



## **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, JUNE 20, 2013  
BOARD ROOM – 5:30 P.M.**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – May 16, 2013
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
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 –
  - b. Organizational Capacity – Global Initiatives – Walter Poland
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, 2013
  - b. Treasurer's Report – May 31, 2013
  - c. Adoption of Proposed 2013-2014 Operating Budget
  - d. 2013-2014 Tuition and Fee Schedule
  - e. Appointment of Personnel
  - f. In Appreciation of Jacqueline Matza
  - g. Appropriation of Surplus Funds
  - h. Approval of Position Description – Assistant Director of Student Activities and the Student Center
  
13. Standing Reports:
  - a. College Forum – Victoria Zeppelin, Chair
  - b. Faculty Student Association – Walter Poland
  - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - d. Chairperson's Report – Elizabeth Burns
    - i. Nominating Committee
  - 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. Executive Session for Discussion of Collective Bargaining (no action to be taken) and the President's Evaluation (action to be taken)
  
15. Extension of the Appointment of the President
  
16. Upcoming Events:
  - a. Holiday – Campus Closed – July 4 and 5, 2013
  - b. Next Meeting (Regular and Annual) – July 18, 2013
  
17. 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  
MAY 16, 2013  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Judy Davison, Dammi Herath, Matt McSherry

**ABSENT:** Jacqueline Matza, Raymond Schlather

**COUNTY**

**LIAISONS:** Mike Lane

**STAFF:** John Conners, Carl Haynes, Martha Hubbard, Jake Jacob, Cathy Northrop, Carl Penziul, Walter Poland, Bruce Ryan, Blixty Taetzsch, Amy Trueman, Peter Voorhees, Khaki Wunderlich, Victoria Zeppelin

**GUESTS:** Amy Barone, *The Cortland Standard*; Jodi LaPierre, Visitor Services Manager, Ithaca/Tompkins County Convention & Visitors Bureau; Christy Stearns, Human Resources Manager, BorgWarner; Thien Luu, Student

1. **Call to Order:** The meeting was called to order at 5:31 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 an Executive Session to discuss Collective Bargaining, with no action to be taken, be added after the dialogue session. Mr. Daniels moved that the agenda be approved with this addition; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – April 25, 2013:** Mr. Daniels moved that the minutes of the April 25, 2013, meeting be approved as presented; seconded by Mr. McSherry; carried unanimously.
7. **Communications:** President Haynes shared a letter from the Cortland County Health Department thanking TC3 and all of those involved for this year's BIG PINK/BIG BLUE donation.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.

**9. College-wide Goal – Student Success:**

**a. Student Success –**

**Student Experience with the Community College Undergraduate Research Initiative – Dr. Jake Jacob and Students** – Dr. Jacob spoke about the \$3.5 million National Science Foundation grant awarded to a community college system through a collaboration of TC3, Finger Lakes Community College, Jamestown Community College, and Delaware Technical College, with 34 other community colleges partnering across the country. Dr. Jacob attended the CCURI National Conference at Montgomery College in Bethesda, Maryland, along with seven TC3 students, who presented their research to over 156 participants. TC3 student Thien Luu shared his experience with the Board.

**Panther Pride – Amy Trueman** – Dean Trueman showed the presentation from the Student Awards event – TAKE PRIDE Awards. This is an opportunity to recognize student leaders at TC3. PRIDE describes values we are trying to infuse in our programs – perseverance, responsibility, integrity, dialogue, and equality. Students and student groups are nominated for the TAKE PRIDE Awards. TC3 has an incredibly active student life group.

**b. Organizational Capacity – Institutional Effectiveness – None.**

**10. 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. He said we won’t hear back from Middle States with the final determination on our Periodic Review Report until November.

**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. Daniels moved that the Consent Agenda be approved; seconded by Ms. Buck; carried unanimously.

**a. Appointment of Personnel** – No discussion.

**b. Approval of Position Description – Coordinator of Multicultural Services** – This is a half-time position that will be funded by Arthur Kuckes endowment. With scholarships increasing from 60 to 80, and with addition of the mentoring program piece, we are looking to almost double the number of students helped by the Pathways Scholarship.

**c. 2013 Friend of the College Award** – No discussion.

**d. In Appreciation of Carmella Compagni** – No discussion.

**e. In Appreciation of Emil “Sal” Janke** – No discussion.

**f. In Appreciation of John Reynolds** – No discussion.

### 13. Standing Reports:

- a. **College Forum** – Victoria Zeppelin, Chair of the College Forum, reported that there was a proposal to amend the bylaws to add representation of adjunct employees as members of the College Forum. By a 2/3 vote, this proposal did move forward to the President. At the last meeting there were presentations from all of the councils. One of the recommendations to next year's forum is to ask the councils to come in at the beginning of the fall semester to provide information on their plans for the year. New officers for the College Forum for next year are co-chairs, Mary Sheldon and Corrina Struzick and secretary, Ashley Ahola.
  
- a. **Faculty Student Association** – Vice President Poland reported that the FSA held the last meeting of the year. Items approved at the meeting included the 2013-2014 budget, which included some minor increases in the student activity fee and health fee, and the contract with the Follett Bookstore.
  
- b. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Shaw Legacy Society 2013 Spring Event took place on April 30 at the Country Club of Ithaca. Scott Ochs, Chair of the Criminal Justice program and three TC3 Criminal Justice students presented "Murder or Just a Misunderstanding? How Evidence Talks to Us." Three TC3 Hotel and Restaurant Management students were also in attendance greeting and interacting with the guests. The Alumni Committee selected Dale Davis ('89 accounting degree), controller and compliance officer for JM Murray, and Matthew Burr ('05 business administration degree), Escanaba Paper Company human resources manager, as the 2013 Distinguished Alumni. The 2013 Community Leadership award will be presented to Janita Moricette ('11 liberal arts degree), TC3 Enrollment Services Specialist. All three will be recognized at Commencement. A joint meeting with the Executive Committee, Finance Committee, and Property Management Committee will take place on May 30 to discuss the Farm to Bistro project and approval of the 2013-2014 budget. The next Board meeting will take place on June 4.
  
- c. **Chairperson's Report** – Chairperson Burns reported on the meeting with the county sponsors regarding the budget. The next step in the budget process will be action at our TC3 Board meeting in June, then on to the county sponsors.
  - i. **President's Evaluation** – The President's evaluation has been sent to the Trustees. Please complete it no later than May 31. If anyone has any questions or concerns while completing the evaluation, please contact Cathy Northrop.
  
- d. **Liaison Report (Cortland County)** – No report.
  
- e. **Liaison Report (Tompkins County)** – Mr. Lane reported that the Legislature is in the process of finding someone to fill the vacant seat on the TC3 Board of Trustees. It is hoped that at this time next month someone will be appointed.

Mr. Lane thanked President Haynes for the budget presentation to the sponsors. He said that both counties would like to do more, and both counties feel positive about the President's proposal for a 3% increase.

**f. Student Trustee's Report** – No report.

**g. President's Report** – President Haynes spoke to his written report.

**14. Upcoming Events:** No discussion.

**15. Dialogue Session – Business and Industry Leaders** – President Haynes introduced Martha Hubbard from TC3 and representing Byrne Dairy, Christy Stearns from BorgWarner, and Jodi LaPierre from the Ithaca/Tompkins County Convention and Visitors Bureau. Each was asked to provide the Board of Trustees with information on what they see going on in their respective organizations in terms of employment, new opportunities for programs, etc. Martha Hubbard distributed a fact sheet and information about Byrne Dairy. Byrne Dairy has purchased 110 acres at Finger Lakes East in Cortland. They are anticipating that the yogurt plant will open in December 2013 and they will need approximately 35-40 entry-level employees (with the exception of 5-7 who will need a two-year degree). They hope to have the Artisan Cheese plant operational in mid-2014 with an additional 7 to 8 people employed in that plant. There is opportunity going forward for students from our electrical tech and bio tech programs. The next piece will be their agritourism center which will be operational in mid-2014 which will be a 10,000 square foot visitor center, with an outdoor amphitheater, and a barn with cows. Employment will focus on yogurt jobs first. They will have a career fair in June and will offer competitive salary and benefits. TC3 has offered the use of our Cortland Extension Center facilities/Board Room for Byrne's planning meetings, and we will be developing a boot camp training camp for all 40 initial hires. BOCES will offer a manufacturing tech program in the fall. As Byrne moves forward, they want to offer life skills training. There will be opportunities for internships for manufacturing, maintenance, and in the retail shop. President Haynes mentioned that at the Community College Summit he recently attended, one of the speakers presented information on wanted characteristics for employees – i.e., problem solving skills, interpersonal skills, critical thinking, etc. Ms. Stearns said that BorgWarner feels in order to stay competitive they need to be sure that they are a learning organization. Where they are lacking is in the skilled trades. President Haynes said that in the past important reasons for businesses to locate/stay in the area include economic incentives and the availability of a workforce that is somewhat more prepared than in other parts of our country. He questioned whether those factors are still in play and whether there is still a competitive workforce in this area. Ms. LaPierre said that employment opportunities for the Visitors Bureau are usually entry-level positions. Our area has seen a growth in tourism, and the Governor is putting \$60 million into New York State tourism. President Haynes asked if there is something we can do as a community college to facilitate some cross-county tourism. There is a regional tourism office that makes up counties in the Finger Lakes and Tompkins County is in the process of working with Cortland to look at sports tourism. Mr. Lane asked what kind of programs would be beneficial for the college to offer that aren't currently offered. Ms.

LaPierre suggested there might be interest in program/curricula in social media marketing. Dr. Dalton asked how students learn more about the employment opportunities that exist in our area and felt it important that every degree program provide job shadows and internships. The alumni committee would like to have alums in our area come to TC3 to talk with current students about opportunities. Concern was mentioned about the level of math competency of our area high school students and there was discussion about what TC3 can do to assist students in having sufficient math skills to complete programs. TC3 just received a grant from SUNY focusing on STEM (science, technology, engineering, mathematics) and we are looking into developing a general technology associate degree which will focus on students working toward a manufacturing career. We may consider developing a class in robotics and we will want to align with high schools to introduce students with that potential career path. Internships play an important role in helping students see what employment options are available, but one of the challenges with internships is the limit in the number of credits per program. As our programs evolve, if they are reaching 64 credits and we want them to have the job experience, we will need to lose some of the classroom credits. There is also pressure for paid internships, but if a student is getting academic credit for the internship, they don't have to be paid. Some of our internships are summer experiences. Ms. LaPierre said that internship opportunities with the Tourism Bureau depend on seasonal needs rather than a perspective employment internship. BorgWarner recruits heavily out of our co-op programs for human resources, accounting (interns), and co-ops in engineering.

**Executive Session – Discussion of Collective Bargaining (no action to be taken)** – Mr. Daniels moved that the meeting convene in executive session for discussion of collective bargaining, with no action to be taken; seconded by Ms. Davison; carried unanimously. The meeting convened into executive session at 7:48 p.m.

The meeting reconvened in regular session at 8:19 p.m.

**16. Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

TO: Board of Trustees  
FROM: John R. Conners  
DATE: June 17, 2013  
SUBJECT: June Report

Periodic Review Report – The PRR was submitted to Middle States in late May, along with our report providing information on the College’s compliance with several provisions of the Higher Education Opportunity Act of 2008. We expect an initial response in late summer and will have a brief time for our own comments on the response. Final action on the report will occur late in the Fall 2014 semester.

Commencement Review and Planning – Commencement 2013 went very smoothly, in large part because of the excellent planning and attention to detail by the many people involved in the event. One concern that has been raised is the fact that as the number of graduates and their guests has continued to grow, we have nearly reached the seating capacity of the athletic center. As the Commencement Committee begins its planning for next year’s ceremony, it will consider how to address the likely need to provide overflow seating in another venue on campus.

Institutional Effectiveness Council – After its formation in Fall 2011, the Institutional Effectiveness Council and its three affiliated committees (addressing academic, co-curricular, and capacity building outcomes) studied our procedures for assessing outcomes in these three areas. The IEC submitted a report to Executive Council in Spring 2013 and recently its Co-Chairs, Kris Altucher and Jeanne Cameron, met with the council to discuss the IEC’s report and recommendations. As a result, the Executive Council will begin a systematic effort to address each of the recommendations in 2013-2014.



Global Initiatives  
Walter Poland, Vice President  
Report to the Board of Trustees  
June 20, 2013

- May 22<sup>nd</sup> – President Haynes, Vice President Poland, Melinda Slawson, Robin Hinchcliff, and Marty Christofferson visited Progressive Expert Consulting (PEC) of Syracuse exploring the potential for a partnership in providing virtual (distance) offerings in English as a Second Language to our partners in Colombia.
- May 23<sup>rd</sup> – Jorge Huayhuaca and Vice President Poland met with Rector Perez of UAO, Cali to discuss the details of our partnership agreement and the opening of the 3 year Technological Institute in Cali. Rector Perez also attended Graduation.
- May 24<sup>th</sup> – Tele-Conference discussions with Deans of International Education at Utica College and SUNY maritime College regarding potential collaboration to include several Mutis Universities.
- May 29<sup>th</sup> – President Haynes coordinated a meeting with the Senior Staff of Centerstate Corporation for Economic Opportunity (Centerstate CEO) to discuss TC3 membership and among other topics, the possibility of Centerstate and the Mutis Board meeting to discuss import/export development interests as part of the October 2013 Mutis Board Meeting.
- June 8<sup>th</sup> and 9<sup>th</sup> – 51 Faculty from six Mutis Universities from Colombia and Universidad Nacional de San Agustin (UNSA) in Arequipa, Peru, arrived at TC3. Jorge Huayhuaca and Vice President Poland hosted them at a pizza welcome at the Dryden Hotel on Sunday evening.
- June 14<sup>th</sup> – National Association of Foreign Student Advisors (NAFSA) Region X Conference to be held at SUNY Cortland – Keynote Speaker is Vice President Poland “The Internationalization of TC3”

TOMPKINS CORTLAND COMMUNITY COLLEGE  
Human Resources Updates - Status of Open Positions  
as of June 11, 2013

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Librarian, .8 FTE	August 15, 2013	November 27, 2012	January 16, 2013	Scheduling interviews
Counselor	August 15, 2013	April 9, 2013	April 25, 2013	Hired Alicia Aiken 8/15/13
Computer Support Associate	May 20, 2013	April 8, 2013	May 1, 2013	Hired Christopher Armitage 6/5/13
Coordinator of Multicultural Services	August 1, 2013	May 13, 2013	June 14, 2013	Accepting applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Cleaner, FT, Temporary	Buildings and Grounds	5/13/13	Hired Tamara Avery 5/16/13
Cleaner, FT, Temporary	Buildings and Grounds	5/17/13	Hired Robert Pachai, III 5/17/13
Cleaner, FT, Temporary	Buildings and Grounds	5/13/13	Hired Robert Darling, Jr. 5/20/13
Sr. Cleaner, FT, Temporary	Buildings and Grounds	5/06/13	Joshua Relyea transferred from FT cleaner temporarily

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Residence Director	Residence Life	Summer 2013	Accepting Applications
Substitute Teacher, PT, Temp.	Daycare	As needed basis	Accepting applications
Medical Office Assistant/ NYSIIS Coordinator	Student Health Center	June 2013	Interviews scheduled

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of June 11, 2013

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
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.
Buildings and Grounds	Distribution of work on athletic fields for grounds-keeping staff.	The College has issued a response to the Buildings and Grounds and Athletics Departments recommending a communication protocol to avoid future concerns.
<b>FACULTY ASSOC.</b>		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	The Faculty Association agrees to extend time requirement while waiting for a response from Tompkins County.

**PAA**

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

APRIL 30, 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

APRIL 30, 2013

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Narrative Highlights

Treasurer's Report

30-Apr-13

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$5,964,351 in a money market savings account averaging .20% interest earnings for April and \$953,273 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,115,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,531,603 is an decrease from \$3,628,334. 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 \$885,741. The interfunds account balance of \$1,781,613 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 April 30, total expenditures amounted to \$24,966,715 or 66.6% of the 2012-2013 budget. Comparable expenditures for period one last year were \$21,477,059 or 59.81% of the 2011-2012 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$33,013,976 are 88.07% of the revenue budget. Prior year revenues were \$31,714,119 or 88.32% 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 2013, \$36,441,704 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2013**

	Current Month 4/30/2013	Previous Month 3/31/2013	Previous Year 4/30/2012
<b>ASSETS</b>			
Cash in Demand Deposit	\$953,273	\$995,520	\$471,423
Cash in Time Deposits	5,964,351	6,540,091	4,757,317
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	3,531,603	3,611,884	5,327,161
Accounts Receivable--Misc.	62,044	312,152	315,758
Prepaid Expenses	(23,677)	(21,617)	(96,501)
Due From Other Funds	1,781,613	1,777,703	2,228,073
Due From Sponsor Governments		0	0
Due From State Governments	1,006,626	1,006,626	82,807
Due From Other Governments	885,741	1,612,130	1,018,012
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$14,163,304</b>	<b>\$15,836,219</b>	<b>\$14,105,780</b>
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<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$0	\$3,306	\$20,864
Payroll Liabilities	1,734,655	1,501,477	1,240,098
Student Financial Aid Liabilities	139,556	132,453	888,399
Accrued Liabilities	870,195	941,517	957,272
Due to Other Funds	2,466,058	2,911,937	2,402,701
Due to State Governments	0	0	0
Student Tuition Collected in Advance	28,000	(12,500)	48,626
Fund Balance	1,496,822	1,496,822	1,487,168
Revenue Over (Under) Expenditures	7,428,018	8,861,207	7,060,653
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$14,163,304</b>	<b>\$15,836,219</b>	<b>\$14,105,781</b>
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**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2012-2013**  
**FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2013**

	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>	
<b>Instruction</b>						
Personal Services	9,794,981	9,812,050	6,768,589	3,043,461	68.98%	
Equipment	0	10,425	1,103	9,322	0.00%	
Contractual Expenses	4,444,993	4,363,078	4,425,449	(62,371)	101.43%	
Employee Benefits	<u>4,689,986</u>	<u>4,689,986</u>	<u>2,370,020</u>	<u>2,319,966</u>	50.53%	
<b>Total Instruction</b>	<u>18,929,960</u>	<u>18,875,539</u>	<u>13,565,161</u>	<u>5,310,378</u>	<u>71.87%</u>	
<b>Public Service</b>						
Personal Services	18,347	18,347	7,278	11,069	39.67%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	475	150	0	150	0.00%	
Employee Benefits	<u>6,055</u>	<u>6,055</u>	<u>2,547</u>	<u>3,508</u>	42.06%	
<b>Total Public Service</b>	<u>24,877</u>	<u>24,552</u>	<u>9,825</u>	<u>14,727</u>	<u>40.02%</u>	
<b>Academic Support</b>						
Personal Services	1,587,808	1,617,268	988,911	628,357	61.15%	
Equipment	0	62,000	1,467	60,533	0.00%	
Contractual Expenses	272,660	239,315	167,783	71,532	70.11%	
Employee Benefits	<u>507,014</u>	<u>507,014</u>	<u>346,117</u>	<u>160,897</u>	<u>68.27%</u>	
<b>Total Academic Support</b>	<u>2,367,482</u>	<u>2,425,597</u>	<u>1,504,278</u>	<u>921,319</u>	<u>62.02%</u>	
<b>Libraries</b>						
Personal Services	429,489	441,244	294,545	146,699	66.75%	
Equipment	0	2,331	2,330	1	0.00%	
Contractual Expenses	165,491	154,949	124,710	30,239	80.48%	
Employee Benefits	<u>141,731</u>	<u>141,731</u>	<u>102,824</u>	<u>38,907</u>	<u>72.55%</u>	
<b>Total Libraries</b>	<u>736,711</u>	<u>740,255</u>	<u>524,409</u>	<u>215,846</u>	<u>70.84%</u>	

**APPROPRIATIONS 2012-2013(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>
<b>Student Services</b>					
Personal Services	3,070,757	3,121,719	2,006,584	1,115,135	64.28%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,379,482	1,375,633	771,196	604,437	56.06%
Employee Benefits	<u>983,347</u>	<u>983,347</u>	<u>702,627</u>	<u>280,720</u>	<u>71.45%</u>
<b>Total Student Services</b>	<b><u>5,433,586</u></b>	<b><u>5,480,699</u></b>	<b><u>3,480,407</u></b>	<b><u>2,000,292</u></b>	<b><u>63.50%</u></b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,273,617	2,290,880	1,412,779	878,101	61.67%
Equipment	0	996	5,669	(4,673)	0.00%
Contractual Expenses	1,085,476	1,026,205	462,073	564,132	45.03%
Employee Benefits	<u>748,357</u>	<u>748,357</u>	<u>494,815</u>	<u>253,542</u>	<u>66.12%</u>
<b>Total Maintenance and Operation of Plant</b>	<b><u>4,107,450</u></b>	<b><u>4,066,438</u></b>	<b><u>2,375,336</u></b>	<b><u>1,691,102</u></b>	<b><u>58.41%</u></b>
<b>Institutional Support</b>					
Personal Services	1,606,982	1,606,982	936,477	670,505	58.28%
Equipment	0	0	0	0	0.00%
Contractual Expenses	327,039	290,787	161,202	129,585	55.44%
Employee Benefits	<u>528,144</u>	<u>528,144</u>	<u>327,767</u>	<u>200,377</u>	<u>62.06%</u>
<b>Total Institutional Support</b>	<b><u>2,462,165</u></b>	<b><u>2,425,913</u></b>	<b><u>1,425,446</u></b>	<b><u>1,000,467</u></b>	<b><u>58.76%</u></b>
<b>General Institutional Services</b>					
Personal Services	1,811,382	1,698,595	1,117,999	580,596	65.82%
Equipment	142,549	80,549	35,057	45,492	0.00%
Contractual Expenses	894,167	1,092,192	528,538	563,654	48.39%
Employee Benefits	<u>576,755</u>	<u>576,755</u>	<u>400,257</u>	<u>176,498</u>	<u>69.40%</u>
<b>Total General Institutional Services</b>	<b><u>3,424,853</u></b>	<b><u>3,448,091</u></b>	<b><u>2,081,851</u></b>	<b><u>1,366,240</u></b>	<b><u>60.38%</u></b>
<b>TOTAL APPROPRIATIONS</b>	<b><u>37,487,084</u></b>	<b><u>37,487,084</u></b>	<b><u>24,966,713</u></b>	<b><u>12,520,371</u></b>	<b><u>66.60%</u></b>

**2012-2013 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	200,000	200,000	142,963	57,037	0.00%
State Employee's Retirement	1,125,000	1,125,000	769,202	355,798	68.37%
State Teacher's Retirement	250,000	250,000	175,996	74,004	70.40%
Optional Retirement Fund	1,200,000	1,200,000	692,519	507,481	57.71%
Social Security	1,542,223	1,542,223	1,002,075	540,148	64.98%
Workers Compensation	160,000	160,000	173,049	(13,049)	108.16%
Misc Employee Benefits	110,000	110,000	93,004	16,996	84.55%
Disability Insurance	13,000	13,000	6,635	6,365	51.04%
Hospital and Medical Insurance	3,254,000	3,254,000	2,163,836	1,090,164	66.50%
Employee Tuition Benefits	165,000	165,000	109,761	55,239	66.52%
Life Insurance	10,000	10,000	7,830	2,170	78.30%
Vacation Benefits	60,000	60,000	40,000	20,000	66.67%
Unemployment Insurance	35,000	35,000	15,644	19,356	0.00%
<b>Total Employee Benefits</b>	<b>8,124,223</b>	<b>8,124,223</b>	<b>5,392,514</b>	<b>2,731,709</b>	<b>66.38%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
REVENUE 2012-13  
FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2013**

**PER CENT YEAR 67.00%**

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
<b>Tuition</b>					
Fall & Spring	\$15,078,029	\$15,078,029	15,768,137	(690,108)	104.58%
Winter	\$0	\$0	47,775		
Summer	1,363,794	1,363,794	717,329	646,465	52.60%
Nonresident Tuition	1,286,500	1,286,500	1,393,526	(107,026)	108.32%
Student Fee Revenue (Tech Fee)	1,200,000	1,200,000	1,220,747	(20,747)	101.73%
<b>Total Tuition</b>	<b><u>18,928,323</u></b>	<b><u>18,928,323</u></b>	<b><u>19,147,514</u></b>	<b><u>(171,416)</u></b>	<b><u>101.16%</u></b>
<b>Government Appropriations</b>					
New York State	9,432,480	9,432,480	7,076,582	2,355,898	75.02%
Local Sponsors	4,297,464	4,297,464	2,825,581	1,471,883	65.75%
Appropriated Cash Surplus				0	
Charges to Other Counties	4,086,000	4,086,000	<u>3,606,111</u>	479,889	<u>88.26%</u>
<b>Total Government Appropriations</b>	<b><u>17,815,944</u></b>	<b><u>17,815,944</u></b>	<b><u>13,508,274</u></b>	<b><u>4,307,670</u></b>	<b><u>75.82%</u></b>
<b>Other Revenues</b>					
Service Fees	154,865	154,865	74,215	80,650	47.92%
Interest Earnings	6,000	6,000	5,323	677	88.72%
Rental of Real Property	20,000	20,000	20,801	(801)	104.01%
Contract Courses	118,000	118,000	31,491	86,509	26.69%
Noncredit Tuition	259,436	259,436	85,066	174,370	32.79%
Grant Offsets	136,033	136,033	110,046	25,987	80.90%
Unclassified Revenues	48,483	48,483	31,246	17,237	64.45%
<b>Total Other Revenues</b>	<b><u>742,817</u></b>	<b><u>742,817</u></b>	<b><u>358,188</u></b>	<b><u>384,629</u></b>	<b><u>48.22%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$37,487,084</u></b>	<b><u>\$37,487,084</u></b>	<b><u>\$33,013,976</u></b>	<b><u>\$4,520,883</u></b>	<b><u>88.07%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
APRIL 2013 TO SEPTEMBER 2013**

	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$6,919,354</b>	<b>\$5,081,204</b>	<b>\$5,844,161</b>	<b>\$5,861,011</b>	<b>\$3,898,526</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$700,000	\$400,000	\$1,200,000	\$500,000	\$250,000.00
Student Financial Aid	\$300,000		\$750,000		
Sponsor Payments	\$676,850	\$397,515	\$676,850	\$397,515	
Chargebacks to Other Counties	\$500,000	\$450,000	\$30,000	\$10,000	
State Aid		\$2,375,442			\$2,300,000.00
Repayment of Grant Fund Advances		\$200,000	\$50,000	\$50,000	\$50,000.00
Repayment of Capital Fund Advances					
Other Receipts	<u>\$100,000</u>	<u>\$150,000</u>	<u>\$200,000</u>	\$100,000	\$100,000.00
<b>Projected Cash Receipts</b>	<b><u>\$2,276,850</u></b>	<b><u>\$3,972,957</u></b>	<b><u>\$2,906,850</u></b>	<b><u>\$1,057,515</u></b>	<b><u>\$2,700,000</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$200,000	\$100,000	\$175,000	\$10,000	\$10,000.00
Accounts Payable	\$1,300,000	\$1,600,000	\$1,200,000	\$1,500,000	\$2,000,000.00
Payroll and Fringe Benefits	\$2,600,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,750,000.00
Grant Fund Advances	\$15,000	\$10,000	\$15,000	\$10,000	\$15,000.00
Capital Fund Advances					
<b>Projected Cash Disbursements</b>	<b><u>\$4,115,000</u></b>	<b><u>\$3,210,000</u></b>	<b><u>\$2,890,000</u></b>	<b><u>\$3,020,000</u></b>	<b><u>\$3,775,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$5,031,198</b>	<b>\$5,794,154</b>	<b>\$5,811,004</b>	<b>\$3,848,519</b>	<b>\$2,773,519</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,006</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$5,081,204</b>	<b>\$5,844,161</b>	<b>\$5,861,011</b>	<b>\$3,898,526</b>	<b>\$2,823,526</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2013

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<b><u>CAPITAL CONSTRUCTION 1994-95</u></b>						
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>
<b>TOTAL</b>	<b><u>8,689,572</u></b>	<b><u>7,439,572</u></b>	<b><u>7,439,572</u></b>	<b><u>0</u></b>	<b><u>7,439,572</u></b>	<b><u>0</u></b>
<b><u>CAPITAL CONSTRUCTION 2000-2001</u></b>						
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>
<b>TOTAL</b>	<b><u>5,571,250</u></b>	<b><u>7,071,250</u></b>	<b><u>7,068,658</u></b>	<b><u>0</u></b>	<b><u>7,068,658</u></b>	<b><u>2,592</u></b>
<b><u>CAPITAL CONSTRUCTION 2002-2009</u></b>						
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	<u>1,452,803</u>	<u>1,452,803</u>	<u>1,471,398</u>	<u>0</u>	<u>1,471,398</u>	<u>-18,595</u>
<b>TOTAL</b>	<b><u>30,267,212</u></b>	<b><u>34,653,376</u></b>	<b><u>34,397,936</u></b>	<b><u>0</u></b>	<b><u>34,397,936</u></b>	<b><u>171,987</u></b>
<b>CLASSROOM PROJECT 2008-2009</b>	<b><u>2,000,000</u></b>	<b><u>2,000,000</u></b>	<b><u>1,601,779</u></b>	<b><u>0</u></b>	<b><u>1,601,779</u></b>	<b><u>398,221</u></b>
<b>ELECTRICAL PANEL PROJECT 2009-2010</b>	<b><u>1,600,000</u></b>	<b><u>606,000</u></b>	<b><u>441,989</u></b>	<b><u>0</u></b>	<b><u>441,989</u></b>	<b><u>164,011</u></b>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE - APR 1, 2013</u></b>						
Campus Master Plan Money Market	50,389					
Cash in time Deposits	<u>650,057</u>					
		<u>\$700,446</u>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility						
Savings Reimburse Advance from Operat					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					<u>0</u>	
<b><u>CASH BALANCE -APR 30, 2013</u></b>						
Campus Master Plan Money Market					50,397	
Cash in Time Deposits					<u>991,773</u>	
		<u>\$341,724</u>				<u>\$1,042,170</u>
<b><u>CASH RECEIPTS</u></b>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	59					
Investment Income - CMP	8					
Chargeback Revenue	<u>341,657</u>					

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MAY 31, 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

MAY 31, 2013

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Narrative Highlights  
Treasurer's Report  
31-May-13

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$2,926,579 in a money market savings account averaging .20% interest earnings for May and \$809,704 in savings. The maximum amount available for investment will fluctuate with a peak of \$7,500,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$4,448,983 is an increase from \$3,813,082. 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 \$400,209. The interfunds account balance of \$1,785,011 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

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

FUND BALANCE - (PAGE 3)

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

TOTAL EXPENDITURES - (PAGES 4-6)

As of May 31, total expenditures amounted to \$28,653,709 or 76.44% of the 2012-2013 budget. Comparable expenditures for period one last year were \$25,983,152 or 73.4% of the 2011-2012 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$33,815,670 are 90.21% 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 May 2013, \$36,441,704 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2013**

	Current Month 5/31/2013	Previous Month 04/31/2013	Previous Year 5/31/2012
<b>ASSETS</b>			
Cash in Demand Deposit	\$809,704	\$953,273	\$450,119
Cash in Time Deposits	2,926,579	\$5,964,351	2,460,324
Petty Cash	1,730	\$1,730	1,730
Accounts Receivable--Students	4,164,930	\$3,531,603	4,083,687
Accounts Receivable--Misc.	63,331	\$62,044	243,402
Prepaid Expenses	(15,834)	(\$23,677)	(100,586)
Due From Other Funds	1,785,011	\$1,781,613	2,176,692
Due From Sponsor Governments	0	\$0	0
Due From State Governments	1,006,626	\$1,006,626	810,807
Due From Other Governments	400,209	\$885,741	540,929
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$11,142,286</b>	<b>\$14,163,304</b>	<b>\$10,667,104</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$0	\$0	\$2,297
Payroll Liabilities	1,481,576	\$1,734,655	672,207
Student Financial Aid Liabilities	134,378	\$139,556	135,234
Accrued Liabilities	901,503	\$870,195	3,072,920
Due to Other Funds	2,428,378	\$2,466,058	131,784
Due to State Governments	0	\$0	0
Student Tuition Collected in Advance	58,376	\$28,000	97,636
Fund Balance	1,496,822	\$1,496,822	1,487,168
Revenue Over (Under) Expenditures	4,641,253	\$7,428,018	5,067,858
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$11,142,286</b>	<b>\$14,163,304</b>	<b>\$10,667,104</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2012-2013**  
**FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2013**

	PER CENT YEAR					75.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>Instruction</b>						
Personal Services	9,794,981	9,812,050	5,944,759	3,867,291	60.59%	
Equipment	0	10,425	1,103	9,322	0.00%	
Contractual Expenses	4,444,993	4,363,078	4,285,567	77,511	98.22%	
Employee Benefits	<u>4,689,986</u>	<u>4,689,986</u>	<u>2,080,595</u>	<u>2,609,391</u>	44.36%	
<b>Total Instruction</b>	<u>18,929,960</u>	<u>18,875,539</u>	<u>12,312,024</u>	<u>6,563,515</u>	<u>65.23%</u>	
<b>Public Service</b>						
Personal Services	18,347	18,347	6,470	11,877	35.26%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	475	150	0	150	0.00%	
Employee Benefits	<u>6,055</u>	<u>6,055</u>	<u>2,264</u>	<u>3,791</u>	37.39%	
<b>Total Public Service</b>	<u>24,877</u>	<u>24,552</u>	<u>8,734</u>	<u>15,818</u>	<u>35.57%</u>	
<b>Academic Support</b>						
Personal Services	1,587,808	1,617,268	883,690	733,578	54.64%	
Equipment	0	62,000	0	62,000	0.00%	
Contractual Expenses	272,660	239,315	159,927	79,388	66.83%	
Employee Benefits	<u>507,014</u>	<u>507,014</u>	<u>309,298</u>	<u>197,716</u>	<u>61.00%</u>	
<b>Total Academic Support</b>	<u>2,367,482</u>	<u>2,425,597</u>	<u>1,352,915</u>	<u>1,072,682</u>	<u>55.78%</u>	
<b>Libraries</b>						
Personal Services	429,489	441,244	229,381	211,863	51.99%	
Equipment	0	2,331	2,330	1	0.00%	
Contractual Expenses	165,491	154,949	121,649	33,300	78.51%	
Employee Benefits	<u>141,731</u>	<u>141,731</u>	<u>80,283</u>	<u>61,448</u>	<u>56.64%</u>	
<b>Total Libraries</b>	<u>736,711</u>	<u>740,255</u>	<u>433,643</u>	<u>306,612</u>	<u>58.58%</u>	

**APPROPRIATIONS 2012-2013(Cont.)**

PER CENT YEAR

75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Student Services</b>					
Personal Services	3,070,757	3,121,719	1,772,855	1,348,864	56.79%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,379,482	1,375,633	646,225	729,408	46.98%
Employee Benefits	<u>983,347</u>	<u>983,347</u>	<u>620,564</u>	<u>362,783</u>	<u>63.11%</u>
<b>Total Student Services</b>	<u>5,433,586</u>	<u>5,480,699</u>	<u>3,039,644</u>	<u>2,441,055</u>	<u>55.46%</u>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,273,617	2,290,880	1,243,444	1,047,436	54.28%
Equipment	0	996	5,669	(4,673)	0.00%
Contractual Expenses	1,085,476	1,026,205	397,608	628,597	38.75%
Employee Benefits	<u>748,357</u>	<u>748,357</u>	<u>435,205</u>	<u>313,152</u>	<u>58.15%</u>
<b>Total Maintenance and Operation of Plant</b>	<u>4,107,450</u>	<u>4,066,438</u>	<u>2,081,926</u>	<u>1,984,512</u>	<u>51.20%</u>
<b>Institutional Support</b>					
Personal Services	1,606,982	1,606,982	820,945	786,037	51.09%
Equipment	0	0	0	0	0.00%
Contractual Expenses	327,039	290,787	137,871	152,916	47.41%
Employee Benefits	<u>528,144</u>	<u>528,144</u>	<u>287,331</u>	<u>240,813</u>	<u>54.40%</u>
<b>Total Institutional Support</b>	<u>2,462,165</u>	<u>2,425,913</u>	<u>1,246,147</u>	<u>1,179,766</u>	<u>51.37%</u>
<b>General Institutional Services</b>					
Personal Services	1,811,382	1,698,595	983,831	714,764	57.92%
Equipment	142,549	80,549	29,365	51,184	0.00%
Contractual Expenses	894,167	1,092,192	478,974	613,218	43.85%
Employee Benefits	<u>576,755</u>	<u>576,755</u>	<u>351,996</u>	<u>224,759</u>	<u>61.03%</u>
<b>Total General Institutional Services</b>	<u>3,424,853</u>	<u>3,448,091</u>	<u>1,844,166</u>	<u>1,603,925</u>	<u>53.48%</u>
<b>TOTAL APPROPRIATIONS</b>	<u>37,487,084</u>	<u>37,487,084</u>	<u>22,319,199</u>	<u>15,167,885</u>	<u>59.54%</u>

**2012-2013 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	200,000	200,000	118,714	81,286	0.00%
State Employee's Retirement	1,125,000	1,125,000	617,264	507,736	54.87%
State Teacher's Retirement	250,000	250,000	155,076	94,924	62.03%
Optional Retirement Fund	1,200,000	1,200,000	608,154	591,846	50.68%
Social Security	1,542,223	1,542,223	876,728	665,495	56.85%
Workers Compensation	160,000	160,000	173,430	(13,430)	108.39%
Misc Employee Benefits	110,000	110,000	89,688	20,312	81.53%
Disability Insurance	13,000	13,000	6,635	6,365	51.04%
Hospital and Medical Insurance	3,254,000	3,254,000	1,895,005	1,358,995	58.24%
Employee Tuition Benefits	165,000	165,000	107,630	57,370	65.23%
Life Insurance	10,000	10,000	7,830	2,170	78.30%
Vacation Benefits	60,000	60,000	35,000	25,000	58.33%
Unemployment Insurance	35,000	35,000	6,398	28,602	0.00%
<b>Total Employee Benefits</b>	<b>8,124,223</b>	<b>8,124,223</b>	<b>4,697,552</b>	<b>3,426,671</b>	<b>57.82%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
REVENUE 2012-13  
FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2013**

**PER CENT YEAR 75.00%**

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
<b>Tuition</b>					
Fall & Spring	\$15,078,029	\$15,078,029	15,762,096	(684,067)	104.54%
Winter	\$0	\$0	47,775		
Summer	1,363,794	1,363,794	325,737	1,038,057	23.88%
Nonresident Tuition	1,286,500	1,286,500	1,777,240	(490,740)	138.15%
Student Fee Revenue (Tech Fee)	1,200,000	1,200,000	1,179,171	20,829	98.26%
<b>Total Tuition</b>	<b><u>18,928,323</u></b>	<b><u>18,928,323</u></b>	<b><u>19,092,019</u></b>	<b><u>(115,921)</u></b>	<b><u>100.86%</u></b>
<b>Government Appropriations</b>					
New York State	9,432,480	9,432,480	7,076,582	2,355,898	75.02%
Local Sponsors	4,297,464	4,297,464	1,751,216	2,546,248	40.75%
Appropriated Cash Surplus				0	
Charges to Other Counties	4,086,000	4,086,000	<u>3,455,175</u>	630,825	<u>84.56%</u>
<b>Total Government Appropriations</b>	<b><u>17,815,944</u></b>	<b><u>17,815,944</u></b>	<b><u>12,282,973</u></b>	<b><u>5,532,971</u></b>	<b><u>68.94%</u></b>
<b>Other Revenues</b>					
Service Fees	154,865	154,865	72,798	82,067	47.01%
Interest Earnings	6,000	6,000	4,281	1,719	71.35%
Rental of Real Property	20,000	20,000	19,544	456	97.72%
Contract Courses	118,000	118,000	40,899	77,101	34.66%
Noncredit Tuition	259,436	259,436	76,763	182,673	29.59%
Grant Offsets	136,033	136,033	87,670	48,363	64.45%
Unclassified Revenues	48,483	48,483	21,348	27,135	44.03%
<b>Total Other Revenues</b>	<b><u>742,817</u></b>	<b><u>742,817</u></b>	<b><u>323,303</u></b>	<b><u>419,514</u></b>	<b><u>43.52%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$37,487,084</u></b>	<b><u>\$37,487,084</u></b>	<b><u>\$31,698,295</u></b>	<b><u>\$5,836,564</u></b>	<b><u>84.56%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
MAY 2013 TO SEPTEMBER 2013**

	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$6,919,354</b>	<b>\$3,738,012</b>	<b>\$4,500,969</b>	<b>\$4,267,819</b>	<b>\$2,055,334</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$537,687	\$400,000	\$1,200,000	\$500,000	\$250,000.00
Student Financial Aid	\$113,157		\$750,000		\$5,000,000.00
Sponsor Payments	\$0	\$397,515	\$676,850	\$397,515	
Chargebacks to Other Counties	\$477,706	\$450,000	\$30,000	\$10,000	
State Aid	\$0	\$2,375,442			\$2,479,697.00
Repayment of Grant Fund Advances	\$180,713	\$200,000	\$50,000	\$50,000	\$50,000.00
Repayment of Capital Fund Advances	\$0				
Other Receipts	\$175,886	\$150,000	\$200,000	\$100,000	\$100,000.00
<b>Projected Cash Receipts</b>	<b><u>\$1,485,149</u></b>	<b><u>\$3,972,957</u></b>	<b><u>\$2,906,850</u></b>	<b><u>\$1,057,515</u></b>	<b><u>\$7,879,697</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$179,208	\$100,000	\$175,000	\$10,000	\$10,000.00
Accounts Payable	\$1,992,740	\$1,600,000	\$1,200,000	\$1,500,000	\$2,000,000.00
Payroll and Fringe Benefits	\$2,487,810	\$1,500,000	\$1,750,000	\$1,750,000	\$1,800,000.00
Grant Fund Advances	\$6,733	\$10,000	\$15,000	\$10,000	\$15,000.00
Capital Fund Advances					
<b>Projected Cash Disbursements</b>	<b><u>\$4,666,491</u></b>	<b><u>\$3,210,000</u></b>	<b><u>\$3,140,000</u></b>	<b><u>\$3,270,000</u></b>	<b><u>\$3,825,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
<b>MONEY MARKET/ SAVINGS</b>	<b>\$3,688,006</b>	<b>\$4,450,962</b>	<b>\$4,217,812</b>	<b>\$2,005,327</b>	<b>\$6,060,024</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,006</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>	<b><u>\$50,007</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$3,738,012</b>	<b>\$4,500,969</b>	<b>\$4,267,819</b>	<b>\$2,055,334</b>	<b>\$6,110,031</b>



TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2013

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<b><u>CAPITAL CONSTRUCTION 1994-95</u></b>						
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>
<b><u>CAPITAL CONSTRUCTION 2000-2001</u></b>						
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>
<b><u>CAPITAL CONSTRUCTION 2002-2009</u></b>						
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>441,989</u>	<u>0</u>	<u>441,989</u>	<u>164,011</u>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE - MAY 1, 2013</u></b>						
Campus Master Plan Money Market	50,397					
Cash in time Deposits	<u>991,773</u>					
		<u>\$1,042,170</u>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility					0	
Savings Reimburse Advance from Operat					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					<u>0</u>	
<b><u>CASH BALANCE -MAY 31, 2013</u></b>						
Campus Master Plan Money Market					50,406	
Cash in Time Deposits					<u>1,122,370</u>	
		<u>\$130,606</u>				<u>\$1,172,776</u>
<b><u>CASH RECEIPTS</u></b>						
County Payment - Campus Master Plan	0					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	88					
Investment Income - CMP	9					
Chargeback Revenue	<u>130,509</u>					

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-38**

**ADOPTION OF THE PROPOSED 2013-2014 OPERATING BUDGET**

**WHEREAS**, a proposed operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2013 through August 31, 2014 has been presented to the Board of Trustees of Tompkins Cortland Community College pursuant to Section 6306 of the Education Law, be it therefore

**RESOLVED**, that an operating budget in the amount of \$38,307,435 for the fiscal year September 1, 2013 through August 31, 2014 is adopted pursuant to Section 6306 of the Education Law, and be it further

**RESOLVED**, that the Clerk of the Board of Trustees will forward certified copies of the resolution to the Cortland County Legislature, the Tompkins County Legislature, and the State University of New York for their approval.

**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** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20<sup>th</sup> day of June 2013 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 20<sup>th</sup> day of June 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**Tompkins Cortland Community College**  
**2013-2014 Proposed Operating Budget**



**Operating  
Budget  
Proposal**

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**2013-2014**

**Board of Trustees**

Elizabeth Burns, Chair

Roxann Buck

Ray Dalton

John Daniels

Judy Davison

Dammi Herath

Matthew McSherry

Raymond Schlather

Jacqueline Matza, Student Trustee

Carl E. Haynes, President

**May 2013**

**Board Liaisons**

Michael Lane

Anthony Pace

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## **HIGHLIGHTS**

### **Appropriations**

The College's proposed spending plan for 2013-2014 is 2.19% greater than the approved 2012-2013 budget, which increased by 4.4% over the preceding year. Personnel and fringe benefits comprise 75.1% of the College's budget. There are expenditures for equipment amounting to \$252,101 or about .7% of total appropriations. Contractual expenses of \$9,298,142 are increasing by 8.5% and comprise 24.3% of the College operating budget. 48.5% of the total contractual expenditures, or \$4,510,040, are tuition offsets.

### **Personnel Services**

Total wages show a decrease of .83% over the prior year approved budget.

**Because employee contract negotiations are currently in process the amount budgeted for personnel service does not include wage increases at the present time.**

### **Equipment**

The College would like to reach a goal of 2% of its operating budget to support equipment needs. Currently \$252,101 (.7% of the operating budget) is committed for equipment in the 2013-2014 budget. Additional funding for equipment will be available from the TC3 Foundation.

### **Contractual Expenses**

The 2013-2014 contractual expenses will increase by 728,360 or 8.5% from the prior year level. The increase in spending is primarily due to a significant increase in our Concurrent Enrollment program as well as normal increases in contractual service agreements.

### **Employee Benefits**

The overall budgeted costs for employee benefits are increasing by \$154,016 or 1.88% in 2013-2014.

### **Revenues**

Basic State aid per FTE for 2013-2014 will be \$2,422 per FTE, which is an increase of \$150 from \$2,272 in 2012-2013.

The projected enrollment for 2012-2013 is 3,910 and the projection for 2013-2014 is 3,968.

We are proposing a \$150 increase in full-time tuition (\$4,300/year) and a \$5 per credit hour increase in part-time tuition (\$152/credit).

The total increase projected for tuition and fee revenue of \$604,372 or 3.19% is driven by enrollment as well as the tuition rate increases.

**ANALYSIS OF BUDGET CHANGES  
APPROPRIATIONS AND REVENUES**

<b>APPROPRIATIONS BY FUNCTION</b>	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>COLLEGE REQUEST 2013-2014</b>	<b>2012-2013 BUDGET VERSUS 2013-2014 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
Instruction	\$17,516,244	\$18,117,399	\$18,730,239	\$612,840	3.38%
Academic Support	\$2,401,358	\$2,562,550	2,709,700	\$147,150	5.74%
Library	\$781,778	\$765,609	781,018	\$15,409	2.01%
Student Service	\$5,417,524	\$5,684,149	5,723,322	\$39,172	0.69%
Operation and Maintenance of Plant	\$4,100,173	\$4,262,362	4,230,496	(\$31,866)	-0.75%
Institutional Support	\$2,225,165	\$2,556,764	2,503,469	(\$53,296)	-2.08%
General Institutional Services	\$3,126,198	\$3,538,251	3,629,192	\$90,941	2.57%
<b>Total Appropriations</b>	<b>\$35,568,440</b>	<b>\$37,487,084</b>	<b>\$38,307,435</b>	<b>\$820,351</b>	<b>2.19%</b>
<b>APPROPRIATIONS BY OBJECT OF EXPENSE</b>					
Personal Services	\$20,013,970	\$20,593,364	\$20,421,787	(\$171,577)	-0.83%
Equipment	\$144,213	\$142,549	\$252,101	109,552	76.85%
Contractual Expenses	\$7,710,560	\$8,569,782	\$9,298,142	728,360	8.50%
Employee Benefits	\$7,699,697	\$8,181,389	\$8,335,405	154,016	1.88%
<b>Total Appropriations</b>	<b>\$35,568,440</b>	<b>\$37,487,084</b>	<b>\$38,307,435</b>	<b>\$820,351</b>	<b>2.19%</b>
<b>REVENUES</b>					
Tuition/Fees	\$18,590,457	\$18,928,324	\$19,532,696	\$604,372	3.19%
New York State	8,669,975	9,456,325	9,918,789	462,464	4.89%
Local Sponsors	4,254,915	4,297,464	4,426,388	128,924	3.00%
Appropriated Cash Surplus	150,000	0	0	0	0.00%
Charges to Other Counties	3,530,546	4,086,000	3,709,800	(376,200)	-9.21%
Other Revenues	532,189	718,971	719,762	791	0.11%
<b>Total Revenues</b>	<b>\$35,728,082</b>	<b>\$37,487,084</b>	<b>\$38,307,435</b>	<b>\$820,351</b>	<b>2.19%</b>

**INSTRUCTION**

Instruction expenses are budgeted to increase \$612,840 or 3.38%.

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits are budgeted to decrease (.33)%. This reflects a decrease in adjunct teaching costs due to lower enrollment as well as expected health insurance and retirement contribution increases.

**Equipment**

The equipment requests of \$3,718 includes upgrades to EMT training equipment as well as furniture replacements in Communication classrooms.

**Contractual Expenses**

Contractual expense increases are primarily due to the concurrent enrollment tuition offsets.

**ACADEMIC SUPPORT**

Academic Support expenses are budgeted to increase \$147,150 or 5.74%

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits are increasing by \$69,425. This increase reflects prior year staff changes and expected health insurance and retirement contribution increases.

**Equipment**

The equipment request of \$145,840 is primarily for computer upgrades and replacement items across campus classrooms.

**Contractual Expenses**

Contractual expenses are increasing \$3,160 or 1.16%.

**LIBRARIES**

Library expenses are budgeted to increase \$15,409 or 2.01%.

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits is increasing \$8,521. This increase reflects reorganizing of staffing, and expected health insurance and retirement contribution increases.

**Equipment**

There are no additional equipment requests from library support services.

**Contractual Expenses**

Contractual expenses in the Library are increasing by \$6,888 or 4.16%.



**BUDGET REQUIREMENTS**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>COLLEGE REQUEST 2013-2014</b>	<b>2012-2013 BUDGET VERSUS 2013-2014 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
<b>Instruction</b>					
Personal Services	\$9,630,791	\$9,789,981	\$9,668,597	(\$121,384)	-1.24%
Equipment	\$22,330	\$0	\$3,718	3,718	100.00%
Contractual Expenses	\$4,139,713	\$4,444,993	\$5,098,607	653,614	14.70%
Employee Benefits	3,723,410	3,882,425	3,959,317	76,892	1.98%
<b>Total Instruction</b>	<b>17,516,244</b>	<b>18,117,399</b>	<b>18,730,239</b>	<b>612,840</b>	<b>3.38%</b>
<b>Academic Support</b>					
Personal Services	1,559,191	1,587,807	1,646,214	58,407	3.68%
Equipment	39,593	71,275	145,840	74,565	104.62%
Contractual Expenses	199,758	272,660	275,820	3,160	1.16%
Employee Benefits	602,816	630,808	641,826	11,018	1.75%
<b>Total Academic Support</b>	<b>2,401,358</b>	<b>2,562,550</b>	<b>2,709,700</b>	<b>147,150</b>	<b>5.74%</b>
<b>Libraries</b>					
Personal Services	442,505	429,489	433,595	4,106	0.96%
Equipment	10,915	0	0	0	0.00%
Contractual Expenses	157,279	165,491	172,379	6,888	4.16%
Employee Benefits	171,079	170,629	175,044	4,415	2.59%
<b>Total Libraries</b>	<b>\$781,778</b>	<b>\$765,609</b>	<b>\$781,018</b>	<b>\$15,409</b>	<b>2.01%</b>

**STUDENT SERVICES**

Student Services are budgeted to increase \$39,172 or .69%.

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits are increasing by 3,136. This increase reflects expected health insurance and retirement contribution increases.

**Equipment**

Equipment request of \$3,800 is for chairs and equipment replacement.

**Contractual Expenses**

Contractual expenses are increasing \$32,236 or 2.34%. This increase is attributable to increase in Global program tuition offsets

**MAINTENANCE AND OPERATION OF PLANT**

Maintenance and Operation of Plant expenses are budgeted to decrease \$31,866 or (.75)%.

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits are increasing by \$12,137. This increase reflects expected health insurance and retirement contribution increases.

**Equipment**

Equipment request of \$5,500 is for replcement of security camera server.

**Contractual Expenses**

Budgeted contractual expenses are decreasing \$49,503 or (4.56)%. This decrease is primarily related to utility savings.

**GENERAL ADMINISTRATION**

General Administration expenses are budgeted to decrease \$53,296 or (2.08)%.

**Personal Services and Employee Benefits**

Personal Services and Employee Benefits are decreasing by \$60,001. This decrease reflects a decrease over 2012-2013 in the amount budgeted for promotions and upgrades .

**Equipment**

No additional equipment has been requested.

**Contractual Expenses**

Contractual expenses in the administrative area are increasing 6,705 or 2.05%. This reflects contractual service agreement increases for legal, audit, insurnace and payroll.

**GENERAL INSTITUTIONAL SERVICES**

General Institutional Services are budgeted to increase \$90,941 or 2.57%.

**Personal Services and Employee Benefits**

Decrease of \$6,288 in Personal Services and Employee Benefits is due to reductions in overtime.

**Equipment**

The equipment request of \$93,243 is primarily for administrative computer system upgrades and replacement items across campus.

**Contractual Expenses**

Budgeted contractual expenses in the area of General Institutional Services are increasing by \$75,260 or 8.41%. This increase is primarily due to an increase in services for special needs students.

**BUDGET REQUIREMENTS (CONTINUED)**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>COLLEGE REQUEST 2013-2014</b>	<b>2012-2013 BUDGET VERSUS 2013-2014 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
<b>Student Services</b>					
Personal Services	\$3,013,789	\$3,075,756	\$3,057,493	(\$18,263)	-0.59%
Equipment	0	0	3,800	3,800	0.00%
Contractual Expenses	1,238,558	1,379,482	1,411,718	32,236	2.34%
Employee Benefits	1,165,177	1,228,911	1,250,311	21,399	1.74%
<b>Total Student Services</b>	<b>5,417,524</b>	<b>5,684,149</b>	<b>5,723,322</b>	<b>39,172</b>	<b>0.69%</b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,325,978	2,273,617	2,272,128	(1,489)	-0.07%
Equipment	9,672	0	5,500	5,500	0.00%
Contractual Expenses	865,264	1,085,476	1,035,973	(49,503)	-4.56%
Employee Benefits	899,259	903,269	916,895	13,626	1.51%
<b>Total Maintenance and Operation of Plant</b>	<b>4,100,173</b>	<b>4,262,362</b>	<b>4,230,496</b>	<b>(31,866)</b>	<b>-0.75%</b>
<b>General Administration</b>					
Personal Services	1,384,138	1,596,050	1,519,971	(76,079)	-4.77%
Equipment	0	0	0	0	0.00%
Contractual Expenses	305,898	326,631	333,336	6,705	2.05%
Employee Benefits	535,129	634,083	650,162	16,078	2.54%
<b>Total General Administration</b>	<b>2,225,165</b>	<b>2,556,764</b>	<b>2,503,469</b>	<b>(53,296)</b>	<b>-2.08%</b>
<b>General Institutional Services</b>					
Personal Services	1,657,578	1,840,664	1,823,789	(16,875)	-0.92%
Equipment	61,703	71,274	93,243	21,969	30.82%
Contractual Expenses	804,090	895,049	970,309	75,260	8.41%
Employee Benefits	602,827	731,264	741,851	10,587	1.45%
<b>Total General Institutional Services</b>	<b>\$3,126,198</b>	<b>\$3,538,251</b>	<b>\$3,629,192</b>	<b>\$90,941</b>	<b>2.57%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$35,568,440</b>	<b>\$37,487,084</b>	<b>\$38,307,435</b>	<b>\$820,351</b>	<b>2.19%</b>

## **TUITION**

Full-time tuition will increase \$150 to \$4,300 and part-time tuition will increase \$5 per credit hour to \$152 per credit hour. Enrollment is budgeted at 3,963FTEs, which is 52 FTE's higher than our projections for 2012-2013 enrollment. This is an approximately 1.3% increase in enrollment. In total we expect tuition and fee revenue to increase by \$604,372 or 3.19% .

## **GOVERNMENT APPROPRIATIONS**

### **New York State Operating Assistance**

Total budgeted State aid is increasing \$462,464 over the 2012-2013 budget. Total State aid for 2013-2014 represents 26.4% of net appropriations, which is comparable to 25.7% in 2012-2013 and 25.2% in 2011-2012. The State Aid rate for 2013-2014 of \$2,422 is a \$150/FTE increase from prior year budgeted state aid.

### **Local Sponsors**

A 3% increase in sponsor funding is being requested with the 2013-2014 operating budget. The sponsor support level for 2013-2014 will be 11.8% of the total net operating budget compared to 11.7% in 2012-2013 and 12.0% in 2011-2012.

### **Appropriated Cash Surplus**

There will be no appropriation from cash surplus in the 2013-2014 budget.

### **Charges to Other Counties**

Our projected chargeback rate of \$2,290 for 2013-2014 is an increase from \$2,280 in 2012-2013.

## **OTHER REVENUES**

Other revenues are increasing \$791 or .11% from the 2012-2013.

**BUDGET REQUIREMENTS (CONTINUED)**

<b>BUDGET RESOURCES</b>	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>COLLEGE REQUEST 2013-2014</b>	<b>2012-2013 BUDGET VERSUS 2013-2014 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
<b>Tuition &amp; Fees</b>					
Fall & Spring	\$15,164,950	\$15,300,367	\$15,262,715	(\$37,652)	-0.25%
Winter	\$5,577	\$0	\$45,500	\$45,500	0.00%
Summer	1,121,727	1,141,457	1,573,851	432,394	37.88%
Nonresident Tuition	1,225,896	1,286,500	1,268,500	(18,000)	-1.40%
Student Fee Revenue	1,072,307	1,200,000	1,382,130	182,130	15.18%
<b>Total Tuition &amp; Fees</b>	<b>\$18,590,457</b>	<b>\$18,928,324</b>	<b>\$19,532,696</b>	<b>\$604,372</b>	<b>3.19%</b>
<b>Government Appropriations</b>					
New York State	\$8,669,975	\$9,456,325	\$9,918,789	\$462,464	4.89%
Local Sponsors	4,254,915	4,297,464	4,426,388	128,924	3.00%
Appropriated Cash Surplus	150,000	0	0	0	0.00%
Charges to Other Counties	3,530,546	4,086,000	3,709,800	(376,200)	-9.21%
<b>Total Government Appropriations</b>	<b>\$16,605,436</b>	<b>\$17,839,789</b>	<b>\$18,054,977</b>	<b>\$215,188</b>	<b>1.21%</b>
<b>Other Revenues</b>					
Service Fees	\$152,139	\$151,645	\$130,865	(\$20,780)	-13.70%
Interest Earnings	6,957	5,100	6,000	900	17.65%
Rental of Real Property	34,684	15,000	23,000	8,000	53.33%
Café Commissions	20,000		45,000	45,000	0.00%
Contract Courses	54,554	105,000	115,000	10,000	9.52%
Noncredit Tuition	76,087	259,436	213,700	(45,736)	-17.63%
Grant Offsets	147,652	134,178	136,033	1,855	1.38%
Unclassified Revenues	40,116	48,612	50,164	1,552	3.19%
<b>Total Other Revenues</b>	<b>\$532,189</b>	<b>\$718,971</b>	<b>\$719,762</b>	<b>\$791</b>	<b>0.11%</b>
<b>Total Revenues</b>	<b>\$35,728,082</b>	<b>\$37,487,084</b>	<b>\$38,307,435</b>	<b>\$820,351</b>	<b>2.19%</b>

**TABLE I**

<b>EMPLOYEE BENEFITS</b>	<b>ACTUAL 2011-2012</b>	<b>BUDGET 2012-2013</b>	<b>COLLEGE REQUEST 2013-2014</b>	<b>2012-2013 BUDGET VERSUS 2013-2014 REQUEST</b>	
				<b>INCREASE (DECREASE)</b>	<b>PERCENT VARIANCE</b>
Retirement Incentives	343,873	200,000	100,000	(100,000)	-50.00%
State Employee's Retirement	1,006,960	1,180,041	1,244,250	64,209	5.44%
State Teacher's Retirement	227,350	250,000	266,500	16,500	6.60%
Optional Retirement Fund	1,079,221	1,200,000	1,117,716	(82,284)	-6.86%
Disability Insurance	9,377	13,000	14,300	1,300	10.00%
Social Security	1,505,955	1,544,348	1,529,214	(15,134)	-0.98%
Workers Compensation	148,734	160,000	168,000	8,000	5.00%
Life Insurance	8,773	10,000	10,000	0	0.00%
Unemployment Insurance	58,376	35,000	23,000	(12,000)	-34.29%
Misc Employee Benefits	113,718	110,000	110,000	0	0.00%
Hospital and Medical Insurance	3,030,104	3,254,000	3,563,130	309,130	9.50%
Employee Tuition Benefits	112,256	165,000	124,295	(40,705)	-24.67%
Accrued Vacation Benefits	55,000	60,000	65,000	5,000	8.33%
<b>Total Employee Benefits</b>	<b>\$7,699,697</b>	<b>\$8,181,389</b>	<b>\$8,335,405</b>	<b>\$154,016</b>	<b>1.88%</b>

**Health Insurance** Includes a 9.5% increase in health insurance.

**Retirement** 10% average increase in retirement rates.

**Retirement Incentives** Reduction in retirement incentive payouts.

**Employee Tuition Benefits** Reflects current utilization.

**TABLE II  
REVENUE HISTORY**

**STUDENT TUITION ( This includes Technology Fee revenue & Non-Resident Tuition)**

YEAR	STUDENT REVENUE	% OF NET REVENUE	FULL-TIME PER FTE	PART-TIME PER CREDIT	\$ Increase/FTE		10 yr avg
					Full-time	Increase %	
04-05	\$9,462,200	41.2%	\$2,950	\$115.00	\$150	<b>5.36%</b>	
05-06	\$11,726,878	46.6%	\$3,100	\$120.00	\$150	<b>5.08%</b>	
06-07	\$12,812,400	47.3%	\$3,200	\$124.00	\$100	<b>3.23%</b>	
07-08	\$13,924,159	47.2%	\$3,325	\$128.00	\$125	<b>3.91%</b>	
08-09	\$15,440,297	48.9%	\$3,440	\$132.00	\$115	<b>3.46%</b>	
09-10	\$17,570,247	51.3%	\$3,580	\$135.00	\$140	<b>4.07%</b>	
10-11	\$17,500,594	51.2%	\$3,760	\$139.00	\$180	<b>5.03%</b>	
11-12	\$18,590,457	52.8%	\$3,950	\$143.00	\$190	<b>5.05%</b>	
12-13P	\$18,328,725	51.0%	\$4,150	\$147.00	\$200	<b>5.06%</b>	
13-14B	\$19,532,696	52.0%	\$4,300	\$152.00	\$150	<b>3.61%</b>	<b>4.83%</b>

**STATE AID**

YEAR	GROSS	PER FTE	% OF NET REVENUE	\$ Increase/FTE		10 yr avg
				State Aid	Increase %	
04-05	\$6,813,150	\$2,198	29.7%	-\$142	<b>-6.08%</b>	
05-06	\$7,271,760	\$2,350	28.9%	\$152	<b>6.93%</b>	
06-07	\$8,048,925	\$2,525	29.7%	\$175	<b>7.45%</b>	
07-08	\$8,695,875	\$2,675	29.5%	\$150	<b>5.94%</b>	
08-09	\$9,425,953	\$2,675	29.8%	\$0	<b>0.00%</b>	
09-10	\$9,492,509	\$2,545	27.7%	-\$130	<b>-4.86%</b>	
10-11	\$9,124,623	\$2,260	26.7%	-\$285	<b>-11.20%</b>	
11-12	\$8,669,975	\$2,122	24.6%	-\$138	<b>-6.11%</b>	
12-13P	\$9,389,013	\$2,272	26.1%	\$150	<b>7.07%</b>	
13-14B	\$9,918,789	\$2,422	26.4%	\$150	<b>6.60%</b>	<b>1.93%</b>

**SPONSOR CONTRIBUTION**

	SPONSOR		INCREASE		CHARGES TO OTHER COUNTY'S	NON-RESIDENT TUITION	% OF NET* REVENUE	CHARGEBACK RATE	10 yr avg
	CASH	PER FTE	\$	%					
04-05	\$3,431,250	\$1,107	\$0	0.00%	\$1,764,000	\$ 741,755	128.1%	\$1,960	
05-06	\$3,568,500	\$1,147	\$137,250	4.00%	\$2,169,507	\$ 743,470	25.8%	\$2,000	
06-07	\$3,746,925	\$1,175	\$178,425	5.00%	\$2,508,000	\$ 889,303	26.4%	\$2,290	
07-08	\$3,934,271	\$1,140	\$187,346	5.00%	\$2,724,000	\$ 1,277,696	26.9%	\$2,350	
08-09	\$4,130,995	\$1,139	\$196,724	5.00%	\$3,327,229	\$ 1,554,823	26.2%	\$2,400	
09-10	\$4,254,915	\$1,073	\$123,920	3.00%	\$3,359,477	\$ 1,284,266	26.9%	\$2,390	
10-11	\$4,254,915	\$1,045	\$0	0.00%	\$3,298,807	\$ 855,113	25.5%	\$2,000	
11-12	\$4,254,915	\$1,064	\$0	0.00%	\$3,530,546	\$ 1,225,896	25.9%	\$2,040	
12-13P	\$4,297,464	\$1,099	\$42,549	1.00%	\$3,693,600	\$ 1,114,275	26.0%	\$2,280	
13-14B	\$4,426,388	\$1,115	\$128,924	3.00%	\$3,709,800	\$ 1,268,500	25.2%	\$2,290	<b>2.60%</b>

\*This column represents total Local Share which includes Gross Sponsor Contribution , Charges to Other Counties and Non Resident tuition and other revenues

TABLE III

**COST PER FTE  
TC3 AND SUNY COMMUNITY COLLEGES**

Year	FTE TC3	Expenditures Gross TC3	Gross Cost		Gross Cost Per FTE SUNY Comm. Colleges		Expenditures Net TC3	Net Cost	
			Per FTE TC3	% Change	% Change	Per FTE TC3		% Change	
91-92	2,125	\$11,292,888	\$5,315	4.9	\$5,650	8.6	\$10,708,786	\$5,040	4.9
92-93	2,033	\$12,155,065	\$5,979	12.5	\$5,782	2.3	\$11,795,089	\$5,802	15.1
93-94	2,303	\$13,016,195	\$5,652	(5.5)	\$6,107	5.6	\$12,548,748	\$5,449	(6.1)
94-95	2,294	\$13,888,337	\$6,054	7.1	\$6,490	6.3	\$13,386,108	\$5,836	7.1
95-96	2,104	\$13,771,002	\$6,545	8.1	\$6,452	(0.6)	\$13,272,525	\$6,308	8.1
96-97	2,003	\$13,995,466	\$6,986	6.7	\$6,702	3.9	\$13,464,368	\$6,721	6.5
97-98	2,086	\$14,511,364	\$6,957	(0.4)	\$6,865	2.4	\$13,911,448	\$6,669	(0.8)
98-99	2,211	\$15,296,547	\$6,919	(0.5)	\$7,156	4.2	\$14,425,063	\$6,525	(2.2)
99-00	2,325	\$16,124,021	\$6,935	0.2	\$7,324	2.3	\$15,394,545	\$6,621	1.5
00-01	2,378	\$17,361,414	\$7,300	5.3	\$7,460	1.9	\$16,569,275	\$6,967	5.2
01-02	2,637	\$18,424,400	\$6,987	(4.3)	\$7,392	(0.9)	\$17,590,284	\$6,670	(4.3)
02-03	2,917	\$20,689,720	\$7,093	1.5	\$7,459	0.9	\$19,624,493	\$6,728	0.9
03-04	2,955	\$22,580,000	\$7,641	9.4	\$7,801	4.6	\$21,231,950	\$7,185	7.7
04-05	3,100	\$23,354,350	\$7,534	(1.4)	\$8,120	4.1	\$22,048,849	\$7,113	(1.0)
05-06	3,110	\$25,389,946	\$8,164	8.4	\$8,469	4.3	\$24,727,988	\$7,951	11.8
06-07	3,189	\$27,641,821	\$8,668	6.2	\$8,913	5.2	\$27,008,457	\$8,469	6.5
07-08	3,451	\$29,964,194	\$8,683	0.2	\$9,066	1.7	\$29,168,050	\$8,452	(0.2)
08-09	3,626	\$32,280,306	\$8,902	2.5	\$9,028	(0.4)	\$31,593,228	\$8,713	3.1
09-10	3,967	\$34,566,676	\$8,712	(2.1)	\$8,739	(3.2)	\$33,887,749	\$8,542	(2.0)
10-11	3,953	\$34,519,303	\$8,732	0.2	\$8,995	2.9	\$33,888,634	\$8,573	0.4
11-12	4,000	\$35,568,440	\$8,893	1.8	\$9,342	3.9	\$34,912,498	\$8,729	1.8
12-13P	3,910	\$36,655,986	\$9,375	5.4			\$35,958,802	\$9,196	5.4
13-14B	3,968	\$38,307,435	\$9,654	3.0			\$37,587,673	\$9,473	3.0

P-Projected Actual

B-Budgeted

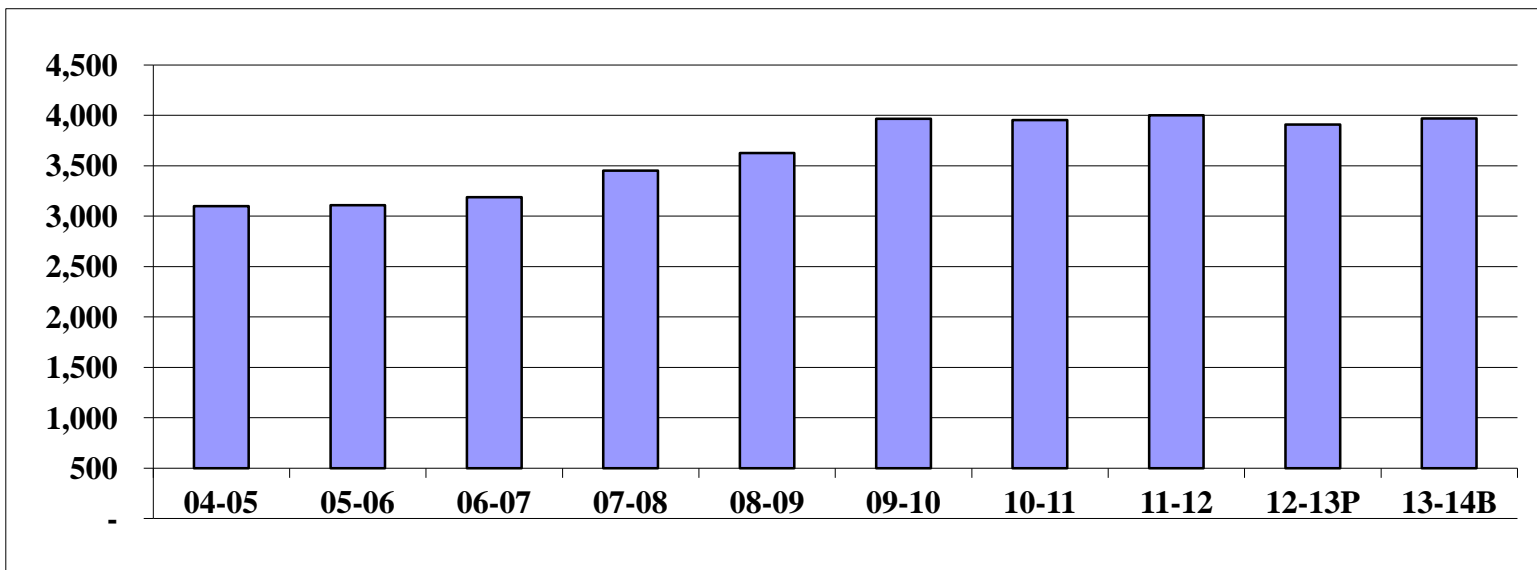
Net Expenditures=Gross Expenditures - Other Revenues

SUNY represents 30 upstate community colleges



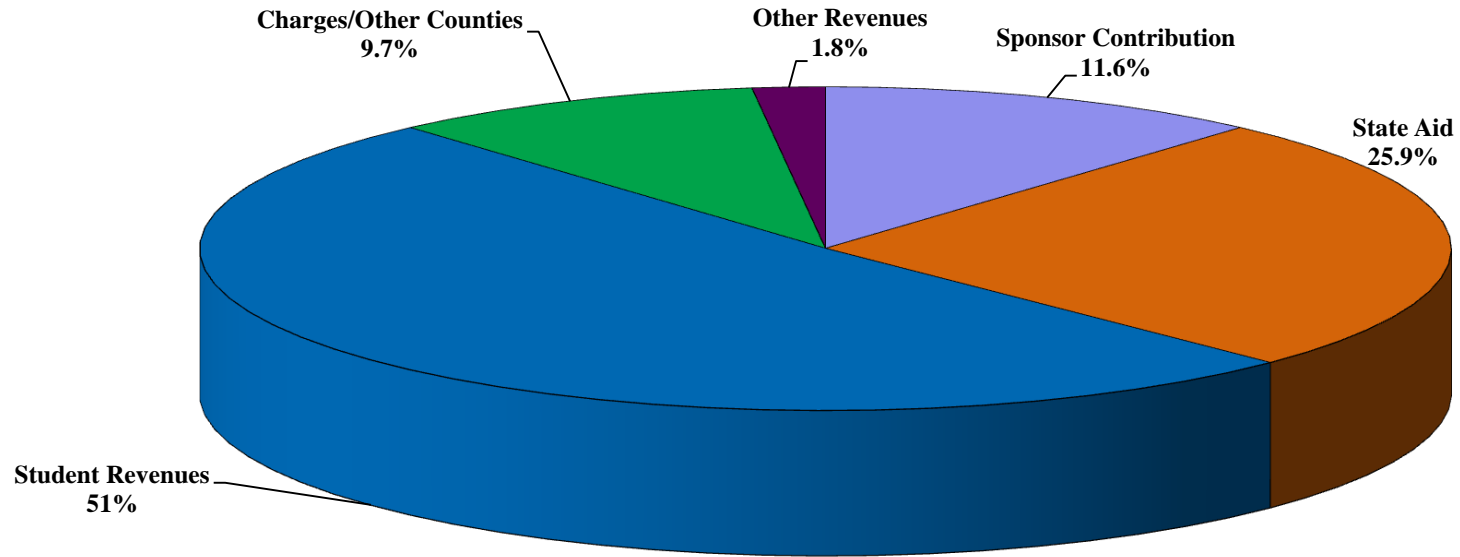
# Chart I

## Student Enrollment Full-Time Equivalent (FTE)



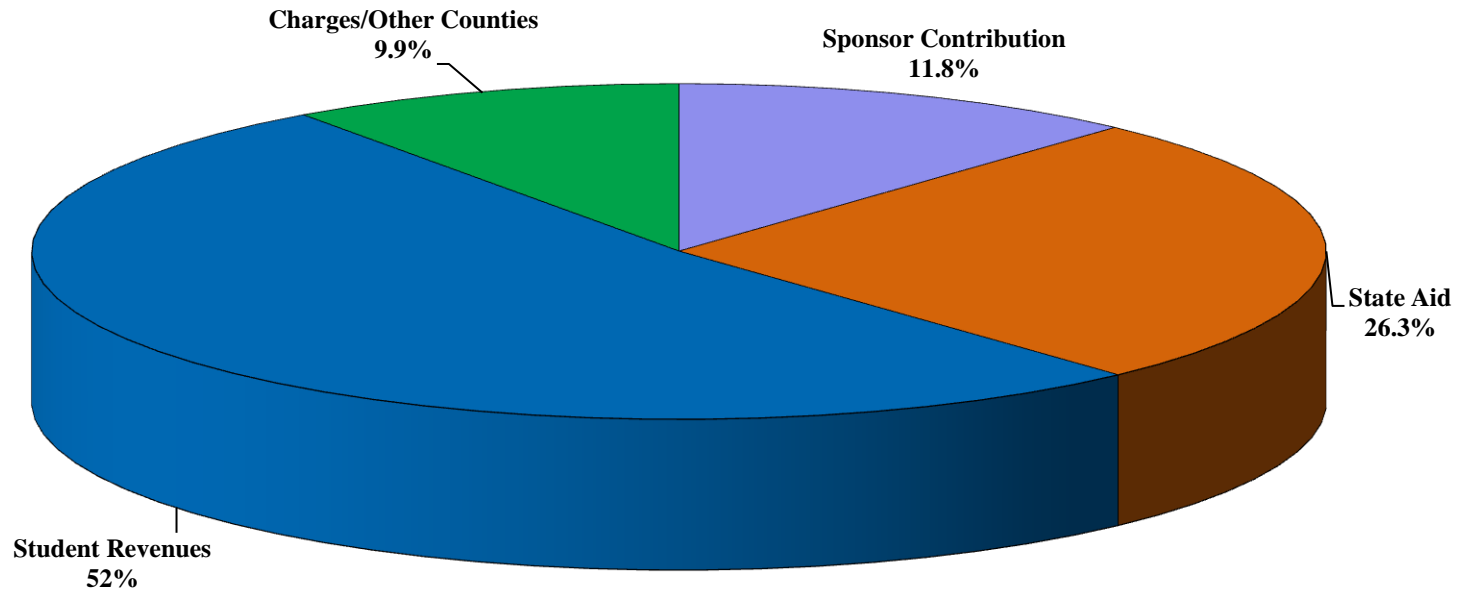
# Chart II

## 2013-2014 Percent Gross Revenues By Source



# Chart III

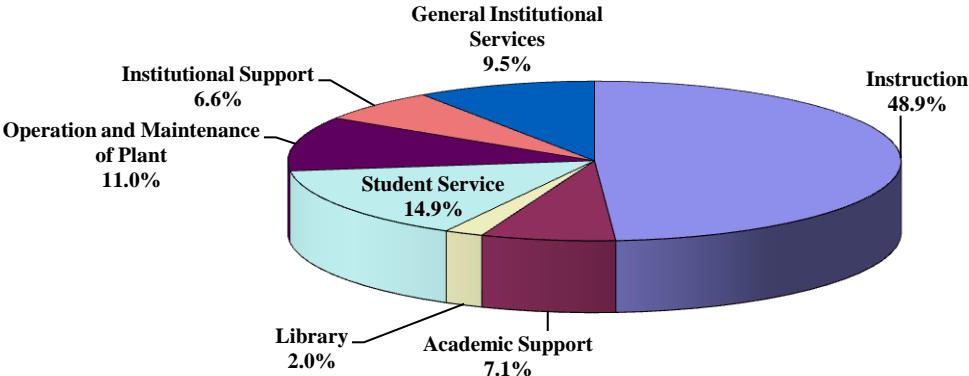
## 2012-2013 Percent Net Revenues\* By Source



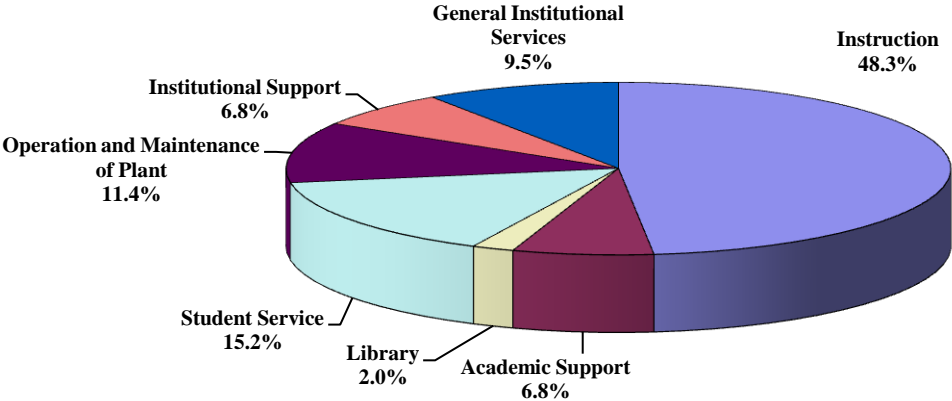
# Chart IV

## Appropriations - Percent by Function

2013-2014



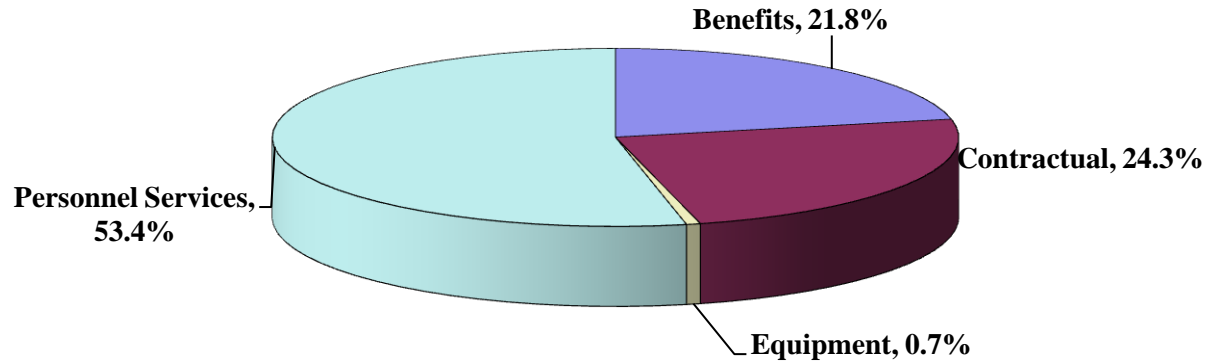
2012-2013



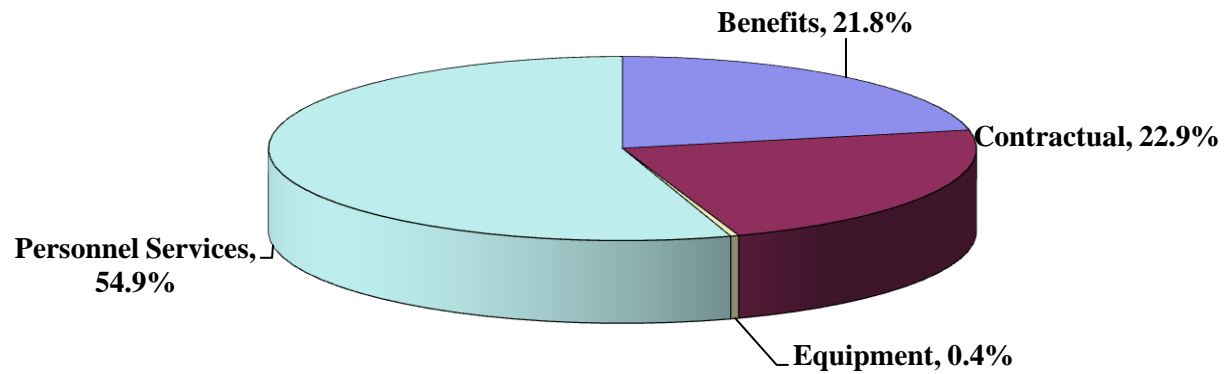
# Chart V

## Appropriations - Percent by Object

**2013-2014**



**2012-2013**





**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2013-2014  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Tuition -	New York State residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$4,300.00
	Part-Time (per credit hour)	\$152.00
Tuition -	New York State residents who are not a resident of the sponsorship area and do <u>not</u> present a Certificate of Residence:	
	Full-Time (per academic year)	\$8,900.00
	Part-Time (per credit hour)	\$314.00
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	\$8,900.00
	Part-Time (per credit hour)	\$314.00
Tuition -	Auditing a Course (per credit hour)	\$152.00
	Non-Resident and Out-of-State	\$314.00
Off Semester, Off Hours, Off Campus Tuition (per credit hour):	Web-Based Courses	\$152.00
Tuition Deposits-	Full-Time	\$50.00
	Part-Time	-0-

The following fees are charged only to those who receive the services rendered (fees are nonrefundable):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Transcript Fee	\$ 8.00	Transcript	Online Request – Paper
	\$ 7.00	Transcript	Online Request – Electronic
	\$ 15.00	Transcript	Manual Request and Payment
	\$ 25.00	Transcript	Emergency Service
Application Fee	\$ 15.00	Application	Begin Admissions Process
International Application Fee	\$ 50.00	Application	Begin Admissions Process
Technology Service Fee	\$ 15.00	Credit	Technology Services
Web Course Fee	\$ 6.00	Credit	Technology Services
Course Fee			
BIOL116	\$3,100.00	Student	Course Travel
BUAD207	\$ 50.00	Student	Licensing Fee
BUAD249	\$4,500.00	Student	Course Travel
BUAD264	\$ 50.00	Student	Licensing Fee
COMM235	\$ 150.00	Student	Lab Fee

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2013-2014  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

**Service Fees (Continued):**

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Course Fee (continued)			
COMM240	\$5,300.00	Student	Course Travel
COMM249	\$3,200.00	Student	Course Travel
ENGL250	\$2,400.00	Student	Course Travel
HLTH205	\$ 35.00	Student	Red Cross Fee
HLTH216	\$1,800.00	Student	Course Travel
HRMG220	\$4,700.00	Student	Course Travel
NURS102	\$ 25.00	Student	Lab Fee
NURS110	\$ 400.00	Student	Course Materials
NURS225	\$ 38.00	Student	Exam Fee
PSED160	\$ 10.00	Student	Exam Fee
FITN101	\$ 10.00	Student	Red Cross Fee
FITN102	\$ 10.00	Student	Red Cross Fee
FITN109	\$ 242.00	Student	Greek Peak
FITN112	\$ 10.00	Student	Red Cross Fee
FITN120	\$ 30.00	Student	Equipment Rental
FITN121	\$ 30.00	Student	Equipment Rental
FITN140	\$ 95.00	Student	Course Equipment/Travel
FITN203	\$ 100.00	Student	Lane Rental - Cortlanes
FITN216	\$ 35.00	Student	Red Cross Fees
RECR110	\$ 35.00	Student	Conference Attendance Fee
RECR/FITN160	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN161	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN163	\$ 30.00	Student	Course Equipment/Travel
RECR/FITN164	\$ 25.00	Student	Course Equipment/Travel
RECR165	\$ 30.00	Student	Course Equipment/Travel
RECR274	\$ 30.00	Student	Course Equipment/Travel
RECR276	\$ 425.00	Student	Course Travel
SOCI149	\$2,300.00	Student	Course Travel
SPAN149	\$2,100.00	Student	Course Travel
WINE120	\$ 180.00	Student	Course Materials
WINE200	\$ 200.00	Student	Course Materials
Late Payment Fee			
Part-Time	\$ 10.00	Student	Acceptance of Late Payment
Full-Time	\$ 20.00	Student	Acceptance of Late Payment
Matriculation Fee	\$ 50.00	Student	Provides for free unofficial transcripts and cost of cap and gown for graduation.



**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2013-2014  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

**Service Fees (Continued):**

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Experiential Credit	\$ 50.00	Evaluation	Portfolio Evaluation
Proficiency Exams	\$ 10.00 \$ 30.00	Credit Minimum	Administration of Exam
		Note: there is an additional charge for the Dante exam	
Nursing Proficiency Exam	\$105.00	Exam	Administration of Exam
Returned Check Charge	\$ 25.00	Occurrence	Processing Returned Check
Library Lost Book Fee	\$ 15.00	Occurrence	Processing Fee for Replacement Book
Library Reserved Materials Late Fines	\$ .25	Hour	
Late Return of Media Equipment	\$ 5.00	Hour	
Resume Preparation	\$ 8.00	Page	Typing and Duplicating
Study Abroad Program Fee	\$200.00	Semester	Administrative Services
Administrative Withdrawal Fee			
Full-Time	\$100.00	Semester	Administrative Services
Part-Time	\$ 10.00	Credit	Administrative Services
Student Non-Credit Fees	Various	Course	

**STATE UNIVERSITY OF NEW YORK  
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2013-2014  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

**OTHER STUDENT FEES AND CHARGES – FSA**

**FSA Fees:**

Activity Fee (includes fitness center membership)

Full Time - \$138 per semester

Part Time - \$9.00 per credit hour

Evening - \$4.50 per credit hour

ID Fee: \$12.00 per semester

**Student Insurance:**

Fall – \$25.00 (annual)

Spring – \$15.00 (semester)

**Student Housing:**

Hall Council Fee - \$10.00 per semester

Room Charge per semester: \$3,500 Building A or B

\$3,950 Building C, D, E, F, or G

\$4,250 10-Month Rate Building C, D, E, F, or G

\$1,600 Summer Semester

Security Deposit: \$250

**Meal Plan:**

5 Meals/Week - \$630/Semester includes \$100 Flex dollars

8 Meals/Week - \$950/Semester includes \$150 Flex dollars (Mandatory for Residential Students)

10 Meals/Week - \$1,090/Semester includes \$150 Flex dollars

12 Meals/Week - \$1,230/Semester includes \$150 Flex dollars

**Health Center:**

Full Time - \$50.00 per semester

Part Time - \$3.30 per credit hour

**Student Health Insurance:**

International (F1) Students, Mandatory - \$78 per month

Domestic Students (enrolled in at least 6 credits), Optional - \$ per year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-37**

**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 20<sup>th</sup> day of June 2013, 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 20<sup>th</sup> day of June 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College  
 Appointment of Personnel  
 June 11, 2013  
 Presented to the Board of Trustees

May 2013

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Fedenko, Deborah	Campus Technology	Receptionist	B	\$33,766.30	05/07/13
Hartwell, Leon	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,739.10	5/20/13 - 8/09/13
Jenes, Eric	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$7,158.00	5/20/13 - 8/14/13
Rozek, Rebecca	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$6,866.10	5/20/13 - 8/14/13
Williams, Heather	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$3,149.52	5/20/13 - 8/09/13
Wyatt, Simon	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,897.20	5/20/13 - 8/09/13
Farah, Fred	RECR 276-MLC6/BIOL 115-MLC6	Adjunct	N/A	\$9,810.00	5/25/13 - 6/02/13
Rossen, Jonathan	ANTH274 M15	Adjunct	N/A	\$9,180.00	5/28/13 - 6/28/13
Weatherby, Gregg	ENGL100 M18 ENGL100 M15, M17	Adjunct	N/A	\$304.95	5/28/2013
Ahmed, Ahmed	CHEM107 M15	Adjunct	N/A	\$4,905.00	5/29/13 - 6/28/13
Almann, Nancy	BUAD215 M15	Adjunct	N/A	\$3,270.00	5/29/13 - 6/28/13
Anderson, Christopher	ESL 103 M16	Adjunct	N/A	\$6,680.00	5/29/13 - 8/02/13
Archer, Pamela	BUAD203 ME58 BUAD203 M15 BUAD203 M25	Adjunct	N/A	\$7,515.00	5/29/13 - 8/02/13
Bartlett, Heather	Independent Study ENGL 100-C19	Adjunct	N/A	\$1,323.00	5/29/13 - 6/28/13
Brown, Stan	MATH200 ME58	Adjunct	N/A	\$3,270.00	5/29/13 - 7/23/13
Buchanan, Patricia	ENGL201 ME58	Adjunct	N/A	\$3,270.00	5/29/13 - 7/23/13
Cambridge, Jessica	ENGL100 M19	Adjunct	N/A	\$2,670.00	5/29/13 - 8/02/13
Carella, Katharina	MATH100 M25 MATH095 ME58	Adjunct	N/A	\$5,845.00	5/29/13 - 8/02/13
Coleman, Cynthia	SOCI205 AL1	Adjunct	N/A	\$3,270.00	5/29/13 - 7/23/13
Cornish, Erin	MATH132 M15	Adjunct	N/A	\$2,670.00	5/29/13 - 6/28/13
Curry, Kerry	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,789.50	5/20/13 - 6/30/13
Davis, Andrew	HLTH126 AL1	Adjunct	N/A	\$950.00	5/29/13 - 6/28/13
DeRado, Dennis	Independent Study SPAN 101-C19	Adjunct	N/A	\$2,352.00	5/29/13 - 6/28/13
Dickerson, Nancy	HUMS110 M15	Adjunct	N/A	\$2,205.00	5/29/13 - 7/23/13
DiMattei, Michael	DRAF118 M15	Adjunct	N/A	\$3,782.50	5/29/13 - 8/02/13
Earley, Bernard	ENGL101 AL3 ENGL101 AL2	Adjunct	N/A	\$6,540.00	5/29/13 - 8/02/13
Eisenberg, Seth	PARA101 AL1	Adjunct	N/A	\$2,646.00	5/29/13 - 8/02/13
Eisenberg, Seth	Independent Study PARA/PARC 101	Adjunct	N/A	\$2,646.00	5/29/13 - 8/02/13
Finegold, Brandon	ESL 103 M17	Adjunct	N/A	\$6,680.00	5/29/13 - 8/02/13
Gaetano, Linda	MATH100 ME58	Adjunct	N/A	\$2,505.00	5/29/13 - 7/23/13
Gammage-Sikora, Gina	SPAN101 IE61	Adjunct	N/A	\$4,905.00	5/29/13 - 7/23/13
Garrighan, Patricia	ENGL204 M15	Adjunct	N/A	\$3,270.00	5/29/13 - 6/28/13
Gillis, Andrew	ART 111 ME58	Adjunct	N/A	\$1,543.50	5/29/13 - 7/23/13
Golden, Joseph	BUAD217 M26 BUAD217 M16 BUAD217 M25	Adjunct	N/A	\$9,180.00	5/29/13 - 8/02/13
Grimm, Mark	COMM111 M15	Adjunct	N/A	\$1,038.63	5/29/13 - 6/28/13
Jung, Ken	HUMN232 AL1	Adjunct	N/A	\$2,205.00	5/29/13 - 8/02/13
Kobre, Michael	BIOL112 M15, M25 BIOL114 AL1	Adjunct	N/A	\$10,900.00	5/29/13 - 8/02/13
Kyle, John	BUAD212 M25 BUAD111 M15, M16	Adjunct	N/A	\$9,810.00	5/29/13 - 8/02/13
Lattimore, Kathy	ENGL101 IE61	Adjunct	N/A	\$882.00	5/29/13 - 7/23/13
Lovelace-Ross, Kristin	MATH200 IE61	Adjunct	N/A	\$3,060.00	5/29/13 - 7/23/13
McCabe, Lindsey	ENGL100 AL2	Adjunct	N/A	\$2,670.00	5/29/13 - 8/02/13
Morris, Kathy	ART 106 M15	Adjunct	N/A	\$3,815.00	5/29/13 - 6/28/13
Parks, Paul	ART 102 M15	Adjunct	N/A	\$2,205.00	5/29/13 - 6/28/13
Price, S. Lee	Administration of EMT Program	Adjunct	N/A	\$2,670.00	5/29/13 - 8/02/13
Richards, David	BUAD201 M16, M25 POSC103 AL1	Adjunct	N/A	\$9,810.00	5/29/13 - 8/02/13
Rogala, Matthew	MATH090 M15	Adjunct	N/A	\$1,764.00	5/29/13 - 6/28/13
Rosekrans, Linda	ENGL100 AL1	Adjunct	N/A	\$3,270.00	5/29/13 - 8/02/13

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Ross, Ronald	BUAD106 M15 BUAD108 M15 BUAD215 M25	Adjunct	N/A	\$8,550.00	5/29/13 - 8/02/13
Rukavena, Peter	BUAD204 M15 BUAD215 ME58	Adjunct	N/A	\$6,120.00	5/29/13 - 6/28/13
Ruoff, Guy	Independent Study HSTY 201-C19	Adjunct	N/A	\$1,323.00	5/29/13 - 6/28/13
Sabol, Zenta	ACCT101 M15	Adjunct	N/A	\$4,360.00	5/29/13 - 6/28/13
Savoie, Raymond	ENGL101 M17 ENGL100 M20	Adjunct	N/A	\$6,120.00	5/29/13 - 8/02/13
Schettino, Joseph	PHSC105 M25 PHSC104 M15	Adjunct	N/A	\$9,810.00	5/29/13 - 8/02/13
Schultz, Shirley	SOCI101 M15	Adjunct	N/A	\$3,270.00	5/29/13 - 6/28/13
Scott, Lory	BIOL104 M15	Adjunct	N/A	\$4,987.50	5/29/13 - 6/28/13
Sewell, Patrick	ENVS102 M15	Adjunct	N/A	\$2,670.00	5/29/13 - 6/28/13
Seyfried, Matthew	ENGL204 AL2 ENGL204 AL1	Adjunct	N/A	\$6,540.00	5/29/13 - 8/02/13
Sheehan, John	GEOG120 M15, M25 HSTY110 AL1	Adjunct	N/A	\$9,180.00	5/29/13 - 8/02/13
Sinclair, Lorraine	ENGL100 M16 ENGL101 M15	Adjunct	N/A	\$6,120.00	5/29/13 - 8/02/13
Sloan, Cindy	SOCI101 AL1 SOCI101 ME58	Adjunct	N/A	\$6,120.00	5/29/13 - 7/23/13
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	\$2,572.50	5/29/13 - 6/28/13
Souchet, Theresa	ESL 103 M19	Adjunct	N/A	\$7,120.00	5/29/13 - 8/02/13
Stone, Kathryn	ENGL101 M16, M18 ENGL100 IE61	Adjunct	N/A	\$8,010.00	5/29/13 - 8/02/13
Strauf, Dale	HLTH126 M15	Adjunct	N/A	\$588.00	5/29/13 - 6/28/13
Svensson, John	Farm to Bistro event/budget planning	Adjunct	N/A	\$1,020.00	5/29/13 - 8/02/13
Tackill, Sherry	ESL 103 M15	Adjunct	N/A	\$7,600.00	5/29/13 - 8/02/13
Tkachuck, Richard	BIOL101 M15	Adjunct	N/A	\$3,815.00	5/29/13 - 6/28/13
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	\$3,060.00	5/29/13 - 7/23/13
Watts, Andrew	COMM210 M15	Adjunct	N/A	\$3,115.00	5/29/13 - 6/28/13
Westlake, Winfield	GEOG120 ME58	Adjunct	N/A	\$3,270.00	5/29/13 - 7/23/13
Whitecraft, Michele	CHEM101 M15	Adjunct	N/A	\$4,905.00	5/29/13 - 6/28/13
Williams, Diane	BIOL105 M25 ASTR101 AL1	Adjunct	N/A	\$8,992.50	5/29/13 - 8/02/13
Yantz, Patricia	ENGL102 AL1, AL2 ENGL103 AL1	Adjunct	N/A	\$9,810.00	5/29/13 - 6/28/13
Zaman, Hanan	ESL 101 M15	Adjunct	N/A	\$6,680.00	5/29/13 - 8/02/13
June 2013					
Millman-Brown, Randy	COMM 240-SLC3	Adjunct	N/A	\$1,425.00	6/02/13 - 6/22/13
Waffner, Marcia	HRMG 220-SLC2	Adjunct	N/A	\$5,636.25	6/02/13 - 6/22/13
Loop, Jill	ENGL100 M15, M17, M18	Adjunct	N/A	\$7,515.00	6/03/13 - 8/02/13
Armitage, Christopher	Campus Technology - Computer Support Associate		1	\$39,285.00	06/05/13
July 2013					
Quick, Raymond	BUAD103 AL1	Adjunct	N/A	\$3,270.00	7/01/13 - 8/02/13
August 2013					
Aiken, Alicia	Counseling, Career & Transfer Services	Counselor	N/A	\$43,461.00	8/15/13 - 5/20/14

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

June 11, 2013

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
William Weber	July 5, 2013	Retirement

FACULTY STUDENT ASSOCIATION









## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Assistant Director of Student  
Activities and the Student Center

**GRADE**

2

**PAGE**

1 of 2

**ORGANIZATIONAL UNIT**

Student Life

**REPORTS TO**

Director of Student Activities  
and the Student Center

**APPROVED BY**

**SUMMARY**

The Assistant Director is responsible for the creation, implementation, and assessment of comprehensive, creative programming funded through the College's student activity fee. The position's main responsibilities are to provide guidance and support for the student programming board, student clubs and organizations, late night programming, student center programming, and leadership workshops. The Assistant Director will work collaboratively to support the mission of the Student Center and Student Activities department and the College.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serves as the primary advisor to the student programming board; recruits and mentors diverse group of students to serve on the programming board; coordinates officer and membership leadership training; guides students in selecting, developing, and executing a diverse array of campus entertainment. Participates as the college representative at programming conferences.
2. Acts as a resource for all student clubs; provides support for clubs to develop diverse, high-quality, fiscally responsible programming; trains club officers to ensure success in their roles as student leaders; explains and upholds adherence to TC3 policies with regard to student club programming.
3. Responsible for programming that supports students in getting connected to co-curricular involvement such as annual student organization fairs, student leadership workshops, inter-club meetings, orientation and events, networking events with peers and alumni, etc.
4. Supervises evening and weekend student activities programming and student center operations including appropriate use of technology.
5. Promotes student involvement in co-curricular activities by utilizing best practices of social media communication and current trends in marketing to reach a broad population of students.
6. Develops and facilitates student leadership programming; collaborates with and provides support for workshops from other campus departments.
7. Recruits, trains, and supervises a diverse student management team that provides support for Student Center operations and develops ongoing programming in the Student Center.
8. Develops and facilitates a variety of civic engagement opportunities for students; works with alumni, local non-profit organizations, and school districts.
9. Assists the Director in creating and fulfilling the vision for the department.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Assistant Director of Student Activities and the Student Center	2	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Student Life	Director of Student Activities and the Student Center	

- 10. Assists the Director with departmental and programmatic assessment.
- 11. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivation, evaluation, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
- 12. Serves on various college committees and performs other duties as assigned.

**SUPERVISION**

Types Supervised (check each category):	Indicate number in each category:
Classified Staff	_____ # of Classified Staff
Administrative	_____ # of Administrative
Faculty	_____ # of Faculty
✓ Adjunct faculty, <b>students</b> , etc.	_____ <b>5-7</b> # of Adj. faculty, <b>students</b> , etc.

**MINIMUM QUALIFICATIONS**

Bachelor's degree with participation in co-curricular activities. Minimum of 2 years of experience in student activities, student leadership, student affairs, or other related field. Demonstrated experience using social media. Demonstrated success in developing and facilitating leadership workshops. Ability to work flexible hours, including evenings and weekends, as determined by programming needs.

**PREFERRED QUALIFICATIONS**

Master's degree in Higher Education, Student Affairs, College Administration, or a related field. Knowledge and application of a variety of leadership and student development theories with demonstrated experience with collaborating across multiple programs and departments.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2012-2013-36**

**EXTENSION OF THE APPOINTMENT OF THE PRESIDENT**

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College has completed annual performance reviews of Dr. Carl E. Haynes for the academic years 2010-2011, 2011-2012, and 2012-2013, and

**WHEREAS**, President Haynes' performance has been found to be more than adequate in accordance with the expectations of the Board of Trustees, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College is pleased to extend President Haynes' contract to August 31, 2018 in accordance with the agreed upon terms, and be it further

**RESOLVED**, that President Haynes' current salary compensation will be adjusted for the fiscal year 2013-2014, and shall be adjusted annually, in accordance with the terms provided other administrative personnel at the College.

**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 20<sup>th</sup> day of June 2013, 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 20<sup>th</sup> day of June 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

TO: Board of Trustees  
FROM: Carl E. Haynes, Ph.D., President  
DATE: June 17, 2013  
SUBJECT: President's Report to the Board

### 2013-2014 BUDGET

We will be submitting our proposed budget for the 2013-2014 fiscal year to the Board of Trustees for approval at our meeting this week on June 20<sup>th</sup>. Also on that date, we will be reviewing our proposed budget with the Cortland County Budget and Finance Committee. Assuming our Board approves, and the Cortland Budget and Finance Committee recommends, it will go before the Cortland Legislature on June 27<sup>th</sup> for their approval. On June 24<sup>th</sup>, the proposed budget will be reviewed by the Tompkins County Budget, Capital & Personnel Committee and, if so recommended, will be presented to the Tompkins County Legislature on July 2<sup>nd</sup> for approval. Again, assuming these approvals, the budget will then be submitted to SUNY for final approval.

### FARM TO BISTRO INITIATIVE

We continue to make substantial progress on the various aspects of our Farm to Bistro initiative, but much also remains to be done. At the Foundation Board meeting on June 4<sup>th</sup>, they unanimously approved two resolutions providing us with additional support in moving forward. Based on a number of revisions to our overall plan and revised preliminary financial pro formas, the Board provided authority to move ahead with grant and sponsorship proposals, arranging for bank financing, and signing a letter of intent with our landlord for the space on Cayuga Street in downtown Ithaca. An additional resolution authorized the spending of up to \$50,000 (from reserves) for design work, branding consulting, and legal work for forming two LLCs, liquor licenses, etc.

Regarding the Farm aspect of this overall initiative, we closed on the additional land purchase in April. While we were not successful in the collaboration with SUNY Cortland in our 2020 grant proposal, we are working closely with Senator Gillibrand's Office on two additional grant proposals – one with the USDA and the other with ARC. Those discussions are underway and seem promising. Joanne Florino was very helpful in making this contact for us.

We are also pursuing an REDC proposal and have received a great deal of encouragement from the local Council officials. Khaki Wunderlich is assisting in developing this proposal and will be attending an orientation/training for this on Tuesday of this week.

Additionally, Sue Stafford and Marcia Waffner have completed a detailed plan for sponsorships for the Culinary Center. After the design and branding work have been completed, we will begin pursuing the submission of proposals. Based on approximately \$5 million in asks, we hope to receive \$1 to \$1.5 million in sponsorships in either actual donations of cash, equipment, or other in-kind services.

We continue to have a close working relationship with our prospective landlord, Ken Schon and his partner. Ken has been very helpful in working with our Culinary Advisory Board in revising the floor plans and space allocation for our Center. We have downsized the restaurant from the original work based on our feasibility study, allocated additional space for the labs and classroom, additional space for events, a small retail store, and a wine tasting room that can serve multiple purposes. Regarding the letter of intent mentioned above, we reached terms on this and should have a draft for our Foundation attorney to review this week.

Overall, we are making steady progress on this major initiative for the College to support our two newly developed degree programs (Sustainable Farming and Food Systems and Culinary Arts) as well as other related existing curricula. I would be happy to address questions at our Board meeting this week and will continue to keep you updated as we progress toward our goal of having our downtown facility open in August of 2014 and our farm operation underway by Spring of 2014.

## OTHER MATTERS

On May 21, we held our Annual Nursing Pinning Ceremony. We honored fifty-eight graduates with 62 percent indicating they have accepted positions in facilities in our local sponsorship area.

On May 22, we held our annual retiree luncheon. This year we had the fewest retirees of recent years, but nevertheless celebrated the retirement of Carmela Compagni, Sal Janke, and John Reynolds for a combined service to the College of more than 72 years.

On May 23rd we held our 44<sup>th</sup> Annual Commencement. This year we recognized 725 members of the class of 2013. This year's commencement speaker was Dr. Randol Contreras, a 1994 graduate of TC3. He is now an Assistant Professor of Sociology at California State University, Fullerton. Dr. Contreras provided an exceptionally well received speech in which he credited TC3 for being instrumental in his education and career. Jackie Matza, Student Trustee, was the student speaker.

On June 5 – 9, I was on a short family vacation.

On June 13, Former Mayor of Syracuse Matt Driscoll, President and CEO of Environmental Facilities Corporation, represented Governor Cuomo and visited TC3 to present and answer questions on the Tax Free NY proposal. Approximately 40 people attended including members of our faculty and staff, local business people, economic development leaders, and two media outlets.

On June 17, Sue and I hosted nearly 60 donors and guests at our home as part of a Foundation sponsored program.

On June 18-19, I attended the Annual Summer NYCCAP Conference where we discussed a wide range of topics including the Tax Free NY proposal and updates from SUNY.

On June 20, we presented our budget to the Cortland County Budget and Finance Committee. Blixy Taetzsch represented us in that presentation.