with approximately 50-60 residential students taking part, and Campus Police and Residence Life staff knocked on doors after the event to hand out the leftover pizza. Campus Police have made a provisional hire for the full-time peace officer position and have arranged for the return of recently resigned Peace Officer Mikel Fazzary, in a part-time capacity. We are still awaiting a firm test date from Tompkins County for the peace officer exam.

Child Care

Our federal block grant money for students' tuition will all be used up at the end of December. This is due to the increased number of students eligible for the grant and the higher amounts the grant covers. This ate our money up quickly. Students who utilize the childcare centers are registering for classes, so we are getting their childcare placements for the spring set up. That said, we received \$10,900 from QUALITYstarsNY in the last month to purchase items for the center. These **purchased items will help us reach a level 7 classroom**, the highest level. The center will close at 4 pm on Friday, December 23, and be closed until January 2.

Health and Wellness Services

HWS, The Pantry supported the Road to Registration with a student supply giveaway to registered students. The Pantry collaborated with American Dining Creations' Kevin Stillman on Friendsgiving and partnered with colleagues across Campus to provide our annual Thanksgiving dinner for approximately 20 students. Collegiate Recovery Program (CRP) conducted a Harm Reduction Program with our partners from Youth Voices Matter. Approximately 15 students and a few staff attended a Narcan training and student panel. Also, HWS hosted a World Cup Watch Party for about 25 students, faculty, and staff.

Office of Diversity Education and Support Services

The Office of Diversity Education and Support Services (ODESS) welcomes Dr. Lesa Carter to TC3 as our Director of EOP and Assistant Diversity Officer. Dr. Carter will lead ODESS and the Success Programs (EOP/LSAMP) in this role. In addition, Dr. Carter will aid the Campus in implementing best practices related to the equity, diversity, justice, and inclusion (EDJI) plan. Dr. Carter joins our campus community with experiences that include a diverse scope of roles within education (K-20), most recently as an Educational Researcher/ Project Coordinator for Cornell University. Dr. Carter's first day on Campus will be Monday, December 5. In addition to new staff, the last "Community Conversations" for the semester was held on November 29. During the Community Conversation event, special guest Chelsea Stephens Chelsea, entrepreneur, wine educator, activist, and Ph.D. candidate in Biomedical Engineering at Cornell University, shared her journey of navigating the STEM field while grappling with feelings, thoughts, and strategies for overcoming impostor syndrome

Residence Life

Residence Life currently has 264 students actively living in housing. In the Connection, tabling for additional Spring registration will be held on December 8. Residence Life is monitoring students withdrawing from classes during the last five-week semester. That said, Residence Life staff have been engaged in an outreach to returners through calls, emails, and personal check-ins to ensure students have their bills taken care of for the Fall 2022 and Spring 2023 semesters.

Student Conduct, CARE Team & Title IX

For November, there were 13 conduct incidents involving 29 students. None of these resulted in conduct boards or more severe charges like Removal, suspension, or expulsion. Also, during November, there was 1 Title IX-related issue was reported; this case was resolved informally. No individuals requested a formal process. The CARE team serves as the College's behavioral intervention team – students are referred who may be dealing with mental health issues or personal issues that are getting in the way of their success. In November, eight students were referred to the group. This fall, 23 individuals have been referred to the CARE team.

Student Life

A highlight of events taking place in the Student Center of last month included the Thanksgiving Dinner that was coordinated by Rhonda Kowalski. Additionally, seven prospective student clubs are being developed. Student Government Association (SGA) has met with dining services as a committee and have explored amendable adjustments for next semester hours of operation. At the December Faculty Student Association Board meeting, Cheyenne Gorton, Director of Student Activities and Student Center, led a presentation that highlighted accomplishments, challenges, and this year's goals.

Student Success: Advising, Career, and Transfer Services

November in Student Success focused on Spring 2023 advisement and registration with the "Road to Registration"(R2R) kickoff for continuing students and the new student enrollment cycle. We began using the Slate CRM for the new student onboarding process, including completing the advisement survey, scheduling START appointments (virtual and in-person), and tracking students throughout the cycle. Road to Registration Final Data and Summary: As of Monday, November 21, 532 students were registered, meeting 102% of the headcount goal, and we met 66% of the FTE goal for R2R (239 of 532 enrolled part-time, 45%).

My Desk

- Co-presented a webinar session for SUNY REACH and Pathways Learning on Student Basic Needs with Matt Kiechle and Katina Campbell
- Co-facilitated BRAVE Dialogue session for Tompkins County Rotary district members
- Finalize Chosen Name Policy/GENDA policy and procedure updates
- Participating in the recruitment activities for the next SUNY system Chief Diversity Officer
- Accepted an Advisory Board for SUNY Potsdam Graduate Organizational Management Program (meets two times per year online)

Respectfully,

Seth A. Thompson

report

Date: December 5, 2022

To: Amy Kremenek, President

From: Deborah Mohlenhoff
Associate Vice President for College Relations

RE: Monthly Report to the President and Board of Trustees

COMMUNITY ENGAGEMENT & PARTNERSHIPS:

History Center/CU/IC Student Walking Tour Project – Met with the Director of the History Center and representatives from both Cornell and Ithaca College to determine the feasibility of working on a walking tour of Ithaca that could be used as a possible tool for Orientation programs and/or Welcome student events. It was decided that there was enough interest in the idea that the group will pursue it as well as identify some students willing to work on it as paid interns for The History Center.

GOVERNMENT RELATIONS & ADVOCACY:

Tompkins County Community Recovery Fund – The County has started the review of these applications and it appears that the request submitted for the Expansion of the Food Pantry/Childcare renovations was received favorably and passed on to the next round. The final decisions are expected to move for legislative approval in December.

Presentation to Legislators on Microcredentials – We will be presenting an in-depth overview of the College's microcredential programs to both Tompkins and Cortland County Legislators on December 16th. This is one of several non-budget presentations intended to keep our sponsor counties informed about College initiatives outside of the pressure of the budget season.

STRATEGIC MARKETING:

Director of Strategic Marketing Search – The search committee has identified first round candidates and they will be interviewed this week with the hope that second round candidates can be identified and brought to campus in mid-December.

RFP for Marketing Services – We received submissions from 6 different agencies and the RFP review committee has passed along their recommendations to the President.

College Annual Report – The Marketing staff have been working with the President's Office and the Foundation to put out an annual report for the College. The anticipated delivery date is mid-January and it will be mailed to donors, legislators, and key community partners.

WORKFORCE DEVELOPMENT:

Visit to Nanoscale Facility with the President – We were thrilled to be invited to visit the CNF at Cornell University on November 21. The President, Carrie Whitmore, Sophia Georgiakaki and myself were treated to a tour of the facilities and started preliminary conversations about how we could partner on programs and microcredentials in the future. More information on the facility can be found here:

<https://www.cnf.cornell.edu/>

A Short Note of Thanks

This report is certainly bittersweet as you all know I have submitted my resignation to the President to pursue an opportunity at the City of Ithaca as the Chief of Staff to the newly elected Mayor. I would like to thank the Board of Trustees for your constant support and guidance, especially during the challenges of the pandemic. This College is a special place that has an incredible impact and it has been my honor to work here and serve the students and the community in my various roles at the College for the past 12 years. I am always going to be a supporter, so please do not hesitate to reach out if I can be helpful in my new role.

TO: Amy Kremenek, President
TC3 Board of Trustees

FROM: Sayre Paradiso and Casey Goodwin
Co-chairs, College Senate

DATE: December 1, 2022

College Senate report December 1, 2022

- Voting on Senate by-laws at next meeting
- Call for nominees 2022-2023 Chancellor's Excellence Award has gone out
- Establishing standing committee for awards going forward
- Working to establish system to fill senate seats that will be vacated end of spring semester
- Senate Co-Chairs Casey Goodwin and Sayre Paradiso continue to meet with President Kremenek around the missions of senate and the college at large



To: Board of Trustees
December 15, 2022 Meeting

Foundation Board and Committees

Currently the audit is underway with The Bonadio Group.

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

Strategic Plan

Work continues on the strategic plan.

Upcoming Meetings

December 13 – Executive committee meeting

January 5 – Finance/Audit/Investment committee meeting

January 10 – Annual Board Meeting, followed immediately by the regular Board meeting

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

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)

Amy Kremenek, College President

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)

Philanthropy

Meetings and calls with donors continue.

The stewardship plan is currently being revised.

An internal audit of restricted funds is being completed.

Communications

An electronic “Thanks to You” media clip was shared with over 18,000 constituents on November 23 and there was a 24.7% open rate.

Solicitation

A year-end solicitation was mailed to over 10,000 people the week of December 5th, and an electronic copy will be sent as well.

Tompkins Harvest

The Tompkins County Food Service Directors met on Wednesday, November 16th at Ithaca High School. They will be meeting next on Thursday, December 16th at Park Foundation, with a guest presentation by Lizzy Cooper, CNY Farm to School Coordinator. Lizzy will be sharing a grant opportunity with the Directors on Local Foods to Schools. We are also assisting in setting up Institute for Child Nutrition Training for food service employees on March 17, 2023.



TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, President
DATE: December 7, 2022
SUBJECT: President's Update

This month marks my sixth month of service as TC3's President. I am pleased to provide the following progress update relative to my goals:

1. **STUDENTS: ENROLLMENT AND RETENTION:** Stabilize and begin to build TC3's core (non-high school) enrollment back to pre-pandemic levels.
 - Spring registration opened on 11/14 and we are currently tracking ahead in terms of headcount and FTE. Progress continues to be strong for continuing students which are up 8.3% in headcount and 11.1% in FTE. This is encouraging for retention. While spring is traditionally much smaller in terms of new student enrollment, we are down 12 new students. We will continue to watch these numbers and make adjustments. Overall (new/continuing/reinstate/transfer) spring enrollment is up 5.2% headcount, 8.6% FTE.
 - Applications for fall 2023 are up 140% (543 vs. 226). As noted in the AVP of College Relations' report, a marketing RFP has been issued for the upcoming advertising campaign. This is an important effort as we work to increase awareness of the programs and services, generate student leads, and impact conversions.
 - The Aspen Community College Excellence Program continued in December, with two sessions for Presidents and senior staff. The focus is on reviewing our data, identifying an institutional priority to strengthen student success, and then mobilizing a campus-wide effort to drive post-graduation outcomes for jobs and transfer. The senior team has begun to review enrollment and retention data by academic program.
 - Conducted three additional small group discussions with current students to gain insight and input into the College's areas of strength and opportunities to improve. A total of 11 groups have been completed. This month's groups included two organized by Student Government and Student Activities as well as a group of senior audit students enrolled in a photography class with Adjunct Professor Harry Littell.
 - We will host December Graduation on Friday 12/9. Approximately 25 graduates and 100 guests, in addition to board members and faculty and staff, are expected to attend. While this ceremony is on a much smaller scale than the annual Commencement Ceremony in May, it is nonetheless a meaningful and important milestone for each student, their families and supporters.

2. **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION:** Actively engage with the campus community to foster a healthy and inclusive climate and effective participatory and shared governance.
 - Hosted two representatives from the SUNY Faculty Council on Community Colleges (FCCC) who conducted a "shared governance roadshow" at TC3 on 11/17-11/18. Sessions included the College Senate, Executive Council, Board of Trustees, academic leaders, and the general campus community. I debriefed with the

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representatives and FCCC representative Patty Tvaroha and several ideas to strengthen shared governance were discussed. I will continue to work with the senior team and campus leaders on this important process.

- The expanded President's Cabinet held its third monthly meeting on 11/30. Agenda topics included the IT network upgrade, a presentation on the Edsights "Chatbot," and the upcoming changes to simplify the FAFSA. There is excellent discussion and information sharing at these meetings and I am grateful to our campus leaders for their engagement and participation in these meetings. Upcoming agenda items include student employment, concurrent enrollment, and shared governance.
- The campus held a Winter Potluck Celebration on 12/6 with approximately 150+ employees in attendance. Campus offices were granted permission to close during the festivities to allow all faculty and staff to participate. The event was coordinated by Rhonda Kowalski and Patty Van DeBogart.

3. EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION: Develop and advance College partnerships and increase engagement with businesses, organizations, community leaders, and residents.

- Continued public engagement this month included a visit to the Cortland Industrial Development Agency with Executive Director Garry Van Gorder and his staff. In addition, Ithaca College President Dr. La Jerne Cornish came to campus for a visit, including a tour and discussion of opportunities to continue to strengthen the relationship between our two institutions. I attended this month's Cortland County Community of Color (C4) event hosted by SUNY Cortland and President Eric Bitterbaum at their Alumni House. C4 is a joint effort of TC3 and SUNY Cortland, and I look forward to hosting this group of community leaders and advocates on our campus in the near future.
- Conducted site visits to Borg Warner, Cornell Nanoscale Facility, Cortland County Community Action Program (CAPCO), and the NY Hemp Oil/Main Street Farms. The purpose of these visits is to connect with local business and industry leaders as well as to identify opportunities for TC3 to collaborate in addressing local needs. The visit to Cornell included a full suit-up and tour of the Nanoscale Facility's clean room that will serve future students in our semiconductor microcredential. In addition, I hosted Tompkins Trust President Greg Hartz on campus on 12/7.
- Met with representatives of CenterState CEO to provide an update on TC3's progress and to discuss regional partnership opportunities. CenterState is especially interested in our efforts relative to apprenticeships and microcredentials, including the upcoming semiconductor program. A discussion also ensued about the lack of financial aid available to microcredential students and the impact of this statewide policy on enrollment in these programs, particularly among low income adults who are interested in pursuing these programs.
- Members of the Cortland County and Tompkins County Legislatures will be on campus on 12/16 for a presentation and update regarding workforce development, including the construction progress on our STEM labs.



- I will host newly elected Congressman Marc Molinaro at TC3 on 12/20. The agenda will include a general welcome and introductions and overview of TC3 as well as our progress relative to workforce development such as the new STEM labs and microcredentials.

Finally, Interim VP of Student Affairs Seth Thompson is representing TC3 at this year's conference of the Middle States Commission on Higher Education in Philadelphia. Dr. Reifenhiser, the College's accreditation liaison officer, and I were unable to attend due to the scheduling conflict with December graduation. Interim VP Thompson will debrief with the senior team upon his return, and due to the predictable nature of Middle States conferences, we will address the scheduling conflict with future academic calendars. The College's Mid-point Peer Review is due in 2023. In addition, the announcement was made earlier this week that the SUNY Board of Trustees has named a new Chancellor, Dr. John B. King, Jr., who will start in January. The College will extend our congratulations to Dr. King, as well as welcome him to campus at the appropriate time. We look forward to meeting him and showcasing the College's progress and success.