



Agenda

Board of Trustees Meeting - 10/18/23 @ 5:30 p.m.

<https://us02web.zoom.us/j/89811481668?pwd=U0FUMFd0VXBGc01ManErLzVZaEp0dz09>

1. Call to Order
2. Roll Call
3. Oath of Office – Seth Peacock – Governor’s Appointee Tompkins County
4. Welcome Guests
5. Approval of Agenda
6. Public Comment**
7. Approval of September 20, 2023 Board of Trustees Meeting Minutes
8. Chair’s Report
 - a. Resolution 2023-2024-7 Trustee Emeritus Designation – Raymond Schlather
9. CFO/Treasurer’s Report
10. Student Trustee’s Report
11. County Liaison Reports
 - a. Cortland County
 - b. Tompkins County
12. College Senate Report
13. Committee and Affiliate Reports
 - a. TC3 Foundation
 - b. Auxiliary Operations
 - c. New York Community College Association of Presidents (NYCCAP/SUNY)
 - d. New York Community College Trustees (NYCCT)
14. President’s Report
15. Consent Agenda
 - a. Appointment of Personnel
16. Discussion Items
 - a. Scot Beekman – Campus Technology ITEC Assessment Update



17. Adjournment

18. Informational Items

- a. NYCCT Conference – November 3-4, 2023
- b. TC3 Open House – November 3rd and 4th
- c. Next Board of Trustees Meeting, Wednesday, November 15, 2023
- d. CEANY – Charles A Burns Outstanding Continuing Education Student Award Recipient (2023 Region West and State-wide)
- e. 2023 TC3 View Book

*****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.***



Board of Trustees Regular Meeting
September 20, 2023
Open Session @ 5:30 p.m.

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Matt McSherry, Lisa Perfetti, Romneya Quennell, Raymond Schlather

Excused: Arthur Kuckes, Schelley Michell-Nunn

County Liaisons: Mike Lane and Cathy Bischoff were excused.

Staff: Scot Beekman (via Zoom), Jan Brhel (via Zoom), Sophia Darling, Richard Floyd, John Geer, Julie Gerg, Amy Kremenek, Paul Reifenheiser, Malvika Talwar (via Zoom), Seth Thompson, Susanna Van Sant

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Oath of Office** – At the request of Cortland County Clerk of the Legislature Immediate Past Chair Schlather re-administered the Oath of Office to Trustee Judy Davison to coincide with the County’s reappointment calendar. Tracey Brunner notarized the document for Ms. Brhel to send to the Cortland County Clerk.
4. **Welcome Guests:** Chair Davison welcomed everyone in the Board Room as well as those participating on Zoom.
5. **Approval of Agenda:** Mr. McSherry moved the Board of Trustees September 20, 2023 meeting agenda be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously.
6. **Public Comment:** There were no requests for public comment.
7. **Approval of Board of Trustees Meeting Minutes:** Ms. Buck moved that the minutes from the July 20, 2023 Annual Meeting and Regular Meeting be approved as submitted; seconded by Mr. Schlather; motion approved unanimously.
8. **Chair’s Report:** Chair Davison gave congratulations to all on the positive enrollment growth this fall. She noted the recent articles in the Cortland Standard (front page on September 7) and also a positive editorial on (September 13) were well-received by all in the community. On behalf of the Board members she thanked the staff in the Enrollment Services Center for their efforts to admit, enroll and register students this year. She noted on Saturday night here on campus, the two newest inductees into the Panther Athletics Hall of Fame were inducted. Their names are Kris Boyes, Class of 2008, for Golf, and Tayler Wallis Fravel, Class of 2012, for Softball. They were inducted by Athletics Director Mick McDaniel, and Amy Kremenek and Seth Thompson spoke at the event. The plaques will be in the Athletics Building display case with the 14 other inductees from over the years. Lastly she gave an update that we remain in touch with the Tompkins County Democratic Chair Linda Hoffman regarding the next Board of Trustees



appointee who will take over from Ray Schlather, whose term expired in June. The appointment is currently with the Governor's office, and noted that we appreciate Ray's service until the next Trustee is officially appointed.

9. **CFO/Treasurer's Report:** Sophia Darling reported that since her August 1st start date she and her staff are looking at finishing the final year-end report. She highlighted that total expenses are expected to finish favorably due to the incremental funding from SUNY. Student account receivables are showing continued improvement compared to last year. She is looking at internal and external processes and how to best move forward. She and President Kremenek went to Cortland County Legislature meeting this week and will attend the Tompkins County Legislature meeting next week.
10. **Student Trustee's Report:** Romneya Quennell reported RA training took place on August 15 and Student Leaders were on campus August 21 for training, Orientation went well, but was better attended in the morning session. Romneya received good feedback on her welcome speech. The first day of classes was August 28th. For Residence Life updates she noted that C building residents have been moved to F building as a result of repairs that need to be made. Romneya gave kudos to Natalie Brewster, the new Director of Res. Life, who handled it well having only been on the job a few days. There are 2 new Residence Directors – Sidney Paluch and Aerotine Kierstan. Student Government President, Marybeth Ortlieb, held an SGA open house which was well attended. There were many Welcome week events with a good turnout of students.
11. **County Liaison Reports** – no reports were given as both County Liaisons were excused.
 - a. Cortland County
 - b. Tompkins County
12. **College Senate Report:** A written report was provided. Sayre Paradiso was unable to attend the meeting. Mr. Schlather congratulated her on being mentioned in a recently published media article.
13. **Committee and Affiliate Reports:**
 - a. TC3 Foundation: Executive Director of the Foundation Julie Gerg thanked the Board members for 100% participation in donations to the Foundation. The Year-End solicitation cycle will begin in October. Tee sponsors are still available for the Annual Panther Club Open. Trustee Schlather and Trustee McSherry will each sponsor a tee.
 - b. Auxiliary Operations: CFO Sophia Darling and President Kremenek updated that the Event Center at Coltivare is open and holding events but the restaurant is still temporarily closed. A business plan has been submitted with regard to two Empire State Development grants. A request for a 3 year extension was included. Assemblywoman Anna Kelles and Cornell personnel have been helpful in working with TC3 while an advisory board is being assembled. Security cameras have been updated in the residence halls and extensions centers. WIFI is being outfitted and upgraded for the residence halls.
 - c. New York Community College Trustees (NYCCT): Trustee Buck noted that TC3 has submitted a presentation proposal for the NYCCT conference which is being held November 3-4, 2023 at the Saratoga Casino Hotel. An Educational Module: The Trustees Role in Middle States will be offered via a zoom link on September 21st. There



will be an NYCCT Government Relations Zoom meeting on September 27th for Board Chairs and Vice Chairs.

- d. New York Community College Association of Presidents (NYCCAP/SUNY): President Kremenek noted that there is concern about the funding floor. ¼ of the college's operating funding is from NYS and there is a wide disparity between funding the 4-year colleges vs. the community colleges. The tuition of a 4-year college is ~\$7,000 (which is low) because of the funding from the state. Community colleges are working on the Advocacy Plan. NYCCAP (New York Community College Association of Presidents) meets October 15-16. TC3 was awarded a \$1.2 million dollar SUNY transformation fund – not to be used for operating budget. A portion will be used for expansion of 3 microcredentials. She will attend an Aspen Forum for SUNY CC Presidents and Senior Leaders on October 13th. VP for Student Affairs, Seth Thompson, and Associate Provost, Malvika Talwar, will also attend. The SUNY Chancellor is hosting a SUNY President's meeting in Albany on October 17th.

14. President's Report – noted in 13 (d) above.

- a. Provost Update – Guided Pathways (PowerPoint presentation given by Provost Paul Reifenheiser). The PowerPoint presentation is attached to these minutes and will be sent to Board members. Provost Reifenheiser gave a brief overview of Guided Pathways for newer Board members. In response to a question from Mr. Corbin it was noted the 5 communities are Business & Hospitality; Health, Human Services & Recreation; Creative Arts; STEM; and Social Sciences. (Nursing is its own entity). In response to Mr. Schlather's questions Provost Reifenheiser noted that (1) Guided Pathways is connected to Workforce Development and (2) there is a first year course which students get credit for. He also replied to Mr. Corbin that first year courses are done in context with their major. Mr. McSherry added that in his experience a first year course is also done at 4-year colleges. Ms. Perfetti asked about a push to have other places open up to internships and Provost Reifenheiser replied they are using advisory boards for assistance.

15. Consent Agenda: Ms. Perfetti moved the Consent Agenda be approved as submitted; seconded by Mr. Schlather; motion carried unanimously.

- a. Appointment of Personnel
- b. Approval of Position Description – User Interface/User Experience (UI/UX) Front-End Developer and Web Captain
- c. Approval of Position Description – Academic Affairs Operations Manager
- d. Approval of Position Description – Adult Student Admission Advisor
- e. Approval of Position Description – Assistant to the Office of Human Resources

16. Discussion Items:

- a. Dr. Malvika Talwar, Associate Provost – Presentation on Post-Graduation Outcomes: As a follow-up to data shared at a previous Board meeting Associate Provost Malvika Talwar provided a PowerPoint presentation regarding 6-year completions and benchmarks for TC3 and how they compare with others. The presentation is attached to these minutes.

17. Informational Items

- a. Achieving the Dream Data Summit – September 18 – 22, 2023



- b. PEAKS Conference – September 20-23, 2023
- c. 17th Annual Panther Club Open – September 29, 2023 @ Elm Tree Golf Course
- d. Fall Day – October 11, 2023
- e. Next Board of Trustees Meeting, Wednesday, October 18, 2023
- f. NYCCT Conference – November 3-4, 2023
- g. Middle States Annual Conference Dec. 4- 6, 2023

18. **Executive Session:** Mr. Corbin moved that the meeting convene into Executive Session with no action to be taken at 7:16 p.m.; seconded by Mr. McSherry. President Kremenek and John Geer were invited to join Executive Session.

Motion to go back into open session at 7:35 p.m. moved by Mr. McSherry; seconded by Ms. Quennell; approved unanimously.

19. **Adjournment:** Mr. McSherry moved the meeting be adjourned at 7:36 p.m.; seconded by Ms. Quennell; approved unanimously.

***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
RESOLUTION 2023-2024-7**

TRUSTEE EMERITUS DESIGNATION – RAYMOND SCHLATHER

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved Resolution #1997-98-39, Policy on Trustee Emeritus, in February 1998, and reapproved the policy in May 2007, and November 2016; and

WHEREAS, Raymond Schlather served with great distinction and in an outstanding manner as a member of the Tompkins Cortland Community College Board of Trustees, and

WHEREAS, Raymond Schlather earned the admiration and respect of his colleague Trustees, TC3 students, faculty, and staff, and

WHEREAS, the President and Chair of the Board recommend Raymond Schlather, whose term has recently expired, for Trustee Emeritus designation, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby confers the designation of Trustee Emeritus upon Raymond Schlather, and be it further

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes those awarded Trustee Emeritus designation be afforded such rights and responsibilities as determined by said status.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of Trustees of
SS: 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 18th day of October 2023, 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 18th day
of October 18, 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

VP of Finance & Administration Report:

September 2023 Close

The Budget and Finance Office is preparing for the annual external audit, which includes preparation for the College as well as the Foundation. Year-end adjustments and reconciliations continue until the audit team begins. Bonadio & Co., LLP is the current Audit Firm. An RFP will be issued in 2024.

The start of the semester proves to be our busiest time of the year. County Chargeback billings occur, as well as the preparation of various student refunds.

Tuition revenue is progressing favorably, due to elevated enrollments. Expenses have not presented any significant fluctuations, and at this time appear to be on target as planned and budgeted.

	Modified Budget 2023-24	Expend to Date 2023-24	Unexpend Balance 2023-24	% Expended 2023-24	Total Exp PY 2022-23	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,565,316	1,029,070	15,536,246	6.2%	15,842,563	1,040,874	6.6%	11,803	0.1%
Equipment	130,000	0	130,000	0.0%	52,631	0	0.0%	0	0.0%
Contractual Expenses	5,921,866	175,723	5,746,143	3.0%	4,697,485	289,810	6.2%	114,088	2.4%
Employee Benefits	8,489,828	576,617	7,913,211	6.8%	8,949,744	582,193	6.5%	5,577	0.1%
Total Forecasted Departmental Appropriations¹	31,107,010	1,781,410	29,325,600	5.7%	29,542,423	1,912,877	6.5%	131,468	6.9%
Scholarships & Awards									
Student Services				0.0%					
Academic Support	\$ 3,439,832	1,026,408							
Total Scholarships & Awards	3,439,832	1,026,408							
Total Forecasted Appropriations²	34,546,842	2,807,818	29,325,600	8.1%	29,542,423	1,912,877	6.5%	131,468	6.9%
Adjustments to Approved Budget									
Personal Services				0.0%			0.0%	0	0.0%
Equipment									
Contractual Expenses				0.0%			0.0%	0	0.0%
Employee Benefits									
Total Adjustments to Approved Budget³ Favorable (Unfav)		0		0.0%	0	0	0.0%	0	0.0%
Personnel	16,565,316	1,029,070	15,536,246	6.2%	15,842,563	1,040,874	6.6%	11,803	0.1%
Equipment	130,000	0	130,000	0.0%	52,631	0	0.0%	0	0.0%
Contractual	5,921,866	175,723	5,746,143	3.0%	4,697,485	289,810	6.2%	114,088	2.4%
Scholarship & Awards Offset	3,439,832	1,026,408	0	29.8%	0	0	0.0%	0	0.0%
Fringe Benefit	8,489,828	576,617	7,913,211	6.8%	8,949,744	582,193	6.5%	5,577	0.1%
Total Approved Budget Appropriations⁴	34,546,842	2,807,818	29,325,600	8.1%	29,542,423	1,912,877	6.5%	131,468	6.9%

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 2022-23 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), GASB 75 (ERS/TRS) & GASB 87 (Lease Liability)

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2022-23
 FINANCIAL REPORT FOR PERIOD ENDING SEPTEMBER 30, 2023

	2023-24 Mod Bud	2023-24 Actual	2023-24 Unexpended Balance	2023-24 % Unexpended	2022-23 Total Exp PY	2022-23 PY to Date	2022-23 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Instruction									
Personal Services	6,767,853	528,710	6,239,143	7.8%	7,041,564	502,313	7.1%	(26,397)	(5.3%)
Equipment			0	0.0%	7,296		0.0%	0	0.0%
Contractual Expenses	1,734,045	51,454	1,682,591	3.0%	1,468,499	60,211	4.1%	8,757	14.5%
Employee Benefits	3,437,293	296,078	3,141,215	8.6%	4,006,964	278,228	6.9%	(17,850)	(6.4%)
Total Instruction	11,939,191	876,242	11,062,949	7.3%	12,524,323	840,752	6.7%	(35,489)	(4.2%)
Public Service									
Personal Services		1,287	(1,287)	0.0%	94,853	10,967	11.6%	9,680	88.3%
Contractual Expenses			0	0.0%	1,096	325	29.7%	325	100.0%
Employee Benefits		720	(720)	0.0%	53,204	6,141	11.5%	5,421	88.3%
Total Total Public Service	0	2,007	(2,007)	0.0%	149,153	17,433	11.7%	15,426	88.5%
Academic Support									
Personal Services	1,662,853	113,655	1,549,198	6.8%	1,551,654	95,613	6.2%	(18,042)	(18.9%)
Equipment			0	0.0%	34,056		0.0%	0	0.0%
Contractual Expenses	246,611	1,384	245,227	0.6%	187,757	8,571	4.6%	7,187	83.9%
Employee Benefits	713,057	63,647	649,410	8.9%	881,722	53,544	6.1%	(10,103)	(18.9%)
Total Academic Support	2,622,521	178,686	2,443,835	6.8%	2,655,188	157,728	5.9%	(20,957)	(13.3%)
Libraries									
Personal Services	578,376	41,730	536,646	7.2%	557,625	41,035	7.4%	(695)	(1.7%)
Equipment			0	0.0%	1,612		0.0%	0	0.0%
Contractual Expenses	289,876	3,205	286,671	1.1%	264,298	36,526	13.8%	33,321	91.2%
Employee Benefits	289,759	23,369	266,390	8.1%	311,628	22,980	7.4%	(389)	(1.7%)
Total Libraries	1,158,011	68,304	1,089,707	5.9%	1,135,163	100,541	8.9%	32,237	32.1%
Student Services									
Personal Services	2,345,163	123,768	2,221,395	5.3%	1,989,614	128,227	6.4%	4,459	3.5%
Equipment			0	0.0%	550		0.0%	0	0.0%
Contractual Expenses	696,125	26,948	669,177	3.9%	578,404	77,524	13.4%	50,576	65.2%
Employee Benefits	1,069,142	69,310	999,832	6.5%	1,132,050	72,182	6.4%	2,872	4.0%
Total Student Services	4,110,430	220,026	3,890,404	5.4%	3,700,618	277,934	7.5%	57,907	20.8%
Maintenance and Operations									
Personal Services	1,869,836	45,513	1,824,323	2.4%	1,834,543	65,106	3.5%	19,593	30.1%
Equipment	100,000		100,000	0.0%	1,186		0.0%	0	0.0%
Contractual Expenses	890,057	27,483	862,574	3.1%	909,924	25,848	2.8%	(1,635)	(6.3%)
Employee Benefits	951,381	26,487	924,894	2.8%	1,033,440	37,459	3.6%	10,972	29.3%
Total Maintenance and Operations	3,811,274	99,483	3,711,791	2.6%	3,779,093	128,413	3.4%	28,930	22.5%
Institutional Support									
Personal Services	1,707,247	99,836	1,607,411	5.8%	1,539,333	107,313	7.0%	7,477	7.0%
Contractual Expenses	433,513	11,374	422,139	2.6%	420,221	30,820	7.3%	19,446	63.1%
Employee Benefits	872,808	55,908	816,900	6.4%	864,294	60,713	7.0%	4,804	7.9%
Total Institutional Support	3,013,568	167,119	2,846,449	5.5%	2,823,848	198,846	7.0%	31,727	16.0%
General Institutional Services									
Personal Services	1,633,988	74,571	1,559,417	4.6%	1,233,377	90,299	7.3%	15,729	17.4%
Equipment	30,000		30,000	0.0%	7,931		0.0%	0	0.0%
Contractual Expenses	1,631,639	53,875	1,577,764	3.3%	867,285	49,985	5.8%	(3,890)	(7.8%)
Employee Benefits	1,156,388	41,097	1,115,291	3.6%	666,443	50,946	7.6%	9,849	19.3%
Total General Institutional Services	4,452,015	169,542	4,282,473	3.8%	2,775,036	191,231	6.9%	21,688	11.3%
Scholarships & Awards									
Student Services		7,928	(7,928)	0.0%	369,674	98,716	26.7%	90,789	92.0%
Academic Support	3,439,832	935,597	2,504,235	27.2%	3,247,763	943,628	29.1%	8,031	0.9%
Total Scholarships & Awards	3,439,832	943,525	2,496,308	27.4%	3,617,436	1,042,344	28.8%	98,820	9.5%
Total Appropriations before adjustments	34,546,842	2,724,934	31,821,908	7.9%	33,159,859	2,955,221	8.9%	230,287	7.8%

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2022-23
 FINANCIAL REPORT FOR PERIOD ENDING SEPTEMBER 30, 2023

	2023-24 Mod Bud	2023-24 Actual	2023-24 Uexpended Balance	2023-24 % Unexpended	2022-23 Total Exp PY	2022-23 PY to Date	2022-23 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Adjustments to Budget									
Personal Services	(233,850)		(233,850)	0.0%			0.0%	0	0.0%
Contractual Expenses	550,000		550,000	0.0%			0.0%	0	0.0%
Total Adjustments to Budget	316,150	0	316,150	0.0%	0	0	0.0%	0	0.0%
Total Appropriations after Adjustments	34,862,992	2,724,934	32,138,058	7.8%	33,159,859	2,955,221	8.9%	230,287	7.8%

TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2022-23
 FINANCIAL REPORT FOR PERIOD ENDING SEPTEMBER 30, 2023

	2023-24 Mod Bud	2023-24 Actual	2023-24 Uexpended Balance	2023-24 % Unexpended	2022-23 Total Exp PY	2022-23 PY to Date	2022-23 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Personnel	16,331,466	1,029,070	15,302,396	6.3%	15,842,563	1,040,874	6.6%	11,803	1.1%
Equipment	130,000	0	130,000	0.0%	52,631	0	0.0%	0	0.0%
Contractual	6,471,866	175,723	6,296,143	2.7%	4,697,485	289,810	6.2%	114,088	39.4%
Scholarship & Awards Offset	3,439,832	943,525	2,496,308	27.4%	3,617,436	1,042,344	28.8%	98,820	9.5%
Fringe Benefit	8,489,828	576,617	7,913,211	6.8%	8,949,744	582,193	6.5%	5,577	1.0%
	<u>34,862,992</u>	<u>2,724,934</u>	<u>32,138,058</u>	<u>7.8%</u>	<u>33,159,859</u>	<u>2,955,221</u>	<u>8.9%</u>	<u>230,287</u>	<u>7.8%</u>

2022-2023 APPROPRIATIONS

SCHEDULE OF EMPLOYEE BENEFITS

Year-To-Date Through September 30, 2023

	2023-24 Mod Bud	2023-24 Actual	2023-24 Uexpended Balance	2023-24 % Unexpended	2022-23 Total Exp PY	2022-23 PY	2022-23 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	179,068	172,031	7,037	96.1%	134,625	15,000	11.1%	(157,031)	(1046.9%)
HRA Retiree Benefits	83,119	10,366	72,753	12.5%	90,191	4,031	4.5%	(6,336)	(157.2%)
State Employee's Retirement	1,095,738	93,715	1,002,023	8.6%	1,052,140	80,670	7.7%	(13,046)	(16.2%)
State Teacher's Retirement	182,355	12,256	170,099	6.7%	167,868	12,947	7.7%	691	5.3%
Optional Retirement Fund	792,864	51,569	741,295	6.5%	757,014	59,433	7.9%	7,863	13.2%
Social Security	1,270,482	91,754	1,178,728	7.2%	1,210,356	82,549	6.8%	(9,206)	(11.2%)
Worker's Compensation	94,558		94,558	0.0%	118,641	6,575	5.5%	6,575	100.0%
Executive Benefits	37,000		37,000	0.0%	4,131	4,131	100.0%	4,131	100.0%
Disability Insurance	8,418	649	7,769	7.7%	8,782	1,409	16.0%	760	53.9%
Hospital and Medical Insurance	2,957,372	239,000	2,718,372	8.1%	2,679,556	229,727	8.6%	(9,273)	(4.0%)
Post Retirement Health Insurance	1,540,800	120,000	1,420,800	7.8%	1,440,000	120,000	8.3%	0	0.0%
Employee Tuition Benefits	128,104	39,382	88,722	30.7%	87,830	36,374	41.4%	(3,008)	(8.3%)
Life Insurance	7,513	662	6,851	8.8%	7,907	1,263	16.0%	601	47.6%
Vacation Benefits	93,600	7,500	86,100	8.0%	82,500		0.0%	(7,500)	0.0%
Miscellaneous	3,237	300	2,937	9.3%	3,475	200	5.8%	(100)	(50.0%)
Unemployment Insurance	15,600		15,600	0.0%	(729)		0.0%	0	0.0%
Total Employee Benefits	8,489,828	839,186	7,650,642	9.9%	7,844,286	654,306	8.3%	(184,879)	(28.3%)

TOMPKINS CORTLAND COMMUNITY COLLEGE

YTD REVENUE 2022-2023

September 30, 2023

	Modified Budget 2023-24	Revenues to Date 2023-24	Variance 2023-24	% Realized 2023-24	Total Rev PY 2022-23	YTD Rev PY 2022-23	PY % Realized 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,883,694	3,887,135	(3,441)	100.1%	3,508,660	3,486,921	99.4%	400,214	11.5%
Spring	3,368,684	0	3,368,684	0.0%	3,111,518	0	0.0%	0	0.0%
Winter	127,690	612	127,078	0.5%	138,120	(600)	-0.4%	1,212	-202.0%
Summer	614,585	678	613,907	0.1%	516,961	0	0.0%	678	0.0%
Nonresident Tuition	508,938	681,646	(172,708)	133.9%	746,555	488,286	65.4%	193,360	39.6%
Student Fee Revenue	1,012,926	478,934	533,993	47.3%	931,574	442,227	47.5%	36,706	8.3%
Bad Debt Reserve			0	0.0%	(376,000)		0.0%	0	0.0%
Total Core Student Revenue	9,516,517	5,049,004	4,467,513	53.1%	8,577,388	4,416,834	51.5%	632,170	14.3%
Concurrent Enrollment Tuition	3,222,850	935,755	2,287,095	29.0%	3,247,690	942,391	29.0%	(6,636)	-0.7%
Total Student Revenue	12,739,367	5,984,759	6,754,608	47.0%	11,825,078	5,359,225	45.3%	625,534	11.7%
Government Appropriations									
New York State	9,763,019		9,763,019	0.0%	9,766,934	2,437,505	25.0%	(2,437,505)	-100.0%
Local Sponsors	4,882,882		4,882,882	0.0%	5,346,558		0.0%	0	0.0%
Appropriated Cash Surplus	1,003,562		1,003,562	0.0%	600,000	600,000	100.0%	(600,000)	-100.0%
Charges to Other Counties	5,891,772		5,891,772	0.0%	5,649,776	1,293,266	22.9%	(1,293,266)	-100.0%
Federal Aid			0	0.0%	88,753		0.0%	0	0.0%
Board Designated Reserves			0	0.0%	932,518	932,518	100.0%	(932,518)	-100.0%
Total Govt Appropriations	21,541,235	0	21,541,235	0.0%	22,384,539	5,263,289	23.5%	(5,263,289)	-100.0%
Other Revenues									
Service Fees	121,340	23,238	98,102	19.2%	96,446	26,746	27.7%	(3,508)	-13.1%
Interest Earnings		5	(5)	0.0%	9,007	661	7.3%	(655)	-99.2%
Rental of Real Property	10,000		10,000	0.0%	11,035	2,750	24.9%	(2,750)	-100.0%
Contract Courses	100,000		100,000	0.0%	81,289	73,635	90.6%	(73,635)	-100.0%
Noncredit Tuition	100,000	16,543	83,457	16.5%	174,870	40,569	23.2%	(24,026)	-59.2%
Grant Offsets	205,000		205,000	0.0%	240,646	(1,952)	-0.8%	1,952	-100.0%
Unclassified Revenues	46,050	2,263	43,787	4.9%	446,845	2,088	0.5%	175	8.4%
Total Other Revenues	582,390	42,049	540,341	7.2%	1,060,138	144,496	13.6%	(102,447)	-70.9%
TOTAL REVENUES	34,862,992	6,026,808	28,836,184	17.3%	35,269,755	10,767,010	30.5%	(4,740,202)	-44.0%
Student Revenue									
Student Revenue	13,060,707	6,024,540	7,036,167	46.1%	12,177,683	5,500,175	45.2%	524,366	9.5%
State Revenue	9,763,019	0	9,763,019	0.0%	9,766,934	2,437,505	25.0%	(2,437,505)	-100.0%
Local Revenue	10,774,654	0	10,774,654	0.0%	10,996,334	1,293,266	11.8%	(1,293,266)	-100.0%
Federal Revenue	0	0	0	0.0%	88,753	0	0.0%	0	0.0%
Use of Fund Balance	1,003,562	0	1,003,562	0.0%	1,532,518	1,532,518	100.0%	(1,532,518)	-100.0%
Other	261,050	2,268	258,782	0.9%	707,533	3,546	0.5%	(1,278)	-36.0%
Total	34,862,992	6,026,808	28,836,184	17.3%	35,269,755	10,767,010	30.5%	(4,740,202)	-44.0%

To: TC Board of Trustees/ President Kremenek

From: College Senate/ Sayre Paradiso -Chair

College Senate Report October 3, 2023

- Will be establishing new committee structure per last year's vision before end of October
- Seats and positions remain unfilled (main focus)
 - Call went out for nominations 10/3
 - Need one Classified Staff and one FSA member to fill seats
 - We are still looking for a new Secretary and Co-Chair
- CGL conference from 9/22-9/23 was attended by Sayre Paradiso
 - Gained some historical knowledge of senate processes as well as an understanding of other campuses
 - Will apply to our processes in hopes of inspiring new involvement
- Starting the Chancellor's award process for the academic year
 - Call for Chancellor's Award for Excellence in Adjunct Teaching went out
 - Voting will close 10/16
 - Nomination due to SUNY 11/14
- Senate Chair Sayre Paradiso continues to meet with President Kremenek around the missions of the Senate and the college at large



To: Board of Trustees
From: Julie Gerg, Executive Director
Date: October 6, 2023

Foundation Board and Committees

The board development committee met on September 21 to discuss upcoming Board member recruitment.

An executive committee meeting was held on September 26. An executive session was held to discuss the campus housing bond, REDC grant, and Coltivare. A moment of silence was held in memory of Dr. Montague. Discussion took place regarding new board member recruitment. Doug Bentley reported that a Foundation team had been secured for the upcoming 17th Annual Panther Club Open on September 29.

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

An internal audit of restricted funds is being completed.

Upcoming Meetings

Board, October 10 – TC3 Farm Director, Todd McLane will present the Mission Moment
Property Management Committee, October 31

Philanthropy

2023-2024 (09/01/2023-08/31/2024) revenue raised: \$252,788

Donor Activity	Face-to-Face	Calls	Emails	Other
September	5	4	58	2
Fiscal Year Total	5	4	58	2

Previous 30 days goal update: yearend, in-house campaign and nursing program appeals are in the design phase.

Goal for next 30 days: send the solicitation pieces for the targeted appeals.

Final fundraising plan will be presented at the October's Foundation Board meeting.

Philanthropic related work: Illume Projects will present their privately funded family housing feasibility study at a public presentation on Thursday, October 26.

The new Art Initiative made its first disbursement for students to attend *Rusalka* at the Hangar Theatre in November. This one opportunity is a way for students to experience opera, most likely for the first time.

Events

Fall 2023

- Pathways luncheon
- Fall scholarships luncheon
- In-house campaign

Spring 2024

- Thank you event
- Retiree event
- Pathways luncheon
- Spring scholarships luncheon

Software

Work is underway to implement Awards Management.

Communications

- A direct mail solicitation piece will be sent to nursing alumni for nursing lab updates in October.
- Working with True Creative, marketing firm to create upcoming solicitation pieces.

Community Involvement

- How It's Made – Career Exploration, September 27
- 17th Annual Panther Club Open on September 29

Upcoming Community Involvement

- Cayuga Medical Center Gala, October 13
- Women's Fund Annual Luncheon and Celebration: Women's Empowerment, October 16
- Cortland Chamber of Commerce Annual Dinner, November 9
- Finger Lakes Chapter Association of Fundraising Professionals Annual Luncheon, November 15

Tompkins Harvest

Salad bars and accessories were delivered to eight Tompkins County schools on Friday, September 29. The customized chef coats for the Food Service Directors are in the final stages of being ordered.

Foundation Board Members

Tom Van Derzee, chair (Tompkins County)

Regina Grantham, vice chair (Cortland County)

Amy Lanzilotta, secretary/treasurer (Tompkins County)

Doug Bentley, alum (Cortland County)

Amanda Bisson, Faculty Liaison

Clint Books (Cortland County)

Rich Cunningham (Cortland County)

Dale Davis, alum (Cortland County)

Bob Haight (Cortland County)

Amy Kremenek, College President

Matt McSherry, Board of Trustees Liaison

Gary Stewart (Tompkins County)

Mary Stoe (Tompkins County)

Jennifer Turck (Cortland County)

Kansas Underwood (Tompkins County)

Paula Younger (Tompkins County)

TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, President
DATE: October 11, 2023
SUBJECT: President's Update

The following update reflects progress toward the President's goals approved by the Board of Trustees. The goals are organized by the following four focus areas: Student Enrollment and Retention, Campus Institutional Resources and Assets, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration. The goals were also shared with the campus community at the Fall 2023 Opening Day in August.

1. STUDENTS: ENROLLMENT AND RETENTION

- The 2023-24 academic year is off to a strong start, with core enrollment currently up 13.1% with 1,690 core students enrolled. This represents a 12.9% increase in FTE. Enrollment by continuing and new students is up by 8.3% and 11.5% respectively, compared to this same time in fall 2022.
- With the initiation of the Enrollment Management division in August 2023, the College's Strategic Enrollment Management Plan, first developed last August, is undergoing an annual review. This review is led by Richard Floyd, Vice President of Enrollment Management, with considerable input from the cross-campus SEM committee. An important priority is to align the plan with the three-year enrollment projections recently requested by SUNY.
- This year's annual Fall Day, a professional development day for all faculty and staff, focused on student retention using a World Café model. World Café is an approach used by organizations and corporations around the world and is designed to facilitate dialogue and incorporate diverse perspectives. The information will be assembled into key themes, which will be shared with faculty and staff and also validated with student groups.
- Four faculty and staff attended the annual Achieving the Dream Data Summit in Baltimore. This is a high-level professional development opportunity to learn best practices and the latest research. Achieving the Dream is a national community college student success network.
- Progress is underway relative to a new contract with the College's dining vendor, American Food & Vending. The contract will include new meal plan options, more student engagement, campus marketing, and the reopening of the Fireside Café, which had been temporarily closed due to staffing issues.

2. CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS

- Funding to initiate a TC3 Facilities Master Plan has been identified. An RFP will be issued this fall to solicit an external firm to assist with this process.
- The financial models for the auxiliary units owned by the TC3 Foundation – Coltivare, Residence Halls, Ithaca Extension Center, Cortland Extension Center, and the TC3 Farm have been clarified and presented to the TC3 Foundation Board. These models are also being shared with the TC3 Board of Trustees due to the intertwined nature of the units with the

College, particularly with four academic programs, the residence life program, and the SEM Plan.

- An Advisory Board consisting of industry professionals, business leaders, and community leaders has been assembled to provide guidance and perspective relative to the reopening, operation and re-envisioning of Coltivare. The first meeting was held 10/4/23.
- The Adult Student Housing Feasibility Study funded by the Park Foundation has been completed and will be presented on 10/26/23.
- An RFP for Legal Services has been issued with bids due back 10/27/23. These services will include assistance with the update of the College's Centralized Policy Manual and associated practices.

3. CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION

- As noted above, the College's annual Fall Day focused on student retention. The themes based on the data and input gathered will form the basis for small campus workgroups to address key areas necessary to support and make progress relative to student success measures.
- The final assessment for the 2019 Strategic Plan is underway. We will begin the process to engage the campus community in the next College Strategic Plan in January at the annual Opening Day meeting.
- The College's cohort for the PEAKS Community College Leadership Consortium participated in the fall retreat at Minnowbrook in September. The TC3 cohort is Brent Doane, Breton Bienvenue, Cindy Whitney and Mellora Paucke. They are joined by 28 professionals from Finger Lakes CC, Mohawk Valley CC, and Onondaga CC in this year-long program.
- The Panther Open Golf Tournament was by all accounts a big success with a record number of golfers, sponsors and foursomes, including several TC3 staff members and families. The support from members of the College's Board of Trustees was also much appreciated. All proceeds supported the College's Athletics program.

4. EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION

- The NY Community College Association of Presidents (NYCCAP) is finalizing the sector's advocacy plan for the 2024 NYS Legislative Session. Coordination is also underway with the NY Community College Trustees Association (NYCCT) and the FCCC (Faculty Council on Community Colleges). It is anticipated that students, whose voices are most important, will also play a role in this effort to support equitable funding for our sector of higher education.
- The College's emerging Arts Initiative, supported by an external donor, is underway. Partnerships are being forged with the Homer Center for the Arts and the Johnson Museum of Art, among others.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-6**

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 18th day of October 2023, 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 18th day of October 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, October 3, 2023
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Need, Barbara	Opening Day Professional Development	Adjunct	\$100.00	8/22/2023
Buchanan, Patty	ENGL100 M07	Adjunct	\$3,870.00	8/23/2023 To 12/15/2023
Ford, Gary	ACCT101 BL2, ACCT102 BL1	Adjunct	\$9,736.00	8/23/2023 To 12/15/2023
Vazenios, George	MATH020 EL02	Adjunct	\$2,434.00	8/23/2023 To 12/15/2023
Burlingame, Charlyne	Provide supervision while administering medications - NURS208 M33	Adjunct	\$2,198.25	8/28/2023 To 12/15/2023
Cicciarelli, Richard	BIOL104 M01	Adjunct	\$2,580.75	8/28/2023 To 12/15/2023
Cornish, Erin	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Eaves, Robert	MATH107 EL50	Adjunct	\$1,026.00	8/28/2023 To 12/18/2023
Evans, Christine	CollegeNow Faculty Liaison	Adjunct	\$418.29	8/28/2023 To 12/15/2023
Evans, Christine	ESL 112 M01	Adjunct	\$4,868.00	8/28/2023 To 12/15/2023
Farah, Fred	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Ford, Gary	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Ford, Lisa	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Galezo, David	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Gold, Darlene	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Grossman, Rick	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Ha, Lien	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Jackson, Adam	COMM240, ENGL274, COMM101	Adjunct	\$8,115.00	8/28/2023 To 12/18/2023
Lewis, Justine	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Marvin, Tracy	ESL 110 M01	Adjunct	\$4,328.00	8/28/2023 To 12/15/2023
McDaniel, Mick	FITN130 M11, FITN230 M11	Adjunct	\$1,935.00	8/28/2023 To 11/7/2023
Need, Barbara	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Okaru, Alfie	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Peck, Gail	Provide supervision while administering medications - NURS209	Adjunct	\$2,198.25	8/28/2023 To 12/15/2023
Phillips, Jamie	FITN130 M20, FITN230 M20	Adjunct	\$1,539.00	8/28/2023 To 11/7/2023
Rice, Douglas	ENGL100 D92, ENGL101 D92A, D92B	Adjunct	\$9,738.00	8/28/2023 To 12/15/2023
Schat, Marjolein	Contract amendment for promotion to Associate Professor- L5	Adjunct	\$511.00	8/28/2023 To 12/18/2023
Sewell, Pat	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Sewell, Pat	Adjunct Association President	Adjunct	\$2,764.50	8/28/2023 To 12/18/2023
Sorensen, Ann Marie	ESL 111 M01	Adjunct	\$4,328.00	8/28/2023 To 12/15/2023
Strickland, Melanie	NURS208 M32, M33	Adjunct	\$11,286.00	8/28/2023 To 12/15/2023
VanKanegan, Megan	ART 120 M03	Adjunct	\$3,787.00	8/28/2023 To 12/18/2023
VanKanegan, Megan	ART 261, 262 INDP	Adjunct	\$1,664.00	8/28/2023 To 12/18/2023
Weaver, Bobbie	ENGL204 M01	Adjunct	\$3,246.00	8/28/2023 To 12/18/2023
Whitcraft, Michele	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
Young, Tammi	CollegeNow Faculty Liaison	Adjunct	\$3,585.30	8/28/2023 To 12/15/2023
September				
Pakkala, Amber	Para-Professional Tutor (REVISED)	Adjunct	\$8,486.40	9/11/2023 To 12/22/2023
October				
Avery, Samuel	ENGL216 BL2	Adjunct	\$3,246.00	10/3/2023 To 12/15/2023
Blanco, Robert	CAPS121 M01	Adjunct	\$1,203.50	10/3/2023 To 12/15/2023
Broderick, Margaret	HUMS105 BL3	Adjunct	\$3,078.00	10/3/2023 To 12/15/2023

Employee	Department	Title/Rank	Salary	Employment Dates
Burns, Frank	HRMG107 HY1	Adjunct	\$1,082.00	10/3/2023 To 11/7/2023
Eaves, Robert	MATH117 M/EL02	Adjunct	\$3,078.00	10/3/2023 To 12/15/2023
Feavearyear, Jody	MATH017 EL02	Adjunct	\$1,290.00	10/3/2023 To 12/15/2023
Floyd, Laurie	ENGL210 BL2	Adjunct	\$3,078.00	10/3/2023 To 12/15/2023
Fussner-Kelly, Shirley	MATH029	Adjunct	\$3,441.00	10/3/2023 To 12/15/2023
Galezo, David	PHIL201 M02	Adjunct	\$3,870.00	10/3/2023 To 12/15/2023
Krupp, Aaron	DRAF107 M02	Adjunct	\$3,334.50	10/3/2023 To 12/15/2023
Kyle, John	CAPS121 M04	Adjunct	\$1,513.17	10/3/2023 To 11/7/2023
LaFavor, Erik	SOCI101 M03	Adjunct	\$3,246.00	10/3/2023 To 12/18/2023
Lewis, Justine	SOCI101 ME51	Adjunct	\$3,246.00	10/3/2023 To 12/18/2023
McIntyre, David	HRMG105 HY2	Adjunct	\$1,147.00	10/3/2023 To 11/7/2023
Okaru, Alfie	FITN101 INDP, FITN102 M01	Adjunct	\$2,552.50	10/3/2023 To 12/18/2023
Osborne, James	ENGL101 M21	Adjunct	\$3,246.00	10/3/2023 To 12/18/2023
Scrivens, Michael	BUAD217 BL1	Adjunct	\$3,246.00	10/3/2023 To 12/18/2023
Sheehan, John	ANTH202 BL3, HSTY201 M05	Adjunct	\$7,740.00	10/3/2023 To 12/18/2023
November				
Snyder, Zachery	Enrollment Management - Director of Strategic Marketing	Grade 6	\$89,000.00 *	11/6/2023

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

October 18, 2023

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Michele Lopez	Secretary	Alumni & Development	09/29/23	Resigned
Tracey Guild	Student Success Advisor	Student Success	10/06/23	Resigned
Pamela Davis	Secretary	Human Resources	09/09/24	Retirement

FACULTY STUDENT ASSOCIATION

Sydney Paluch	Residence Director	Resident Life	09/13/23	Resigned
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BISTRO

Bernard Brown	Line Cook		09/18/23	Separation
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of October 4, 2023

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Adult Student Admissions Advisor (Grant Funded)	ASAP	October 3, 2023	November 3, 2023	Accepting Applications
Director of Admissions (Permanent)	ASAP	May 24, 2023	June 26, 2023	On-Campus Interviews Concluded
Director of Strategic Marketing	ASAP	May 23, 2023	June 23, 2023	Hired: Zachery Snyder (11/06/23)
Human Resources Assistant	ASAP	September 5, 2023	September 19, 2023	Accepting Applications
User Interface/User Experience (UI/UX) Front-End Developer & Web Captain	ASAP	September 28, 2023	October 30, 2023	Accepting Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaner (Temp.) (1.0 FTE)	Buildings & Grounds	ASAP	Reviewing Tompkins County Department of Human Resources list of eligible candidates
Enrollment Services Specialist (1.0 FTE)	Enrollment Services	ASAP	Accepting Applications via Tompkins County Department of Human Resources
Senior Cleaner (1.0 FTE)	Buildings & Grounds	ASAP	Accepting Applications via Tompkins County Department of Human Resources

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Teacher	Childcare	ASAP	Accepting Applications
Head Teacher	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics & Recreation	July 2023	Accepting Applications; Continuous Recruitment
Recreation & Fitness Center Assistant	Athletics & Recreation	July 2023	Hired: Madisyn Zimmer (10/03/23)
Recovery Program Assistant (0.5 FTE)	Health & Wellness Services	ASAP	Accepting Applications
Substitute Teacher	Childcare	July 2023	Accepting Applications; Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications
Van Driver	Athletics & Recreation	July 2023	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications Hired: Milo Coyote (09/20/23)
Banquet Server	TC3 Bistro	July 2023	Accepting Applications Hired: Milo Coyote (09/20/23)
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Director of Operations	TC3 Bistro	July 2023	Zoom Interviews Concluded
Executive Chef	TC3 Bistro	July 2023	Scheduling On-Site Interviews
Dishwasher	TC3 Bistro	July 2023	Accepting Applications
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Accepting Applications Hired: Milo Coyote (09/20/23) Nicholas Eighmey (09/20/23)
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	July 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of October 4, 2023

COMPLAINANT	SUBJECT	DISPOSITION
CSEA		
CSEA-Campus Police Officer	Termination due to violation of Code of Conduct.	Day One of Hearing set for November 10, 2023

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

Provost Report October 2023

Faculty Meeting: Our September Faculty Meeting had the following Agenda Items: Faculty Meeting Overview; Curriculum Discussions; Math Discussions; Updates on the Withdrawal Policy; and the FCCC (Faculty Council of Community College's) Alternate. We are working to make our format more participatory this year, so the bulk of our time was spent reviewing our core math offerings in communities to ensure that faculty fully understood recent changes made to the curriculum.

Transformation Fund: Over the summer, SUNY gave the college 3 weeks to apply for funding from a Transformation Fund, with our allotment in excess of \$1,100,000. We were provided very strict parameters for the money, with most of it related to workforce development in key labor market sectors where we could make an impact within the next year. The portions of our accepted proposal that worked through the Provost's Office included marketing, scholarships, an emergency fund, instruction costs, development costs, and equipment for five micro credentials (three existing and two new). The existing credentials are Clinical Medical Assistant, Medical Office Assistant, and Micro-Nano Fabrication Safety. The two new ones are related to Microscopy and to Vacuum Technology for the Micro-Nano space. The latter two require expensive equipment (\$800,000), which takes up the bulk of the Transformation Funding. The credentials will be created as part of our partnership with the Cornell NanoScale Facility, who helped us identify the appropriate curriculum approach after roundtables with local employers, including Xallent Inc, Global Foundries, Odyssey Semiconductor, Akoustis, Vergason and Micron. The other portion of the proposal connected to the Provost's Office was money to support a new position in Access and Equity, which we have identified as part of a restructure of the department to help meet the anticipated increase in students self-identifying with disabilities as part of the change to the social justice model we have adopted.

Study Abroad Updates: The College has two trips planned for Fall 23 and one for Spring 24. This fall we are reviving a long-standing trip to Cambodia to work with the Center for Khmer Studies, and we are adding a new trip to study food systems in the Dominican Republic. For the Spring, our trip associated with our nursing program (a trip which has gone on in some form for decades) will undergo a revision, visiting the Dominican Republic to learn about health care systems with Spanish language training. The latter trip will be the first time we have sent our students to our partner school in PUCMM (Pontificia Universidad Católica Madre y Maestra). For all of these courses, students take classes during our typical semester and then travel following the semester for in-country experiences.

Assessment and Chairs: Our on-going academic assessment work continues, with dedicated time afforded for academic departments on Fall Day. The Provost's Office continues to meet monthly with chairs and coordinators (one meeting per academic community) with themed topics. September's meeting focused on curriculum work to accomplish for the year; October's focused on Fall Day and academic scheduling.

Enrollment Management Board Report October 2023

With the start of the Fall 2023 semester underway, admissions and related recruitment activities quickly began for the Spring and Fall 2024 entering cohorts. We opened our Spring and Fall 24 admissions application in mid-September, and have already begun receiving applications for both entry terms. We are pivoting to make a greater effort to actively recruit students from within a 60-mile radius of the College. We continue to maintain a recruiting presence downstate, but we are focusing less of our assets on large, costly college fairs in the NYC area and instead are placing greater emphasis on building relationships with targeted high schools in the downstate region. With two new recruiters beginning work for us in September, we are visiting over 150 high schools this fall (including our 90 CollegeNow partner schools) and are attending approximately 40 college fairs. Our primary target counties are Cortland, Tompkins, Tioga, Broome, Chenango, Chemung, Onondaga, Ulster, Putnam, Orange, Westchester, Suffolk, Rensselaer, Rockland, Steuben, Oswego, Schuylers, Cayuga, Delaware, Otsego, and Oneida. We are also in the process of reserving time at specific schools for our Instant Admit Days.

Marketing is underway to support these efforts, and we have successfully hired a new Director of Strategic Marketing, who will join the College's staff in early November. Our Fall Open House programs take place on November 3 and 4, and our marketing efforts have accelerated to promote this event and our new application. In addition to direct student outreach, we are promoting the Open House and similar events through multiple advertising channels. Locally, we have radio ads running on ESPN Radio broadcasts of local high school sports games, and in general rotation on ESPN and four other stations: WYXL, WQNY, WFIZ, and WXHC (Lite Rock 97.3, Q Country 103.7, Z95.5, and X101). Print advertising has been purchased in the *Cortland Standard*, *Tompkins Weekly*, and *The Shopper*, and our agency partner eDesign has refocused our digital marketing to promote Open House over the month, targeting high school ages. We have changed the lead slider on the website and started regular social media posts that will lead up until the event. Lastly, we have switched out the banner on the College entrance sign at Route 13 and are sending a news release to local media.

We successfully hosted 350 high school students from 17 different schools for "How It's MADE: Manufacturing and Development Expo," our version of Manufacturing Day. This year we collaborated with AFV for students to have lunch in the cafeteria. DCMO BOCES also went on a campus tour to wrap up their day at the college. This is a partnership between the College, Tompkins Workforce Development Board, Cayuga-Cortland Workforce Development Board, Tompkins Workforce NY, Cortland Works Career Center, IAED, TST BOCES, and AM&T. Twenty-three regional employers participated in the event. Milton CAT won the student choice award for best exhibit. Assemblywoman Anna Kelles and Senator Lea Webb stopped by to observe the event in action. Both representatives posted about their experience on X (Twitter). Plans are underway for MADE 2024.

Quarterly reports have been prepared for the US DOL Strengthening Community College, the Southern Tier 8 ARC Healthcare Training, and the Tompkins County Microcredential grants. The USDOL SCC grant is entering its second year. The grant team is meeting next week to review year 2 goals and establish a work plan. The Southern Tier 8 grant is going into its final quarter of work. Marketing put together a strong campaign to promote late start microcredentials and admissions is following up with inquiries from interested students. As of the writing of this report, eleven students have been awarded the grant for Fall 2023. Meetings are happening between Admissions, Workforce Development, the Provost's Office, and Marketing to plan out the Spring 2024 microcredential schedule that will help inform marketing and student recruitment processes for these programs.

We submitted a grant request to NYS ESD Pay 4 Performance Operating and Capital grant programs. This was a collaboration between the Workforce Development team, Professor Sophia Georgiakaki, and the Provost's Office. The request builds upon the funding received from the SUNY Transformation Fund and further supports our work in the semiconductor industry. The grant is under review as part of Round V applications. Work now turns to pulling together information for the next US DOL Strengthening Community College grant. We are part of a consortium (MVCC, OCC, Dutchess, TC3, and possibly two other colleges) that is submitting an application to establish a semiconductor education corridor in Central New York.

Finally, we recently hosted our Career Carnival recently, and the early October weather gave us a fantastic day for an outside event. Thirty-four employers tabled at the event and approximately 195 students attended. Students learned about internship and jobs available with local employers. New Roots Charter School attended with 25 students and they wrapped up their visit with a college tour. Students were very engaged and appreciated the relaxed environment to network with students. Overall, employers and students were very happy with this career fair and the earlier MADE event. Students were excited and engaged, and employers were very pleased with the number of students in attendance. The energy during both events was amazing. We are looking forward to building on these for next year.

BOARD OF TRUSTEES REPORT

Vice President of Student Affairs and Senior Diversity Officer
October 2023

Athletics and Recreation

M&W Basketball teams have been using their eight-hour per week "out of season" practice times to get into shape and support new students as they get acclimated to campus life. The first games for both programs are scheduled for the end of October, with Coach Wilk and Coach Wright optimistic about the 2023-24 seasons! Baseball, Softball, and Men's Lacrosse continue with fall ball practices and scrimmages, with each team boasting their largest rosters in almost a decade. For updates on Cross Country, Women's Soccer, and Men's Soccer, please head to the TC3 Athletics web page for team and schedule information at <https://www.tcpantthers.com/landing/index> 2022-23 facility rentals in Athletics & Recreation generated \$49,679 for the Faculty Student Association. In addition, pool revenue exceeded \$18,000 generated by community swim fees, swimming lessons, and birthday party rentals.

Campus Police

Campus Police recently provided a safety, security, and de-escalation presentation during a group Student Leaders training program. The Student Leaders group consisted of resident assistants, student mentors, and student club/event leaders. Campus Police staff tabled and interacted with students at the TC3 Get Connected Fair on Wednesday, September 13th. Two Campus Police Officers assisted with the annual Ithaca/Cortland – Walk to End Alzheimer's that was hosted at TC3 on Sunday, September 10th, and one Campus Police Officer attended the annual Village of Dryden First Responder Event held in Montgomery Park on Sunday, September 24th. Looking forward into October, Campus Police staff will be: providing TC3 tutors a presentation on safety, security, and active threat readiness and response; hosting a Coffee with a Cop event at the TC3 Student Center; attending a C4 (Cortland County Community of Color) hosted event designed to discuss police/community interactions; and working collaboratively with residence life staff, health and wellness staff and the NYS Office of Fire Prevention and Control to conduct door-to-door visits in the residence halls to promote fire and personal safety, and policy compliance.

Childcare

All FT staff who are currently working at the center have received their retention funds from the NYS grant. We have also relisted our job postings to reflect the sign on bonus (grant funded) as well as the wording that they can receive experience and education to be promoted in their positions at the center. We are hopeful that we start to get some applications. We were awarded the NYS Retention grant to help with retention of current employees as well as recruitment of new staff. Between both centers we were awarded \$101,520. We currently have 5 staff members participating in the DOL apprenticeship program, 3 which are new this semester. We have \$144,000 to use to help pay staff members wage that participate in the program.

Health and Wellness (HWS)

The Health Center is in compliance with the updated SUNY COVID Policy; Masks and tests are available, vaccines and boosters are encouraged, and immunizations are recorded. The Pantry Manager and others from the Schenectady CC Pantry, the SUNY Anti-hunger Coordinator, Swipe Out Hunger, the Alliance for a Hunger-Free NY, and the SUNY Pantry Sustainability received notice that their proposed program has been accepted by the SUNY CC Board of Trustees conference. The Case Manager and Clinical Mental Health Counselor have attended several Faculty Meetings to discuss the referral process and available services within Health and Wellness Services. Faculty, staff, and other referrals have been steady and we have seen an influx of non-traditional students seeking support. The Best Life Lounge (BLL) has been a busy venue for students to relax and connect between classes. 109 students visited the BLL 351 times in September. Also, The Collegiate Recovery Program will host a state-wide Youth Summit on October 21st. Youth and professionals who work with youth in recovery are expected from Buffalo to Albany.

Office of Diversity Education and Support Services (ODESS)

This Fall, EOP has 27 students enrolled in the program, a 100% plus increase from the previous year. The Summer Institute and Fall enrollment reports are in the process of being submitted. Recruitment for next semester and the 2024-2025 academic year have started. Accepting a Spring class is a new initiative that received SUNY System approval. ODESS is in the process of developing a winter Bridge curriculum to enroll EOP students for the Spring semester. Also, we are collaborating to host joint events with Ithaca College and the rest of the Central New York LSAMP consortium. This year's ID Summit will be held in the Spring semester. The conference focuses on the intersectionality of diversity.

Residence Life

RAs, Resident Directors, and the Director of Residence Life have been participating in continuing education and training to open the year, including training on the administration of Narcan, risk management and de-escalation techniques, and active bystander intervention. Resident Director Sydney Paluch will be departing her role on 10/20. A search process is underway in search of a new Resident Director for the role. Residence Life is planning two programming series for the fall. The first is TC3 Tuesdays, which will be a pop-up tabling event to create connection and community with our students and increase campus vibrancy. The second is called Adulting 101 and will focus on key life skills for students. This semester's future topics for the series include cooking, conflict resolution, personal finances and budgets, and mindfulness. In addition, Residence Life is also planning two large campus programs for fall with the help of the resident assistants. Our first program will feature a community Trunk or Treat, which will be held at the end of October. We are utilizing this program to jump-start interest in the Residence Hall Association in anticipation of a relaunch of the organization in the spring. The second program will be a destress-themed event in December in the connector of A and B.

Student Life

The Fall 2023 Get Connected Fair had 30 tables with representatives from 10 student organizations, 7 external organizations, and 13 campus departments and resources present. There were nearly 140 students in attendance and the room stayed busy for the duration of the 1.5 hour event. We received feedback from those staffing the tables that students were enthusiastic and engaging with resources leading to a positive experience for the departments, resources, and clubs/organizations.

Student Success: Advising, Career, and Transfer Services

Early concern reports are a vital strategy to support student retention. Over the first three weeks, 651 students were flagged, indicating that there are student concerns that necessitate attention. Student success advisors were assigned 405 of these flags to follow up with the 186 students who were flagged in more than one fall course. They conducted outreach via text, e-mail, phone, and in-person meetings. Overall, 52% of the Early Concern flags have already been resolved. Also, our AI-generated EdSights SMS chatbot, Pounce Panther, has sent four text message campaigns this fall semester with a 98% opt-in rate. Our chatbot response team has worked to respond to identified concerns for 49 students deemed as "opportunities for follow-up" based on their text replies. The EdSights system has categorized students into risk groups based on four risk drivers (financial, academic, engagement, and wellness), with 85.5% being at low risk, 7.9% at medium risk, and 6.6% at high risk.

Interim Dean of Student Affairs Office

For September, there were 18 conduct incidents involving 56 students. Of 56 students, 27 students had alcohol-related charges, 14 students had marijuana charges, and 15 had other code of conduct violations. The alcohol charges primarily stemmed from 2 incidents in the residence halls. This is the first time we have had larger incidents like this and this number of drug (cannabis) and alcohol conduct cases since pre-pandemic. This likely signals a return to more 'typical' student behavior in the halls. It is also a result of solid training of the residence life staff. All new students were sent an online Title IX training to comply with NY Ed. Law 129-B. The training is being tracked so that all students are documented as completing this at least once in their tenure. Also, the October Title IX educational scenario e-mail will focus on Domestic Violence awareness. Also, we have had 8 new referrals to the CARE team this month. With our new Case Manager, we are focusing on making outreach plans for each student and ensuring we have contact with them in a quick manner to connect them to appropriate resources.

Respectfully,
Seth A. Thompson

Campus Technology

Report to Board of Trustees

October 2023

Personnel

Completed

- Recruited and hired student worker to assist with campus events
- Determined budget availability for future CT staffing

Upcoming

- Post and hire Programmer position
- Secure budget for Networking position
- Secure budget for Event/Sound/Classroom Technology position

Hardware/Software

Completed

- Campus Safety equipment purchase
- Moving residence hall wireless from G to F
- Completed temporary backup compliance solution

Upcoming

- Engineer plan for replacing remaining fiber optic cable
- Server replacement solution

Support

Work Completed

- Providing onboarding training for Toshiba Managed Print

Work To Be Done

- Ongoing semester support

Administrative

Completed

- 23-24 budget planning
- Completed compliance report

Upcoming

- Update department strategic plan
- 23-24 budget planning, cont.
- Investigate alternative cyber insurance policies
- Develop Incident Response Plan

- Develop Business Continuity Plan
- Develop Disaster Recovery Plan
- Document current procedures
- Attend Amazon Cloud Training
- Attend Security Training
- Attend ITIL Training
- Attend ITSM Training

Security

Work Completed

- Attended NYSERNET Security Conference

Respectfully Submitted,

Scot Beekman
Interim CIO

Campus Technology Summary of ITEC IT Assessment

During the course of three days, ITEC Management and staff met with key management and staff at Tompkins Cortland Community College to ascertain the College's current state of IT. The goal was to listen and provide insights and recommendations to the college to assist the process of identifying, prioritizing, and addressing issues while suggesting tangible actions that can be taken to create a more efficient, secure, and user-friendly environment that fosters proactive problem-solving and supports future growth.

This summary highlights the most critical immediate issues, proposed solutions, current progress status, and estimated costs associated with each issue. While many other issues in the full ITEC report are important and are also being addressed simultaneously, the Campus Technology staff agree that those listed here must be the highest priorities. There are also additional steps to be taken long term. We are currently working on implementing the zero cost and quickly attainable goals while setting the planning groundwork to strategically address each item.

The budget impact of this critical issue resolution is spread over several sources. Capital funds have already covered the 3 critical fiber replacements at a cost of \$16,886. Future capital/deferred maintenance costs for servers, additional fiber and campus safety equipment will total approximately \$250,000. Operating funds for 2023-24 will cover the cost for backup software compliance, with a net additional budget impact of approximately \$8,000 - \$18,000 per year. Obtaining ISO services may be a contractual expense or a personnel expense, and I am currently working on cost estimates, but a general range would be between \$50,000 and \$100,000 per year. Adding key positions to the Campus Technology Staff would need to be covered by personnel expense and require \$150,000 - \$200,000.

CRITICAL ISSUES TO BE ADDRESSED IMMEDIATELY

ISSUE - Inadequate and outdated IT infrastructure

SOLUTION – Replace network switches with modern reliable hardware

STATUS – Completed Summer 2023. Hardware and services are included in the current ComSource contract.

SOLUTION – Replace critical failing Fiber Optic wiring (network backbone)

STATUS – Completed 7/18/2023. Cost \$16,886. Additional 12 existing fiber lines should be replaced in 23-24 while simultaneously reengineering the fiber backbone architecture to increase reliability, redundancy, and load balancing capability. Estimated Cost, \$70,000.

SOLUTION – Replace network servers and storage that are end of life

STATUS – Currently reviewing options and quotes, decision forthcoming. This should be undertaken Spring 2024. Estimated cost \$150,000 capital expense or \$50,000/year operational expense for 3 years starting in FY 23-24.

ISSUE – Compliance with NIST 800, GLBA & NYS 500/6900 Data Security Requirements

SOLUTION – Replace noncompliant backup solution (Intronis) with compliant solution.

STATUS – Replaced with Druva. Estimated Cost - \$20,000-\$30,000/year (based on storage requirements); however, we did not renew the previous noncompliant Intronis agreement and apply these funds (\$12,000) toward the new solution. Net budget impact will be \$8,000 - \$18,000 per year.

SOLUTION – Hire or outsource Information Security Officer duties as required by policies NIST 800 & NY 6900, implement robust security program & end user training program.

STATUS – Assessing options for outsourcing vs. hiring. Constantly engaged with SUNY ITEC & SUNY SOC to implement software and best practices.

ISSUE – Insufficient staffing in Campus Technology

SOLUTION – Identify and hire key additional personnel to fill gaps and increase depth of critical support positions.

STATUS – Filing Request to Fill forms with Human Resources for three positions. Estimated Cost – 2-3 full time positions. Programmer position (Grade 2) is currently budgeted for 23-24 and should be hired before 1/31/2024. A Systems Administrator (Level 3) or IT Infrastructure Manager (Level 5) will be needed to lead Information Security and to work with Ken Reynolds on infrastructure. This is not currently budgeted. A Technology Support Associate (Level 1) will also be needed to supplement classroom technology and campus event support.

ISSUE – Campus Safety surveillance equipment

SOLUTION – Replace and upgrade equipment

STATUS – Replacement equipment has been received which will render current inoperable equipment fully functional and improve security visibility across campus (\$54,000 = \$19K College + \$35K Foundation). Currently engaging vendors for quotes for new equipment and systems to enhance security posture, estimated cost unknown at this time.

Prepared by - Scot Beekman, Interim Chief Information Officer, 10/9/2023