



Tompkins
Cortland
Community
College

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, OCTOBER 25, 2012
RONALD W. SPACE BOARD ROOM – 5:30 P.M.

AGENDA CANCELED DUE TO LACK OF QUORUM

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – September 13, 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 – College Teaching Center Mentoring Program – Darlene Gold
 - b. Organizational Capacity – New Website – Bryan Chambala and Bob Edgecomb
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
 - b. 2012-2013 Annual Contractual Agreements

12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – July 31, 2012
 - c. Appointment of Personnel
 - d. Ratify Executive Committee Action – Curriculum Coordinator Resolution #2012-2013-8 – change to Curriculum Assistant

13. Standing Reports:
 - a. College Forum – Victoria Zeppelin
 - b. Faculty Student Association – Walter Poland
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson's Report – Elizabeth Burns
 - i. Board Retreat Agenda
 - e. Liaison Report (Cortland County) – Anthony Pace
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Jacqueline Matza
 - h. President's Report

14. Upcoming Events:
 - a. Board of Trustees Retreat – November 15, 2012
 - b. Thanksgiving Holiday – College Closed – November 22/23, 2012
 - c. Graduation Ceremony – December 7, 2012
 - d. Next Meeting – December 13, 2012

15. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
SEPTEMBER 13, 2012
RONALD W. SPACE BOARD ROOM**

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

ABSENT: None

COUNTY

LIAISONS: Mike Lane and Tony Pace

STAFF: John Conners, Sue Dewey, Carl Haynes, Diane Hodack, Paul McCabe, Stephanie Mulinos, Cathy Northrop, Jamie Perkins, Walter Poland, Blix Taetzsch, Seth Thompson, Jim Turner, Amy Trueman, Donna Wendt, Brandy Williams-DeBottis, and Khaki Wunderlich

GUESTS: Students – Timothy Thompson and Avonnie Watson

1. **Call to Order:** The meeting was called to order at 5:32 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.
4. **Approval of Agenda:** Chairperson Burns asked that the agenda be modified to defer Item 10b to a future meeting and add an Executive Session for discussion of a real estate matter, with no action to be taken, just prior to adjournment. Ms. Buck moved that the agenda be approved as amended; seconded by Mr. Daniels; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Mr. Schlather moved that the minutes of the July 19, 2012, annual and regular meetings be approved as presented; seconded by Mr. Daniels; carried unanimously.
7. **Introduction of New Employees:** The following new staff attended the meeting and were introduced to the Board of Trustees: Stephanie Mulinos, Jamie Perkins, Brandy Williams-DeBottis, Donna Wendt, Diane Hodack, and Paul McCabe. Dean Trueman mentioned there were three new employees within the Student Services area who were unable to attend the meeting – Torrey Lansing, Patty Tvaroha, and Christopher Morandi.

8. **Communications:** President Haynes distributed a Thank You note David Snyder had sent in appreciation of being granted continuing appointment. President Haynes also shared a letter from “Disc Ithaca” thanking TC3 for the support from the staff, use of the café and use of TC3’s disc golf course for the Disc Ithaca Disc Golf Club first major tournament over Labor Day weekend. The letter also shared very positive feedback on our course. The College has also been notified that we have been named a Military Friendly School® for 2013 by *G.I. Jobs* magazine. The honor means that TC3 is in the top 15 percent of all colleges, universities and trade schools nationwide in service and support in recruiting and retaining military students.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
10. **College-wide Goal – Student Success:**
 - a. **Student Success – Peer Mentor Program –** Seth Thompson, Director of Multicultural Services, introduced Timothy Thompson and Avonnie Watson, two students who serve as Peer leaders for the Network Program, which is the peer mentor program. Mr. Thompson mentioned that students in the program do better academically and receive higher grade point averages. He said that of those who have been a mentor or mentee, a number are now holding leadership positions across campus by serving on clubs, organizations, student government, peer tutors, and a number of boards on campus. Tim Thompson spoke as a mentee. He said his mentor led by example and while he was being mentored, he would try to mentor other students. He now mentors four students. Avonnie Watson is a mentor who currently has one mentee. She has mentored three other students previously. She said that as a mentor, she supports them and also tries to lead by example. She has remained close with her previous mentees. Chairperson Burns asked about the process of how students become mentors and mentees. Mr. Thompson said there is a page on the web site where students can apply to participate in the program. There are a number of students in need of this support, but we currently only have the capacity to accommodate approximately 30 students in the program. Mr. Schlather asked why there is a limit to the number of students we can assist in the program. Mr. Thompson said the mentors are paid positions and they earn work study funds for being a mentor. We can only pair 4 students with a mentor and currently there are 7 mentors and 28 mentees. Mentors and mentees are usually together for one full academic year. This year we have more male students in the program than last year. Mr. Schlather asked if either of the students had the experience of one of their mentees dropping out of the program and, if so, what could they tell us about that. Ms. Watson said sometimes those students meet up with friends and forget what they are here to do. Mr. Tim Thompson said he does struggle with some of the mentees, as it is sometimes a fear of success. Ms. Watson and Ashlee Seals are looking to develop a club for “Women of Excellence” where the mission is to empower, educate, mentor, and promote community service among women in the institution. Ms. Watson said she feels that if we help the women here, they will make better choices – it is a cycle. Mr. Lane thanked the students for the

service and asked how they heard about TC3 and what prompted them to attend here. Mr. Tim Thompson said that TC3 was one of the few 2 year colleges with the degree major he wanted to pursue – Sport Management, and TC3 was the closest to his home. Ms. Watson said her high school guidance counselor stumbled upon TC3. Ms. Watson said she didn't think she was capable of success. Dean Trueman said these two students are among an amazing group of students involved in the Network Program. Dr. Dalton said it was good to know that TC3 has a program and that it is coming to fruition. He said he has seen student mentors keep in contact with each other and with their institutions. Mr. McSherry asked about training for the mentors. Mr. Thompson said it is a campus-wide effort with offices throughout student life and buildings and grounds providing presentations. He also said he has information and experience he shares with the mentors from his participation in other mentoring programs. Staff from Student Success and other offices also provide some mentor training.

b. Organizational Capacity – Services for Students with Disabilities – deferred to a future meeting.

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

a. Provost and Vice President of the College – Provost Conners spoke to his written report. Ms. Florino mentioned the meeting with Congressman Reed at which Provost Conners represented TC3. Congressman Reed is on the Ways and Means Committee, which will be dealing with tax reform. He is running for re-election against opponent Nate Shinagawa. Provost Conners spoke about the Kaleidoscope project and said that students using open educational resources (OER) tend to withdraw at a lower rate and succeed at a higher rate. Amber Gilewski will be presenting information on OER to faculty at a meeting next week. Dean Wunderlich spoke to the impact of the new academic standards. Chairperson Burns asked how we compare with other community colleges with students being on probation. Dean Wunderlich said our standards are higher, so it is difficult to compare probation percentages; however, our retention rates are similar to other institutions. The new academic standards were distributed and discussed. Mr. Schlather commented that we just heard there is a dramatic increase in academic success with the mentors and mentees and wondered if it would make sense for us to hire more mentors to expand that program. Provost Conners said there has been some good success with students who were hired as orientation leaders. Dean Wunderlich said that a lot of good work is being done with Synergy and the early alert program has been boosted. There are a whole lot of different initiatives that are now in the second year, and we continue to increase the initiatives to support our students. It is necessary to decide how best to allocate our resources to initiatives that best support our students. Dean Wunderlich said based on our fall to spring retention, and our fall to fall retention, when we compare those metrics with other community colleges, we are in the middle of the pack. She also spoke to the changes in financial aid eligibility.

- b. **Vice President for Global Initiatives** – Vice President Poland spoke to his written report. He provided additional detail about the visit to the Dominican Republic. He said that he, President Haynes, and Jorge Huayhuaca met with the Secretary of Higher Education in the Dominican Republic and visited the facilities of a new community college that has been developed/built over the last seven years. Vice President Poland mentioned that the establishment of a community college system was important to the former President of the Dominican Republic and this community college campus was inaugurated as he was leaving office. This new community college will need training for their staff and they are also interested in an international program element. They are looking to possibly become part of our summer Global Connections Program.

12. Information Items:

- a. **Human Resources Updates** – No discussion.
- b. **Compliance Report – CEH** – President Haynes mentioned that this is his annual effort to assure the Board that the College is in compliance with all of the regulations placed on us. He said that last year the Sr. Vice Chancellor shared our Compliance Report with SUNY staff and President Haynes sent it out to the other community college presidents. A task force was then developed to discuss how SUNY might assist us in finding ways to lessen the number of regulations with which we need to comply (i.e., there are some things that SUNY asks us to do that we also have to report to the State Education Department). Not too much has happened with the initiative/task force, but President Haynes said he will be sending this year's report out to the Sr. Vice Chancellor and NYCCAP to see if the initiative may move forward.
- c. **Professional Development Report** – No discussion.

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

- a. **Appointment of Personnel** – No discussion.
- b. **Approval of Position Description – Coordinator of Information Delivery Services** – Chairperson Burns asked if these positions on the consent agenda are new positions. President Haynes said that none of these are new positions or added positions. Two are just different job descriptions for positions which people have left and we want to be sure the job descriptions are updated prior to hiring a replacement. One is the same person in the same position, but the language of the job description has changed to more adequately reflect duties that the person currently handles.
- c. **Approval of Classified Staff Position – Campus Technology Services Coordinator** – No discussion.
- d. **Approval of Classified Staff Position – Curriculum Coordinator** – No discussion.

14. Standing Reports:

- a. **College Forum** – President Haynes mentioned that the College Forum is just getting under way for the semester, so there is no report this month.

- b. Faculty Student Association** – Vice President Poland will be giving the FSA report at future meetings. He did mention that the first meeting of the FSA is scheduled for next week, so there is no report this month.
- c. Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Foundation Board of Directors met on September 4 and Jim Turner, Director of Facilities, provided an overview of the proposed master plan. A “Credit Card Return Gift” Policy was approved to enable the Foundation to be able to accept online credit card donations. As of August 31, the Foundation’s investment portfolio of the five accounts was \$11,322,257. For the 2012 calendar year to date the total account performance, after fees, is 10.7%. The Foundation has received an unofficial approval of their Standard and Poor’s bond investment rating for the housing bonds. The Foundation will continue to work with Janney and Company representatives and the appropriate committees in preparation for the final approval. There was also a report from Dean Ryan on a recent SUNY conference that he and Julie Gerg, Development Coordinator, attended that focused on how SUNY might help support campus giving campaigns and current fund raising trends.
- d. Chairperson’s Report** – Chairperson Burns mentioned the upcoming NYCCT Institute and Annual Conference. Trustees Buck and Matza will be attending, along with Ms. Northrop, who will be assisting Cynthia Demarest, Executive Director of the NYCCT.
- e. Liaison Report (Cortland County)** – Mr. Pace thanked President Haynes and Chairperson Burns for attending the Legislative session during which the College’s master plan was approved. He said that budget meetings are in process. The Legislature did request that the County Administrator stay within the tax cap of 3.4 percent. He said that he is hopeful that the County will be in a better financial situation and, therefore, be better able to help TC3. Chairperson Burns also thanked Mr. Pace for his support.
- f. Liaison Report (Tompkins County)** – Mr. Lane reported that the Legislature is working on the budget. The County Administrator has proposed a 3.48 percent increase in the tax levy. Sales tax revenue is up some. The Legislature will be moving to the new location. The Tompkins County Legislature is going to have another joint meeting with the Cortland County Legislature.
- g. Student Trustee’s Report** – Ms. Matza provided her report. She mentioned that the Student Government Association (SGA) wants to provide a viewing of all of the political debates. There is a food/can drive which has started to collect food donations for the Dryden Kitchen Cupboard. There will be a roller skating party in the Student Center from 3:30 p.m. – 8:30 p.m. on October 25th as the official food drive “Kickoff” event. Any group or club that donates at least 99 cans will be able to participate in a “Can”struction where they will be building 3D structures out of cans. Any Trustee who would like to make a donation of canned goods can do so by bringing them to the October Board meeting.

h. President's Report – President Haynes spoke to his written report. He also spoke on the Chargeback Report/issue. The Chargeback Report will be discussed at the NYCCT Annual Conference. Dean Taetzsch said there is a whole section of recommendations in the report about getting the counties to be more consistent. Some of the counties have passed the cost to the towns. Three of the recommendations are on uniformity of process. President Haynes will send out the Chargeback Report for the Board members to review.

15. Upcoming Events: President Haynes is inviting the Board of Trustees, the Executive Council, and the two PTK advisors to a dinner with the Executive Director of Phi Theta Kappa International, Rod Risley, on October 8, 2012. Dr. Risley will be the keynote speaker at the Fall Day College-wide retreat on October 9, 2012, and will speak about the completion agenda initiative. Board members are also invited to attend the Fall Day retreat. Mr. McSherry will check with the Cortland Country Club regarding availability of a room for the Board Retreat on November 15, 2012, and will let Ms. Northrop know.

Addition to the Agenda – Executive Session for Discussion of a Real Estate Matter (no action to be taken):

Mr. Daniels moved that the meeting convene in executive session for discussion of a real estate matter (no action to be taken); seconded by Ms. Davison; carried unanimously. The meeting convened in executive session at 7:23 p.m.

The meeting reconvened in regular session at 8:07 p.m.

16. Adjournment: Mr. Daniels moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 8:08 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

TO: Board of Trustees
FROM: John R. Conners
DATE: October 15, 2012
SUBJECT: October report

Kaleidoscope – The Next Generation Learning Challenges organization has approved the proposal of the Kaleidoscope consortium for two additional years of grant funding; although the College's annual share will be less than it was last year, this funding will nevertheless provide support for both broadening the reach of the initiative by increasing the number of participating colleges and deepening the initiative by supporting our efforts to increase its presence on our campus. During the Board's October meeting, I will provide specific information about our plans to accomplish both of these objectives.

Phi Theta Kappa – In addition to the College's hosting Rod Risley, our chapter of Phi Theta Kappa has been very active recently. On October 3, PTK hosted the College's Completion Day, during which students signed a pledge to complete their programs and attended presentations by the chapter president and everyone's favorite Provost. On October 12, 72 students (including our student trustee) were inducted into the honor society.

Peer mentoring – At the October 12 faculty meeting, Seth Thompson and five of his peer mentors gave a presentation to the faculty on the early success of the Multicultural Services peer mentoring program. Also at that meeting, Susan Cerretani, Sophia Georgiakaki, and Anna Regula brought five of the Synergy peer mentors to discuss their work. All ten students also offered insights both into how faculty members might support efforts such as these and into how their own work as peer mentors has led them to greater academic success and helped them to formulate plans for their future endeavors.

REPORT TO THE BOARD OF TRUSTEES

Global Initiatives

Walter L. Poland, Vice President

October 18, 2012

September 21, 2012 – I met with the Director of International Programs at SUNY Cortland, Mary Schlarb, to discuss potential collaborations among MUTIS, TC3, and SUNY Cortland.

September 25 and October 10, 2012 – I, along with Jorge Huayhuaca, met with Dr. Pramote Nakornthab of Thailand and his team to discuss a global partnership that would include exchanges of many kinds, ESL offerings, and a possible Thai Cultural Center in this area.

Also on October 10, 2012 – two TC3 students who participated in a SUNY Cortland study-abroad course last summer in Thailand gave a presentation to interested students and faculty.

September 26 to October 10, 2012 – Jorge Huayhuaca conducted the 2013 Summer Global Connections presentations to many high school and university students in the Dominican Republic. In addition, he met with the Minister of Higher Education and discussed an Agreement of Understanding for three potential projects. The Global Initiatives Office is currently preparing the three proposals:

- Professional Development Symposium for ten administrators to be hired to develop and manage the new community college in the Eastern District of Santo Domingo;
- Summer Global Connections Program for selected Ministry-sponsored university students from a variety of universities;
- ESL Bridge Program for Dominican students, government sponsored to attend various universities in the United States.

October 9 to 15, 2012 – Dr. Jorge Orijuela and his wife Dr. Ana Maria Echeverry, professors from University Autonoma de Occidente in Cali, Colombia, and who participated in the TC3 study-abroad program in Colombia this past summer, visited TC3. Dr. Orijuela is a prominent ecologist and ornithologist in Colombia. They met with students and faculty of TC3 and SUNY ESF while at TC3. In addition, they worked with TC3 faculty Dr.'s Flaten and Wessell to plan next summer's repeat visit to Colombia.

October 12, 2012 – The Global Initiatives Council in co-sponsorship with Cornell University's CUSLAR Office (Committee on US-Latin American Relations), presented Mr. Ronaldo Lec, an indigenous Moyan anthropologist and permaculture* educator from Guatemala. Mr. Lec discussed the current status of indigenous cultures in Guatemala, their views on globalization, and their future prospects, as well as "food sovereignty" and the notion of sustainability in his country.

*Permaculture is a branch of ecological design and engineering developing systems modeled from natural ecosystems.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of October 10, 2012

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Collection Development/ Acquisitions Librarian	August 2012	May 23, 2012	June 2012	Accepting applications
Software Applications Administrator	November 2012	September 27, 2012	October 2012	Accepting applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Sr. Clerk Part-time, temporary	Academic Records	10/10/12	Hired Peggy Neuendorf 10/10/12

**FSA
PART-TIME STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Teacher	Child Care	October 2012	Scheduling Interviews

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of October 10, 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

TO: Blixy Taetzsch
FROM: Kevin Caveney
DATE: October 15, 2012
RE: 2012-2013 Annual Contractual Agreements

Annually the administration provides the Board of Trustees with a list of contracts that will be generated each year. The contractual agreements for the fiscal year 2012-2013 are outlined below.

I. Outside Groups Using Tompkins Cortland Facility:

A. Tompkins Community Action (Head Start Programs)

Dryden Head Start has leased the Farm House facility since 1979. In 2011 we updated and renewed a five-year contract with annual increases calculated using the upward change, if any, for the Consumer Price Index for All Urban Customers, U.S. City Average. Rental income for 2011-2012 was \$7,470.50. The charge for Sept. 1, 2012 through August 31, 2013 is \$7,590.02.

B. Food and Vending Services

Due to the investment and collaboration by American Food and Vending in the implementation of a student food plan, and the remodeling of the food services area, the contract for Food and Vending Services was extended by 12 years in 2009. A summary of the original agreement is stated below;

In Fiscal Year 2005-2006 RFP's were solicited by the College for a five-year Food and Vending Services Contract. Five proposals were received, and after initial review, three of the vendors were invited to make formal presentations. After evaluations, site visits, reference checks, and presentations, the recommended vendor was American Food and Vending. The Board of Trustees made the award to American Food and Vending (Resolution # 2005-2006-50). The original period of this contract was June 1, 2006 through May 31, 2011.

II. Other:

A. EMT/AEMT Program

The College has contracted with Dryden Ambulance, and Tully Ambulance District, in agreements to permit faculty coordinator, members, and students in the EMT/AEMT programs to use educational experiences relative to the objectives of the EMT/AEMT courses. The agencies are to provide clinical field experience. The period of these contracts are extended for the current fiscal/scholastic year.

B. Employee Assistance Program

The College has contracted with the Family and Children's Service of Ithaca's Employee's Assistance Program for many years. This organization provides employee assistance in the area of counseling, career and life skills, family issues, and related services. In 2011-2012 the College paid \$9,302.04 for 261 employees. Human Resources Administrator, Sharon Dovi has determined that the services provided were not being utilized enough to justify the set expenditure for each employee. Therefore, based on past data, our agreement has been adjusted to reflect the anticipated actual use of this service, resulting in a significant cost reduction. The cost for the period of 9/1/12 through 12/31/12 will be \$950.00 and for the period of 1/1/13 through 8/31/13 will be \$2,375 based on the revised agreement.

C. Trash Removal

The College will contract with Casella Waste Services of Newfield, New York for Trash and Recycling Services in 2012-2013, at an approximate estimated cost of \$18,864.00. The 2011-12 Request for Bid included a one year extension option for 2012-13, for which Casella offered no increase in pricing. Three Requests for Bid were sent to potential local vendors, and were publicly advertised. Of the three vendors contacted, two vendors provided bids, with Casella being the lowest for overall services.

In 2009 the College began looking at the feasibility of a composting program in partnership with Cayuga Compost and Tompkins County in an attempt to offset costs, and to help meet the sustainability objectives of the College. This has been implemented and is to be continued at a projected cost of \$2,000 for the 2012-13 Fiscal Year.

D. Snow Removal

We will again contract with Becker Industries for snow removal. The charges will be \$72/hour for a plow truck and \$76/hour for a front-end loader. A salt spreader at \$89 per hour may be used as alternate equipment, but not in lieu of base equipment specified. The 2011-12 Request for Quote included a one year extension option for 2012-13, for which an approximate 3% increase was proposed. Six RFQ's were mailed to Tompkins and Cortland County vendors; Becker Industries, and Haynes Backhoe Service responded. Becker represented the best overall pricing. The other vendors did not submit quotes. Due to low snowfall, the College spent just \$662.50 for snow removal in the winter of 2011-2012.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENT
OCTOBER 2012**

	Amount	Subtotal	Total
Electrical Upgrade Project			
79 81	Cortland Wholesale Electric (PO27326) Balance for Panel Cover Supplies	\$532.00	
	Total Electrical Upgrade Project	\$532.00	
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	Total		\$532.00

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JULY 31, 2012

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JULY 31, 2012

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$2,895,810 in money market savings account averaging .20% interest earnings for July \$628,082 in demand deposits. The maximum amount available for investment will fluctuate with a peak of \$4,300,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,320,195 is down from \$3,170,036. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers. Due from NYS of \$84,423 is remainder of 4th quarter aid payment.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$109,770. The interfunds account balance of \$2,233,328 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 July 31, total expenditures amounted to \$32,477,281 or 90.4% of the 2011-2012 budget. Comparable expenditures for period one last year were \$31,383,446 or 88.7% of the 2010-2011 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$35,877,122 are 99.9% of the revenue budget. Prior year revenues were \$34,978,179 are 98.8% 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 2002-2011 Capital Construction Budgets totals \$37,259,376. As of July 2012, \$36,441,704 has been committed.

TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
July 2012

	Current Month 7/31/2012	Previous Month 6/30/2012	Previous Year <u>7/30/2011</u>
ASSETS			
Cash in Demand Deposit	\$628,082	\$337,411	\$321,336
Cash in Time Deposits	2,895,810	1,560,792	3,418,709
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,320,195	3,171,025	2,347,274
Accounts Receivable--Misc.	717,746	881,890	691,247
Prepaid Expenses	(94,019)	(99,506)	(103,108)
Due From Other Funds	2,277,839	2,093,054	1,994,683
Due From Sponsor Governments	0	0	0
Due From State Governments	84,423	2,902,248	0
Due From Other Governments	109,770	62,692	\$151,472
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TOTAL ASSETS	\$8,941,576	\$10,911,336	\$8,823,343
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$996	\$2,297	\$33,100
Payroll Liabilities	1,524,917	1,482,542	1,868,812
Student Financial Aid Liabilities	125,674	133,422	130,281
Accrued Liabilities	2,187,435	2,505,388	1,739,378
Due to Other Funds	131,749	131,749	51,760
Due to State Governments	0	0	0
Student Tuition Collected in Advance	740,819	108,707	484,959
Fund Balance	1,487,168	1,487,168	1,317,741
Revenue Over (Under) Expenditures	2,742,818	5,060,063	3,197,312
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$8,941,576	\$10,911,336	\$8,823,343
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2011-2012
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2012

	PER CENT YEAR					92.00%
	<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	9,149,744	164,521	98.23%	
Equipment	7,000	13,089	15,006	(1,917)	0.00%	
Contractual Expenses	4,012,448	4,005,712	4,040,843	(35,131)	100.88%	
Employee Benefits	<u>4,456,070</u>	<u>4,650,377</u>	<u>3,183,326</u>	<u>1,467,051</u>	68.45%	
Total Instruction	<u>17,778,921</u>	<u>17,983,443</u>	<u>16,388,919</u>	<u>1,594,524</u>	<u>91.13%</u>	
Public Service						
Personal Services	17,925	17,925	9,281	8,644	51.78%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	475	475	150	325	31.58%	
Employee Benefits	<u>5,915</u>	<u>5,915</u>	<u>3,225</u>	<u>2,690</u>	54.52%	
Total Public Service	<u>24,315</u>	<u>24,315</u>	<u>12,656</u>	<u>11,659</u>	<u>52.05%</u>	
Academic Support						
Personal Services	1,494,240	1,517,597	1,391,780	125,817	91.71%	
Equipment	50,000	39,660	13,677	25,983	0.00%	
Contractual Expenses	283,445	282,545	175,291	107,254	62.04%	
Employee Benefits	<u>475,753</u>	<u>475,753</u>	<u>507,672</u>	<u>(31,919)</u>	<u>106.71%</u>	
Total Academic Support	<u>2,303,438</u>	<u>2,315,555</u>	<u>2,088,420</u>	<u>227,135</u>	<u>90.19%</u>	
Libraries						
Personal Services	428,158	437,814	414,523	23,291	94.68%	
Equipment	0	2,275	5,974	(3,699)	0.00%	
Contractual Expenses	161,143	158,868	150,352	8,516	94.64%	
Employee Benefits	<u>136,648</u>	<u>136,648</u>	<u>144,232</u>	<u>(7,584)</u>	<u>105.55%</u>	
Total Libraries	<u>725,949</u>	<u>735,605</u>	<u>715,081</u>	<u>20,524</u>	<u>97.21%</u>	

APPROPRIATIONS 2011-2012(Cont.)

PER CENT YEAR

92.00%

	<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	2,771,646	243,728	91.92%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,294,056	1,303,756	1,196,049	107,707	91.74%
Employee Benefits	<u>940,863</u>	<u>940,863</u>	<u>962,629</u>	<u>(21,766)</u>	<u>102.31%</u>
Total Student Services	<u>5,183,949</u>	<u>5,259,993</u>	<u>4,930,324</u>	<u>329,669</u>	<u>93.73%</u>
Maintenance and Operation of Plant					
Personal Services	2,196,492	2,215,946	2,082,251	133,695	93.97%
Equipment	0	9,004	8,930	74	0.00%
Contractual Expenses	1,218,856	1,209,852	749,160	460,692	61.92%
Employee Benefits	<u>715,840</u>	<u>715,840</u>	<u>724,620</u>	<u>(8,780)</u>	<u>101.23%</u>
Total Maintenance and Operation of Plant	<u>4,131,188</u>	<u>4,150,642</u>	<u>3,564,961</u>	<u>585,681</u>	<u>85.89%</u>
Institutional Support					
Personal Services	1,345,694	1,345,694	1,270,442	75,252	94.41%
Equipment	0	0	0	0	0.00%
Contractual Expenses	329,839	334,589	259,112	75,477	77.44%
Employee Benefits	<u>442,097</u>	<u>437,320</u>	<u>441,456</u>	<u>(4,136)</u>	<u>100.95%</u>
Total Institutional Support	<u>2,117,630</u>	<u>2,117,603</u>	<u>1,971,010</u>	<u>146,593</u>	<u>93.08%</u>
General Institutional Services					
Personal Services	1,836,633	1,713,307	1,576,912	136,395	92.04%
Equipment	50,000	61,090	54,096	6,994	0.00%
Contractual Expenses	1,004,888	1,004,888	640,609	364,279	63.75%
Employee Benefits	<u>749,346</u>	<u>539,816</u>	<u>534,293</u>	<u>5,523</u>	<u>98.98%</u>
Total General Institutional Services	<u>3,640,867</u>	<u>3,319,101</u>	<u>2,805,910</u>	<u>513,191</u>	<u>84.54%</u>
TOTAL APPROPRIATIONS	<u>35,906,257</u>	<u>35,906,257</u>	<u>32,477,281</u>	<u>3,428,976</u>	<u>90.45%</u>

2011-2012 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 92.00%

	<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	340,775	9,225	97.36%
State Employee's Retirement	1,025,000	1,025,000	964,919	60,081	94.14%
State Teacher's Retirement	200,000	200,000	213,904	(13,904)	106.95%
Optional Retirement Fund	1,145,000	1,145,000	1,002,406	142,594	87.55%
Social Security	1,497,225	1,497,225	1,403,179	94,046	93.72%
Workers Compensation	130,000	130,000	148,721	(18,721)	114.40%
Misc Employee Benefits	110,000	110,000	103,087	6,913	93.72%
Disability Insurance	13,000	13,000	9,364	3,636	72.03%
Hospital and Medical Insurance	2,968,000	2,968,000	2,626,812	341,188	88.50%
Employee Tuition Benefits	165,000	165,000	112,256	52,744	68.03%
Life Insurance	10,000	10,000	8,686	1,314	86.86%
Vacation Benefits	60,000	60,000	55,000	5,000	91.67%
Unemployment Insurance	55,000	55,000	58,376	(3,376)	106.14%
Total Employee Benefits	7,728,225	7,728,225	7,047,485	680,740	91.19%

TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2011-2012
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2012

PER CENT YEAR 92.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$14,992,530	\$14,955,398	15,456,803	(501,405)	103.35%
Summer	1,128,470	1,125,675	1,159,852	(34,177)	103.04%
Winter			5,577	(5,577)	0.00%
Nonresident Tuition	1,185,000	1,303,500	1,523,987	(220,487)	116.91%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	1,101,377	(1,377)	100.13%
Total Tuition	<u>18,406,000</u>	<u>18,484,573</u>	<u>19,247,596</u>	<u>(763,023)</u>	<u>104.13%</u>
Government Appropriations					
New York State	8,922,342	8,770,831	8,768,436	2,395	99.97%
Local Sponsors	4,254,915	4,254,915	3,861,335	393,580	90.75%
Appropriated Cash Surplus				0	
Charges to Other Counties	<u>3,729,000</u>	<u>3,755,500</u>	<u>3,508,174</u>	247,326	<u>93.41%</u>
Total Government Appropriations	<u>16,906,257</u>	<u>16,781,246</u>	<u>16,137,945</u>	<u>643,301</u>	<u>96.17%</u>
Other Revenues					
Service Fees	134,500	134,500	119,074	15,426	88.53%
Interest Earnings	7,000	7,000	7,759	(759)	110.84%
Rental of Real Property	26,500	26,500	25,370	1,130	95.74%
Contract Courses	105,000	105,000	42,595	62,405	40.57%
Noncredit Tuition	120,000	170,000	151,769	18,231	89.28%
Grant Offsets	151,000	151,000	105,354	45,646	69.77%
Unclassified Revenues	<u>50,000</u>	<u>46,438</u>	<u>39,661</u>	<u>6,777</u>	<u>85.41%</u>
Total Other Revenues	<u>594,000</u>	<u>640,438</u>	<u>491,582</u>	<u>148,856</u>	<u>76.76%</u>
TOTAL REVENUES	<u>\$35,906,257</u>	<u>\$35,906,257</u>	<u>\$35,877,123</u>	<u>\$29,134</u>	<u>99.92%</u>

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

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$1,899,934	\$3,525,622	\$4,219,201	\$4,378,282	\$2,413,282
<u>RECEIPTS</u>					
Student Accounts Receivable	\$1,173,972	\$1,600,000	\$500,000	\$500,000	\$500,000
Student Financial Aid	\$725,282	\$350,000	\$8,000,000	\$5,000,000	\$3,575,000
Sponsor Payments	\$0	\$393,579	\$0	\$0	\$0
Chargebacks to Other Counties	\$27,336	\$110,000	\$100,000	\$200,000	\$900,000
State Aid	\$2,185,891	\$0	\$2,364,081	\$0	\$0
Repayment of Grant Fund Advances	\$99,618	\$100,000	\$0	\$100,000	\$0
Repayment of Capital Fund Advances		\$0	\$0	\$0	\$0
Other Receipts	<u>\$294,182</u>	\$175,000	\$150,000	\$50,000	\$50,000
Projected Cash Receipts	<u>\$4,506,281</u>	<u>\$2,728,579</u>	<u>\$11,114,081</u>	<u>\$5,850,000</u>	<u>\$5,025,000</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$168,092	\$85,000	\$7,000,000	\$4,500,000	\$750,000
Accounts Payable	\$1,204,348	\$150,000	\$2,150,000	\$1,500,000	\$1,200,000
Payroll and Fringe Benefits	\$1,475,694	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
Grant Fund Advances	\$14,669	\$0	\$5,000	\$15,000	\$15,000
Capital Fund Advances	<u>\$17,790</u>	\$0	\$0	\$0	\$0
Projected Cash Disbursements	<u>\$2,880,593</u>	<u>\$2,035,000</u>	<u>\$10,955,000</u>	<u>\$7,815,000</u>	<u>\$3,765,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$3,475,620	\$4,169,198	\$4,328,278	\$2,363,278	\$3,623,278
CASH IN TIME DEPOSITS	<u>\$50,002</u>	<u>\$50,003</u>	<u>\$50,004</u>	<u>\$50,004</u>	<u>\$50,004</u>
TOTAL CASH IN TIME DEPOSITS	\$3,525,622	\$4,219,201	\$4,378,282	\$2,413,282	\$3,673,282

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING JUNE 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	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	3,671,657	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	30,267,212	34,653,376	34,397,936	0	34,397,936	171,987
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,601,779	0	1,601,779	398,221
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	441,989	0	441,989	164,011

CAPITAL CASH SUMMARY

CASH BALANCE - JULY 1, 2012

Campus Master Plan Money Market	50,800
Cash in time Deposits	1,013,570

\$1,064,370

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	86
Investment Income - CMP	9
Chargeback Revenue	3,530

\$3,625

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operati	0
Debt Service Payment	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
	<u>0</u>

CASH BALANCE -JULY 31, 2012

Campus Master Plan Money Market	50,809
Cash in Time Deposits	1,017,186

\$1,067,995

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2012-2013-10**

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 25th day of October 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 25th day of October 2012.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
Appointment of Personnel
October 10, 2012
Presented to the Board of Trustees

August 2012

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Perkins, Don	Engineering duties in the radio studio	Adjunct	N/A	1400.00	8/16/12 - 12/17/12
Bell, Annette	Cornell AEGS Program	Adjunct	N/A	4632.50	8/23/12 - 12/14/12
Bland, Susan	Cornell AEGS Program	Adjunct	N/A	9594.84	8/23/12 - 12/14/12
Evans, Christine	Cornell AEGS Program	Adjunct	N/A	2218.92	8/23/12 - 12/14/12
Keefe, Robert	Independent Study MUSI 118-M01, MUSI 128-M01	Adjunct	N/A	2205.00	8/23/12 - 12/14/12
Kobre, Michael	Additional student in BIOL 114-AL1	Adjunct	N/A	50.00	8/23/12 - 12/14/12
Lipa, Thomas	Additional student in CDCS 101-AL1	Adjunct	N/A	50.00	8/23/12 - 12/14/12
MacDowell, Gary	Coordinate Health Courses for fall 2012 semester	Adjunct	N/A	733.09	8/23/12 - 12/17/12
MacDowell, Gary	Coordinate Fitness Courses with P. Mercer Fall 2012	Adjunct	N/A	320.08	8/23/12 - 12/17/12
Martin, Angela	Cornell AEGS Program	Adjunct	N/A	3548.75	8/23/12 - 12/14/12
Meyer, Denise	Independent Study ART 276-M49	Adjunct	N/A	882.00	8/23/12 - 12/17/12
Olson, Rich	Engineering duties in the radio studio	Adjunct	N/A	13000.00	8/23/12 - 05/23/13
Price, Colleen	EMT 733-73 Intermediate Refresher workshops	Adjunct	N/A	750.00	8/23/12 - 03/14/13
Price, S. Lee	Program Chair duties for EMT Program Fall 2012	Adjunct	N/A	2670.00	8/23/12 - 12/17/12
Schrag, Kim	Independent Study ART 288-M49	Adjunct	N/A	882.00	8/23/12 - 12/17/12
Seyfried, Matthew	Additional students in ENGL 204-AL1	Adjunct	N/A	150.00	8/23/12 - 12/17/12
Stevenson, David	Additional students in SPMT 190 and SPMT 195	Adjunct	N/A	89.00	8/23/12 - 12/14/12
Stremlin, Tatiana	Independent Study MUSI 127 and MUSI 130	Adjunct	N/A	1176.00	8/23/12 - 12/17/12
Sutton, Jaclyn	Additional students in SPMT 190 and SPMT 195	Adjunct	N/A	100.00	8/23/12 - 12/14/12
Block, Karla	Adjunct Librarian	Adjunct	N/A	8646.20	8/25/12 - 12/21/12
Svensson, John	Additional student in BUAD 212-AL1	Adjunct	N/A	50.00	8/23/12 - 12/17/12
van der Veur, Shirley	Cornell AEGS Program	Adjunct	N/A	5943.96	8/23/12 - 12/14/12
		Adjunct	N/A		
Conners, John (Jack)	Tutoring services in Synergy Program	Adjunct	N/A	611.94	8/27/12 - 10/19/12
Daehn, James	Additional section of MATH 109-AL1	Adjunct	N/A	2850.00	8/27/12 - 12/14/12
LaFontaine, Joanne	Tutoring services in Synergy Program	Adjunct	N/A	477.20	8/27/12 - 10/19/12
Lovelace-Ross, Kristine	Tutoring services in Synergy Program	Adjunct	N/A	298.54	8/27/12 - 10/19/12
Martin, June	Tutoring services in Synergy Program	Adjunct	N/A	1144.35	8/27/12 - 10/19/12
MacDonough, Katherine	Tutoring services in Synergy Program	Adjunct	N/A	1073.70	8/27/12 - 10/19/12
Need, Barbara	Tutoring services in Synergy Program	Adjunct	N/A	381.45	8/27/12 - 10/19/12
Palmer, Lauren	Tutoring services in Synergy Program	Adjunct	N/A	572.64	8/27/12 - 10/19/12
Tambascio, Theresa	Tutoring services in Synergy Program	Adjunct	N/A	1240.72	8/27/12 - 10/19/12
		Adjunct	N/A		
		Adjunct	N/A		
		N/A	N/A		
		N/A	N/A		
		Adjunct	N/A		
		Adjunct	N/A		
		Adjunct	N/A		
Haaland, Andrew	Additional students in CAPS 121-AL2	Adjunct	N/A	100.00	9/27/12 - 11/02/12
		Adjunct	N/A		
		Adjunct	N/A		
		Adjunct	N/A		
		Adjunct	N/A		
Lee, In Shik	Solar PV level II, III, IV workshops	Adjunct	N/A	1600.00	10/26, 11/3/17/12
		Adjunct	N/A		
		Adjunct	N/A		
		Adjunct	N/A		

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

October 10, 2012

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Janita Moricette	October 5, 2012	temporary position ended