



VISION

*To see strengths and unique potential in every person.
To inspire people to make the courageous choice to learn, grow, and serve.*

MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.

VALUES

*Learning
Excellence
Opportunity
Innovation
Relationships
Diversity*

BOARD OF TRUSTEES

THURSDAY, JULY 15, 2010

RONALD W. SPACE BOARD ROOM – 5:30 P.M.

NOTICE OF ANNUAL MEETING: The Annual Meeting of the Board of Trustees of Tompkins Cortland Community College will be held in the Ronald W. Space Board Room at the College at 5:30 p.m. on Thursday, July 15, 2010. The regular July monthly meeting will commence immediately following the adjournment of the Annual Meeting.

AGENDA

- 1. Call to Order
- 2. Election of Officers
- 3. Appointments
 - 3.1 Clerk of the Board of Trustees
 - 3.2 Deputy Clerk of the Board of Trustees
- 4. Meeting Dates
- 5. Other Business
- 6. Adjournment

AGENDA

- 1. Call to Order
- 2. Roll Call
- 3. Welcome Guests
- 4. Approval of Agenda
- 5. Public Comment*
- 6. Approval of Minutes -Regular Meeting – June 17, 2010
-Executive Committee Meeting – July 8, 2010
(added to the agenda)
- 7. Communications
- 8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
- 9. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting): No Reports for July
- 10. Vice Presidents’ Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - i. Human Resources Updates
 - b. Vice President for Global Initiatives
 - i. Disney Program - Update
 - ii. Cornell ESOL Program – Update
 - iii. Summer Global Connections - Update

11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – May 31, 2010
 - c. Treasurer's Report – June 30, 2010 (to be distributed prior to Board meeting)
 - d. Appointment of Personnel
 - e. Disposal of Surplus Property
 - f. Trash Removal Services Bid Award
 - g. 2010-2011 Duplicating Paper Bid Award
 - h. Approval of Position Description – Human Resources Administrator
 - i. Approval of Position Description – Director of Facilities
 - j. Broadcast Studio Equipment Bid Award (to be distributed prior to Board meeting)
 - k. 2010 New York State Retirement Incentive Program (added to the agenda)
12. Standing Reports:
 - a. College Forum – No Report
 - b. Faculty Student Association – Beverly Baker
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Roxann Buck
 - i. Board Evaluation/Retreat
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Camille Gonzalez
 - h. President's Report
13. Executive Session (to discuss personnel items – action to be taken)
 - i. Recommendations for Promotions and Continuing Appointments for 2010-2011 Academic Year
 - j. Recommendations for Quality Step Increases and Administrative Appointments for 2010-2011 Academic Year
 - k. Recommendations for Awards for Excellence for 2010
 - l. Extension of Appointment of the President
14. Upcoming Events:
 - a. Global Connections Commencement – August 6, 2010
 - b. Faculty Return – August 19, 2010
 - c. Classes Begin – August 26, 2010
 - d. Labor Day – College Holiday – September 6, 2010
 - e. Next Meeting – September 16, 2010
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.

TO: Members of the Board of Trustees

FROM: Roxann Buck, Chair
TC3 Board of Trustees

DATE: July 15, 2010

SUBJECT: Proposed Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2010-2011. All meetings will be held at 5:30 p.m. in the Board Room at the College unless otherwise specified.

BOARD OF TRUSTEES MEETINGS

August 2010 – No meeting
September 16, 2010
October 21, 2010
December 2, 2010
January 20, 2011
February 17, 2011
March 17, 2011
April 21, 2011
May 19, 2011
June 16, 2011
July 21, 2011

OTHER IMPORTANT DATES FOR THE 2009-2010 ACADEMIC YEAR

Global Commencement	August 6, 2010
Board of Trustees Retreat	November 4, 2010
December Graduate Ceremony	December 10, 2010
Graduate Recognition and Reception	May 20, 2011
Nursing Pinning Ceremony	May 24, 2011
Commencement	May 26, 2011

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
JUNE 17, 2010
RONALD W. SPACE BOARD ROOM**

PRESENT: Kay Breed, Roxann Buck, Elizabeth Burns, Ray Dalton, Judy Davison, Evan McGonagle, Raymond Schlather, and William Raynor

ABSENT: Beverly Baker, John Daniels

COUNTY

LIAISONS: Michael Lane, John Troy

STAFF: Bryan Chambala, Susan Dewey, Carl Haynes, Matt Kiechle, Cathy Northrop, Carl Penziul, Walter Poland, Bruce Ryan, Blixly Taetzsch

GUESTS: Robert Baxter, Dryden Mutual Insurance Company; and Josh Carey, Cayuga Radio

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Chairperson Buck in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Buck welcomed guests.
 - a. **Presentation of Friend of the College Award:** Chairperson Buck read the resolution and presented the Friend of the College Award and gift to Mr. Baxter. This award is typically presented at commencement, but Mr. Baxter was unable to attend the ceremony. Mr. Baxter thanked the Board of Trustees for the honor and spoke to his relationship with TC3.
4. **Approval of Agenda:** Chairperson Buck asked that Item 8b, Sustainability Updates, be deleted from the agenda. Mr. McGonagle moved that the agenda be approved with this modification; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Mr. Raynor moved that the minutes of the April 29, 2010 regular meeting and the minutes of the May 13, 2010, special meeting, be approved as presented; seconded by Ms. Burns; carried unanimously.
 - a. **April 29, 2010 – Regular Meeting**
 - b. **May 13, 2010 – Special Meeting**

7. **Communications:** President Haynes passed around the award that Mark Pogue, Gallup's Vice President for Education Practice, presented to Dean Wunderlich on behalf of the College at the Strengths in Education Conference in Omaha. This second annual Clifton Compass Award recognizes TC3 for our campus-wide commitment to a strengths-based philosophy and for our strengths programming infused throughout the campus. The award recognizes that not only do we use a strengths-based approach in our work with students, but we also provide strengths development for our faculty and staff.

8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):**
 - a. **Sabbatic Leave Report – Lisa Ford:** Professor Ford thanked the Board for approving her sabbatic leave and spoke to her sabbatic leave project. The purpose for her sabbatic was to develop a short film to help her become a better writer and a better screenwriting teacher. She was involved with all parts of the film (i.e., editing, sound design, etc.). The entire film was shot on location here at the College, with the exception of one scene at a country club and one scene at a lake. She handed out copies of the film on DVD for the Board members. She said she also spent some of her time while on sabbatic writing seven different short scripts. She just finished a feature length script and said that what she had learned during her sabbatic did change her writing process quite a bit.

 - b. **Sustainability Update:** Deleted from the agenda.

9. **College-wide Goals:**
 - a. **Learning – Options Program:** Matt Kiechle, Health Educator with FSA Health Services, spoke about the 10-Point Plan and the Options Program. The Options Program came out of a task force that had been convened to look at substance abuse issues. The task force included members of the faculty, staff, and students, co-chaired by Becky Clark and Matt Kiechle, and met about once a month during the academic year. The charge of the task force was to identify the programs, policies, and initiatives already in place regarding substance abuse issues and make recommendations to the President. The Options Program is a campus-wide, comprehensive approach to reducing substance abuse and provides a way for educational intervention. A Virtual Intoxication Party was hosted to engage our students with faculty and staff and members of the greater community. Mr. Kiechle said it is important to communicate on these issues with area high schools and local law enforcement. He said we can also do the same things with nutrition, health, fitness as we are with substance abuse. Ms. Breed asked about the handkerchief project. Mr. Kiechle said that this is where individuals take a white handkerchief and artistically develop something that is a tribute to someone they may have lost due to DWI. Mr. Raynor asked if there were any surprises that surfaced during this first year. Mr. Kiechle said he was surprised at the severity of some of the substance abuse

b. Teaching – Update on the Cortland Extension Center: Dean Penziul provided the design slides for the new Cortland Extension Center. There is still a concern regarding the alley way. There will be 49 parking spaces with 2 handicapped spaces. The site plan has not changed since the last report to the Board. The “99 percent document review” was held on Tuesday and, at this time, we are at or under budget and ahead of schedule, if all goes well. The plan is to take over the building prior to June 1, 2011, and hope to begin fall 2011 classes there. There will be 6 classrooms – 2 computer classrooms and 4 general classrooms. There will be areas for wireless access for computer work, a vending area, board room, and an electrical room with storage, as well. This will also be used to include additional backup storage for the main campus. There will be a general purpose room which will seat 45 – 50 people, a small cafeteria space with counters to allow setting up food service for the room without going into the room, a coat closet, vestibule, and commons area. There will be an administrative area for support staff, an office for Martha Hubbard, additional office for TC3.biz, a quiet room for students, and an additional general purpose room. President Haynes spoke about two or three environmental issues that need to be taken care of by the county before the closing can take place. As soon as we can close on the property, we have financing in place and ready to go out for bids. Mr. Troy said the environmental issues are going to be addressed by Cortland County. President Haynes stressed that time is getting of the essence for this project. Bill Raynor asked if the financing package is firm. President Haynes said that we sent out RFPs and the Finance Committee of the TC3 Foundation Board reviewed the two proposals and approved financing through Tompkins Trust Company. Mr. Lane asked what material is on the outside of the mechanical room area. Dean Penziul said that material will be a cementitious panel system. President Haynes said that we will schedule a Board meeting at the new Cortland Extension Center sometime during fall 2011.

10. Vice Presidents’ Reports (highlight Consent Agenda items and updates on major initiatives):

- a. Provost and Vice President of the College** – Provost Connors was unable to attend as he was out of town participating in a SUNY Chief Academic Officer’s Conference.
- i. Human Resources Updates** – No discussion.

- b. **Vice President for Global Initiatives** – Vice President Poland spoke to his written report.
 - i. **General Update** – Vice President Poland reported that there is one change in the area of Disney Program and the program for graduate students at Cornell. The decision has been rendered by Cornell that TC3 will be continuing to offer ESOL instruction for graduate students at Cornell. This program with Cornell was very successful this year with 130 individual graduate students participating. With some modification to the program in the spring and a staff change in the past few months, this should prove to be beneficial to the relationship with Cornell. Vice President Poland said we will be discussing with them the likelihood of this being an ongoing project, rather than on a year-to-year basis. Mr. Schlather asked when the 33 professors from the Columbian universities were arriving. Vice President Poland said that these international professors should be here by June 28, 2010, and we expect 14 college students from Cali, Columbia, will be arriving on July 6, 2010. Mr. Schlather asked if there is a schedule of activities published someplace that the Board members might access so they can participate and meet these international professors and students. Vice President Poland said he will make sure the Board gets the information on the scheduled activities, as well as having the information/activities posted on the web site.
11. **Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Breed moved that the Consent Agenda be approved; seconded by Ms. Davison; carried unanimously.
- a. **Capital Payments** – No discussion.
 - b. **Treasurer’s Report – April 30, 2010** – Mr. Schlather asked about cash flow. President Haynes said we are supposed to have half of what the State owes us now and the other half at the end of July. If that happens, cash flow will still be tight, but if doesn’t happen, we will be in trouble. Because of the fact that we are only getting half of our state aid, we are not paying any bills until we absolutely have to. Mr. Lane said that if worst came to worst, the counties would have to help.
 - c. **Adoption of the Proposed 2010 – 2011 Operating Budget** – President Haynes reported that enrollment for fall 2010 appears to be very strong. Regarding state support for the budget, it is still quite in flux. From information at the NYCCAP meeting, it appears that the state is moving toward finalizing a budget, but there is not a consensus on what the support will be for community colleges. There is some feeling that there is some support for the restoration for community colleges. At this time, it was felt that the worst case scenario is that the state budget might back off \$100 on the restoration to community colleges. President Haynes reported that there is no change to this budget from the May 13th presentation and that the enrollments numbers for the proposed budget are very conservative.
 - d. **2010 – 2011 Tuition and Fee Schedule** – No discussion.

- e. **Appointment of Personnel** – No discussion.
- f. **In Appreciation of Evan McGonagle** – Chairperson Buck presented a framed copy of the resolution and a framed copy of the *Cortland Standard* article regarding TC3's commencement ceremony, with a photo of Mr. McGonagle, to Mr. McGonagle. The Board members thanked Mr. McGonagle for his service to the students and the Board of Trustees.
- g. **Revised College Forum Bylaws** – No discussion.
- h. **Approval of Position Description – Technical Specialist – Science Labs** – No discussion.

12. Standing Reports:

- a. **College Forum** – The annual report of the College Forum was distributed with other materials at the beginning of the meeting.
- b. **Faculty Student Association** – No report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Foundation Board of Directors met on June 1, 2010, and the 2010-2011 budgets and resolutions were approved. The Finance Committee met and approved the new Cortland Extension Center financing through the Tompkins Trust Company. A Foundation Board and Board of Trustees picnic will take place at Carl and Sue Haynes' home on Tuesday, July 13, 2010, at 5:30 p.m. and invitations are forthcoming.
- d. **Chairperson's Report** –
 - i. **Nominating Committee** – Chairperson Buck said Ms. Baker had agreed to be a member of the Nominating Committee. Ms. Davison also agreed to be a member of the Nominating Committee.
 - ii. **NYCCT Board Meeting** – Chairperson Buck reported on the NYCCT Board retreat held in Albany. She said that a new Vice Chancellor for Community Colleges, Johanna Duncan-Poitier, has been appointed. NYCCT is working to put together a packet of information for the Governor's appointment office. Information to be included in these packets will include responsibilities of a trustee, what makes a good trustee, etc. NYCCT is also planning another advocacy day in Albany for next year. The Spring NYCCT Conference next year will be held in Rochester.
- e. **Liaison Report (Cortland County)** – Mr. Troy said he will make a call to the head of the County buildings and grounds to see what the plan is for remediation of the environmental issues on the new Cortland Extension Center property. Dean Taetzsch and Ms. Dewey attended the Cortland County Budget and Finance Committee, where the College's proposed 2010-2011 budget passed unanimously. The new County Administrator, Martin Murphy, began as County Administrator on June 7, 2010.

- f. Liaison Report (Tompkins County)** – Mr. Lane was pleased to report that Roxann Buck was reappointed by the Tompkins County Legislature to the TC3 Board of Trustees. He said the hearing for the TC3 proposed 2010-2011 budget is scheduled for July 6, 2010, at 5:30 p.m. He also reported that Norma Jayne will be leaving her position at the County to take a position as the Director of the Board of Realtors and Joe Mareane has asked Kevin Sutherland to move into Norma Jayne’s position. Mr. Lane attended the Tompkins County Chamber of Commerce meeting where Thomas Rochon, President of Ithaca College, spoke about one of the things he is quite concerned about, which is the dip in the number of high school graduates. This is the post baby boom echo bust and Mr. Lane mentioned his concern about how it will affect TC3.
- g. Student Trustee’s Report** – No report. Mr. McGonagle thanked the Board for letting him come back and being part of this TC3 family.
- h. President’s Report** – President Haynes spoke to his written report.
- 13. Executive Session for Discussion of President’s Evaluation (Action to be taken):** Mr. Raynor moved that the meeting convene in executive session for discussion of the President’s Evaluation (action to be taken upon return to regular session); seconded by Ms. Burns; carried unanimously. The meeting convened in executive session at 7:10 p.m.

The meeting reconvened in regular session at 9:00 p.m.
- a. Extension of the Appointment of the President** – Action on this agenda item was deferred to the July meeting
- 14. Upcoming Events** – No discussion.
- 15. Adjournment:** Mr. McGonagle moved that the meeting be adjourned; seconded by Ms. Breed; carried unanimously. The meeting adjourned at 9:01 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
EXECUTIVE COMMITTEE MEETING
BOARD OF TRUSTEES
JULY 8, 2010
PRESIDENT'S OFFICE**

EXECUTIVE COMMITTEE AND BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, John Daniels, and William Raynor

EXCUSED: None

STAFF: John Conners, Carl Haynes, Cathy Northrop, Walter Poland, Bruce Ryan, and Blixy Taetzsch

GUESTS: None

1. **Call to Order:** The meeting was called to order in the President's Office at the College at 1:37 p.m. by Chairperson Buck.
2. **Roll Call:** The roll was called.
3. **Approval of Agenda:** Mr. Raynor moved that the agenda be approved as presented; seconded by Mr. Daniels; carried unanimously.
4. **Status of 2010-2011 Budget (discussion only – no action to be taken):** President Haynes reported on the status of the 2010-2011 budget. He said he had several conversations with both Assemblywoman Lifton and Senator Seward regarding the status of the State budget and full, or at least partial, restoration in State aid for community colleges was expected. However, the State budget still has not been approved and it now appears that community colleges won't be receiving any restoration in State aid. President Haynes met with members of the Executive Council last week to review actions that would need to be taken if the Governor's budget is passed, which would have a \$1.1 million impact on our budget and reported on the outcome of their discussions. If we don't need to change the bottom line of the budget, it will not be necessary to take the budget back through the approval process. It will be necessary to reduce expenditures, and the Executive Council agreed that action on personnel matters is needed. President Haynes outlined the rationale concerning the areas for staff and operational budget reductions and the need to comply with employee association contracts in carrying out these decisions. He will be sending out a memo to the College community to inform everyone of the budget status and the personnel actions that are being taken. The Executive Council will continue to meet for discussions on the status of the budget. An early retirement incentive program has been developed by the State and a resolution will be brought to the full Board meeting next week for further discussion/action.

There was consensus among the Executive Committee members of the Board in support of the direction being taken by the College in response to the State budget concerns. President Haynes said he will discuss this with the full Board at the July 15, 2010, meeting.

5. **Adjournment:** Ms. Burns moved that the meeting be adjourned; seconded by Mr. Raynor; carried unanimously. The meeting adjourned at 2:22 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: June 29, 2010

Re: June report

Results of searches – We have successfully completed four of five recent searches by hiring a Counselor, a Director of Student Activities and the Student Center, and two faculty members (in Nursing and Photography). The continuing uncertainties of our funding streams have caused us to delay a final decision on the faculty position in Hotel and Restaurant Management/Wine Marketing, but we hope for a positive resolution soon.

Faculty/Staff Parking Lot – We have completed the installation of a parking gate to restrict access to Lot 6, which will be the new Faculty/Staff Parking Lot. Access will be restricted from 7:00 a.m. to 4:30 p.m. Monday through Friday to those with a valid employee ID card. The lot will be open to all at other times.

Summer enrollment – While there may be some minor changes in the next week, summer session enrollment has been quite strong, with 9.4% more FTEs than last summer.

Fall enrollment – Naturally, since we are still early in the process of registering students for the Fall 2010 semester, any information we have at this point is subject to significant changes. Nevertheless, it is encouraging that we thus far have registered 14.2% more FTEs that we had at the equivalent time last summer. New student registrations are currently up 22.9%.

SUNY Chief Academic Officer meeting – At the June meeting of the SUNY CAOs, we received updates on several important initiatives, including the increased flexibility in the SUNY General Education requirements. The Chancellor spoke of four issues she wishes to have the CAOs address individually and collectively: student mobility, strategic enrollment management, cultivating “systemness,” and reporting on our progress. Each of these will be an important feature of my work in the year(s) ahead.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of July 6, 2010

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Professor of Nursing	Fall 2010	August 2009	January 19, 2010	Hired Danielle Johnson 8/19/10
Counselor	Fall 2010	August 2009	January 19, 2010	Hired Alison Beach 8/19/10
Instructor of Hotel-Restaurant Management/Wine Marketing	Fall 2010	August 2009	January 19, 2010	Waiting for budget approval
Instructor of Photography	Fall 2010	August 2009	January 19, 2010	Hired Harry Littell 8/19/10
Director of Student Activities/ Student Center	September 2010	February 2010	March 15, 2010	Hired Deborah Mohlenhoff 7/26/10
Coordinator of Student Success Services	July 1, 2010	April 28, 2010	June 1, 2010	Conducting on-campus interviews

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist	Enrollment Services	March 1, 2010	Hired Jennifer Pluta 6/28/10
Sr. Clerk, FT, Permanent	Enrollment Services	May 17, 2010	Hired Deborah Cooper 7/6/10
Project Assistant, FT, Temporary	Admissions	June-August 2010	Hired Bethany Williamson 6/23/10
Receptionist, .3 FTE	Campus Technology	June 2010	Conducting interviews

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of July 6, 2010

COMPLAINANT	SUBJECT	DISPOSITION
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo – Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.
FACULTY ASSOC.		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered	Faculty Association agree to extend time requirement while waiting for a response from Tompkins County.
PAA		
PAA Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	PAA requested a waiver to time requirement to move to Stage 3 of the grievance process while waiting for response from Tompkins County.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
JULY 2010**

		Amount	Subtotal	Grand Total
<u>Electric Panel Replacement Project</u>				
78 28	Beardsley Design Associates (PO #27162) Invoice #0029618, Architectural Design Services	\$2,922.75		
78 29	Blanding Electric, Inc. (PO #27352) Application #2, Electrical System Replacement	\$96,601.23		
78 30	Cortland Wholesale Electric (PO #27326) Invoice #218898, Special Trim	\$570.00		
	<u>Total Electric Panel Replacement Project</u>		\$100,093.98	
<u>Access Gate Project</u>				
78 31	Diekow Electric, Inc. (PO #27320) Invoice #2149, Access Gate Construction	\$20,950.00		
	<u>Total Access Gate Project</u>		\$20,950.00	
<hr/>				
	Grand Total			\$121,043.98

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MAY 31, 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

MAY 31, 2010

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$2,410,233 in a money market savings account averaging .25% interest earnings for May and \$124,593 in savings. The maximum amount available for investment will fluctuate with a peak of \$3,100,000 available over the next five months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,860,792 is down from 3,242,530. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM STATE GOVERNMENTS - (PAGE 3)

Due from State Governments includes \$122,964 in March State Aid payments withheld as well as \$294,561 in TAP payments due for Spring 2010.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$798,183. The interfunds account balance of \$1,561,722 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves.

Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of May 31, total expenditures amounted to \$26,546,568 or 76.7% of the 2009-2010 budget. Comparable expenditures for period two last year were \$24,479,446 or 75.77% of the 2008-2009 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$31,276,265 are 90.3% of the revenue budget. Prior year revenues were \$29,626,053 are 91.7% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 1994-95 Capital Construction project remaining open is the Campus Master Plan with an amended budget of \$ 7,439,572. To date, \$7,439,572 has been committed for the Campus Master Plan.

The 2000-2001 Capital Construction Budget totals \$7,071,250 for the HVAC System Replacement and Campus Master Plan Update. To date, \$7,068,658 has been committed for 2000-2001 projects.

The 2002-2009 Capital Construction Budget totals \$34,253,262. As of May 2010, \$33,948,011 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
MAY 2010**

	Current Month <u>05/31/2010</u>	Previous Month <u>04/30/2010</u>	Previous Year <u>5/31/2009</u>
ASSETS			
Cash in Demand Deposit	\$384,146	\$391,813	\$414,488
Cash in Time Deposits	2,410,233	3,786,193	463,935
Petty Cash	1,730	1,730	1,830
Accounts Receivable--Students	2,860,792	3,242,530	2,920,030
Accounts Receivable--Misc.	917,331	504,399	935,849
Prepaid Expenses	(72,348)	(57,938)	(73,073)
Due From Other Funds	1,561,722	2,007,343	3,332,988
Due From Sponsor Governments	0	0	0
Due From State Governments	417,525	417,525	313,680
Due From Other Governments	\$798,183	\$1,092,721	910,923
	<u>\$9,279,314</u>	<u>\$11,386,316</u>	<u>\$9,220,650</u>
TOTAL ASSETS			MAY 31, 2010
LIABILITIES AND SURPLUS			
Vouchers Payable	\$0	\$0	\$16,895
Payroll Liabilities	1,597,908	1,497,450	1,734,352
Student Financial Aid Liabilities	(31,613)	140,190	91,590
Accrued Liabilities	2,114,646	2,290,438	1,859,752
Due to Other Funds	11,818	117	227,804
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(71,250)	(19,175)	(96,475)
Fund Balance	1,086,971	1,086,971	511,441
Revenue Over (Under) Expenditures	4,570,834	6,390,325	4,875,291
	<u>\$9,279,314</u>	<u>\$11,386,316</u>	<u>\$9,220,650</u>
TOTAL LIABILITIES AND SURPLUS			

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2009-2010
 FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2010**

	PER CENT YEAR					75.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	8,825,539	8,801,308	7,359,039	1,442,269	83.61%	
Equipment	2,500	28,900	2,491	26,409	0.00%	
Contractual Expenses	3,496,948	3,464,635	3,284,754	179,881	94.81%	
Employee Benefits	<u>2,911,130</u>	<u>2,845,055</u>	<u>2,556,357</u>	<u>288,698</u>	89.85%	
Total Instruction	<u>15,236,117</u>	<u>15,139,898</u>	<u>13,202,641</u>	<u>1,937,257</u>	<u>87.20%</u>	
Public Service						
Personal Services	49,644	49,644	30,889	18,755	62.22%	
Equipment				0	0.00%	
Contractual Expenses	575	575	0	575	0.00%	
Employee Benefits	<u>14,245</u>	<u>14,096</u>	<u>10,811</u>	<u>3,285</u>	76.70%	
Total Public Service	<u>64,464</u>	<u>64,315</u>	<u>41,700</u>	<u>22,615</u>	<u>64.84%</u>	<u>MAY 31, 2010</u>
Academic Support						
Personal Services	1,420,284	1,413,674	1,033,610	380,064	73.12%	
Equipment	0	84,478	74,392	10,086	0.00%	
Contractual Expenses	299,718	307,403	181,074	126,329	58.90%	
Employee Benefits	<u>367,094</u>	<u>449,404</u>	<u>361,812</u>	<u>87,592</u>	<u>80.51%</u>	
Total Academic Support	<u>2,087,096</u>	<u>2,254,959</u>	<u>1,650,888</u>	<u>604,071</u>	<u>73.21%</u>	
Libraries						
Personal Services	491,621	514,781	393,007	121,774	76.34%	
Equipment			0	0	0.00%	
Contractual Expenses	171,976	174,641	117,916	56,725	67.52%	
Employee Benefits	<u>162,850</u>	<u>161,141</u>	<u>137,552</u>	<u>23,589</u>	<u>85.36%</u>	
Total Libraries	<u>826,447</u>	<u>850,563</u>	<u>648,475</u>	<u>202,088</u>	<u>76.24%</u>	

APPROPRIATIONS 2009-2010 (Cont.)

PER CENT YEAR

75.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,905,244	2,906,118	2,136,602	769,516	73.52%
Equipment	0	1,750	1,750	0	0.00%
Contractual Expenses	1,901,745	1,899,708	1,196,395	703,313	62.98%
Employee Benefits	<u>920,965</u>	<u>925,121</u>	<u>747,715</u>	<u>177,406</u>	<u>80.82%</u>
Total Student Services	<u>5,727,954</u>	<u>5,732,697</u>	<u>4,082,462</u>	<u>1,650,235</u>	<u>71.21%</u>
Maintenance and Operation of Plant					
Personal Services	2,261,025	2,264,125	1,529,204	734,921	67.54%
Equipment	11,100	21,135	14,992	6,143	0.00%
Contractual Expenses	1,662,642	1,652,607	739,154	913,453	44.73%
Employee Benefits	<u>769,905</u>	<u>761,825</u>	<u>503,209</u>	<u>258,616</u>	<u>66.05%</u>
Total Maintenance and Operation of Plant	<u>4,704,672</u>	<u>4,699,692</u>	<u>2,786,559</u>	<u>1,913,133</u>	<u>59.29%</u>
Institutional Support					
Personal Services	1,401,376	1,394,930	969,862	425,068	69.53%
Equipment	0	0	0	0	0.00%
Contractual Expenses	395,949	423,299	294,897	128,402	69.67%
Employee Benefits	<u>405,391</u>	<u>401,136</u>	<u>371,969</u>	<u>29,167</u>	<u>92.73%</u>
Total Institutional Support	<u>2,202,716</u>	<u>2,219,365</u>	<u>1,636,728</u>	<u>582,637</u>	<u>73.75%</u>
General Institutional Services					
Personal Services	1,780,041	1,777,816	1,317,316	460,500	74.10%
Equipment	271,400	167,800	79,676	88,124	0.00%
Contractual Expenses	1,137,805	1,137,805	634,688	503,117	55.78%
Employee Benefits	<u>590,467</u>	<u>584,269</u>	<u>465,434</u>	<u>118,835</u>	<u>79.66%</u>
Total General Institutional Services	<u>3,779,713</u>	<u>3,667,690</u>	<u>2,497,114</u>	<u>1,170,576</u>	<u>68.08%</u>
TOTAL APPROPRIATIONS	<u>34,629,179</u>	<u>34,629,179</u>	<u>26,546,567</u>	<u>8,082,612</u>	<u>76.66%</u>

2009-2010 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	52,000	52,000	67,518	0	0.00%
State Employee's Retirement	510,000	510,000	629,840	(119,840)	123.50%
State Teacher's Retirement	163,000	163,000	140,800	22,200	86.38%
Optional Retirement Fund	980,000	980,000	775,533	204,467	79.14%
Social Security	1,430,235	1,430,235	1,093,540	336,695	76.46%
Workers Compensation	115,000	115,000	121,395	(6,395)	105.56%
Misc Employee Benefits	120,000	120,000	87,337	32,663	72.78%
Disability Insurance	13,000	13,000	8,564	4,436	65.88%
Hospital and Medical Insurance	2,550,812	2,550,812	2,043,055	507,757	80.09%
Employee Tuition Benefits	133,000	133,000	162,133	(29,133)	121.90%
Life Insurance	10,000	10,000	8,077	1,923	80.77%
Vacation Benefits	60,000	60,000	45,000	15,000	75.00%
Unemployment Insurance	5,000	5,000	30,901	(25,901)	618.02%
Total Employee Benefits	<u>6,142,047</u>	<u>6,142,047</u>	<u>5,213,693</u>	<u>943,872</u>	<u>84.89%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2010**

PER CENT YEAR 75.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$12,762,607	\$12,762,607	13,941,111	(1,178,504)	109.23%
Summer	1,201,986	1,201,986	1,034,388	167,598	86.06%
Nonresident Tuition	1,620,320	1,620,320	1,590,013	30,307	98.13%
Student Fee Revenue (Tech Fee)	974,800	974,800	1,102,866	(128,066)	113.14%
Total Tuition	<u>16,559,713</u>	<u>16,559,713</u>	<u>17,668,378</u>	<u>(1,108,665)</u>	<u>106.69%</u>
Government Appropriations					
New York State	9,861,551	9,861,551	7,156,729	2,704,822	72.57%
Local Sponsors	4,254,915	4,254,915	2,786,967	1,467,948	65.50%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>3,249,000</u>	<u>3,249,000</u>	<u>3,223,118</u>	<u>25,882</u>	<u>99.20%</u>
Total Government Appropriations	<u>17,365,466</u>	<u>17,365,466</u>	<u>13,166,814</u>	<u>4,198,652</u>	<u>MAY 31, 2010</u>
Other Revenues					
Service Fees	149,000	149,000	141,123	7,877	94.71%
Interest Earnings	20,000	20,000	9,011	10,989	45.06%
Rental of Real Property	22,000	22,000	12,967	9,033	58.94%
Contract Courses	105,000	105,000	46,923	58,077	44.69%
Noncredit Tuition	190,000	190,000	114,904	75,096	60.48%
Grant Offsets	173,000	173,000	86,235	86,765	49.85%
Unclassified Revenues	<u>45,000</u>	<u>45,000</u>	<u>29,910</u>	<u>15,090</u>	<u>66.47%</u>
Total Other Revenues	<u>704,000</u>	<u>704,000</u>	<u>441,073</u>	<u>262,927</u>	<u>62.65%</u>
TOTAL REVENUES	<u>\$34,629,179</u>	<u>\$34,629,179</u>	<u>\$31,276,265</u>	<u>\$3,352,914</u>	<u>90.32%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
MAY 2010 To SEPT 2010**

	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$4,179,736	\$2,796,109	\$2,644,445	\$3,113,326	\$1,625,141
<u>RECEIPTS</u>					
Student Accounts Receivable	\$575,500	\$400,000	\$1,250,000	\$1,283,117	\$1,283,117
Student Financial Aid	\$587,107	\$150,000	\$1,500	\$1,463	\$1,463
Sponsor Payments	\$0	\$404,217	\$659,511	\$404,217	\$404,217
Chargebacks to Other Counties	\$410,635	\$200,000	\$150,000	\$143,565	\$143,565
State Aid	\$0	\$1,194,119	\$1,272,870	\$0	\$2,285,034
Repayment of Grant Fund Advances	\$47,408	\$50,000	\$50,000	\$50,000	\$50,000
Repayment of Capital Fund Advances	\$0	\$500,000	\$250,000	\$40,000	\$0
Other Receipts	\$91,755	\$125,000	<u>\$175,000</u>	<u>\$190,963</u>	<u>\$175,000</u>
Projected Cash Receipts	<u>\$1,712,405</u>	<u>\$3,023,336</u>	<u>\$3,808,881</u>	<u>\$2,113,325</u>	<u>\$4,342,396</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$128,840	\$95,000	\$300,000	\$309,752	\$309,752
Accounts Payable	\$1,216,962	\$1,250,000	\$1,500,000	\$1,551,758	\$1,551,758
Payroll and Fringe Benefits	\$1,717,863	\$1,500,000	\$1,500,000	\$1,700,000	\$1,700,000
Grant Fund Advances	\$25,116	\$80,000	\$40,000	\$40,000	\$40,000
Capital Fund Advances	\$7,251	\$250,000	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$3,096,032</u>	<u>\$3,175,000</u>	<u>\$3,340,000</u>	<u>\$3,601,510</u>	<u>\$3,601,510</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$2,746,109	\$2,594,445	\$3,063,323	\$1,575,138	\$2,316,024
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,003</u>	<u>\$50,003</u>	<u>\$50,003</u>
TOTAL CASH IN TIME DEPOSITS	\$2,796,109	\$2,644,445	\$3,113,326	\$1,625,141	\$2,366,027

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2010

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0

<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592

<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,781,122	3,588,204	0	3,588,204	192,918
Site Improvements (Phase 1A)	1,332,100	1,954,616	1,854,054	0	1,854,054	100,562
Athletic Facility Construction (Phase 1B)	15,546,945	15,867,354	15,622,108	0	15,622,108	245,246
Interior Renovations (Phase 2A)	2,411,195	2,559,694	2,525,512	0	2,525,512	34,182
Interior Renovations (Phase 2B)	5,667,505	6,417,812	6,149,851	0	6,149,851	267,961
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,402,248	0	2,402,248	17,635
Office Renovations	135,395	135,395	135,502	0	135,502	-107
Field Irrigation	177,000	204,217	203,031	0	203,031	1,186
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,467,501	0	1,467,501	-14,698
TOTAL	30,267,212	34,792,896	33,948,011	0	33,948,011	651,967
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,225,671		1,225,671	774,329

CAPITAL CASH SUMMARY

CASH BALANCE - MAY 1, 2010

Campus Master Plan Money Market	50,721
Cash in time Deposits	997,208

\$1,047,929

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	0
Investment Income - CMP	11
Chargeback Revenue	56,792

\$56,803

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
Debt Service Payment	465,000
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
	465,000

CASH BALANCE -MAY 31, 2010

Campus Master Plan Money Market	50,732
Cash in Time Deposits	589,000

\$639,732

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JUNE 30, 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JUNE 30, 2010

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,652,378 in a money market savings account averaging .25% interest earnings for June and \$75,936 in savings. The maximum amount available for investment will fluctuate with a peak of \$3,000,000 available over the next five months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,668,632 is down from 2,860,792. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM STATE GOVERNMENTS - (PAGE 3)

Due from State Governments includes \$2,221,061 in State Aid payments withheld as well as \$294,561 in TAP payments due for Spring 2010.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$366,580. The interfunds account balance of \$1,450,024 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves.

Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of June 30, total expenditures amounted to \$28,662,674 or 82.7% of the 2009-2010 budget. Comparable expenditures for period two last year were \$26,811,347 or 82.9% of the 2008-2009 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$34,806,152 are 100.5% of the revenue budget. Prior year revenues were \$30,631,101 are 94.8% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 1994-95 Capital Construction project remaining open is the Campus Master Plan with an amended budget of \$ 7,439,572. To date, \$7,439,572 has been committed for the Campus Master Plan.

The 2000-2001 Capital Construction Budget totals \$7,071,250 for the HVAC System Replacement and Campus Master Plan Update. To date, \$7,068,658 has been committed for 2000-2001 projects.

The 2002-2009 Capital Construction Budget totals \$34,253,262. As of June 2010, \$33,951,908 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
JUNE 2010**

	<u>Current Month 06/30/2010</u>	<u>Previous Month 05/31/2010</u>	<u>Previous Year 6/30/2009</u>
ASSETS			
Cash in Demand Deposit	\$322,811	\$384,146	\$502,658
Cash in Time Deposits	1,728,315	2,410,233	849,144
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,668,632	2,860,792	2,490,516
Accounts Receivable--Misc.	858,798	917,331	960,255
Prepaid Expenses	(73,877)	(72,348)	(84,773)
Due From Other Funds	1,450,024	1,561,722	2,412,355
Due From Sponsor Governments	0	0	0
Due From State Governments	2,761,550	417,525	313,680
Due From Other Governments	\$366,580	\$798,183	414,249
	<u>\$10,084,563</u>	<u>\$9,279,314</u>	<u>\$7,859,814</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$0	\$0	\$15,435
Payroll Liabilities	905,622	1,597,908	1,885,987
Student Financial Aid Liabilities	109,881	(31,613)	352,597
Accrued Liabilities	1,971,190	2,114,646	1,306,132
Due to Other Funds	13,251	11,818	211,839
Due to State Governments	0	0	0
Student Tuition Collected in Advance	73,998	(71,250)	(163,402)
Fund Balance	1,086,971	1,086,971	511,441
Revenue Over (Under) Expenditures	5,923,650	4,570,834	3,739,785
	<u>\$10,084,563</u>	<u>\$9,279,314</u>	<u>\$7,859,814</u>
TOTAL LIABILITIES AND SURPLUS			

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2009-2010
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2010**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
				PER CENT YEAR	83.00%
Instruction					
Personal Services	8,825,539	8,801,308	7,923,303	878,005	90.02%
Equipment	2,500	28,900	2,491	26,409	0.00%
Contractual Expenses	3,496,948	3,464,635	3,350,881	113,754	96.72%
Employee Benefits	<u>2,911,130</u>	<u>2,845,055</u>	<u>2,753,849</u>	<u>91,206</u>	96.79%
Total Instruction	<u>15,236,117</u>	<u>15,139,898</u>	<u>14,030,524</u>	<u>1,109,374</u>	<u>92.67%</u>
Public Service					
Personal Services	49,644	49,644	33,962	15,682	68.41%
Equipment				0	0.00%
Contractual Expenses	575	575	0	575	0.00%
Employee Benefits	<u>14,245</u>	<u>14,096</u>	<u>11,887</u>	<u>2,209</u>	84.33%
Total Public Service	<u>64,464</u>	<u>64,315</u>	<u>45,849</u>	<u>18,466</u>	<u>71.29%</u>
Academic Support					
Personal Services	1,420,284	1,413,674	1,154,732	258,942	81.68%
Equipment	0	84,478	74,392	10,086	0.00%
Contractual Expenses	299,718	307,403	193,528	113,875	62.96%
Employee Benefits	<u>367,094</u>	<u>449,404</u>	<u>404,204</u>	<u>45,200</u>	<u>89.94%</u>
Total Academic Support	<u>2,087,096</u>	<u>2,254,959</u>	<u>1,826,856</u>	<u>428,103</u>	<u>81.02%</u>
Libraries					
Personal Services	491,621	514,781	433,394	81,387	84.19%
Equipment			0	0	0.00%
Contractual Expenses	171,976	174,641	131,494	43,147	75.29%
Employee Benefits	<u>162,850</u>	<u>161,141</u>	<u>151,688</u>	<u>9,453</u>	<u>94.13%</u>
Total Libraries	<u>826,447</u>	<u>850,563</u>	<u>716,576</u>	<u>133,987</u>	<u>84.25%</u>

APPROPRIATIONS 2009-2010 (Cont.)

PER CENT YEAR

83.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	2,905,244	2,906,118	2,356,257	549,861	81.08%
Equipment	0	1,750	2,303	(553)	0.00%
Contractual Expenses	1,901,745	1,899,708	1,244,539	655,169	65.51%
Employee Benefits	<u>920,965</u>	<u>925,121</u>	<u>824,594</u>	<u>100,527</u>	<u>89.13%</u>
Total Student Services	<u>5,727,954</u>	<u>5,732,697</u>	<u>4,427,693</u>	<u>1,305,004</u>	<u>77.24%</u>
Maintenance and Operation of Plant					
Personal Services	2,261,025	2,264,125	1,706,689	557,436	75.38%
Equipment	11,100	21,135	16,131	5,004	0.00%
Contractual Expenses	1,662,642	1,652,607	798,806	853,801	48.34%
Employee Benefits	<u>769,905</u>	<u>761,825</u>	<u>565,329</u>	<u>196,496</u>	<u>74.21%</u>
Total Maintenance and Operation of Plant	<u>4,704,672</u>	<u>4,699,692</u>	<u>3,086,955</u>	<u>1,612,737</u>	<u>65.68%</u>
Institutional Support					
Personal Services	1,401,376	1,394,930	1,071,073	323,857	76.78%
Equipment	0	0	0	0	0.00%
Contractual Expenses	395,949	423,299	332,969	90,330	78.66%
Employee Benefits	<u>405,391</u>	<u>401,136</u>	<u>407,393</u>	<u>(6,257)</u>	<u>101.56%</u>
Total Institutional Support	<u>2,202,716</u>	<u>2,219,365</u>	<u>1,811,435</u>	<u>407,930</u>	<u>81.62%</u>
General Institutional Services					
Personal Services	1,780,041	1,777,816	1,457,586	320,230	81.99%
Equipment	271,400	167,800	84,140	83,660	0.00%
Contractual Expenses	1,137,805	1,137,805	662,419	475,386	58.22%
Employee Benefits	<u>590,467</u>	<u>584,269</u>	<u>512,643</u>	<u>71,626</u>	<u>87.74%</u>
Total General Institutional Services	<u>3,779,713</u>	<u>3,667,690</u>	<u>2,716,788</u>	<u>950,902</u>	<u>74.07%</u>
TOTAL APPROPRIATIONS	<u>34,629,179</u>	<u>34,629,179</u>	<u>28,662,676</u>	<u>5,966,503</u>	<u>82.77%</u>

2009-2010 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 83.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	52,000	52,000	68,197	(16,197)	0.00%
State Employee's Retirement	510,000	510,000	696,971	(186,971)	136.66%
State Teacher's Retirement	163,000	163,000	150,940	12,060	92.60%
Optional Retirement Fund	980,000	980,000	867,357	112,643	88.51%
Social Security	1,430,235	1,430,235	1,196,165	234,070	83.63%
Workers Compensation	115,000	115,000	121,344	(6,344)	105.52%
Misc Employee Benefits	120,000	120,000	92,078	27,922	76.73%
Disability Insurance	13,000	13,000	9,511	3,489	73.16%
Hospital and Medical Insurance	2,550,812	2,550,812	2,287,834	262,978	89.69%
Employee Tuition Benefits	133,000	133,000	163,478	(30,478)	122.92%
Life Insurance	10,000	10,000	8,965	1,035	89.65%
Vacation Benefits	60,000	60,000	50,000	10,000	83.33%
Unemployment Insurance *	5,000	5,000	37,019	(32,019)	740.38% See Note
Total Employee Benefits	<u>6,142,047</u>	<u>6,142,047</u>	<u>5,749,859</u>	<u>408,385</u>	<u>93.61%</u>

*NOTE: Most of the Unemployment expense is currently in dispute with the Department of Labor

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2009-2010
FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2010**

PER CENT YEAR 83.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$12,762,607	\$12,762,607	13,942,554	(1,179,947)	109.25%
Summer	1,201,986	1,201,986	1,065,773	136,213	88.67%
Nonresident Tuition	1,620,320	1,620,320	1,554,563	65,757	95.94%
Student Fee Revenue (Tech Fee)	974,800	974,800	1,105,862	(131,062)	113.45%
Total Tuition	<u>16,559,713</u>	<u>16,559,713</u>	<u>17,668,752</u>	<u>(1,109,039)</u>	<u>106.70%</u>
Government Appropriations					
New York State	9,861,551	9,861,551	9,500,754	360,797	96.34%
Local Sponsors	4,254,915	4,254,915	3,850,698	404,217	90.50%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>3,249,000</u>	<u>3,249,000</u>	<u>3,250,819</u>	<u>(1,819)</u>	<u>100.06%</u>
Total Government Appropriations	<u>17,365,466</u>	<u>17,365,466</u>	<u>16,602,271</u>	<u>763,195</u>	<u>95.61%</u>
Other Revenues					
Service Fees	149,000	149,000	165,582	(16,582)	111.13%
Interest Earnings	20,000	20,000	9,912	10,088	49.56%
Rental of Real Property	22,000	22,000	2,860	19,140	13.00%
Contract Courses	105,000	105,000	56,185	48,815	53.51%
Noncredit Tuition	190,000	190,000	173,831	16,169	91.49%
Grant Offsets	173,000	173,000	86,235	86,765	49.85%
Unclassified Revenues	<u>45,000</u>	<u>45,000</u>	<u>40,526</u>	<u>4,474</u>	<u>90.06%</u>
Total Other Revenues	<u>704,000</u>	<u>704,000</u>	<u>535,131</u>	<u>168,869</u>	<u>76.01%</u>
TOTAL REVENUES	<u>\$34,629,179</u>	<u>\$34,629,179</u>	<u>\$34,806,154</u>	<u>(\$176,975)</u>	<u>100.51%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
JUNE 2010 To OCT 2010**

	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$2,796,109	\$2,135,686	\$3,021,974	\$1,533,789	\$1,870,458
<u>RECEIPTS</u>					
Student Accounts Receivable	\$410,161	\$1,250,000	\$1,283,117	\$1,283,117	\$700,000
Student Financial Aid	\$169,461	\$1,500	\$1,463	\$1,463	\$4,500,000
Sponsor Payments	\$1,063,731	\$0	\$404,217	\$0	\$0
Chargebacks to Other Counties	\$407,177	\$150,000	\$143,565	\$143,565	\$15,000
State Aid	\$0	\$2,349,788	\$0	\$2,285,034	\$0
Repayment of Grant Fund Advances	\$249,388	\$50,000	\$50,000	\$50,000	\$5,000
Repayment of Capital Fund Advances	\$0	\$250,000	\$40,000	\$0	\$0
Other Receipts	\$138,152	<u>\$175,000</u>	<u>\$190,963</u>	<u>\$175,000</u>	<u>\$75,000</u>
Projected Cash Receipts	<u>\$2,438,070</u>	<u>\$4,226,288</u>	<u>\$2,113,325</u>	<u>\$3,938,179</u>	<u>\$5,295,000</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$69,396	\$300,000	\$309,752	\$309,752	\$3,800,000
Accounts Payable	\$715,227	\$1,500,000	\$1,551,758	\$1,551,758	\$200,000
Payroll and Fringe Benefits	\$2,196,364	\$1,500,000	\$1,700,000	\$1,700,000	\$1,775,000
Grant Fund Advances	\$28,868	\$40,000	\$40,000	\$40,000	\$15,000
Capital Fund Advances	\$88,638	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$3,098,493</u>	<u>\$3,340,000</u>	<u>\$3,601,510</u>	<u>\$3,601,510</u>	<u>\$5,790,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$2,085,686	\$2,971,971	\$1,483,786	\$1,820,455	\$1,325,455
CASH IN TIME DEPOSITS	<u>\$50,000</u>	<u>\$50,003</u>	<u>\$50,003</u>	<u>\$50,003</u>	<u>\$50,003</u>
TOTAL CASH IN TIME DEPOSITS	\$2,135,686	\$3,021,974	\$1,533,789	\$1,870,458	\$1,375,458

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 30, 2010

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,781,122	3,588,204	0	3,588,204	192,918
Site Improvements (Phase 1A)	1,332,100	1,954,616	1,854,054	0	1,854,054	100,562
Athletic Facility Construction (Phase 1B)	15,546,945	15,867,354	15,622,108	0	15,622,108	245,246
Interior Renovations (Phase 2A)	2,411,195	2,559,694	2,525,512	0	2,525,512	34,182
Interior Renovations (Phase 2B)	5,667,505	6,417,812	6,149,851	0	6,149,851	267,961
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,402,248	0	2,402,248	17,635
Office Renovations	135,395	135,395	135,502	0	135,502	-107
Field Irrigation	177,000	204,217	203,031	0	203,031	1,186
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
TOTAL	30,267,212	34,792,896	33,951,908	0	33,951,908	648,070
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,225,671		1,225,671	774,329
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	92,490		92,490	513,510

CAPITAL CASH SUMMARY

CASH BALANCE - JUNE 1, 2010

Campus Master Plan Money Market	50,732
Cash in time Deposits	589,000

\$639,732

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	505
Investment Income - CMP	10
Chargeback Revenue	55,918

\$56,433

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
Debt Service Payment	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
	0

CASH BALANCE -JUNE 30, 2010

Campus Master Plan Money Market	50,742
Cash in Time Deposits	645,423

\$696,165

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-1**

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, CATHY A. NORTHROP, 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 an Executive Committee meeting of said Board on the 15th day of July 2010, 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 July 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
Appointment of Personnel
as of July 6, 2010
Presented to the Board of Trustees
June 2010

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Ahmed, Ahmed	CHEM107 M15	Adjunct	N/A	4,140.00	06/02/10 - 07/02/10
Almann, Nancy	BUAD215 M15	Adjunct	N/A	2,760.00	06/02/10 - 07/02/10
Andrews, Patricia	PSYC103 M25 PSYC103 IE61	Adjunct	N/A	5,910.00	06/02/10 - 08/06/10
Arnold, Melanie	COMM240 M15, 15 M15,110 M15	Adjunct	N/A	5,165.69	06/02/10 - 07/02/10
Booth, Mark	MATH090, 095, 100, CHEM101	Adjunct	N/A	12,477.50	06/02/10 - 08/06/10
Brown, Stan	MATH200 ME58	Adjunct	N/A	2,760.00	06/02/10 - 07/27/10
Buchanan, Patricia	ENGL201 ME58	Adjunct	N/A	2,955.00	06/02/10 - 07/27/10
Carr, Kyle	COMM112 M15	Adjunct	N/A	3,083.42	06/02/10 - 07/02/10
Chrzan, Sandra	MATH100 ME58	Adjunct	N/A	2,265.00	06/02/10 - 07/27/10
Coleman, Cynthia	SOCI205 AL1	Adjunct	N/A	2,955.00	06/02/10 - 07/27/10
DeRado, Dennis	SPAN101 C19	Adjunct	N/A	3,870.00	06/02/10 - 07/02/10
Earley, Bernard	ENGL101 AL2 ENGL101 AL1	Adjunct	N/A	5,910.00	06/02/10 - 08/06/10
Echavarria, Bernardo	BUAD111 M16	Adjunct	N/A	2,760.00	06/02/10 - 07/02/10
Farkas, Carol	FITN119 IE61	Adjunct	N/A	1,290.00	06/02/10 - 07/27/10
Feavearyear, Jody	ASTR101 IE61	Adjunct	N/A	2,760.00	06/02/10 - 07/27/10
Gammage-Sikora, Gina	I27	Adjunct	N/A	11,820.00	06/02/10 - 08/06/10
Garrighan, Patricia	ENGL201, ENGL204 M15, 204 M25	Adjunct	N/A	8,865.00	06/02/10 - 08/06/10
Gillis, Andrew	ART 111 ME58	Adjunct	N/A	3,010.00	06/02/10 - 07/27/10
Green, Judith	ENVS149 M15	Adjunct	N/A	4,246.88	06/02/10 - 07/27/10
Howd, Eric	ENGL100 IE61, 100 AL1, 100 AL2	Adjunct	N/A	8,280.00	06/02/10 - 08/06/10
Kabanuk, Jessica	ENGL100 M17 ENGL101 M14	Adjunct	N/A	4,530.00	06/02/10 - 08/06/10
Kester, Jason	COMM120 M15	Adjunct	N/A	1,321.25	06/02/10 - 07/02/10
Kobre, Michael	BIOL114 M15	Adjunct	N/A	3,693.75	06/02/10 - 07/02/10
Kyle, John	BUAD222, 212 M15, 111, 212 M25	Adjunct	N/A	11,040.00	06/02/10 - 08/06/10
Kyle, John	Independent Study BUAD 211	Adjunct	N/A	2,025.00	06/02/10 - 07/02/10
Lattimore, Kathy	ENGL101 IE61	Adjunct	N/A	2,955.00	06/02/10 - 07/27/10
Levine, Robert	ESOL103 M16	Adjunct	N/A	6,040.00	06/02/10 - 08/06/10
Lovelace-Ross, Kristin	MATH200 IE61	Adjunct	N/A	2,415.00	06/02/10 - 07/27/10
Lovell, Randy	BUAD220 ME58	Adjunct	N/A	2,415.00	06/02/10 - 07/27/10
Marie, Jill	ENGL201 CE65	Adjunct	N/A	2,955.00	06/02/10 - 07/27/10
Meyer, Denise	ART 130 M15	Adjunct	N/A	3,447.50	06/02/10 - 07/02/10
Parks, Paul	ART 102 M15	Adjunct	N/A	2,580.00	06/02/10 - 07/02/10
Perkins, Donald	COMM160 HY1 COMM295 M25	Adjunct	N/A	2,758.00	06/02/10 - 08/06/10
Pitcher, David	BUAD101 M15	Adjunct	N/A	2,580.00	06/02/10 - 07/02/10
Pospisil, Pamela	MATH200 M25, 132 IE61, 200 M15	Adjunct	N/A	7,740.00	06/02/10 - 08/06/10
Rattray, Jamie	FITN140 M25, 151 M16, HLTH126 AL1, 126 AL3, 126 M15, 206 M25, 126 M25	Adjunct	N/A	9,660.00	06/02/10 - 08/06/10
Rhea, Robert	BUAD215 ME58, 217 M25, 217 M16	Adjunct	N/A	7,740.00	06/02/10 - 08/06/10
Richards, David	BUAD201 M25 BUAD201 M16	Adjunct	N/A	5,520.00	06/02/10 - 08/06/10
Rodzai, Ann	ESOL101 M15	Adjunct	N/A	6,880.00	06/02/10 - 08/06/10
Rosekrans, Linda	ESOL103 M18 ENGL101 M16	Adjunct	N/A	10,835.00	06/02/10 - 08/06/10
Rukavena, Peter	BUAD101 ME58 BUAD204 M15	Adjunct	N/A	5,160.00	06/02/10 - 08/06/10
Ryan, Patrick	PSYC103 AL1	Adjunct	N/A	2,955.00	06/02/10 - 08/06/10
Sanford, Thomas	CONT202 ME58	Adjunct	N/A	3,655.00	06/02/10 - 07/02/10
Savoie, Raymond	ENGL101 M18	Adjunct	N/A	2,415.00	06/02/10 - 08/06/10
Schettino, Joseph	PHSC105 M25 PHSC104 M15	Adjunct	N/A	8,865.00	06/02/10 - 08/06/10
Schrag, Kim	Independent Study ART 282	Adjunct	N/A	405.00	06/02/10 - 07/02/10
Schultz, Shirley	SOCI101 M15	Adjunct	N/A	2,760.00	06/02/10 - 07/02/10

Tompkins Cortland Community College
Appointment of Personnel
as of July 6, 2010
Presented to the Board of Trustees
June 2010 continued

Sheehan, John	GEOG115 M25 GEOG115 M15	Adjunct	N/A	5,160.00	06/02/10 - 08/06/10
Sinclair, Lorraine	ENGL101 M15	Adjunct	N/A	2,415.00	06/02/10 - 08/06/10
Sloan, Cindy	SOCI101 AL1	Adjunct	N/A	2,580.00	06/02/10 - 07/27/10
Smith, Adrienne	ART 115 M15	Adjunct	N/A	3,220.00	06/02/10 - 07/02/10
Strauf, Dale	FITN140 M26, 120 M15, 108 M25	Adjunct	N/A	3,622.50	06/02/10 - 08/06/10
Tackill, Sherry	ESOL103 M15	Adjunct	N/A	6,040.00	06/02/10 - 08/06/10
Tkachuck, Richard	BIOL101 M15	Adjunct	N/A	3,693.75	06/02/10 - 07/02/10
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	2,415.00	06/02/10 - 07/27/10
Wavle, Sharon	CIS 213 AL1	Adjunct	N/A	3,220.00	06/02/10 - 07/27/10
Weatherby, Gregg	ENGL101 M19 ENGL101 M17	Adjunct	N/A	4,830.00	06/02/10 - 08/06/10
Wells, Frances	CAPS121 AL1, 131 AL1, 111 AL1	Adjunct	N/A	3,220.92	06/02/10 - 08/06/10
Westlake, Winfield	GEOG115 ME59 GEOG115 ME58	Adjunct	N/A	5,910.00	06/02/10 - 07/27/10
Williams, Diane	ASTR101 M25, 101 AL1, 101 AL2 BIOL105 M25	Adjunct	N/A	14,036.25	06/02/10 - 08/06/10
Sullivan, Maureen	Basic Math workshop - Borg Warner	Adjunct	N/A	80.00	06/07/10
Clay, Merryn	ESL 19 - Summer Intensive Institute	Adjunct	N/A	6,039.60	6/04/10 - 8/04/10
Cowan, Richard	MATH249, MATH 202	Adjunct	N/A	8,865.00	06/07/10 - 08/06/10
Williamson, Bethany	Admissions	Project Asst.	N/A	*28,597.12	06/23/10
Ketola, Mark	Para Professional Tutor	Tutor	N/A	4,048.80	06-24/10 - 08/17/10
Arnold, Melanie	Plan/facilitate progressionl devel.	Adjunct	N/A	249.60	6/25/10
Pluta, Jennifer	Enrollment Services Center - Enroll. Svcs. Specialist		G	*36260.73	06/28/10
Janik, Carol	Academic Advisement	Adjunct	N/A	608.92	06/28/10 - 07/02/10

July 2010

Veshcherevich, Radmila	CEESL1 M17	Adjunct	N/A	0.00	07/06/10 - 07/23/10
Altmann, Herman	BIOL102 M25	Adjunct	N/A	3,447.50	07/07/10 - 08/06/10
Brown, Debra	ENGL201 M27	Adjunct	N/A	2,955.00	07/07/10 - 08/06/10
Carter, Michele	HLTH206 M25	Adjunct	N/A	1,132.50	07/07/10 - 08/06/10
Cooper, Deborah	Enrollment Services Center	Senior Clerk	E	*33,279.45	07/07/10
Curtis, Benjamin	CONT115 M25 CONT208 M25	Adjunct	N/A	4,515.00	07/07/10 - 08/06/10
Edgecomb, Patricia	CAPS131 AL2 CAPS141 AL1	Adjunct	N/A	2,007.24	07/07/10 - 08/06/10
Galezo, David	PHIL101 AL1 PHIL201 AL1	Adjunct	N/A	5,520.00	07/07/10 - 08/06/10
Golden, Joseph	BUAD101 M28 BUAD217 M26	Adjunct	N/A	5,520.00	07/07/10 - 08/06/10
Heffner, William	Seasonal Admissions Adv.	Adjunct	N/A	6,554.93	07/06/10 - 08/27/10
Hoover, Charles	ART 233 M25	Adjunct	N/A	2,265.00	07/07/10 - 08/06/10
Lanning, David	ACCT101 AL2	Adjunct	N/A	3,940.00	07/07/10 - 08/06/10
Lipa, Thomas	HLTH208 AL1	Adjunct	N/A	2,955.00	07/07/10 - 08/06/10
Lopinto, Jack	COMM295 M25	Adjunct	N/A	3,926.00	07/07/10 - 08/06/10
MacDowell, Gary	FITN108 AL4	Adjunct	N/A	1,477.50	07/07/10 - 08/06/10
McCabe, Thomas	ENGL099 M25 ENGL201 M25	Adjunct	N/A	6,440.00	07/07/10 - 08/06/10
McGee, Andrew	HSTY202 I27	Adjunct	N/A	2,760.00	07/07/10 - 08/06/10
Ozolins, Peter	ART 214 M25 ART 261 M25	Adjunct	N/A	3,397.50	07/07/10 - 08/06/10
Rodomsky-Bish, Rebecca	ENVS102 I27	Adjunct	N/A	2,415.00	07/07/10 - 08/06/10
Seyfried, Matthew	ENGL204 AL2	Adjunct	N/A	2,760.00	07/07/10 - 08/06/10
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	2,817.50	07/07/10 - 08/06/10
Whitecraft, Michele	CHEM101 M25	Adjunct	N/A	4,140.00	07/07/10 - 08/06/10

Tompkins Cortland Community College
 Appointment of Personnel
 as of July 6, 2010
 Presented to the Board of Trustees

August 2010 continued

Raethka, Tim	CPR for Nursing Student Workshop	Adjunct	N/A	690.24	08/11 - 18/10
Beach, Alison	Counseling, Career & Transfer Svcs.	Counselor	N/A	45,166.00	8/19/2010 - 5/25/11
Johnson, Danielle	Academics	Asst. Professor	N/A	52,329.00	8/19/2010 - 5/25/11
Littell, Harry	Academics	Instructor	N/A	45,952.00	8/19/2010 - 5/25/11

September 2010

Campbell, Katrina	Student Success -	Coord. of Advisement Svcs.	N/A	*51,929.00	09/01/10
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*Annual salary to be prorated

Open Positions July 2010

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 6, 2010

Resignations/Retirements/Separations

NAME	EFFECTIVE DATE	REASON
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None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-2**

DISPOSAL OF SUPPLUS 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 polices and legal requirements.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 July 2010, 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 July 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: June 30, 2010

Re: Disposal of Surplus Items

Upon advisement of Campus Technology, and due to routine equipment upgrades, the following computer equipment dating from 1997 to 2006 has been determined to be obsolete and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the college has been designated for placement with non-profit agencies. The remaining items have been designated for 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. Approval for disposal is requested as follows:

Donation: 12 Computers, 3 Monitors

Disposal 16 Computers, 1 Monitor, 2 Printers, 1 Scanner

Upon advisement of Media Services, the following items have been determined to be obsolete and of no further use to the College. It is requested that these items be appropriately disposed of through E-waste or trash, as they are obsolete and/or non-functional and/or of little or no value. Upon disposal, these items are to be removed from the college's inventory.

Disposal:

8 Projectors

30 Video Cassette Recorders

6 Projection Screens

1 Telex Copyette

1 Sharp 27" Television

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-3**

2010-2011 TRASH/WASTE REMOVAL SERVICES BID AWARD

WHEREAS, Tompkins Cortland Community College requires Trash/Waste Removal Services, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Trash/Waste Removal Services, and

WHEREAS, Casella Waste Services of Newfield, New York provided the lowest overall bid in the amount of \$23,514.00; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards the 2010-2011 Trash/Waste Removal Services Bid to Casella Waste Services in an amount not to exceed \$23,514.00.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, 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 July, 2010, 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 July 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: June 30, 2010

Re: Trash/Waste Removal Services Bid

In consultation with Anita Sharpsteen, we are recommending the award of the Bid for Trash/Waste Removal Services for 2010-2011 to Casella Waste Services of Newfield, New York for the estimated amount of \$23,514.00.

Casella was the lowest overall bidder.

The bid was advertised in The Ithaca Journal and The Cortland Standard. Bid documents were sent to seven vendors. Two bids were returned. A summary of the bids is attached.

2010-11 Trash Bid Summary

Vendor	Casella	Cortland Sanitation	Dave's A1	Doug's	Feher	Waste Mngmt of NY	WeCare
		NO BID	NO BID	NO BID		NO BID	NO BID
Three 6 Yd Trash containers, Mon-Fri pickup							
Per Week	\$369.23				\$405.00		
Per Year	\$19,200.00				\$21,060.00		
Five 95-gal. Toters for plastic,glass, metal recycling							
Once per week pickup							
Per Week	\$16.62				\$15.00		
Per Year	\$864.00				\$780.00		
Total for Above (Per Year)	\$20,064.00				\$21,840.00		
25 yd Roll Off for Cardboard/Paper Recycling emptied On call							
Per Call	\$150.00				\$90.00		
Per Year (based on 23 per year)	\$3,450.00				\$2,070.00		
*Alternate for Cardboard/Paper Recycling Two 8 Yard Containers, emptied once per week (same day)							
Per Week	\$20.77				\$18.25		
Per Year	\$1,080.00				\$949.00		
Amendment (Surcharges)	NA				NA		
Non-Collusion Statement	Yes				Yes		

Casella total yearly estimate with 25 yd option \$23,514.00

Casella total yearly estimate with 2- 8 yd option \$21,144.00

Feher total yearly estimate with 25 yd option \$23,910.00

Feher total yearly estimate with 2- 8 yd option \$22,789.00

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-4**

2010-2011 DUPLICATING PAPER BID AWARD

WHEREAS, Tompkins Cortland Community College requires the purchase of duplicating paper, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for duplicating paper, and

WHEREAS, Hudson Valley Paper Company of Rochester, New York provided the lowest price in the amount of \$22,379.75; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards the 2010-2011 Duplicating Paper Bid to Hudson Valley Paper Company in an amount not to exceed \$22,379.75.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 15th day of July, 2010, and the same is a complete copy of the whole of such resolution.

I, CATHY A. NORTHROP, 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

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 July 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: June 30, 2010

Re: Duplicating Paper Bid

In consultation with Dan Paolangeli, we are recommending the award of the Bid for Duplicating Paper for 2010-2011 to Hudson Valley Paper Company of Rochester, New York in the amount of \$22,379.75.

Hudson Valley Paper Company was the lowest overall bidder. As substitutions were proposed for two of the original items (3-part and 2-part forms) by two of the lowest bidders, it is recommended that this portion of the bid be dropped and these items be ordered separately. The total anticipated amount of this will be \$1,693.75. In consideration of the College's sustainability efforts, an increased portion of this bid over last year includes recycled paper. In addition, Dan Paolangeli has stated he is beginning to see a reduction in paper usage in the college.

The bid was advertised in The Ithaca Journal and The Cortland Standard. Bid documents were sent to six vendors. Three bids were returned by the designated time and date. A summary of the bids is attached.

	Hudson Valley	RIS	OfficeMax	Whiteman Tower	Race	Staples		
300 cases (5000 sheets each case) Copy Paper Dotar 92br. 8.5 x 11 20lb. non-recycled	\$8,640.00	\$10,416.00	No Bid	\$9,405.00	No Bid	No Bid		
300 cases (5000 sheets each case) Copy paper 8.5 x 11 20lb. 100% recycled	\$10,005.00	\$11,424.00	No Bid	\$12,150.00	No Bid	No Bid		
5 cases (1250 sheets each case) Hammermill or Mohawk Digital Color Copy 60lb.cover 11x17 (No Substitutions)	\$271.25	\$320.85	No Bid	\$344.25	No Bid	No Bid		
5 cases (1250 sheets each case) Hammermill or Mohawk Digital Color Copy 60lb. cover 12x18 (No Substitutions)	\$313.25	\$370.85	No Bid	\$387.50	No Bid	No Bid		
10 cases (1000 sheets each case) Hammermill or Mohawk Digital Color Copy 80lb. cover 12x18 (No Substitutions)	\$668.50	\$791.30	No Bid	\$818.00	No Bid	No Bid		
5 cases (2000 sheets each case) Hammermill or Mohawk Digital Color Copy 28lb. text 11x17 (No Substitutions)	\$281.75	\$310.50	No Bid	\$353.50	No Bid	No Bid		
10 cases (1500 sheets each case) Mohawk Digital Color Copy Gloss pure white 100 text 11x17 (No Substitutions)	\$656.00	\$716.70	No Bid	\$816.00	No Bid	No Bid		
15 cases (5000 sheets each case) blue 20lb. 8.5x11	\$579.00	\$569.25	No Bid	\$795.00	No Bid	No Bid		
15 cases (5000 sheets each case) green 20lb. 8.5x11	\$579.00	\$569.25	No Bid	\$795.00	No Bid	No Bid		

10 cases (5000 sheets each case) yellow 20lb. 8.5x11	\$386.00	\$379.50	No Bid	\$530.00	No Bid	No Bid		
TOTAL BID (*Phased delivery)	<u>\$22,379.75</u>	\$25,868.20	No Bid	\$26,394.25	No Bid	No Bid		
Non-Collusion Form	YES	YES		YES				
Corp Resolution	NA	NA		NA				

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Human Resources Administrator	<u>GRADE</u> 5	<u>PAGE</u> 1 of 2
<u>ORGANIZATIONAL UNIT</u> Operations and Enrollment Management	<u>REPORT TO</u> Dean of Operations and Enrollment Management	<u>APPROVED BY</u> Board of Trustees

SUMMARY

Develops and administers all human resources policies, programs, and employee benefits programs for all College and FSA staff. Advises College and FSA employees about salary, terms and conditions of employment and fringe benefits, including health insurance, worker's compensation, retirement systems, Social Security/Medicare, employee assistance program, COBRA, and flexible benefits. Responsible for human resources services including: affirmative action, benefits administration, and management of recruitment and employment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the effective operation of the human resources office.
2. Develops and implements human resources policies and procedures for the College and FSA.
3. Administers the health insurance, dental insurance, life insurance, retirement, social security, and unemployment benefits for TC3 employees, retirees and FSA employees. Conducts periodic audits of the various fringe benefit programs for the College and the FSA.
4. Guides the recruitment and hiring of College faculty and administrative staff and all FSA employees. Responsible for announcements of open positions, placement of advertisements, and support and guidance to College and FSA screening committees.
5. Advises Executive Staff regarding the administration of collective bargaining agreements, labor laws and other regulatory matters. Represents the human resources function in all labor negotiations.
6. Facilitates dialogue to resolve human resources and operational differences for the College and FSA.
7. Acts as liaison between Tompkins County and College departments to facilitate the hiring process for all Civil Service employees. Maintains a working knowledge of applicable New York State Civil Service laws and regulations.
8. Serves as the Civil Service Staff Appointing Officer of the College.
9. Conducts individual and group orientation programs for faculty, staff and FSA employees.
10. Serves as the College's Affirmative Action Officer. Manages Title IX, Equal Opportunity, and ADA programs and policies.
11. Directs the HIPPA compliance activities for the College. Develops, implements and monitors HIPPA policies, procedures and workforce training.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Human Resources Administrator

GRADE

5

PAGE

2 of 2

ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORT TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

12. Prepares various specialized surveys, statistical reports and information required by SUNY Administration, the New York State Department of Labor, and other agencies.
13. Advises supervisors, union officials, and staff on disciplinary and grievance matters.
14. Prepares salary placements, calculates annual salary increases and provides comparative salary and benefit data for various surveys and reports.
15. Ensures that College and FSA personnel comply fully with Federal, State and County employment laws and mandated employee benefits.
16. Assures efficient use of material resources by assessment of the department needs, development of budget recommendations, and management of the department within budgetary constraints imposed by the College.
17. Supervises the support staff of the Human Resources Department. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all human resources matters in accordance with Federal, State and Local Equal Employment/Affirmative Action laws, other applicable laws, regulations, and collective bargaining agreements.
18. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

 2 Direct 0 Indirect

MINIMUM QUALIFICATIONS

Master's Degree in Business, Human Resource Administration, or related field and two years experience, or Bachelor's degree and five years of experience administering Human Resource programs in a business or educational institution.

DESIRED QUALIFICATIONS

PHYSICAL SKILLS AND ABILITIES

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Facilities

GRADE

6

PAGE

1 of 2

ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORTS TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

SUMMARY

The Director of Facilities provides vision and leadership for the effective operation, maintenance, and use of resources for all College and Foundation facilities. Responsible for the efficient operation and maintenance of all College and Foundation buildings and grounds as well as maintaining a high standard of appearance. The Director has responsibility for all new construction and renovations to existing facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the efficient operation and maintenance of all structural, mechanical, electrical, plumbing, communications and environmental systems of the College, Foundation, and any facility or space that the College may rent to serve its mission.
2. Manages the College's computerized energy control system to both conserve energy use and provide for the operational needs of the College and Foundation.
3. Creates technical specifications for lease or purchase of materials, equipment and services required to maintain, upgrade and expand the College and/or Foundation's facilities such as the structural, electrical, mechanical, plumbing and grounds systems.
4. Uses accepted engineering and building code practices to review and provide comments on project plans and specifications that will minimize the College and/or Foundation's exposure to cost overruns and time delays.
5. Guides architects and other professionals to develop and maintain a master plan for the College that addresses both programmatic and maintenance concerns. Provides direction and oversight to these professionals that ensure that the needs of the College are addressed and implemented in their work.
6. Monitors the electric and gas consumption and recommends measures to reduce energy use and costs that are feasible and provide a reasonable return on investment. Negotiates the purchase of electricity and gas with local suppliers, consortia or energy services companies.
7. Ensures a safe and adequate water supply for domestic and emergency needs.
8. Ensures landscape design and execution for the College and Foundation's owned and leased facilities. Provides guidance and direction to ensure that the exterior appearance of the facilities is maintained to a high standard.
9. Ensures staff in the Facilities area has appropriate certification and training in legislatively mandated programs in the handling of hazardous or toxic chemicals, waste, pesticides, herbicides, fertilizers and disposal of same. Establishes and enforces worker safety and environmental protection programs.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Director of Facilities	6	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Operations and Enrollment Management	Dean of Operations and Enrollment Management	Board of Trustees

10. Prepares and submits reports required by various Federal, State and Local governments and agencies.
11. Represents the College and/or Foundation to Village, Town, County, State and Federal officials and employees on facility related issues. Conducts public meetings and makes presentations to large groups regarding facilities issues.
12. Ensures effective communication with applicable College, FSA, and Foundation staff and governing bodies with regard to operational issues, renovations, repairs and status of facility projects.
13. Maintains the Code Enforcement Official certification from the New York Department of State and applies training to operational and construction projects.
14. Directs the staff of the facilities departments for the College and FSA. Assures effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Employment/Affirmative Action Laws, other applicable laws, regulations and collective bargaining agreements.
15. Assures efficient use of material resources by assessment of department needs, development of budget recommendations and management of the department within the budgetary constraints imposed by the College and Foundation.
16. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

7 Direct 27 Indirect

MINIMUM QUALIFICATIONS

Bachelor's degree in architecture or an engineering discipline related to building design and construction with a minimum of 5 years of related supervisory experience. Supervisory experience of at least 2 years in a facilities operation is desirable. Must obtain and maintain a New York State building code enforcement registration.

DESIRED QUALIFICATIONS

PHYSICAL SKILLS AND ABILITIES

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-8**

2010 BROADCAST STUDIO EQUIPMENT BID AWARD

WHEREAS, Tompkins Cortland Community College requires the purchase of Broadcast Studio Equipment, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Broadcast Studio Equipment, and

WHEREAS, B &H Photo-Video of New York, New York provided the lowest price in the amount of \$16,742.96; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards the Broadcast Studio Equipment Bid to B&H Photo-Video in an amount not to exceed \$16,742.96.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 15th day of July, 2010, and the same is a complete copy of the whole of such resolution.

I, CATHY A. NORTHROP, 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

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 July 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: July 8, 2010

Re: Bid for Broadcast Studio Equipment

In consultation with Chris Xaver, we are recommending the award for Broadcast Studio Equipment, to B&H Photo-Video of New York, New York in the amount of \$16,742.96.

B&H offered the lowest pricing for the items which they bid on. The option was given for vendors to bid on all, or a portion of the items needed. B&H bid on all but three of the total list of items. These particular items were bid on by Com-Tech of Interlaken, New York at a total amount of \$887.38. They offered lower total pricing on these items than AV Solutions of Albany, New York, which was the only other of the four submitting vendors to bid on these particular items. It is recommended that these items be dropped from the larger bid and purchased separately. It is also recommended that a fourth item, a 42" 1080p LCD Display, be dropped from the bid and purchased separately at an estimated cost of \$1,135.00, as B&H did not offer the best pricing on this item.

The bid was advertised in The Ithaca Journal and The Cortland Standard. Bid documents were sent to five vendors. B&H was the lowest bidder on all but one of the items for which they bid.

In addition to B&H, bids were submitted by Com-Tech of Interlaken, New York, and AV Solutions of Syracuse, New York. A partial bid was submitted by Audio-Video Corporation of Albany, New York. Bid documents were sent to HM Associates at their request, but no bid was submitted by them.

A summary of the bid results is attached.

<u>BROADCAST STUDIO EQUIPMENT</u>	Audio Video	AVSolutions/Toshiba	B&H PhotoVideo	ComTech	HMAssociates	
Bid 7/6/10, 2:00						
2 O.C. White Deluxe Microphone Arm and Riser System - Includes: Deluxe Series Microphone Arm and 12-Inch Riser Mount (Beige) MFR# 51900	No Bid	\$342.00	\$270.00	\$303.75	No Bid	
2 Zoom H2 Ultra-Portable Digital Audio Recorder MFR H2	No Bid	\$274.00	\$254.96	\$374.18	No Bid	
2 Zoom H2SJ - Silicone Jacket Protective Cover for H2 MFR #H2SJ	No Bid	\$24.00	\$16.00	\$18.72	No Bid	
1 Presonus HP4 - 4-Channel Headphone Distribution Amplifier MFR #HP4	No Bid	\$102.00	\$94.00	\$117.19	No Bid	
1 JK Audio RemoteMix 3 - Remote Phone Line Mixer and Universal Handset Interface with Two Microphone Inputs MFR #RM3	No Bid	\$857.00	\$695.00	\$847.14	No Bid	
1 Digidesign Pro Tools M-Powered 8 (Educational Discount) MFR#9910-59813-00	No Bid	\$160.00	\$123.00	\$253.87	No Bid	
1 M-Audio ProjectMix I/O - FireWire Control Surface and Interface MFR# 9910-40743-12	No Bid	\$1,289.00	\$978.00	\$1,059.50	No Bid	
4 dbx 286A Single Channel Vocal Processor MFR# 286A	\$884.00	\$904.00	\$664.00	\$832.99	No Bid	
1 B&K Bench-top Variable Power Supply, Bench Top Power Supplies PS 0-30VDC 0-1A Mouser Part# 615-1710 *	No Bid	\$253.00	No Bid	\$288.00	No Bid	
	Audio Video	AVSolutions/Toshiba	B&H PhotoVideo	ComTech	HMAssociates	
1 Barix X-Streamer110 Remote Audio Decoder MP# IP Audio Decoder with Display *	No Bid	\$268.00	No Bid	\$233.88	No Bid	

1 Barix In-Streamer 100 Encoder *	No Bid	\$425.00	No Bid	\$365.50	No Bid	
1 Electro Voice RE20 - Cardioid Variable-D Dynamic Voiceover Microphone MFR# 16207816	\$431.00	\$403.00	\$375.00	\$401.00	No Bid	
1 Sekonic Prodigy Color C-500 Color Meter MFR# 401-500	No Bid	\$1,182.00	\$809.00	\$1,098.75	No Bid	
1 Panasonic AV-HS400A Compact Live Multi-Format SD/HD-SDI Switcher MFR# AV-HS400AN	\$9,700.00	\$10,430.00	\$9,190.00	\$11,176.83	No Bid	
1 Telex BTR-300RTS - VHF Wireless Intercom Base Station with RTS A4F Headset Connector - 710A	\$2,319.00	\$3,217.00	\$2,130.00	\$2,666.80	No Bid	
1 Panasonic AV-HS04M4 HD Analog Output Board List	\$969.00	\$1,156.00	\$960.00	\$1,174.95	No Bid	
1 AJA D4E SDI to Composite Converter	\$217.00	\$214.00	\$184.00	\$226.00	No Bid	
1 42inch LCD Display 1080p SONY or Equiv. *	\$1,849.00	\$1,135.00	\$1,360.00	\$1,234.21	No Bid	
Freight	\$0.00	\$226.00	\$0.00	\$0.00		
	PARTIAL BID		PARTIAL BID			
<u>TOTAL BID AMOUNT</u>	\$16,369.00	\$22,861.00	\$18,102.96	\$22,673.26	No Bid	

* -\$253.00 -\$288.00
* -\$268.00 -\$233.88
* -\$425.00 -\$365.50

Audio Video	AVSolutions/Toshiba	B&H PhotoVideo	ComTech	HMAssociates	
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* -\$1,849.00 -\$1,135.00 -\$1,360.00 -\$1,234.21
\$14,520.00 \$20,780.00 **\$16,742.96** \$20,551.67 No Bid
(Partial Bid)

* These items removed from bid, to be purchased separately.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-9**

2010 NEW YORK STATE RETIREMENT INCENTIVE PROGRAM

WHEREAS, the Governor of the State of New York has signed into law Chapter 105 of the Laws of 2010, which makes available a Retirement Incentive Program to employees who are in the Employees Retirement System and the Teachers Retirement System, and

WHEREAS, Part B of this legislation allows eligible employees who are between ages 55-61 and who have between 25-29 years of service as of the date of retirement to retire without the typical reduction of their retirement benefit imposed for retiring prior to reaching age 62 or acquiring 30 or more years of service credit, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College does hereby elect to provide the benefits of Part B of Chapter 105 of the Laws of 2010, commencing on October 3, 2010 for all eligible employees who retire with an effective date of retirement set during the 90-day period beginning with and immediately following the commencement date and who are otherwise eligible as specified by Part B of Chapter 105, Laws of 2010.

STATE OF NEW YORK:

SS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustee of Tompkins Cortland Community College, **DO HEREBY**

CERTIFY that the foregoing resolution is a true copy of a

COUNTY OF TOMPKINS:

resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a special meeting of said Board on the 15th of July, 2010, 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 July, 2010.

Clerk of the Board of Trustees
Tompkins Cortland Community College

