



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, MAY 17, 2012

Dinner/Budget Discussion – 5:30 p.m. – Room 227

**Regular Board Meeting
RONALD W. SPACE BOARD ROOM
7:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – April 19, 2012
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – Veterans' Services – James Janke
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - b. Vice President for Global Initiatives
11. Information Items:
 - a. Human Resources Updates

12. Consent Agenda (Action Items):
 - a. Treasurer's Report – April 30, 2012
 - b. Appointment of Personnel
 - c. Approval of Classified Staff Position – Academic Records Coordinator
 - d. Disposal of Surplus Property
 - e. 2012 Chancellor's/Trustees' Award for Excellence in Classified Service – Lyn Thompson
 - f. 2012 Chancellor's/Trustees' Award for Excellence in Faculty Service – Richard Grossman
 - g. 2012 Chancellor's/Trustees' Award for Excellence in Professional Service – Marilyn Webb
 - h. 2012 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities – Philip Tate
 - i. 2012 Chancellor's/Trustees' Award for Excellence in Teaching – Glenna McMinn
 - j. 2012 Chancellor's/Trustees' Award for Excellence in Teaching – Kathleen McDonough
 - k. 2012 Trustees' Award for Excellence in Adjunct Teaching – T. Paul McCabe
 - l. 2012 Friend of the College Award (to be distributed)
 - m. In Appreciation of Ilse Beebe
 - n. In Appreciation of Wilfred Drew
 - o. In Appreciation of Darlene Finn
 - p. In Appreciation of Donna Manier
 - q. In Appreciation of John Petrella
 - r. In Appreciation of Anita Sharpsteen
 - s. In Appreciation of Virginia Weber
 - t. In Appreciation of Nadine Wood
13. Standing Reports:
 - a. College Forum – Co-Chairs, Amy Edmond and Olivia Hersey
 - b. Faculty Student Association – Alicia Smith
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Elizabeth Burns
 - i. President's Evaluation
 - e. Liaison Report (Cortland County) – Anthony Pace
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Alicia Smith
 - h. President's Report
14. Dialogue Session (to begin at 7:45 p.m.)
 - a. Student Life
15. Upcoming Events:
 - a. County Sponsor Budget Discussion – May 18, 2012
 - b. Retiree Event – May 21, 2012
 - c. Nursing Recognition Ceremony – May 22, 2012
 - d. Commencement – May 24, 2012
 - e. Next Board Meeting – June 14, 2012
16. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
APRIL 19, 2012
RONALD W. SPACE BOARD ROOM**

PRESENT: Kay Breed, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Judy Davison, Joanne Florino, Dammi Herath, and Raymond Schlather

ABSENT: Alicia Smith

COUNTY

LIAISONS: Michael Lane and Anthony Pace

STAFF: John Conners, Sue Dewey, Darese Doskal-Scaffido, Carl Haynes, Olivia Hersey, Cathy Northrop, Walter Poland, Blixy Taetzsch, Amy Trueman, Jim Turner, and Peter Voorhees

GUESTS: None.

- 1. Call to Order:** The meeting was called to order at 5:41 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
- 2. Roll Call:** Ms. Northrop called the roll.
- 3. Welcome Guests:** Chairperson Burns welcomed guests and introduced Tony Pace, the new liaison from the Cortland County Legislature.
- 4. Approval of Agenda:** Chairperson Burns asked that item 9A – Student Success – Veterans’ Services be deleted from the agenda and deferred to a future meeting and that item 12G – Amended Investment Policy be added to the agenda. Mr. Daniels moved that the agenda be approved with these modifications; seconded by Ms. Davison; carried unanimously.
- 5. Public Comment:** None.
- 6. Approval of Minutes:** Mr. Schlather moved that the minutes of the March 22, 2012, meeting be approved as presented; seconded by Mr. Daniels; carried unanimously.
- 7. Communications:** President Haynes reported that Associate Professor Paula Moore of our nursing faculty has received the Chancellor’s Award for Internationalization. Associate Professor Moore’s award was one of five outstanding proposals selected to receive the award from a SUNY-wide pool of seventeen strong applications. Award recipients receive program funding support of \$4,000 to assist with their project. Paula’s project is “International Internship in Health Care Education in Nicaragua.” The intent of the award is to use the funds in

a way that will help make the program more affordable for students. President Haynes also passed around a note from Chancellor Zimpher thanking him for sending the annual report brochure.

8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):

a. Campus Master Plan Update – Jim Turner – President Haynes spoke to the written draft proposal. An analysis of our financial chargeback fund has been done, which indicates we will be able to handle the local share of the master plan project from that chargeback fund. For the past few years, every project with Board and sponsor approval has received state funding. We would like to bring the proposed Campus Master Plan for Board action sometime in the next few months. It would then be sent on to the counties for action, on to SUNY during the summer, and submitted to the Division of Budget to be acted on with the State budget next spring. Dean Taetzsch mentioned that we would like to have all of the incoming student services in one location. Currently, students need to go to several locations to register, take placement testing, and speak with an advisor. If these services were to be located at the front entrance on the first floor, it would be easier for students and families, and it would be an improvement to the appearance of the front entrance. Mr. Schlather asked if this will be the only capital project the College will complete in the next ten years or if there will be another project in five years. He wondered if the Board felt it is a priority to incorporate a nursery into the daycare center, and if so, if that could be accommodated in the proposed master plan. Chairperson Burns asked if the plan could be approved and then amended as we go forward if necessary, because the Board had not had a discussion about a nursery for the daycare center. President Haynes said this item has been brought up at different times over the years, but it has been rejected because of the cost of the operations for a nursery. The student activity fees underwrite the expense of the daycare center and with the additional regulations involved with a nursery, the costs would be too high. Mr. Schlather said that it is his understanding that there are resources in the community that have expressed interest in underwriting some of the costs involved with operating a nursery. He said that conceptually it makes sense when encouraging single moms to come back to school – to have a place to take their infant children, and he wants to be able to provide some flexibility in the master plan to make changes. President Haynes said that there is the flexibility in the master plan process to make changes. He said that finding a place for a nursery program would be less difficult than finding the funding to pay for the operating costs. There could be language in the master plan proposal to allow us to modify for future needs. Mr. Schlather asked how complicated it would be to have the architects draw up a second option that would incorporate a nursery. Chairperson Burns asked if we wanted to pay an architect to draw up that option when the Board hasn't had the discussion yet. Dean Taetzsch said that capital projects like that don't necessarily have to be in the master plan, so if there is an outside party that wants to provide some

funding for this to happen, then the College could submit it as a single master plan and it could be done at any time. This master plan is a guideline and as we get into the design phase, we can make adjustments. There is always the flexibility of doing a unique project. Mr. Schlather asked to accept President Haynes' suggestion of drawing up the language significantly broad to allow for that option. Ms. Buck asked how the FSA would be involved with the nursery for the daycare. President Haynes said the FSA would have to fund the operating costs. Dean Taetzsch said that the FSA is struggling to fund the current daycare. She said that excess revenues from the bookstore go to fund the daycare and the bookstore revenue is going down because of so many students choosing to use electronic books. Mr. Schlather said he would like to bring the discussion forward. President Haynes said that in terms of the priority needs for the facility, we believe this plan will address those needs over the next five to ten years and if there is a donation to fund a nursery for the daycare center, there is nothing to preclude that from moving forward, possibly as a separate project. Mr. Daniels felt it made sense to address the daycare singularly with a specific daycare building, as opposed to taking limited space that is needed for classrooms. Chairperson Burns stated that it is important that these classrooms are the most advanced classrooms regarding furnishings, technology, etc. She said it is important to invest the funding for state-of-the-art classrooms. Mr. Turner said that HOLT Architects are on the cutting edge of classroom technology and they have designed some classrooms at institutions such as Syracuse University. Dean Christofferson just attended a conference about bringing technology into the classroom of the future and he brought back some ideas about what we need to do. Mr. Schlather applauded this plan as a remarkably efficient use of resources with a lot happening with a minor amount of money. The Trustees were very much in favor of the master plan proposal. It is hoped to bring this to the Board and counties for approvals in the June timeframe. With approvals in place, we would plan to go out to bid in the spring of 2014 with about a year for construction and then bringing online in fall 2015.

9. College-wide Goal – Student Success:

- a. Student Success – Veterans' Services** – deferred to a future meeting.
- b. Organizational Capacity – Residence Life Survey – Darese Doskal-Scaffido** – Ms. Doskal-Scaffido presented information from the Office of Residence Life and Judicial Affairs' Quality of Life Survey for 2011-2012. President Haynes mentioned that the Provost Council will be meeting to discuss the issues that were raised on the survey. There was discussion on reasons behind why some students feel less safe in buildings A & B. Mr. Lane asked if the students were asked specifically about how they felt unsafe. Ms. Doskal-Scaffido said some of the concerns include the laundry rooms in those two buildings are in the basement, the hallways are narrower, buildings are older, no lounges on each floor. She did state that there have never been any safety issues in those two buildings, nor has there been a greater level of crime or disciplinary concerns.

The replacement of the amenities is on the same schedule as the other buildings, with new kitchens, etc. Mr. Schlather asked how the survey results compare with similar survey results at other community colleges. Ms. Doskal-Scaffido said that on the national surveys, the results are very similar. She did mention that when she worked at Ithaca College, a survey of this type had been presented to students, and the results were very similar. Chairperson Burns commended Ms. Doskal-Scaffido and her staff for seeing an increase in the satisfaction level of the students in residence life.

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

- a. Provost and Vice President of the College** – Provost Connors spoke to his written report. Assistant Professor Susan Stafford attended the meeting to speak to the International Culinary Program proposal. She distributed information on the proposed new program. Provost Connors said an offer has been made to an individual for the graphic design faculty position. The last of the individuals will be interviewed for the English faculty position and the two finalists for the technical specialist position for biology are scheduled for interviews. The position on the agenda for academic advisement will be paid in part from our Perkins funding to increase services in academic advising. The other part of the funding will be taken from overload that has been used to pay faculty for overload to advise additional students. The part-time students will be advised by the new position, allowing more time for faculty advisors to work with full-time students. This position will be in place for a year and then be reassessed to see if it is in fact serving the purpose of increasing services for our students. It is critical to have good academic advising and it is hoped that this will help in enhanced student retention. Registration Day for the fall semester was today and numbers are on target with projections. Provost Connors said the day seemed to go very well.
- b. Vice President for Global Initiatives** – Vice President Poland spoke to his written report.

11. Information Items:

- a. Human Resources Updates** – No discussion.

12. Consent Agenda (Action Items): Highlights of the Consent Agenda were discussed during the meeting. Mr. Schlather moved that the Consent Agenda be approved; seconded by Ms. Breed; carried unanimously.

- a. Appointment of Personnel** – No discussion.
- b. Treasurer's Report – March 31, 2012** – No discussion.
- c. Bus Transportation Services for Summer ESL Institute and Global Connections Program Bid Award** – No discussion.

- d. **International Studies Program** – Discussion held during Provost Conners' report.
- e. **International Hospitality Certificate Program** – Discussion held during Provost Conners' report.
- f. **Approval of Position Description – Student Success Advisor** – Discussion held during Provost Conners' report.
- g. **Amended Investment Policy (added to the agenda)** – The only change to this was a change from HSBC to First Niagara Bank due to the sale of the local HSBC to First Niagara.

13. Standing Reports:

- a. **College Forum** – Co-chair Olivia Hersey reported that the College Forum unanimously approved the International Hospitality Certificate and the International Studies Associate Degree program proposals. Upcoming events for the College Forum are the election of new members and the year-end reports from the different councils at the College.
- b. **Faculty Student Association** – No report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Property Management Committee met on April 3 and discussed the preliminary 2012-2013 budgets for Residence Life, the Ithaca Extension Center, and the Cortland Extension Center. The Shaw Legacy Society Dinner was held on Thursday, April 12 at the Benn Conger Inn in Groton. Thirty-nine people attended, which is one of the largest gatherings of that group, to date. Digital Media and Communication Associate Professor, Christine Guest, and TC3 students Nicole Kovaleski and Brian Morrison presented at the event. Also attending and assisting at the dinner were Hotel and Restaurant Management students: Anna Tamashuk, Meghan Carl, and Brendon Horigan. The Investment Committee met on Wednesday, April 18, and the Foundation's investment portfolio manager was in attendance and reported that as of March 31, the total of the combined accounts is \$11,691,850. The committee finalized the process for the Investment Request for Proposals presentations that will take place on May 3. The next Foundation Board meeting is Tuesday, June 5.
- d. **Chairperson's Report** – Chairperson Burns reported that she, along with Trustees Buck, Davison, and Florino attended a meeting with President Haynes and the Cortland County area high school superintendents. Trustees Daniels and Davison will attend the Tompkins County area high school superintendent meeting.
 - i. **Friend of the College** – There was a suggestion that Carol Kammen, an historian in Ithaca and the lead person on the Civil War Nurses scholarship committee, be recognized for her contributions of enriching our nursing

program and bringing very favorable publicity and championing the initiative in the community, raising over \$80,000 to help students and provide professional development for nursing faculty. It was suggested that Ms. Kammen was the inspiration behind the project but that Margaret Munchmier was key in the fund raising. President Haynes will check into this and let the Board know what he is able to find out.

- 14. Liaison Report (Cortland County)** – Mr. Pace reported on the sales tax negotiations with the towns and city of Cortland and the conversations have been positive. The sales tax numbers seem to be looking pretty good. There have been some concerns in the County with IV drug use and hepatitis. The County Health Department is working proactively on that issue. Another issue for the legislature is the landfill. He said that budgets are tight and everyone is being asked to do more. There is a new chair of the legislature and there seems to be movement in a positive direction and there are a lot of positive thoughts about TC3. He said he is happy to be the Cortland County Legislative liaison to the TC3 Board.
- 15. Liaison Report (Tompkins County)** – Mr. Lane reported that some are concerned with the impact the current financial situation has on students. He said there is more emphasis on student cost, and this may be keeping some from even attempting to attend college. He said it is important to figure out how we might get the state and local share up to where they should be so students don't have to shoulder the extra costs.
- 16. Student Trustee's Report** – No report.
- 17. President's Report** – President Haynes spoke to his written report. He mentioned that the scheduled meetings with the area high school superintendents came out of a discussion at the Board Retreat last November. At the meeting with Cortland area high school superintendents, a focus of the discussion was our accuplacer testing and their concern about a possible disconnect with regents level outcomes for completing high school requirements and college-level readiness. We offered some pilot opportunities in terms of working with a targeted group within the high school to try some testing. There was a brief discussion of other items raised during the Cortland meeting. There was some interest in wanting to follow up with a pilot program. The OCM Superintendent did request that the superintendents meet with TC3 staff on an annual basis to discuss how to best help students. In the past, this has only been done every 3 or 4 years. President Haynes did report on conversations with the leadership in both counties and their support for a 1% increase in funding. There have also been very informal discussions with the counties on where we stand in this year's budget, specifically because of the enrollment decline, and that we might need to have permission from sponsors to use part of the fund balance, which would need sponsor approval. He also discussed the proposal of a master plan, assured them that our capital chargeback fund would support the local share, and spoke about the time frame.

Ms. Buck mentioned that she will be going to Albany for the NYCCT meeting. Cynthia Demarest sent out the award nomination information for the fall institute and conference, and Ms. Buck wanted the Board members to review the criteria and make suggestions for nominations.

18. Upcoming Events: Due to a conflict, President Haynes asked if it would be possible to move the June Board meeting from June 21 to June 14. It works fine with the budget approval process. He asked that Board members let Ms. Northrop know if June 14th will work. Ms. Florino mentioned that she won't be able to attend the May meeting. President Haynes mentioned that if Ms. Florino could attend the luncheon on May 18th, he will be presenting the budget at that time, as well.

19. Adjournment: Ms. Florino moved that the meeting be adjourned; seconded by Ms. Breed; carried unanimously. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

TO: Board of Trustees
FROM: John R. Conners
DATE: May 7, 2012
SUBJECT: May report

Faculty Recruiting – We have completed the process of recruiting a new Instructor of Graphic Design with the hiring of Dianne Hodack, who is coming to us after serving on the faculty of Appalachian State University. We are in the final stages of completing offers for an Instructor of English and a Technical Specialist – Biology Lab Manager and Chemical Hygiene Officer; I expect those searches to conclude successfully within the next few days.

Graduates of Note Luncheon – On Wednesday, May 2, we held our first Graduates of Note Luncheon, which – as I have noted before – replaced an event that had previously been held the week before Commencement. This event was very well-attended, as many of the recipients were accompanied by family members and each was presented the award by his or her department chair. Early feedback indicates a high level of satisfaction on the part of both recipients and faculty and staff, so I believe it is likely we will continue this tradition in future years.

Red Cross Heroes Breakfast – The American Red Cross of Tompkins and Cortland Counties held its second annual Real Heroes Breakfast in the College's field house on Friday, May 4. Over 250 people attended the event, which honored those who have given exceptional service to those in need. Speakers included Sheila Abbey, Chris Xaver, and me. Also, Scott Weatherby of our staff received the Military Award. The College sponsored an award and a table, and several members of the College community attended, including President Haynes. Students in the Communications program produced all of the videos featuring the honorees.

REPORT TO THE BOARD OF TRUSTEES
Vice President, Global Initiatives
Walter L. Poland
May 17, 2012

On April 24, at the invitation of Dr. Alice Pell, Vice President Poland met with Dr. Al Jaegen and Dr. Haryo Winarso, Attaché for National Education, Embassy of the Republic of Indonesia. The discussion centered on potential academic collaborations and 2 +2 academic programs between TC3 and Cornell for Indonesian students. The Foundation has opened several secondary schools and a University with programs in business and education and the Foundation runs an Access program to assist Indonesian students apply to U.S. universities.

On April 26 and 27, TC3 hosted the SUNY Council on International Education spring meeting. The attendees represented the 64 Units of SUNY and their offices of International Education. The major focus of the meeting discussions centered on issues related to Study Abroad. On Friday, representatives from the University offices of International Students and Scholar Services also conducted their annual meeting along with the CIE group. The ISSS offices provide support for incoming international students to the colleges and University Center of SUNY.

On May 8, a conference call with Dr. Xiaojiun (George) You, Senior Manager of China Programs in the Center for Sustainable Global Enterprise at the Johnson School at Cornell, took place including Walter Poland and Robin Hinchcliff. He had contacted Robin Hinchcliff, ESL Professor, to discuss an ESL writing program for up to 38 Chinese University students participating in a two week summer program at the Johnson School. We discussed their needs and expectations and will be submitting a proposal to provide this instruction between July 23 and August 9, 2012.

Dr. Promote from Thailand has offered a study abroad opportunity in celebration of the King's 84th birthday where all in-country expenses will be covered by their government. The coordination of the program is being provided by SUNY Cortland and to date there are two students from SUNY and two from TC3 considering application. The program will occur from August 10 to 24.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of May 7, 2012

UNCLASSIFIED STAFF

| <u>POSITION</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>ADVERTISED</u> | <u>APPLICATION DEADLINE</u> | <u>CURRENT STATUS</u> |
|---|--|-------------------------|---------------------------------|-----------------------------|
| Instructor of English | August 2012 | December 2011 | January 18, 2012 | Offer in process |
| Instructor of Graphic Design | August 2012 | December 2011 | January 18, 2012 | Hired Dianne Hodack 8/16/12 |
| Technical Specialist – Biology Lab Manager and Chemical Hygiene Officer | July 2012 | December 2011 | January 18, 2012 | Offer in process |
| Student Success Advisor | July 1, 2012 | April 25, 2012 in-house | May 10, 2012 | Accepting applications |

CLASSIFIED STAFF

| <u>POSITION</u> | <u>DEPARTMENT</u> | <u>DESIRED EMPLOYMENT DATE</u> | <u>CURRENT STATUS</u> |
|---------------------------------|---------------------------|--|-------------------------------|
| Secretary, full-time, temporary | Cortland Extension Center | May 1, 2012 | Canvassing Civil Service List |
| Secretary, full-time, permanent | Baker Center for Learning | May 21, 2012 | Transferring in-house |

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of May 7, 2012

| 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 | | |

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

APRIL 30, 2012

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

APRIL 30, 2012

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$4,757,317 in money market savings account averaging .20% interest earnings for April \$471,423 in demand deposits. The maximum amount available for investment will fluctuate with a peak of \$6,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of 5,327,161 is up from \$4,798,463. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$1,018,012. The interfunds account balance of \$2,228,073 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 Apr 30, total expenditures amounted to \$24,012,984 or 66.8% of the 2011-2012 budget. Comparable expenditures for period one last year were \$23,299,947 or 65.8% of the 2010-2011 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$31,714,118 are 88.3% of the revenue budget. Prior year revenues were \$29,714,180 are 83.9% 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 2002-2011 Capital Construction Budgets totals \$37,259,376. As of Apr 2012, \$36,408,874 has been committed.

TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
April 2012

| | Current Month 4/30/2012 | Previous Month 3/31/2012 | Previous Year <u>4/30/2011</u> |
|--------------------------------------|-------------------------------|--------------------------------|--------------------------------------|
| ASSETS | | | |
| Cash in Demand Deposit | \$471,423 | \$453,339 | \$360,713 |
| Cash in Time Deposits | 4,757,317 | 5,753,937 | 3,576,615 |
| Petty Cash | 1,730 | 1,730 | 1,730 |
| Accounts Receivable--Students | 5,327,161 | 4,766,651 | 3,188,177 |
| Accounts Receivable--Misc. | 315,758 | 288,498 | 218,518 |
| Prepaid Expenses | (96,501) | (103,002) | (118,172) |
| Due From Other Funds | 2,228,073 | 1,999,383 | 2,217,673 |
| Due From Sponsor Governments | 0 | 0 | 0 |
| Due From State Governments | 82,807 | 82,807 | 692,798 |
| Due From Other Governments | 1,018,012 | 1,969,985 | \$787,284 |
| | <hr/> | <hr/> | <hr/> |
| TOTAL ASSETS | \$14,105,780 | \$15,213,328 | \$10,925,336 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |
| LIABILITIES AND SURPLUS | | | |
| Vouchers Payable | \$20,864 | \$20,864 | \$47,523 |
| Payroll Liabilities | 1,240,098 | 1,167,203 | 1,454,846 |
| Student Financial Aid Liabilities | 888,399 | 1,029,139 | 224,845 |
| Accrued Liabilities | 957,272 | 1,080,879 | 1,919,698 |
| Due to Other Funds | 2,402,701 | 2,818,549 | 49,445 |
| Due to State Governments | 0 | 0 | 0 |
| Student Tuition Collected in Advance | 48,626 | (16,000) | (60,650) |
| Fund Balance | 1,487,168 | 1,487,168 | 1,317,741 |
| Revenue Over (Under) Expenditures | 7,060,653 | 7,625,526 | 5,971,888 |
| | <hr/> | <hr/> | <hr/> |
| TOTAL LIABILITIES AND SURPLUS | \$14,105,781 | \$15,213,328 | \$10,925,336 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2011-2012
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2012

| | PER CENT YEAR | | | | | 67.00% |
|-------------------------------|----------------------------|----------------------------|---------------------------------|-------------------------------|-----------------------|--------|
| | <u>Original Budget</u> | <u>Modified Budget</u> | <u>Expenditures To Date</u> | <u>Unexpended Balance</u> | <u>% Expended</u> | |
| Instruction | | | | | | |
| Personal Services | 9,303,403 | 9,314,265 | 5,808,194 | 3,506,071 | 62.36% | |
| Equipment | 7,000 | 13,089 | 7,586 | 5,503 | 0.00% | |
| Contractual Expenses | 4,012,448 | 4,005,712 | 3,677,020 | 328,692 | 91.79% | |
| Employee Benefits | <u>4,456,070</u> | <u>4,650,377</u> | <u>2,033,275</u> | <u>2,617,102</u> | 43.72% | |
| Total Instruction | <u>17,778,921</u> | <u>17,983,443</u> | <u>11,526,075</u> | <u>6,457,368</u> | <u>64.09%</u> | |
| Public Service | | | | | | |
| Personal Services | 17,925 | 17,925 | 5,820 | 12,105 | 32.47% | |
| Equipment | 0 | 0 | 0 | 0 | 0.00% | |
| Contractual Expenses | 475 | 475 | 0 | 475 | 0.00% | |
| Employee Benefits | <u>5,915</u> | <u>5,915</u> | <u>2,037</u> | <u>3,878</u> | 34.44% | |
| Total Public Service | <u>24,315</u> | <u>24,315</u> | <u>7,857</u> | <u>16,458</u> | <u>32.31%</u> | |
| Academic Support | | | | | | |
| Personal Services | 1,494,240 | 1,517,597 | 904,126 | 613,471 | 59.58% | |
| Equipment | 50,000 | 39,660 | 5,601 | 34,059 | 0.00% | |
| Contractual Expenses | 283,445 | 282,545 | 149,744 | 132,801 | 53.00% | |
| Employee Benefits | <u>475,753</u> | <u>475,753</u> | <u>314,859</u> | <u>160,894</u> | <u>66.18%</u> | |
| Total Academic Support | <u>2,303,438</u> | <u>2,315,555</u> | <u>1,374,330</u> | <u>941,225</u> | <u>59.35%</u> | |
| Libraries | | | | | | |
| Personal Services | 428,158 | 437,814 | 265,120 | 172,694 | 60.56% | |
| Equipment | 0 | 2,275 | 2,344 | (69) | 0.00% | |
| Contractual Expenses | 161,143 | 158,868 | 102,928 | 55,940 | 64.79% | |
| Employee Benefits | <u>136,648</u> | <u>136,648</u> | <u>92,792</u> | <u>43,856</u> | <u>67.91%</u> | |
| Total Libraries | <u>725,949</u> | <u>735,605</u> | <u>463,184</u> | <u>272,421</u> | <u>62.97%</u> | |

APPROPRIATIONS 2011-2012(Cont.)

PER CENT YEAR

67.00%

| | <u>Original Budget</u> | <u>Modified Budget</u> | <u>Expenditures To Date</u> | <u>Unexpended Balance</u> | <u>% Expended</u> |
|---|----------------------------|----------------------------|---------------------------------|-------------------------------|-----------------------|
| Student Services | | | | | |
| Personal Services | 2,949,030 | 3,015,374 | 1,707,086 | 1,308,288 | 56.61% |
| Equipment | 0 | 0 | 0 | 0 | 0.00% |
| Contractual Expenses | 1,294,056 | 1,303,756 | 572,439 | 731,317 | 43.91% |
| Employee Benefits | <u>940,863</u> | <u>940,863</u> | <u>597,480</u> | <u>343,383</u> | <u>63.50%</u> |
| Total Student Services | <u>5,183,949</u> | <u>5,259,993</u> | <u>2,877,005</u> | <u>2,382,988</u> | <u>54.70%</u> |
| Maintenance and Operation of Plant | | | | | |
| Personal Services | 2,196,492 | 2,215,946 | 1,282,815 | 933,131 | 57.89% |
| Equipment | 0 | 9,004 | 7,188 | 1,816 | 0.00% |
| Contractual Expenses | 1,218,856 | 1,209,852 | 490,794 | 719,058 | 40.57% |
| Employee Benefits | <u>715,840</u> | <u>715,840</u> | <u>449,915</u> | <u>265,925</u> | <u>62.85%</u> |
| Total Maintenance and Operation of Plant | <u>4,131,188</u> | <u>4,150,642</u> | <u>2,230,712</u> | <u>1,919,930</u> | <u>53.74%</u> |
| Institutional Support | | | | | |
| Personal Services | 1,345,694 | 1,345,694 | 788,628 | 557,066 | 58.60% |
| Equipment | 0 | 0 | 0 | 0 | 0.00% |
| Contractual Expenses | 329,839 | 334,589 | 173,452 | 161,137 | 51.84% |
| Employee Benefits | <u>442,097</u> | <u>437,320</u> | <u>276,020</u> | <u>161,300</u> | <u>63.12%</u> |
| Total Institutional Support | <u>2,117,630</u> | <u>2,117,603</u> | <u>1,238,100</u> | <u>879,503</u> | <u>58.47%</u> |
| General Institutional Services | | | | | |
| Personal Services | 1,836,633 | 1,713,307 | 945,881 | 767,426 | 55.21% |
| Equipment | 50,000 | 61,090 | 33,986 | 27,104 | 0.00% |
| Contractual Expenses | 1,004,888 | 1,004,888 | 466,589 | 538,299 | 46.43% |
| Employee Benefits | <u>749,346</u> | <u>539,816</u> | <u>313,340</u> | <u>226,476</u> | <u>58.05%</u> |
| Total General Institutional Services | <u>3,640,867</u> | <u>3,319,101</u> | <u>1,759,796</u> | <u>1,559,305</u> | <u>53.02%</u> |
| TOTAL APPROPRIATIONS | <u>35,906,257</u> | <u>35,906,257</u> | <u>21,477,059</u> | <u>14,429,198</u> | <u>59.81%</u> |

2011-2012 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 67.00%

| | <u>Original Budget</u> | <u>Modified Budget</u> | <u>Expenditures To Date</u> | <u>Unexpended Balance</u> | <u>% Expended</u> |
|--------------------------------|----------------------------|----------------------------|---------------------------------|-------------------------------|-----------------------|
| Retirement Incentives | 350,000 | 350,000 | 334,026 | 15,974 | 95.44% |
| State Employee's Retirement | 1,025,000 | 1,025,000 | 688,711 | 336,289 | 67.19% |
| State Teacher's Retirement | 200,000 | 200,000 | 156,977 | 43,023 | 78.49% |
| Optional Retirement Fund | 1,145,000 | 1,145,000 | 699,553 | 445,447 | 61.10% |
| Social Security | 1,497,225 | 1,497,225 | 1,010,237 | 486,988 | 67.47% |
| Workers Compensation | 130,000 | 130,000 | 149,145 | (19,145) | 114.73% |
| Misc Employee Benefits | 110,000 | 110,000 | 88,963 | 21,037 | 80.88% |
| Disability Insurance | 13,000 | 13,000 | 7,138 | 5,862 | 54.91% |
| Hospital and Medical Insurance | 2,968,000 | 2,968,000 | 2,023,213 | 944,787 | 68.17% |
| Employee Tuition Benefits | 165,000 | 165,000 | 108,930 | 56,070 | 66.02% |
| Life Insurance | 10,000 | 10,000 | 6,779 | 3,221 | 67.79% |
| Vacation Benefits | 60,000 | 60,000 | 40,000 | 20,000 | 66.67% |
| Unemployment Insurance | 55,000 | 55,000 | 51,712 | 3,288 | 94.02% |
| Total Employee Benefits | 7,728,225 | 7,728,225 | 5,365,384 | 2,362,841 | 69.43% |

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2011-2012
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2012**

PER CENT YEAR 83.16%

| | <u>Budget Adopted</u> | <u>Modified Budget</u> | <u>Realized To Date</u> | <u>To Be Realized</u> | <u>% Realized</u> |
|--|----------------------------|----------------------------|-----------------------------|---------------------------|-----------------------|
| Tuition | | | | | |
| Fall & Spring | \$14,992,530 | \$14,955,398 | 15,464,122 | (508,724) | 103.40% |
| Summer | 1,128,470 | 1,125,675 | 768,771 | 356,904 | 68.29% |
| Nonresident Tuition | 1,185,000 | 1,303,500 | 1,350,689 | (47,189) | 103.62% |
| Student Fee Revenue (Tech Fee) | 1,100,000 | 1,100,000 | 1,067,449 | 32,551 | 97.04% |
| Total Tuition | <u>18,406,000</u> | <u>18,484,573</u> | <u>18,651,031</u> | <u>(166,458)</u> | <u>100.90%</u> |
| Government Appropriations | | | | | |
| New York State | 8,922,342 | 8,770,831 | 6,580,929 | 2,189,902 | 75.03% |
| Local Sponsors | 4,254,915 | 4,254,915 | 2,797,607 | 1,457,308 | 65.75% |
| Appropriated Cash Surplus | | | | 0 | |
| Charges to Other Counties | <u>3,729,000</u> | <u>3,755,500</u> | <u>3,430,110</u> | 325,390 | <u>91.34%</u> |
| Total Government Appropriations | <u>16,906,257</u> | <u>16,781,246</u> | <u>12,808,646</u> | <u>3,972,600</u> | <u>76.33%</u> |
| Other Revenues | | | | | |
| Service Fees | 134,500 | 134,500 | 62,684 | 71,816 | 46.61% |
| Interest Earnings | 7,000 | 7,000 | 6,132 | 868 | 87.60% |
| Rental of Real Property | 26,500 | 26,500 | 13,252 | 13,248 | 50.01% |
| Contract Courses | 105,000 | 105,000 | 28,175 | 76,825 | 26.83% |
| Noncredit Tuition | 120,000 | 170,000 | 75,857 | 94,143 | 44.62% |
| Grant Offsets | 151,000 | 151,000 | 51,977 | 99,023 | 34.42% |
| Unclassified Revenues | <u>50,000</u> | <u>46,438</u> | <u>16,365</u> | <u>30,073</u> | <u>35.24%</u> |
| Total Other Revenues | <u>594,000</u> | <u>640,438</u> | <u>254,442</u> | <u>385,996</u> | <u>39.73%</u> |
| TOTAL REVENUES | <u>\$35,906,257</u> | <u>\$35,906,257</u> | <u>\$31,714,119</u> | <u>\$4,192,138</u> | <u>88.32%</u> |

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
MAR 2012 TO JULY 2012**

| | <u>APRIL</u> | <u>MAY</u> | <u>JUNE</u> | <u>JULY</u> | <u>AUGUST</u> |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <u>CASH BALANCE - BEGINNING OF PERIOD</u> | \$6,209,006 | \$5,230,470 | \$2,555,470 | \$3,609,812 | \$2,959,962 |
| <u>RECEIPTS</u> | | | | | |
| Student Accounts Receivable | \$483,579 | \$550,000 | \$500,000 | \$1,100,000 | \$1,600,000 |
| Student Financial Aid | \$108,138 | \$125,000 | \$650,000 | \$900,000 | \$350,000 |
| Sponsor Payments | \$670,149 | \$0 | \$393,579 | \$670,150 | \$393,579 |
| Chargebacks to Other Counties | \$871,999 | \$675,000 | \$450,000 | \$200,000 | \$110,000 |
| State Aid | \$0 | \$0 | \$2,210,763 | | \$0 |
| Repayment of Grant Fund Advances | \$42,493 | \$15,000 | \$50,000 | \$50,000 | \$100,000 |
| Repayment of Capital Fund Advances | | | | | \$0 |
| Other Receipts | <u>\$100,977</u> | <u>\$150,000</u> | <u>\$50,000</u> | <u>\$30,000</u> | \$175,000 |
| Projected Cash Receipts | <u>\$2,277,335</u> | <u>\$1,515,000</u> | <u>\$4,304,342</u> | <u>\$2,950,150</u> | <u>\$2,728,579</u> |
| <u>DISBURSEMENTS</u> | | | | | |
| Payments to Students | \$221,987 | \$400,000 | \$150,000 | \$500,000 | \$85,000 |
| Accounts Payable | \$1,278,796 | \$1,975,000 | \$1,300,000 | \$1,300,000 | \$150,000 |
| Payroll and Fringe Benefits | \$1,734,211 | \$1,800,000 | \$1,800,000 | \$1,800,000 | \$1,800,000 |
| Grant Fund Advances | \$20,877 | \$15,000 | \$0 | | \$0 |
| Capital Fund Advances | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | | \$0 |
| Projected Cash Disbursements | <u>\$3,255,871</u> | <u>\$4,190,000</u> | <u>\$3,250,000</u> | <u>\$3,600,000</u> | <u>\$2,035,000</u> |
| <u>PROJECTED CASH BALANCE - END OF PERIOD</u> | | | | | |
| MONEY MARKET/ SAVINGS | \$5,180,468 | \$2,505,468 | \$3,559,809 | \$2,909,960 | \$3,603,538 |
| CASH IN TIME DEPOSITS | <u>\$50,002</u> | <u>\$50,002</u> | <u>\$50,003</u> | <u>\$50,002</u> | <u>\$50,003</u> |
| TOTAL CASH IN TIME DEPOSITS | \$5,230,470 | \$2,555,470 | \$3,609,812 | \$2,959,962 | \$3,653,541 |

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL FUND SUMMARY
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2012**

| | <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 | <u>8,689,572</u> | <u>7,439,572</u> | <u>7,439,572</u> | <u>0</u> | <u>7,439,572</u> | <u>0</u> |
| TOTAL | <u>8,689,572</u> | <u>7,439,572</u> | <u>7,439,572</u> | <u>0</u> | <u>7,439,572</u> | <u>0</u> |
| <u>CAPITAL CONSTRUCTION 2000-2001</u> | | | | | | |
| HVAC System Replacement | <u>5,571,250</u> | <u>7,071,250</u> | <u>7,068,658</u> | <u>0</u> | <u>7,068,658</u> | <u>2,592</u> |
| TOTAL | <u>5,571,250</u> | <u>7,071,250</u> | <u>7,068,658</u> | <u>0</u> | <u>7,068,658</u> | <u>2,592</u> |
| <u>CAPITAL CONSTRUCTION 2002-2009</u> | | | | | | |
| Administrative Costs | 1,236,384 | 3,671,657 | 3,588,204 | 0 | 3,588,204 | 83,453 |
| Site Improvements (Phase 1A) | 1,332,100 | 1,854,054 | 1,854,054 | 0 | 1,854,054 | 0 |
| Athletic Facility Construction (Phase 1B) | 15,546,945 | 15,854,487 | 15,664,691 | 0 | 15,664,691 | 189,796 |
| Interior Renovations (Phase 2A) | 2,411,195 | 2,531,654 | 2,531,654 | 0 | 2,531,654 | 0 |
| Interior Renovations (Phase 2B) | 5,667,505 | 6,485,024 | 6,485,024 | 0 | 6,485,024 | 0 |
| Interior Renovations (Phase 2C) | 2,307,885 | 2,419,883 | 2,419,048 | 0 | 2,419,048 | 835 |
| Office Renovations | 135,395 | 137,113 | 137,113 | 0 | 137,113 | 0 |
| Field Irrigation/Water Conservation | 177,000 | 246,701 | 246,750 | 0 | 246,750 | -49 |
| Furniture Fixtures & Equipment | 1,452,803 | 1,452,803 | 1,471,398 | 0 | 1,471,398 | -18,595 |
| TOTAL | <u>30,267,212</u> | <u>34,653,376</u> | <u>34,397,936</u> | <u>0</u> | <u>34,397,936</u> | <u>171,987</u> |
| CLASSROOM PROJECT 2008-2009 | <u>2,000,000</u> | <u>2,000,000</u> | <u>1,601,779</u> | <u>0</u> | <u>1,601,779</u> | <u>398,221</u> |
| ELECTRICAL PANEL PROJECT 2009-2010 | <u>1,600,000</u> | <u>606,000</u> | <u>409,159</u> | <u>0</u> | <u>409,159</u> | <u>196,841</u> |
| <u>CAPITAL CASH SUMMARY</u> | | | | | | |
| <u>CASH BALANCE - MAR 1, 2012</u> | | | | | | |
| Campus Master Plan Money Market | 50,775 | | | | | |
| Cash in time Deposits | <u>982,715</u> | | | | | |
| | | <u>\$1,033,490</u> | | | | |
| <u>DISBURSEMENTS</u> | | | | | | |
| Athletic Facility | | | | | | |
| Savings Reimburse Advance from Operati | | | | | 0 | |
| Debt Service Payment | | | | | 475,000 | |
| MM Reimburse Advane from Oper | | | | | 0 | |
| HVAC Replacement | | | | | 0 | |
| Campus Master Plan | | | | | 0 | |
| | | | | | <u>475,000</u> | |
| <u>CASH BALANCE -MAR 31, 2012</u> | | | | | | |
| Campus Master Plan Money Market | | | | | 50,783 | |
| Cash in Time Deposits | | | | | <u>635,998</u> | |
| | | | | | | <u>\$686,781</u> |
| <u>CASH RECEIPTS</u> | | | | | | |
| County Payment - Campus Master Plan | 0 | | | | | |
| State Aid | 0 | | | | | |
| Reimburse from interfunds | 0 | | | | | |
| Investment Income - Savings | 115 | | | | | |
| Investment Income - CMP | 8 | | | | | |
| Chargeback Revenue | <u>128,168</u> | | | | | |
| | | <u>\$128,291</u> | | | | |

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-49**

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 a regular meeting of said Board on the 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
 Appointment of Personnel
 May 7, 2012
 Presented to the Board of Trustees

January 2012

| Employee | Department | Title/Rank | Grade | Salary | Employment Dates |
|-----------------------|--|-------------------|--------------|---------------|-------------------------|
| Barrett, Allison | Independent Study ENGL 220-M49C | Adjunct | N/A | 858.00 | 1/26/12 - 5/18/12 |
| Carpenter, Regina | Independent Study ECHD 110-M49C | Adjunct | N/A | 429.00 | 1/26/12 - 5/18/12 |
| Carr, Kyle | COMM 249-M49C | Adjunct | N/A | 2052.00 | 1/26/12 - 5/18/12 |
| Dickerson, Nancy | Independent Study SOCI M49-C | Adjunct | N/A | 4269.00 | 1/26/12 - 5/18/12 |
| Estep, Nancy | Independent Study ECHD 24-0-M49C, ECHD 242-M49C | Adjunct | N/A | 1001.00 | 1/26/12 - 5/18/12 |
| Gammange-Sikora, Gina | Independent Study ITAL 101-M49C | Adjunct | N/A | 858.00 | 1/26/12 - 5/18/12 |
| Howd, Eric | Independent Study ENGL 101-M49C | Adjunct | N/A | 858.00 | 1/26/12 - 5/18/12 |
| Lilliard, marketa | Redesign of chemistry lab/work related experiments | Adjunct | N/A | 427.53 | 1/26/12 - 4/13/12 |
| Lipa, Thomas | Independent Study CDCS 200-M49C | Adjunct | N/A | 3,432.00 | 1/26/12 - 5/18/12 |
| Massey-Crouch, Steve | Independent Study WD 256-M49C | Adjunct | N/A | 715.00 | 1/26/12 - 5/18/12 |
| Rhea, Robert | Independent Study BUAD 215-M49C | Adjunct | N/A | 858.00 | 1/26/12 - 5/18/12 |
| Ruoff, Guy | Independent Study HSTY 102-M49C | Adjunct | N/A | 429.00 | 1/26/12 - 5/18/12 |
| Schoneman, Ronald | Independent Study HUMS 110-M49C | Adjunct | N/A | 429.00 | 1/26/12 - 5/18/12 |
| Stremlin, Tatiana | Independent Study MUSI 109-M49C | Adjunct | N/A | 429.00 | 1/26/12 - 5/18/12 |
| Vescherevich, Radmila | Independent Study RUSN 102-M49C | Adjunct | N/A | 2,145.00 | 1/26/12 - 5/18/12 |
| Wavle, Sharon | Independent Study CIS 223-M49C | Adjunct | N/A | 429.00 | 1/26/12 - 5/18/12 |
| Westlund, Michael | Independent Study WINE 213-M49C | Adjunct | N/A | 429.00 | 1/26/12 - 5/18/12 |

April 2012

| | | | | | |
|--------------------|---|---------|-----|--------|-------------------|
| Burns, Frank | HRMG 107-M01 | Adjunct | N/A | 805.00 | 04/20/12 |
| Emilian, Catherine | Beginner Solid Works workshop for Borg Warner | Adjunct | N/A | 900.00 | 4/24/, 26, 5/3/12 |

May 2012

| | | | | | |
|--------------------|---|---------|-----|----------|-------------------|
| Waffner, Marcia | ANTH 260-SLC2, HRMG 220-SLC2 | Adjunct | N/A | 9,056.25 | 5/26/12 - 6/20/12 |
| Emilian, Catherine | Intermediate Solid Works workshop for Borg Warner | Adjunct | N/A | 900.00 | 5/29, 31, 6/5/12 |

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

May 7, 2012

Resignations/Retirements/Separations

| <u>NAME</u> | <u>EFFECTIVE DATE</u> | <u>REASON</u> |
|------------------|-----------------------|---------------|
| Virginia Weber | May 18, 2012 | Retirement |
| Anita Sharpsteen | July 13, 2012 | Retirement |

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-51**

**APPROVAL OF CLASSIFIED STAFF POSITION
ACADEMIC RECORDS COORDINATOR**

WHEREAS, The Department of Human Resources has reviewed, in concert with the Tompkins County Commissioner of Personnel, a request to change the Principal Registrar Clerk position description to Academic Records Coordinator, resulting in a change from Labor Grade G, Competitive Class, to Labor Grade I, Competitive Class, and

WHEREAS, monies have been allocated in the 2011-2012 operating budget, be it therefore

RESOLVED, that the request to change the Principal Registrar Clerk position description to Academic Records Coordinator, resulting in a change from Labor Grade G, Competitive Class, to Labor Grade I, Competitive Class be approved.

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 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-50**

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 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: April 30, 2012

Re: Disposal of Surplus Items

Upon advisement of Campus Technology, and due to equipment upgrades, the following audio-visual, and scanning/copying equipment has been determined to be obsolete, of no further use to the College, and has been designated for placement with a non-profit agency, or designated for e-waste/ recycling. Items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, these items are removed from the College's inventory.

Donated to Non-Profit Agency:

2 Televisions

Disposed of:

4 Televisions

5 Scanners/Copiers

1 Plate Maker

3 Projectors

14 Monitors

1 School-Pad

3 Computers

Upon advisement of the Buildings and Grounds Department, and in coordination with the departments using these items, the following have been determined to be obsolete and of no further use to the College. The items were unusable due to non-repairable breakage, wear, and/or age or obsolescence, have been or will be appropriately disposed of, and will be removed from inventory.

Disposed of:

1 Dining Chair

1 Westinghouse Cabinet

3 Chairs

18 Task Chairs

1 Electric Dryer

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

Disposed of:

21 Monitors

116 Computers/CPUs

15 Printers

1 Server

2 Scanners

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-33**

**2012 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN CLASSIFIED SERVICE**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Classified Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Ms. Lyn Thompson has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in classified service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2012 Chancellor's/Trustees' Award for Excellence in Classified Service to Ms. Lyn Thompson.

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 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-34**

**2012 CHANCELLOR'S/TRUSTEES' AWARD FOR
EXCELLENCE IN FACULTY SERVICE**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Faculty Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Professor Richard Grossman has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in consistently superior service in numerous areas, and who has demonstrated consistently superior service over multiple-years in a variety of venues, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2012 Chancellor's/Trustees' Award for Excellence in Faculty Service to Professor Richard Grossman.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-35**

**2012 CHANCELLOR'S/TRUSTEES' AWARD
FOR EXCELLENCE IN PROFESSIONAL SERVICE**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Professional Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Ms. Marilyn Webb has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in professional service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2012 Chancellor's/Trustees' Award for Excellence in Professional Service to Ms. Marilyn Webb.

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 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-38**

**2012 CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN TEACHING
KATHLEEN MCDONOUGH**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Associate Professor Kathleen McDonough has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in teaching and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2012 Chancellor's/Trustees' Award for Excellence in Teaching to Associate Professor Kathleen McDonough.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-37**

**2012 CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN TEACHING
GLENNA MCMINN**

WHEREAS, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Professor Glenna McMinn has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in teaching and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2012 Chancellor's/Trustees' Award for Excellence in Teaching to Professor Glenna McMinn.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board
of Trustees of Tompkins Cortland Community College at a regular meeting of said
Board on the 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-39**

2012 TRUSTEES' AWARD FOR EXCELLENCE IN ADJUNCT TEACHING

WHEREAS, the Board of Trustees of Tompkins Cortland Community College annually solicits nominations for a recipient of the Trustees' Award for Excellence in Adjunct Teaching (.5 FTE or less), and

WHEREAS, this award is presented to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

WHEREAS, Mr. T. Paul McCabe has been named by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2010 Trustees' Award for Excellence in Adjunct Teaching to Mr. T. Paul McCabe.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-52**

2012 FRIEND OF THE COLLEGE AWARD

WHEREAS, Mrs. Carol Kammen, a graduate of George Washington University with a degree in History, has served as Tompkins County Historian for over 12 years, and

WHEREAS, Mrs. Kammen was an adjunct instructor of history at Tompkins Cortland Community College, is currently a Senior Lecturer at Cornell University, and has served as a historical consultant in New York State and in other states by the invitation of the State Historical Societies, the National Humanities Faculty, and State Humanities Boards, and

WHEREAS, Mrs. Kammen has researched and written about our area's history in a weekly newspaper column, in "Heritage," the magazine of the New York State Historical Association, and in several books including The Peopling of Tompkins County: A Social History and What They Wrote, a book of local documents, and

WHEREAS, Mrs. Kammen has lectured and written about the problems, joys, ethics, sources, and themes of local history in numerous statewide and local publications, and

WHEREAS, Mrs. Kammen has been an involved member of the local community for many years, having served on the Hospicare Board, and supporting several area causes to include the Cayuga Medical Center, and the Stewart Park Rehabilitation Action Plan, to name a few, and

WHEREAS, Mrs. Kammen is a rare individual who can be counted on to contribute her talents far and beyond expectations, and her enthusiasm, commitment, and initiative for the community, students, and Tompkins Cortland Community College, in particular, set an example for all, and

WHEREAS, Mrs. Kammen's vision, dedication and philanthropic work was key on behalf of the Tompkins Cortland Community College Foundation's Civil War Nurses Fund, which raised over \$80,000 to help students and provide professional development for TC3 nursing faculty, and

WHEREAS, Mrs. Kammen continues to provide insight and support to the Tompkins Cortland Community College Foundation Civil War Nurses Fund, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2012 Friend of the College Award to Mrs. Carol Kammen.

STATE OF NEW YORK: I, **CATHY A. NORTHROP, CLERK** of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a
resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular
meeting of said Board on the 17th day of May 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-41**

IN APPRECIATION OF ILSE BEEBE

WHEREAS, Ilse Beebe was employed at Tompkins Cortland Community College as a Technical Specialist – Science Labs in fall 2001, was promoted to Technical Specialist II in fall 2003, promoted to Technical Specialist III in fall 2004, and promoted to Technical Specialist IV in fall 2008, and

WHEREAS, Ms. Beebe is a Certified Chemical Hygiene Officer, and

WHEREAS, Ms. Beebe has served on numerous committees including the Environmental Health and Safety Committee, Wellness Committee, and Chemical Hygiene Committee, and

WHEREAS, Ms. Beebe is a member on the American Society for Testing and Materials, and

WHEREAS, Ms. Beebe elected to retire from her position effective August 31, 2012, and

WHEREAS, Ms. Beebe is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Beebe for more than 11 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Beebe in all of her future endeavors.

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 17th day of May, 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-48**

IN APPRECIATION OF WILFRED DREW

WHEREAS, Wilfred Drew was employed at Tompkins Cortland Community College as a Systems/Technical Services Librarian in August 2007, and

WHEREAS, Mr. Drew served as Temporary Library Director from January 2008 to June 2008, and

WHEREAS, Mr. Drew was active on the College's Web Team, as well as having contributed to the Ask Us 24/7 Advisory Board, and the Technology Advisory Group, and

WHEREAS, Mr. Drew has taken part in numerous associations including the SUNY Librarians Association, SUNY Librarians Association Information Technology Group, SUNY Librarians Association Library Software Users Group, the SUNY Connect Shared Search & Discovery Services Committee, and the South Central Regional Library Council, and

WHEREAS, Mr. Drew elected to retire from his position effective May 11, 2012, and

WHEREAS, Mr. Drew is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Drew for 5 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Drew in all of his future endeavors.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of May, 2012, 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 of

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-42**

IN APPRECIATION OF DARLENE FINN

WHEREAS, Darlene Finn was employed at Tompkins Cortland Community College as a Word Processing Operator in January 1982, Senior Stenographer from June 1987 to October 1988, Secretary in August 1991, as a Computer Support Associate in July 1999, and as a Software Applications Administrator in March 2009, and

WHEREAS, Ms. Finn was the recipient of the 1994 Trustees' Award for Excellence in Classified Service, and

WHEREAS, Ms. Finn regularly participated in employee recognition events and other such events where her creative and artistic abilities were put to good use, and

WHEREAS, Ms. Finn has served on numerous College committees including the Technology Advisory Task Force, the Library Archives Committee, the College Forum, the 40th Anniversary Event Committee, the Learning College Leadership Group, the Holiday Luncheon Committee, and several Chancellor's/Trustees' Award Committees, and

WHEREAS, Ms. Finn served as Chair of the College Forum and as President of the Professional Administrators Association, and

WHEREAS, Ms. Finn elected to retire from her position effective October 31, 2012, and

WHEREAS, Ms. Finn is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Finn for more than 30 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Finn in all of her future endeavors.

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 17th day of May, 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-43**

IN APPRECIATION OF DONNA MANIER

WHEREAS, Donna Manier was employed at Tompkins Cortland Community College as an Instructor of Graphic Design/Computer Graphics in August 1990, was promoted to Assistant Professor in August 1992, promoted to Associate Professor in August 1995, and promoted to Professor in August 1999, and

WHEREAS, Professor Manier served as the Coordinator/Chair of the Graphic Design Program, and

WHEREAS, Professor Manier served on numerous College committees including the Middle States Committee, the Gallery Committee, the College Teaching Center Board, and several faculty search committees, and

WHEREAS, Professor Manier served on numerous professional and community associations, committees, and boards including the American Institute of Graphic Arts, the Type Director's Club, the Pompey Historical Society, the Hamilton Wood Type & Printing Museum, the Genesee Center for the Arts & Education, the Adirondack Museum at Blue Mountain Lake, the Great Camp Sagamore at Raquette Lake, and the Everson Art Museum, and

WHEREAS, Professor Manier elected to retire from her position effective May 24, 2012, and

WHEREAS, Professor Manier is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Professor Manier for 22 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Professor Manier in all of her future endeavors.

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 17th day of May, 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-44**

IN APPRECIATION OF JOHN PETRELLA

WHEREAS, John Petrella was employed at Tompkins Cortland Community College as a Receptionist in December 1977 and as an Administrative Assistant in May 1979, promoted to Communication and Support Services Coordinator in November 1985, and promoted to Director of Telecommunications and Support Services in February 2009, and

WHEREAS, Mr. Petrella was the recipient of the 1987 Trustees' Award for Excellence in Classified Service, and

WHEREAS, Mr. Petrella regularly participated in employee recognition events and other such events where his creative and artistic abilities were put to good use, and

WHEREAS, Mr. Petrella has served on numerous College committees including the College Commencement Committee, the Athletics Task Force, the College Forum, and the Diversity and Equity Action Council, and

WHEREAS, Mr. Petrella has served on numerous professional and community associations, committees, and boards including the Central New York Telecommunications Professional Association, the SUNY Telecommunications Officers Association, and the Association for Information, Communications, Technology Professionals in Higher Education, and

WHEREAS, Mr. Petrella elected to retire from his position effective May 25, 2012, and

WHEREAS, Mr. Petrella is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mr. Petrella for more than 34 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Mr. Petrella in all of his future endeavors.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of May, 2012, 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 of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the

17th day of May, 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-45**

IN APPRECIATION OF ANITA SHARPSTEEN

WHEREAS, Anita Sharpsteen was employed at Tompkins Cortland Community College as a Typist in July 1973, as a Stenographer in September 1973, promoted to Assistant to the Director of Buildings and Grounds in December 1976, and promoted to Operations Manager in March 2001, and

WHEREAS, Ms. Sharpsteen has served on numerous College committees including the College Commencement Committee, the Health and Safety Committee, the Food Service Advisory Board, the Equal Opportunity/Affirmative Action Task Force, Master Plan Committee, Classified Staff Governance Committee, Presidential Inauguration Committee, Parking Appeals Board, Building Use Committee, 40th Anniversary Event Committee, and several screening committees, and

WHEREAS, Ms. Sharpsteen actively served the Civil Service Employees' Association at TC3, having served as Steward, a member of the Negotiating Team, and Vice President, and

WHEREAS, Ms. Sharpsteen has served on numerous professional and community associations, committees, and boards including memberships in the Association of Physical Plant Administrators, the Environmental Health and Safety Association of New York, Inc., the Moravia Fireman's Auxiliary, Cayuga Owasco Lakes Historical Society, and served as an adult leader of the VFW Junior Girls Auxiliary, and

WHEREAS, Ms. Sharpsteen elected to retire from her position effective July 13, 2012, and

WHEREAS, Ms. Sharpsteen is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Sharpsteen for 39 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Sharpsteen in all of her future endeavors.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17th day of May, 2012, 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 of

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-46**

IN APPRECIATION OF VIRGINIA WEBER

WHEREAS, Virginia Weber was employed at Tompkins Cortland Community College as a Keyboard Specialist in June 1998 and as a Secretary in 2002, and

WHEREAS, Ms. Weber was the recipient of the TC3 Distinguished Alumni Award in 1998, and

WHEREAS, Ms. Weber served as an Evacuation Coordinator, and

WHEREAS, Ms. Weber has served on numerous College committees including the College Commencement Committee and the Health and Safety Committee, and

WHEREAS, Ms. Weber elected to retire from her position effective May 20, 2012, and

WHEREAS, Ms. Weber is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Weber for 14 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Weber in all of her future endeavors.

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 17th day of May, 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2011-2012-47**

IN APPRECIATION OF NADINE WOOD

WHEREAS, Nadine Wood was employed at Tompkins Cortland Community College as a Temporary Instructor in September 1990, was promoted to Assistant Professor in 1992, promoted to Associate Professor in 1996, and promoted to Professor in September of 2001, and

WHEREAS, Professor Wood was active in the College's Diversity and Equity Access Council and was a volunteer at Hospice of CNY, and

WHEREAS, Professor Wood has served on numerous College committees including the Faculty-Student Affairs Committee, Nursing Department Curriculum Committee, Nursing Department Committee of the Whole, Faculty Search Committee, Health and Safety Committee, Nursing Evaluation Committee, and Nursing Advisory Committee, and

WHEREAS, Professor Wood is a member of a variety of groups including the TC3 Book Club, Cortland County Historical Society, National League of Nursing, Association of Death Education and Counseling, Death and Loss Education Coalition, Catholic Daughters of the Americas, National Audubon Society, and Onondaga Audubon Society, and

WHEREAS, Professor Wood elected to retire from her position effective May 24, 2012, and

WHEREAS, Professor Wood is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Professor Wood for more than 22 years of dedicated service, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Professor Wood in all of her future endeavors.

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 17th day of May, 2012, 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 17th day of May 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TO: Board of Trustees
FROM: Carl E. Haynes
DATE: May 14, 2012
SUBJECT: President's Report to the Board

OPERATING BUDGET 2012-2013

The Deans and their respective staff, along with Provost and Executive Councils, have finalized a proposed budget for the Board's review prior to our Board meeting this week. The proposed budget has also been presented and discussed at a College-wide meeting on May 7, 2012.

The proposed budget for next year remains very tight and carries forward a number of mid-year cuts from the 2011-2012 budget. At our budget meeting this week, I will review our proposal in detail and answer any questions members of the Board may have. We plan on presenting the final 2012-2013 budget to the Board for approval at the June 14, 2012 meeting.

As I mentioned last month, we will also be asking the Board to approve a modification to the 2011-2012 budget to appropriate money from the College's Fund Balance to help with the shortfall in this year's budget. This will be reviewed this week, as well. This action will also need County Sponsor approval but will **not** need to go to SUNY for additional approval, as the bottom line of the budget will not change.

CAPITAL BUDGET REQUEST – TC3 FIVE YEAR MASTER PLAN

We have continued to refine our Master Plan presentation and will review it with the Board at the budget meeting this week, as well. The proposed Master Plan will address four major needs at the College: General Repairs and Upgrades, Classroom Needs, Student Enrollment and Support Services, and Administrative Services. The total budget for these items is \$7,050,000. With Board and Sponsor approvals, 50% of this cost will be paid by the State. The 50% local share will be paid by the College's Capital Chargeback Fund and will be amortized over 15 years, beginning once the projects are complete (estimated to be sometime in 2015 or 2016). We will answer any additional questions about the projects this week and will submit to the Board on June 14, 2012 for approval. Assuming State approval next Spring (April 2013), the first year (2013 through early 2014) will be largely devoted to developing final design work on the projects and then the bid documents for construction. We hope to award bids in Spring of 2014 with a construction time frame of approximately 18 months to November 2015.

OTHER MATTERS

On April 19th, I met with the Cortland County Budget and Finance Committee to discuss on an informal basis the status of our current budget, projections for next year's budget, and brief highlights of our five-year Master Plan, which we will be presenting this year.

On April 23rd, I met with the Tompkins County Budget and Capital committee for the same informal discussion as above.

On April 25th, I provided welcoming remarks to our Earth Week Student Panel Discussion Program and presented this years Sustainability Award to TC3's Residence Life.

On May 1st, we held our annual Student Leader Recognition Event. Amy Trueman served as Master of Ceremonies and I provided welcoming and congratulatory remarks.

On May 2nd, we held our first (under our new approach to recognize our graduates) Graduates of Note Awards Luncheon. I provided welcoming remarks. 38 exceptional students were recognized by our faculty and staff for outstanding achievement. These students are recognized because of their academic success and personal triumphs through the academic year. These graduates will wear a special lapel pin as part of their academic regalia and have their achievement noted as they receive their diplomas.

On May 4th the College hosted the 2nd Annual Red Cross Real Heroes breakfast. There were eleven awards to "heroes" from Tompkins and Cortland Counties. John Conners provided a welcome from the College.

Also on May 4th, we held our meeting with the School Superintendents from the TST BOCES Districts. Most were in attendance. Karl Madeo attended with me along with Trustees Dalton, Daniels, and Davison. There was generally a very favorable response to our discussion and to following up with ideas for pilot projects.

On May 7th, we held a College- wide meeting to present and discuss our proposed budget for next year.

On May 10th, I spoke to the Leadership Tompkins group on Leadership and the Mirror. Following the remarks we engaged in a Q & A session on leadership. One of our employees, Sharon Sanford, Enrollment Services Specialist at the Nancy S. Lieberman Extension Center in Ithaca, was part of this group.

Also on May 10th, I attended the Eyes 4Ward Event at Greek Peak sponsored by Leadership Cortland and the Cortland County Chamber of Commerce. Approximately 160 people were in attendance and Governor Cuomo sent a letter of greetings and congratulations to the group. Two of our employees, Joyce Burk, External Relations Assistant, and Renee Hollenbeck, Assistant to the Provost/Vice President of the College, were part of the group.