



## 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, SEPTEMBER 12, 2013  
RONALD W. SPACE 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
  - a. July 18, 2013 – Board of Trustees – Annual Meeting
  - b. July 18, 2013 – Regular Board of Trustees
7. Introduction of New Employees
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
10. 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 – Redesigned Orientation Program – Michelle Nightingale
  - b. Organizational Capacity – Electronic Library Services – Gregg Kiehl
11. 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

12. Information Items:
  - a. Human Resources Updates
  - b. Compliance Report
  - c. Professional Development Report
  
13. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. 2013-2014 Cleaning Supplies Bid Award
  - d. Amended College Forum Bylaws
  
14. Standing Reports:
  - a. College Forum – Mary Sheldon and Corrina Struzick
  - b. Faculty Student Association – Walter Poland
  - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
  - d. Chairperson’s Report – Elizabeth Burns
  - e. Liaison Report (Cortland County) – Anthony Pace
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee’s Report – Cheyenne Gorton
  - h. President’s Report
  
15. Executive Session (to discuss collective bargaining – action to be taken in regular session)
  - a. 2013-2016 Tompkins Cortland Community College Professional Administrators Association Agreement
  
16. Upcoming Events:
  - a. NYCCT Institute and Conference – September 19-21, 2013
  - b. Fall Day – October 11, 2013
  - c. Next Meeting – October 17, 2013
  - d. Board of Trustees Retreat – November 7, 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  
ANNUAL MEETING  
JULY 18, 2013  
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Ray Dalton, Judy Davison, Cheyenne Gorton, Dammi Herath, and Arthur Kuckes

ABSENT: John Daniels, Matt McSherry, and Raymond Schlather

COUNTY  
LIAISONS: Mike Lane

STAFF: John Conners, Susan Dewey, Carl Haynes, Cathy Northrop, Carl Penziul, Walter Poland, Blixy Taetzsch, Jim Turner, and Peter Voorhees

GUESTS: Matt Leader, *The Cortland Standard*

1. **Call to Order:** Chairperson Buck called the annual meeting to order at 5:34 p.m. in the Ronald W. Space Board Room at the College.

Ms. Northrop called the roll.

2. **Election of Officers:** Ms. Buck moved the following slate of officers for the Board of Trustees for the 2013 – 2014 year:

Elizabeth Burns, Chairperson  
Raymond Schlather, Vice Chairperson  
Judy Davison, Treasurer  
Roxann Buck, At-Large Member of the Executive Committee

Motion was seconded by Dr. Herath; carried unanimously.

3. **Appointments –**

- 3.1 **Clerk of the Board of Trustees:** Ms. Buck moved that Cathy Northrop be appointed Clerk of the Board of Trustees; seconded by Dr. Dalton; carried unanimously.

- 3.2 **Deputy Clerk of the Board of Trustees:** Ms. Buck moved that Lisa Doran be appointed Deputy Clerk of the Board of Trustees; seconded by Dr. Dalton; carried unanimously.

- 4. Meeting Dates:** The proposed dates for the Board of Trustees' meetings for the 2013– 2014 year are as follows: September 12, 2013; October 17, 2013; December 5, 2013; January 16, 2014; February 20, 2014; March 20, 2014; April 17, 2014; May 15, 2014; June 19, 2014; and July 17, 2014. All meetings will be held in the TC3 Ronald W. Space Board Room and will begin at 5:30 p.m. except when otherwise noted. Chairperson Burns asked that members check their calendars for these dates and let us know at the September Board meeting if there are any conflicts.

Ms. Davison moved the proposed meeting dates be approved; seconded by Ms. Buck; approved unanimously.

- 5. Other Business:** None.

- 6. Adjournment:** Ms. Davison moved that the annual meeting be adjourned; seconded by Dr. Herath; carried unanimously. The annual meeting adjourned at 5:37 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
JULY 18, 2013  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Ray Dalton, Judy Davison, Cheyenne Gorton, Dammi Herath, Arthur Kuckles, and Raymond Schlather

**ABSENT:** John Daniels and Matt McSherry

**COUNTY**

**LIAISONS:** Mike Lane

**STAFF:** John Conners, Susan Dewey, Carl Haynes, Cathy Northrop, Carl Penziul, Walter Poland, Blixey Taetzsch, Jim Turner, and Peter Voorhees

**GUESTS:** Matt Leader, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 5:37 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Those in attendance at the Annual Meeting remained and Mr. Schlather was in attendance for the regular meeting.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Chairperson Burns asked that resolution #2013-2014-8, 2013-2016 Tompkins Cortland Community College Civil Service Employees' Association, Inc., Agreement, be added to the agenda as item #14.d. Ms. Buck moved that the agenda be approved with this modification; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – June 20, 2013:** Ms. Buck moved that the minutes of the June 20, 2013, meeting be approved as presented; seconded by Dr. Herath; carried unanimously.
7. **Communications:** President Haynes shared that he had just been informed that the NJCAA Region III has awarded TC3 the "2012-2013 Sportsmanship Award."
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):**
  - a. **Default Rate:** Dean Taetzsch provided a power point presentation on the student loan default rate and how it is impacting TC3. This is the first year that the default rates are being tracked on a three-year cycle. If an institution's default rate is too high (top limit of 35%) for three years consecutively, the institution will have issues with receiving federal financial aid. Repayment of

student loans does not begin until they are no longer in school. If the student doesn't make a payment for 270 days, they then end up in our default rate. If a student makes a payment, the student will be out of default, but that will not change our default rate. We will be doing a lot of data analysis to figure out ways to intervene and help students not go into default. Some students may not know that if they are in default, they may not be able to obtain certain jobs. The average total owed for those in default for TC3 is relatively low. We are expecting our default rate for the next two cycles to be under 20%. If they had continued with the two-year cycle, our rate would have been approximately 15%. Dean Taetzsch said it is important for the Trustees to have an understanding about the default rate to be able to share correct information externally. President Haynes said that it is key for the Board to be informed so when people in the community ask about information they may have read in the paper or heard about, they will be able to share the correct/clarifying information. As a board, when we approve programs, we should recognize the prospect for jobs and the consequences for our default rate.

9. **College-wide Goal – Student Success:** No reports for July.
10. **Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):**
  - a. **Provost and Vice President of the College** – Provost Conners spoke to his written report and mentioned that at the Red Cross recognition dinner hosted at TC3, we received a “Good Neighbor” Award.
  - b. **Vice President for Global Initiatives** – Vice President Poland mentioned the Global Commencement scheduled for August 2, 2013.
11. **Information Items:**
  - a. **Human Resources Updates** – Information only – no discussion.
12. **Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Mr. Schlather moved that the Consent Agenda be approved; seconded by Ms. Buck; carried unanimously.
  - a. **Capital Payments** – This payment was for design work for the Master Plan.
  - b. **Treasurer's Report – June 30, 2013** – No discussion.
  - c. **Appointment of Personnel** – No discussion.
  - d. **2013-2014 Duplicating Paper Bid Award** – No discussion.
  - e. **2013-2014 Trash/Waste Removal Services Bid Award** – No discussion.
  - f. **2013 LED Lighting Fixtures Bid Award** – No discussion.
  - g. **Approval of Position Description – Assistant Director of Admissions – Transfer Coordinator** – This position is being reclassified to more accurately reflect duties. It is not a new position.
  - h. **Approval of Position Description – Assistant Director of Financial Aid – Campus Student Employment Coordinator** – This position is being reclassified to more accurately reflect duties. It is not a new position.

- i. **Approval of Position Description – Assistant Director of Financial Aid – Veterans’ Benefits Certifying Officer** – This position is being reclassified to more accurately reflect duties. It is not a new position.

**13. Standing Reports:**

a. **College Forum** – No report.

b. **Faculty Student Association** – No report.

c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Investment Committee met on July 15 with the Foundation’s investment manager, Strategic Financial Services, and as of June 30, 2013 the combined five investment accounts totaled \$14,602,283. All investment policies are currently being reviewed by the committee. The Foundation has received notification from the Mildred Faulkner Truman Foundation of its financial support of \$18,000 for the 2013-2014 Mildred Faulkner Truman grants-in-aid to be awarded to Tioga County students. A Stewardship Committee meeting is scheduled for August 9. The next Foundation Board meeting will be held on Tuesday, September 3. A Foundation Board Retreat is currently being planned for the fall.

a. **Chairperson’s Report** – No report.

- i. **Board Evaluation/Retreat** – Chairperson Burns stated that the retreat will be in Ithaca this year. Mr. Schlather volunteered to make arrangements to use the Ithaca Country Club. If anyone has any agenda items they would like on the agenda, let us know.

b. **Liaison Report (Cortland County)** – None.

c. **Liaison Report (Tompkins County)** – Mr. Lane reported that the Tompkins County Legislature will be moving to new chambers on August 6. The Legislature approved the College’s budget.

d. **Student Trustee’s Report** – No report.

e. **President’s Report** – President Haynes reported that the College budget was approved by both counties. President Haynes attended a meeting at Cornell where Governor Cuomo spoke about the new “Start-Up NY” Initiative. Work is continuing on our farm to bistro initiative. We will be submitting the paperwork for an REDC Grant where we will be asking for \$1.3 million. The TC3 Foundation has provided funding for branding and design work on the farm to bistro initiative. Enrollment is currently down between 5-6% from this time last year. Dean Taetzsch said the number of continuing students enrolled (retention) is looking very good, but that there is some decline in the new/transfer/reinstated categories. One of the positions just approved is the Assistant Director of Admissions - Transfer Coordinator, which will be helpful for students wanting to transfer here. If enrollment continues to show a decrease,

the budget will need to be revised. President Haynes said that the decline in enrollment seems to be a state-wide concern/issue.

- 14. Executive Session for Discussion of Personnel and Collective Bargaining Items (action to be taken in regular session) –** Ms. Davison moved that the meeting convene in executive session for discussion of personnel and collective bargaining items, with action to be taken upon return to regular session; seconded by Ms. Buck; carried unanimously. The meeting convened into executive session at 6:42 p.m.

The meeting reconvened in regular session at 8:10 p.m.

**Ms. Buck moved that the Board ratify President Haynes' recommendations regarding continuing appointments, promotions, administrative appointments, quality step increases, and awards for excellence as listed below; seconded by Ms. Davison; carried unanimously.**

- a. Recommendations for Promotions and Continuing Appointments for 2013-2014 Academic Year**

To the Rank of Full Professor

Margaret Anderson  
Carolyn Boone  
Meg Garvey  
Miguel Piery  
Marilyn Webb  
Kelly Wessell

To the Rank of Associate Professor

Hal Brown  
Carol Sammis  
Susan Stafford

To the Rank of Assistant Professor

Alison Beach  
Michelle Nightingale

Continuing Appointment

Gary Ford  
Darlene Gold  
Christine Guest  
Tim McCabe  
Paula Moore  
Anna Regula  
Mary Sheldon



**b. Recommendations for Quality Step Increases and Administrative Appointments for 2013-2014 Academic Year**

To Quality Step 1

Bryan Chambala  
Tony DeFranco  
Julie Gerg  
Sarah Hicks  
Ken Reynolds

To Quality Step 2

Kris Altucher  
Brent Doane

To Quality Step 3

Olivia Hersey

Administrative Appointment

Deborah Mohlenhoff

**c. Recommendations for Awards for Excellence for 2013**

Mary Hallisey  
Rochelle Mike  
Karen Pastorello  
Robert Sarachan  
Kim Sharpe  
Joseph Smith

**d. 2013-2016 Tompkins Cortland Community College Civil Service**

**Employees' Association, Inc., Agreement:** Ms. Davison moved that resolution 2013-2014-8, 2013-2016 Tompkins Cortland Community College Civil Service Employees' Association, Inc., Agreement, be approved; seconded by Ms. Buck; carried unanimously.

**15. Upcoming Events:** No discussion.

**16. Adjournment:** Dr. Herath moved that the meeting be adjourned; seconded by Ms. Buck; carried unanimously. The meeting adjourned at 8:13 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

T0: Board of Trustees  
FROM: John R. Conners  
DATE: September 3, 2013  
SUBJECT: September Report

Fall 2013 enrollment – For the second consecutive year, our Fall enrollment has decreased. Our experience is similar to that of most community colleges in New York State and many across the country, and it poses a major financial challenge. Since July, the Provost's Council has collaborated to develop means of addressing the revenue shortfall. These measures include consolidation and elimination of class sections, reduction in equipment allocations, and reductions in departmental expenditure lines. While these short-term measures will allow us to address the immediate challenge, since the decline has lasted two years and has manifested itself throughout the community college sector, we must consider the likelihood that the decline is caused by structural as well as cyclical forces. As a result, we have embarked on a long-term, strategic planning process based on an assumption of small enrollment increases as best.

Retention – On the other hand, our early analysis of retention gives reason for some optimism. Retention of first-time, full-time students who entered in Fall 2010 had been 53%, but it declined for those entering in Fall 2011 to just 46.8%. Early indications are that retention has improved to nearly the rate of the 2010 cohort: 52.9% of first-time, full-time students who entered in Fall 2012 have returned for Fall 2013 classes.

Academic Planning Initiatives – In response to the second consecutive year of decreased Fall enrollment, I have spoken with the Chairs as a group to inform them of plans moving forward. Throughout the month of September, Carl Penziul, Jane Hammond, Kris Altucher and I will meet with individual Chairs to determine future actions concerning low-enrollment sections and programs. We will look deeply at program design to determine if the number of low-enrollment sections may be reduced by means of the redesign or consolidation of related programs, and we must also consider the termination of programs with habitually low enrollments.

Middle States – In August the College received from Middle States the response to the Periodic Review Report. While it contains three significant recommendations and two suggestions, all five concern initiatives that are already underway. Overall, the review is very positive and laudatory. We have accepted the report as is and anticipate a favorable formal response from Middle States in November.

Global Initiatives  
Walter Poland, Vice President  
Report to the Board of Trustees  
September 12, 2013

- August 1<sup>st</sup> – Meeting with Dr. Patricia Martinez, Vice Minister for Higher Education of Colombia. Included in the discussions were Dr. James Miller and Diane Ellison of the Rochester Institute of Technology (RIT). The discussions centered on the major priorities of the Ministry and possible points of collaboration between and among the Ministry, RIT, and TC3.

A letter of intent to enter into a “General Agreement of Cooperation” has been submitted by Vice President Poland to Dr. Martinez. Several major projects are being proposed that include options for sponsored students in Global Connections as well as coordinating roles for TC3 with the Ministry and other possible collaborations

- August 2<sup>nd</sup> – Global Graduation was celebrated at 3:00pm with remarks provided by Dr. Martinez and a representative of the graduating class. The ceremony was followed by an informal reception in the Athletic Center.
- August 8<sup>th</sup> – Ms. Jenna Lenhardt, Coordinator of Global Administration completed her service to TC3 and its Global students and faculty. She has accepted a position at the RIT College of Business as an Academic Advisor. The College, and especially the Global Office, wish her continued success and fulfillment.
- August 14<sup>th</sup> – The Global staff met to review and discuss the past year’s accomplishments and establish priorities for 2013-14.

Program growth and development has been identified as an overriding priority, with maintaining program and student support as a strong second priority. Concerns for moving into the coming year without Jenna in her function were discussed extensively. Preliminary options regarding transitioning to a modified staffing pattern were discussed.

In subsequent meetings Melinda Slawson has been identified as the new (Temporary Appointment) Coordinator with expanded responsibilities in visa support and related student service.

- August 17<sup>th</sup> – 12 students from the Brazilian Student Mobility Program (BSMP) have arrived on campus for at least one semester of English Language development (ESL) as well as some content area coursework. The program is a joint U.S. – Brazil initiative that has brought 2500 students to the U.S., of which 250+ are currently attending SUNY Colleges studying English. In January they are scheduled to transfer to a SUNY College/University for two additional semesters of course work and research in their appropriate STEM (Science, Technology, Engineering, and Math) field.
- As of September 2<sup>nd</sup>, we have begun preparations for Summer 2014 Programs. Recruiting visits and presentations are underway, as well as continued discussions with partners regarding other development such as may be possible with the Colombian Ministry of Education.

TOMPKINS CORTLAND COMMUNITY COLLEGE  
Human Resources Updates - Status of Open Positions  
as of September 4, 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	Hired Karla Block 8/19/13
Coordinator of Multicultural Services .5 FTE	August 1, 2013	May 13, 2013	June 14, 2013	Hired Suri Seymour 8/19/13
Assistant Director of Student Activities and the Student Center	August 2013	June 19, 2013	July 8, 2013	Offer in process

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Cleaner, Full-time, Temporary	Buildings and Grounds	July 2013	Hired Deborah Ellis and Joseph Burlingame 7/22/13 and 7/25/13
Secretary, FT, Permanent Cortland Extension Center	External Relations	August 2013	Hired April Byers 8/23/13

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Substitute Teacher, PT, Temp.	Child Care Center	As needed basis	Accepting applications
Assistant Coach, Volleyball	Athletics	9/3/13	Accepting applications
Fitness Center Assistant	Athletics	9/3/13	Hired Tammy Young 9/3/13

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of September 4, 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.
<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**

TO: Members of the Board of Trustees  
 FROM: Carl E. Haynes, President  
 DATE: September 6, 2013  
 RE: September 2013 Compliance Report

Attached is the September 2013 Compliance Report. As you can see, we are in compliance with all items this year.

The table below provides you with a summary of the time and money devoted to achieving compliance with the laws and regulations listed in this report. Note that compared to last year the hours decreased approximately 0.5 percent from 27,422.55 to 27,279.55 and the dollars decreased by about 3.8 percent from \$883,751.25 to \$850,400.75. We have also added seven new requirements this year, CWID (Credit When It's Due) Survey, NYSED 2.4 Fall Degree Credit Enrollment, NYSED 2.4A Preliminary Fall Degree Credit Enrollment, NYSED College Catalog, Shared Services Survey, SUNY Learning Analytics Survey and Student Opinion Survey. Five requirements were removed, Gainful Employment, NYSED 2.9 Graduation Rates, NYSED ATB Form 2, Student Accountability Forms for the Section 203 Indicators of Performance: Secondary & Post-Secondary Level; Student Accountability Forms for the Section 113 Indicators of Performance, and SUNY Report Card.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 COMPLIANCE REPORT  
 SUMMARY BY DEPARTMENT  
 SEPTEMBER 2012**

<b>Department</b>	<b>Hours/Year</b>	<b>\$ /Year</b>
Academic Records	6,010.00	\$158,310.00
Baker Center for Learning	1.00	\$35.00
Budget and Finance	1,735.50	\$85,502.50
Buildings and Grounds	8.00	\$280.00
Campus Activities	37.00	\$3,015.00
Campus Technology	325.00	\$10,425.00
Counseling & Career Services	180.00	\$4,177.00
Dean of Operations & Enrollment Mgmt.	210.00	\$10,850.00
Dean of Students Life	2,852.80	\$75,780.00
Development/Foundation/Alumni	60.00	\$11,800.00
Faculty/Department Chairs	50.00	\$6,250.00
Financial Aid Office	13,387.00	\$401,745.00
Human Resources	90.75	\$3,063.75
Institutional Research	1,615.50	\$51,632.50
Library	30.00	\$750.00
Nursing Department	60.00	\$2,100.00
Office of Provost/VP of the College	17.50	\$612.50
Public Safety	533.50	\$21,412.50
Organizational Success & Learning	76.00	\$2,520.00
<b>Grand Total</b>	<b>*27,279.55</b>	<b>\$850,400.75</b>

\*This is equivalent to approximately fourteen (14) full-time staff per year devoted to performing compliance work.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2013**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Academic Records	Records Retention	State Education Dept. Regulation	College is mandated to permanently archive student academic records. To comply, records are being imaged and microfilmed. To comply, records are imaged; access to and review of previously microfilmed records may be necessary on occasion.	Yes		2,150 hours/year \$53,750/year
	Enrollment and Attendance Verification	Federal and State Regulations	No-show data is collected from faculty within the first several weeks of each semester for all credit courses and entered in the student records database. This data must be verified against final grades and is reported to TAP, Higher Education Services Corp. and related agencies.	Yes		550 hours/year \$13,750/year
	FERPA	Federal Regulations	In order to be in compliance with FERPA regulations, the Academic Records Office is requiring staff to request access and sign a release form for access to student records either through PowerCampus or IQ.Web. This information is then forwarded to the IT Department for them to set up the staff's profile/access.	Yes		500 hours/year \$13,500/year
	SUNY General Education Requirements/Transcript	SUNY Regulations	SUNY is now requiring that a SUNY General Education Transcript Addendum(SUNY GETA) be sent with every transcript that goes to a SUNY college. Also, the SUNY GETA is cumulative so each SUNY GETA that is received must be evaluated and credit accepted towards the student's SUNY Gen. Ed. Requirements.	Yes		500 hours/year \$17,500/year
	NYS High School Graduation Requirement to Receive Degree	State Education Department	NYS Education Department requires that all students must have a HS diploma or its equivalent prior to receiving their degree. There has been an increased number of audits and certifications for GEDs.	Yes		200 hours/year \$5,000/year
	National Student Loan Clearinghouse (NSLC)		Four file enrollment and one or two degree transfers per term to the NSLC. The NSLC does loan certifications for TC3, which makes the information readily available for lenders and keeps us in compliance with regulations regarding notification of a student's enrollment status.	Yes		900 hours/year \$22,500/year
Budget and Finance	Annual Report	Article 3, Section 30 General Municipal Law	Submit year-end financial report to the Office of State Comptroller by November 1 each year.	Yes		30 hours/year \$1,050/year
	Operating Budget Request	State University of New York	Submit operating budget request to University Budget Office by September 1 each year.	Yes		10 hours/year \$350/year
	IPEDS Survey	Title IV Higher Education Act	Submit year-end financial report to the US Department of Commerce of IR at SUNY by January each year.	Yes		10 hours/year \$350/year



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2013**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Single Audit	Single Audit Act & OMB Circular A-133	Submit audit to the following: County sponsors with calculation of annual contribution included (Tompkins County: Deputy County Administrator and County Administrator; Cortland County: Budget Officer and Treasurer); State University of New York (University Comptroller and University Auditor); New York State Comptroller's Office; New York State Education Department; United States Department of Education; National Clearinghouse for Single Audit Reports	Yes		750 staff hours/year \$26,250/year plus Audit Fee of \$29,000 \$55,250/year (total)
	EZ-Audit	Title IV Higher Education Act	Electronic process for submitting financial aid statements and compliance audits.	Yes		2 hours/year \$70/year
	Disclosure of Foreign Payments Received	Section 1209, 20U.S.C. 1145d	Submit disclosure statement by September 1 each year	Yes		Nominal
	Payroll Reports --990 Quarterly Reports --Federal and State Tax Deposits --State New Hire Reporting --Annual W-2's	IRS New York State	Submit reports	Yes		CPP Fee \$4,500
	Reports to TRS		Submit semi-annual reports	Yes		20 hours/year \$500/year
	Reports to ERS		Submit monthly reports	Yes		20 hours/year \$500/year
	1099 Form	IRS	Send 1099s by February 28 each year to contractors paid in excess of \$600 in calendar year.	Yes		40 hours, postage, forms, etc.: \$1,200/year
	1042 Form	IRS	Send 1042s by February 28 each year to non-residential aliens receiving payment for benefits other than tuition.	Yes	None sent this year.	
	Form 5500 Pension Tax Return for Flex Benefit Plan	IRS	Submit 5500 by July 31 each year	Yes		Filing requirements temporarily suspended
	All federal, state and local grants and contracts cash requests		Submit report monthly, quarterly and annually	Yes		750 hours/year \$18,750/year
	Perkins/CTEA Final Grant year accounting (FS-10-F)	IRS	Submit final grant year expenditures by major effort and expenditure code	Yes		75 hours/year \$2,025/year (B&F) 10 hours/year \$350/year (O&L)
Buildings & Grounds	New York State DEC Pesticide Applicator Certifications & Business Registration	Article 33 of Environmental Conservation Law	Renewal of Certification every 3 years Recertification every 6 years	Yes		1 hour/year \$35/year
	New York State DEC Hazardous Waste	27-923 Environmental Conservation Law	No forms to file as we do not generate any hazardous materials.	Yes		

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2013**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
Campus Activities	On-campus Voter Registration Opportunities	State University of New York	Provide voter registration information to students each year in August, September and January	Yes	Provide registration information to students each year in August, September, and January. Send with new student information, provide forms in orientation packets, information table/recruitment, work with faculty in class distribution, publicize and promote availability of forms throughout campus.	25 hours/year \$675/year
	Licensing Agencies BMI (Broadcast Music, Inc.)	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$830
	ASCAP (American Society for Composers, Authors, and Publishers)	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$860
	SESAC	New York State Law	Quarterly reports regarding on-campus musical presentations (air play) re: royalties	Yes		4 hours/year; annual fee \$140/year; License \$230
Counseling, Career and Transfer Services	Graduate Follow-Up Survey Report	State University of New York	Report as part of IR Report Note: Last report published in Spring 2006	Yes		52 hours \$817/year printing and staff time
	PACE Monthly Attendance - Quarterly Billing		Reports and bills to Tompkins County	Yes		28 hours/year \$860/year
Campus Technology	Gramm-Leach-Bliley Act Effective May 23, 2003		The Computer and Information Security Policy has been approved by the Board of Trustees. Computer Use Protocol which defines the procedures necessary to comply with this act has been approved, published on the web, and staff have been notified.	Yes	Document management team will be meeting with each office to help find better ways to manage documents in line with records retention policies, Gramm-Leach, and utilize our Docuware imaging system. Cost should remain the same.	25-50 hours per year. \$1,500/year
Dean of Operations and Enrollment Management	1098T	IRS	Annual tax form due 1/31 each year to students taking credit courses and 3/31 to the IRS each year.	Yes		120 hours/year \$4,200/year; \$3,500 Fee

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	<i>Shared Services Survey</i>	<i>SUNY Requirement</i>	<i>Survey of staff time spent on various activities</i>	Yes		6 hours/year (Academic Records) \$210/year 24.5 hours/year (B&F) \$837.50/year 60 hours/year (CT) \$1,700/year 3 hours/year (Dean of Student Life) \$105/year 10 hours/year (HR) \$350/year 8 hours/year (IR) \$280/year 10 hours/year (Oper. & Enroll. Man) \$350/year 20 hours/year (O&L) \$700/year
Dean of Student Life	New York State Post-Secondary Institution Immunization Survey	New York State Public Health Law 2165	Annual Form Reporting	Yes	Student Reporting Report Filing	2,309.80 hours/year \$57,755/year
	Full Opportunity Plan	State University of New York; Chapter V, Section 601.6	Annual Report - Update	Yes	Submit Report	10 hours/year \$310/year
	Sexual Assault Prevention Information	Section 1-a, Chapter 737; Laws of NYS	Form Reporting	Yes	Programs held during orientation and during the year. Information is included in the college catalog.	60 hours/year \$2000/year
	Drug Abuse Prevention Education	Title IV of Education Law	Annual notice to all staff and students of College policy, penalties and programs.	Yes	Combination of college catalog, web site, and Health Center, Options Program, and Counseling materials.	125 hours/year \$4125/year
	NJCAA Reports	NJCAA	Provide eligibility status for all student athletes each semester.	Yes	Information compiled by Athletic Director	225 hours/year \$7875/year Daily enrollment status checks done manually due to TC3 system inability to generate automated reports regarding change in status to athletes' full time-time enrollment.

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	Equity in Athletics Disclosure Report	Federal Government	Annual Report	Yes	Information compiled by Athletic Director	20 hours/year \$700/year Increased hours as more detailed information requested each year.
Development/ Foundation/Alumni	Audit	New York State	Submit audit to the Foundation Board of Directors and all donors.	Yes		Total audit fee this year was \$10,000 60 hours/year \$1,800/year
Financial Aid Office	Audit/E-Z Audit	Title IV of Education Law	Annual Audit	Yes	Support CPA requests	30 hours/year \$750/year
	Support PELL Payment System	Title IV of Education Law	Daily electronic transmission of origination and payments, by student, within 30 days; reconciliation monthly.	Yes		75 hrs/week or 3,900 hours/year \$123,500/year
	Fiscal Operations Report Application for Funding	Title IV of Education Law	Annual FISAP Report	Yes		200 hrs/year \$6,500/year
	Default Management which includes Intrace Interviews, EMPNs, and Exit Interviews	Title IV of Education Law	Required management of student loan programs. Manage loan entrance and exit interviews, confirm linked EMPNs.	Yes	Federal Direct Student Loans have required a lot more of the schools to be in compliance.	1500 hrs/year \$52,500/year
	Direct Student Loan	Title IV of Education Law	Federal Direct Student Loans have requirements for the school to process and be in compliance. This effects Subsidized, Unsubsidized student loans and Parent Loan (PLUS).	Yes	Previously our Lender partners did the compliance work.	1500 hrs/year \$52,500/year
	Records Maintenance	Title IV of Education Law	Maintain records for 3-5 years from last date of attendance; maintain Pell records in electronic format. Campus Technology maintains the electronic backups.	Yes		30 hours/year (CT) \$750/year
	TAP & APTS Certification (Offices Responsible: Financial Aid and Assistant to the Dean for Enrollment Management)	NYSED	Periodic reporting of student eligibility to HESC; reconciliation.	Yes		550 hours/year (Fin Aid & Asst to Dean for Enroll Mgmt) \$19,250/year
	VA Certification	Veterans Affairs	Biweekly reporting of eligibility and attendance increased required reporting for Chpt 33.	Yes		500 hours/year \$17,500/year
	Academic Progress	Title IV and SED	Semester review of grades progress performed by committee that included Dean of Student Life, Assistant to the Dean and Director of Financial Aid. Electronic review performed by campus tech.	Yes		1,000 hours/year (Fin. Aid) \$35,000/year 100 hours/year (Dean of Student Life) \$3000/year 8 hours/year (CT) \$280/year

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	Misc Surveys	SED, Title IV, SUNY, SIRIS & Federal Gov't.	Providing student-related data for VATEA, student financial aid surveys, IPEDS, considerably more complicated, info usually sent to IR for collation.	Yes	Greatly increased reporting requirements more than previous year.	200 hours/year \$7,000/year
	Student Employment	Title IV	NextGen/Time Ex software and management of Title IV student workstudy employment requirements.	Yes	All student employment is now managed through Financial Aid and the NextGen system.	1000 hours/year \$3,500/year
	Refund Calculations	Title IV and SED	Review of attendance and attendance dates, calculate refunds owed by students.	Yes		2050 hours/year \$51,250/year Increased due to enrollment increase
	Financial Aid Software Setup	Title IV	Setup Powerfaids with federal compliance requirements.	Yes	Increasing number of updates that require testing before implamentation.	300 hours/year (Fin. Aid) \$9,500/year 5 hours/year (CT) \$175/year
	Program Integrity Compliance	Title IV	Review and evaluate compliance of campus wide requirements. Includes Gainful Employment and other specific requirements.	Yes	Increase reporting requirements.	600 hours/year \$21,000/year
Human Resources	NYS Dept. of Labor Log & Summary of Occupational Injuries and Illnesses	Commissioner of Labor Rules & Regulations (12NYCRR Part 801)	Complete log and summary. Post the summary no later than February 1 and remain posted for the entire month. (This report is completed for both the College and FSA - separate reports for each)	Yes		11.25 hours/year \$281.25/year
	NYS Dept. of Labor	Occupational Employment Survey of Educational Services	Employees Occupation and Wages (These reports are separate reports for the college and FSA)	Yes		15 hours/year \$525/year
	Classified Staff Payroll Certification	Civil Service	Report wages, name, title, and grade.	Yes		4 hours/year \$140/year
	Health Insurance Portability and Accountability Act (HIPAA) Compliance Report	SUNY Requirement	Report assessing HIPAA compliance activities.	Yes		2 hour/year \$70/year
	IPEDS	SUNY Requirement	Report statistical data on employees such as salary, tenure and race/ethnicity.	Yes		15 hours/year \$525/year
	Middle States Annual Profile	Accreditation Requirement	Report statistical data on employees	Yes		2 hours/year \$70/year
Institutional Research	IPEDS (Integrated Postsecondary Education Data System) Institutional Characteristics	20 U.S.C. 1094(a)(17)		Yes		6 hours/year \$150/year
	IPEDS Completions	20 U.S.C. 1094(a)(17)	Annual survey of graduates by program and race/ethnicity.	Yes		26 hours/year \$680/year

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	IPEDS Human Resources (Offices Responsible: IR & HR)	20 U.S.C. 1094(a)(17)	Faculty and staff by primary occupational activity, race/ethnicity, salary level, benefits. Combines former IPEDS Fall Staff, IPEDS Salaries & Employees by job classification & IPEDS Employees by Assigned Position surveys	Yes		10 hours/year (IR) \$250/year 22.5 hours/year (HR) \$787.50/year
	IPEDS Enrollment, Fall	20 U.S.C. 1094(a)(17)	Enrollment by age, gender, primary residence, race/ethnicity.	Yes		10 hours/year \$250/year
	IPEDS Graduation Rates and Graduation Rate 200% Overview	20 U.S.C. 1094(a)(17)	Completers within 150%, transfers, graduation rates. Additionally, report 151-200% of completers, transfers & graduation rates.	Yes		6 hours/year \$150/year
	IPEDS Finance (Offices responsible: IR & B&F)	20 U.S.C. 1094(a)(17)	Assets, liabilities, revenues, expenses	Yes		1 hours/year (IR) \$25/year 4 hours/year (B&F) \$120/year
	IPEDS Student Financial Aid (Offices Responsible: IR & Fin. Aid)	20 U.S.C. 1094(a)(17)	Student financial aid for fall cohort.	Yes	IR provide cohort to Financial Aid department & responsible data entry.	4 hours/year (IR) \$140/year 37 hours/year (Fin. Aid) \$1,295/year
	IPEDS 12-Month Enrollment	20 U.S.C. 1094(a)(17)	Unduplicate enrollment numbers by age, gender, primary residence, race/ethnicity.	Yes		12 hours/year \$300/year
	CTEA-1 formerly VTEA (Vocational and Applied Technology Education Act) Performance Reports (Part 1) Offices responsible: IR & Organizational Success and Learning)	Perkins Career and Technical Education Act of 2006	Outcome data for vocational and applied technology degree and certificate programs including retention and graduation data along with transfer/employment status subsequent to enrollment at TC3 .	Yes		45 hours/year (IR) \$1,575/year 8 hours/year (OS&L) \$280/year 10 hours/year (CT) \$350/year
	Perkins/CTEA Institutional Profile (Offices responsible: IR & Organizational Success and Learning) CT involved in programming.	Carl D. Perkins Vocational Act of 1998	Fall semester enrollments in vocational/applied technology programs broken down by full/part-time status, gender, disability, economic and educational disadvantaged and limited English proficiency status.	Yes		30 hours/year (IR) \$1,050/year 4 hours/year (OS&L) \$140/year 10 hours/year (CT) \$350/year
	Enrollment Data for Perkins Allocation (CT involved in programming)	Carl D. Perkins Vocational Act of 1998	Unduplicated enrollment in vocational/applied technology degree and certificate programs over prior 12-month period. In addition, the number of students certified as economically disadvantaged students is required. This information is used to determine the VATEA allocation for the next fiscal year.	Yes		9 hours/year \$270/year 2 hours/year (CT) \$70/year
	Academic Preparation of First-Time, Full-Time Students (NYSESED 1)	Commissioner's Regulations-NY State Education Dept.	Annual data for first-time students regarding high school grade point average and ACT/SAT scores.	Yes		6 hours/year \$150/year
	Institutional Activity Report (NYSESED 2R)	Commissioner's Regulations-NY State Education Dept.	Twelve-month report of credit/contact hours generated by college-level and remedial instruction. In addition, remedial course outcome data are required by subject area, course completion rates, and student retention.	Yes		18 hours/year \$450/year

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	SUNY SRIS Course Data File (Offices Responsible: IR and Academic Records. CT involved in programming)	SUNY Requirement	Reports information about the courses a campus offers, e.g., Course Catalog.	Yes	Non-credit, state aidable activity now included.	10 hours/year (IR) \$250/year 50 hours/year (Academic Records) \$1,750/year 25 hours/year (CT) \$875/year
	SUNY SRIS Term/Section Summer, Fall, Winter and Spring files (Offices Responsible: IR and Academic Records. CT involved in programming)	SUNY Requirement	File containing the enrollment and resulting grades for each year/term. This file will replace the current SDF/EOT files.	Yes	Non-credit, state aidable activity now included.	175 hours/year (IR) \$6,125/year 50 hours/year (Academic Records) \$1,750/year 25 hours/year (CT) \$875
	SUNY SRIS Early Student file and EOT (End of Term) student file. (Responsible: IR & Academic Records. CT involved in programming)	SUNY Requirement	Beginning fall 2010, submit a census file and end-of-term file of demographic, education and enrollment data for TC3 students enrolled in credit courses. Early Student files for Fall and Spring semesters. EOT files for Fall, Winter, Spring and Summer semesters.	Yes	Non-credit, state aidable activity now included.	350 hours/year (IR) \$12,250/year 100 hours/year (Academic Records) \$2,500/year 25 hours/year (CT) \$875/year
	SUNY SRIS Degree Summer and Fall/Spring files (Responsible: IR & Academic Records. CT involved in programming)	Federal, SUNY and NY State Education Dept.	Official degree and certificate files are submitted each year with individual graduate records including demographic information and academic characteristics	Yes		20 hour/year (IR) \$700/year 1,000 hours/year (Academic Records) \$26,000/year 25 hours/year (CT) \$875/year
	SUNY SRIS Financial Aid file (Responsible: IR, Financial Aid and Operations and Enrollment Management. CT involved in programming)	SUNY and Federal	Annual file of students who have been awarded merit and/or need-based financial aid by award year.	Yes	Time is being spent by Financial Aid, Dean of Operations of Enrollment Management, CT and IR to determine business rules and verify data elements and adjusting programming as needed.	10 hour/year (IR) \$350/year 20 hours/year (Fin Aid) \$700/year 30 hours/year (Operations & Enrollment Management) \$1,050/year 25 hours/year (CT) \$875/year
	SUNY Basic Student Charges (Responsible: IR and Operations and Enrollment Management)	Federal, NY State Education Dept., SUNY Regulations	Annual data regarding tuition and fees; types and amounts of financial aid awards.	Yes		6 hours/year \$150/year 5 hours/year (Operations & Enrollment Management) \$175/year

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	SUNY SIRIS Student Revenue file (Responsible: IR, Budget & Finance and Operations of Enrollment Management. CT involved in programming.	SUNY and Federal	Bi-annual file of students who have a billing/charge.	Pending	New reporting requirement. First of several historical files has been submitted. Still awaiting SUNY file approval before able to proceed with other submissions.	1 hour/year (IR) \$35/year 30 hours/year (Operations & Enrollment Management) \$1,050/year 25 hours/year (CT) \$875/year
	Higher Education Coordinators Survey (NYSED-SUR1)	NY State Education Dept. Requirement	Annual update of college officials by designated function and/or responsibilities	Yes		0.5 hours/year \$12.50/year
	Instructional Calendar Survey	SUNY along with federal and state Mandates	Annual report regarding length of instruction and exam periods for fall, spring, and summer terms	Yes		2 hour/year \$50/year
	Non-Credit Instructional Activities (NCIA)	SUNY Requirement	Non-credit enrollment report covering 12-months with details on types of instructional activities, number of students enrolled, and equivalent credits generated.	Yes		30 hours/year \$1,050/year
	Preliminary Enrollment Survey, Fall	SUNY Requirement	Preliminary enrollment report with details on the numbers of first time and transfer students enrolled as of the census date	Yes		10 hours/year \$350/year
	Off Campus Instructional Locations (NYSED-8)	SUNY Requirement	Report by location of all off-campus credit courses including dual high school.	Yes		9 hours/year \$225/year
	Community College Enrollment Plan (formerly called Enrollment Planning Update)	SUNY Requirement	Five-year headcount and FTE projections by full and part-time status and enrollment status (new, transfer, reinstate and continuing)	Yes		25 hours/year \$875/year
	Special Auditors Survey (Form 18) (Offices Responsible: IR and Academic Records)	SUNY Requirement	Enrollment of senior citizen auditors for each semester	Yes		3 hours/year (IR) \$105/year 2 hours/year (Academic Records) \$50/year
	State Aidable Auditors (Form 26)	SUNY Requirement	Report on auditors including credit hours eligible for state aid reimbursement. Filed each semester.	Yes		3 hours/year \$105/year
	State Aidable Remedial Instruction (Form 24)	SUNY Requirement	Equivalent credit hours generated by students enrolled in non- credit state aidable activities such as remedial courses, tutorial assistance activities. Filed each semester.	Yes		3 hours/year \$105/year
	Annual Survey of Graduates (Offices Responsible: IR with phone calling assistance from Counseling, Career & Transfer Services)	Federal Right-to-Know Legislation and Perkins Grant	Follow-up data on employment and transfer status of graduates is gathered and compiled by individual degree/certificate program	Yes		175 hours/year (IR) \$6,125/year 100 hours/year \$2,500/year (Counseling, Career & Transfer Services)



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	<i>CWID (Credit When It's Due) Survey (Offices responsible: Academic Records, IR assistance.</i>	<i>SUNY Requirement</i>	<i>SUNY building the main course equivalency database. Wants SUNY and private feeder and sender institutions.</i>			<i>8 hours/year (IR) \$280/year 2 hours/year (Academic Records) \$.50/year</i>
	<i>SUNY Learning Analytics Survey</i>	<i>SUNY Requirement</i>	<i>Exploratory survey: the degree to which learning analytics is used on your campus, and your perception of interest.</i>	Yes		<i>5 hours/year \$175/year</i>
	<i>Student Opinion Survey</i>	<i>SUNY Requirement</i>	<i>Periodic survey to assess students' satisfaction with their college experience.</i>	Yes		<i>110 hours/year \$2,900/year</i>
	<i>Middle States Institutional Profile</i>	<i>Accreditation Requirement</i>	<i>Annual report on student characteristics, degrees awarded, tuition and fees, faculty characteristics by full- v. part-time, tenure status, gender, and ethnicity; characteristics of administrator and support staff groups; library collections and transactions, special library programs; distance learning offerings and services; current fund revenues and expenditures- unrestricted and restricted; significant institutional changes for past and current academic years.</i>	Yes		<i>30 hours/year \$1,050/year</i>
	<i>Middle States Accreditation Records</i>	<i>Commission on Higher Education of the Middle States Association of Colleges &amp; Secondary Schools, Accreditation Requirement</i>	<i>Need to provide documentation and assist with the institution's self-examination process that ensures TC3 meets the eligibility requirements and standards in order to continue accreditation status. To comply, records are being scanned and filed for later use.</i>	Yes		<i>15 hours/year \$375/year</i>
	<i>NYSED Disability Survey (NYSED-2H-2) (Offices Responsible: IR and Baker Center for Learning)</i>	<i>SUNY and NY State Education Dept.</i>	<i>Annual report of number of students enrolled by type of disability; graduation data; and admissions and identification procedures; student advisement, and tutorial services; facilities, equipment, and other special accommodations and services available to disabled students.</i>	Yes		<i>0.5 hour/year (IR) \$12.50/year 1 hour/year (Baker Center) \$35/year</i>
	<i>NYSED 4.1 Student Financial Aid Survey (Offices responsible: IR &amp; Operations and Enrollment Management)</i>	<i>State Ed and SUNY Requirement</i>	<i>Annual report on recipients and dollars awarded for grants, loans and non-workstudy.</i>	Yes		<i>1 hours/year (IR) \$25/year 15 hours/year (Operations &amp; Enrollment Management) \$525/year</i>
	<i>NYSED College Catalog</i>	<i>SUNY and NY State Education Department</i>		Yes		<i>0.5 hours/year \$12.50/year</i>
	<i>NYSED 2.4 Fall Degree Credit Enrollment</i>	<i>SUNY and NY State Education Department</i>	<i>Annual report of students enrolled in fall semester - in program or non degree-seeking, first-time. Based on official numbers after the semester is over.</i>	Yes		<i>4 hours/year \$100/year</i>
	<i>NYSED 2.4A preliminary fall degree credit enrollment</i>	<i>SUNY and NY State Education Department</i>	<i>Annual report of number of students enrolled in fall semester - in program or non degree-seeking, first-time. Based on preliminary numbers as of census.</i>	Yes		<i>11 hours/year \$275/year</i>

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	Administrative Salaries and Faculty Workload of Community Colleges. (Offices Responsible: IR and Human Resources)	SUNY Requirement	Part 1: salary data provided by Human Resources. Part 2: workload data provided by IR. Survey submitted by IR.	Yes		8 hours/year (IR) \$200/year 1 hour (HR) \$35/hour
	AAUP (American Association of University Professors) FACULTY COMPENSATION (Offices responsible: IR and Human Resources)	SUNY Requirement	Aggregate data on rank, tenure, gender, salaries & benefits of instructional faculty	Yes		2 hours/year (IR) \$50/year 8 hours/year (HR) \$280/year
	PRR (Periodic Review Report) for Middle States	Commission on Higher Education of the Middle States Association of Colleges & Secondary Schools, Accreditation Requirement	Interim report to update last Middle States self-study report. Provide support to various PRR committees.	Yes	Final report completed Spring 2013.	360 hour/year (IR) \$10,600/year
	NCCBP (National Community College Benchmarking Project)	SUNY	Survey of Institutional effectiveness, community & workforce development, students & student outcomes.	Yes		31 hours/year \$785/year
	Net Price Calculator	NYS Education Dept.	Title IV institutions have to have interactive estimated cost of attendance data available on campus website.	Yes		1 hours/year \$35/year
	Middle States Substantive Change Request for a new Additional Location or Branch Campus, reclassification of an existing site, or relocation of an existing Additional Location or Branch Campus	Accreditation Requirement	Submit a Substantive Change request for the Cortland Extension Center's new location.	Yes		5 hour/year (IR) \$175/year 7.5 hours/year (Provost/VP of the College) \$262.50/year
Library	College and University Library Survey	Federal, SUNY, and Middle States regulations	Annual data on staff, operating expenditures, collections, loan transactions and library services per typical week.	Yes		30 hours/year \$750/year
Nursing Faculty	National League for Nursing	Nursing Accreditation Requirement	Aggregate data of nursing students and graduates by ethnicity and gender	Yes	Reduced time requirement once accreditation process completed in Spring 2011.	60 hours/year \$2,100/year
Organizational Success & Learning	Perkins /CTEA Interim Annual Report	NY State Education Dept.	Reporting on activities and articulation agreements with secondary and post-secondary institutions.	Yes		4 hours/year \$140/year
	Perkins/CTEA Final Report	NY State Education Dept.	Reporting on grant year activities, expenditures and outcomes assessment.	Yes		30 hours/year \$1,050/year
Provost and VP of the College and department chairs	Program Review	SUNY Requirement	Report of enrollment and graduate demographics by program	Yes	Each year several programs are selected for analysis	10 hours/year (Provost & VP of College) \$350/year 50 hrs/year (Dept. Chairs) \$1,750/year plus \$4,500

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Public Safety	Lockout/Tagout (Offices Responsible: Public Safety and Buildings and Grounds)	OSHA /29CFR 1910.1030	Standard requires that the employer develop procedures for the control of potentially hazardous energy. This includes written procedures, annual training, and audits.	Yes	Annual refresher training for maintenance personnel. Periodic audits of program's use and effectiveness.	3 hours/year (Public Safety) \$75/year 1 hour/year (B&G) \$35/year
	Hazardous Materials Response	OSHA/29CFR 1910.120	Training provided to campus police personnel in defensive actions to be taken during a hazardous material incident. Training includes emergency alerting, safe distance and places of refuge, control, first aid/emergency medical treatment & response, critique and response follow-up.	Yes	Updated spill and clean-up protocol developed in 2011. Response program for campus police personnel needs to be updated.	37 hours/year \$925/year
	Right-To-Know	New York State Labor Law, Article 29	Training provided so that all employees are informed of the toxic effects of hazardous chemicals used in the workplace. Employer is required to establish a written hazard communication program, maintain material safety data sheets for hazardous chemicals used in the workplace, maintain record of employees who are routinely exposed to hazardous chemicals. Applicable to numerous departments.	Yes	Training for all employees instituted. Refresher training annually. Program reviewed/updated annually. Chemical inventories reviewed/updated annually.	2 hours/week or approx. 100 hours/year \$2,500/year
	Hearing Conservation	OSHA/29 CFR 1910.95	Protection measures to guard against the effects of noise exposure; applicable to grounds personnel. Protective measures include monitoring noise levels, establishing audiometric testing program, providing employees with hearing protection, training employees in the use of hearing protection.	Yes	Annual tests for personnel for hearing loss. Initial training/testing for new employees.	8 hours/year \$200/year plus \$300 for tests and equipment
	Rabies Protection	Public Health Law/Section 225	Applicable to grounds personnel who may have an occupational exposure to live or dead animals suspected of having rabies. Protection involves utilization of engineering controls and personal protective equipment. Reporting procedures to report rabid animals or persons who have been bitten.	Yes	The Grounds crew has gloves, safety glasses, shovels and bags for removal of animal carcasses found on campus.	8 hours/year \$200/year
	Personal Protection Equipment (Offices Responsible: Public Safety and Buildings and Grounds)	OSHA/29CFR 1910.132	Applicable to grounds department, maintenance department, cleaning department, and shipping and receiving. Employer shall assess workplace to determine if hazards are present, or are likely to be present, which necessitates the use of personal protection equipment (PPE). If hazards are present or likely to be present employer shall select and have affected employee use the type of PPE that will protect the affected employee from the hazards identified.	Yes	All PPE assessments and training complete.	14 hours/year (Public Safety) \$350/year 5 hours/year (B&G) \$175/year

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Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Bloodborne Pathogens	OSHA/29CFR 1910.1030	Applicable to campus police, Student Health Center, Athletics Department, maintenance, and cleaning staff who may have an occupational exposure to blood or other potentially infectious material. Train employees in engineering and work practice controls to eliminate or minimize exposure. Provide employees with appropriate personal protection equipment. Offer employees vaccination for Hepatitis B. Make clean up kits available.	Yes	Annual training for affected personnel. Hep B vaccination offered annually to those not already vaccinated. Biology lab faculty, nursing faculty to be included.	20 hours/year \$500/year plus \$150 per employee vaccination
	Laboratory Safety	OSHA/29CFR 1910.1450	Applicable to employees in Biology and Chemistry Labs. Employer to determine and implement control measures to reduce employee exposure to hazardous chemicals. Requirements include: development of chemical hygiene plan, appointment of chemical hygiene officer, use of personal protection equipment, information and training on the safe use of hazardous materials.	Yes	Chemical Hygiene Officer appointed. Chemical hygiene plan reviewed annually. Waste chemicals disposed of periodically.	180 hours/year \$6,300/year \$4,500 - waste disposal
	Annual College Fire Inspection	New York State Education Law	Coordinate annual college fire inspection for submission to Albany. Fire Inspection to be conducted by certified code inspector. Accompany Inspector on tour of building. Submit completed reports to Albany.	Yes	Pre-inspect college buildings; accompany inspector on audit tour.	15 hours/year \$375/year
	Annual Personal Safety Report	State University of New York	Complete annual personal safety report for submission to Chancellor's Office. Compile minutes from health and safety committee meetings held during the academic year.	Yes	Report submitted.	8 hours/year \$200/year
	Clery Act	Public Law 101-542	Publish and distribute an annual report containing campus police/policies and procedures, status of security personnel, description of crime prevention/drug and alcohol abuse programs available on campus, and reporting of crime statistics.	Yes	Information provided to the Department of Education for posting on their web page.	25 hours/year \$875/year
	Confined Space (Offices responsible: Public Safety and Buildings and Grounds)	OSHA 29CFR 1910	Training provided to maintenance personnel. Program reviewed and updated annually. Inventory of confined spaces on site reviewed and updated annually. Warning signage audited periodically.	Yes	Annual refresher training for affected personnel. Annual audit of identified confined spaces.	8 hours/year (Public Safety) \$200/year 1 hour/year (B&G) \$35/year
	Workplace Violence Protection Act	New York State Workplace Violence Protection Act (October 2006)	Establish a Workplace Violence Prevention Program and a Workplace Violence Advisory Team to implement the various components of the program. The major components of the Workplace Violence Prevention Program include: Workplace Violence Policy Statement, Establishment of a Workplace Violence Advisory Team, Records Review, Hazard Assessment, Workplace Security Analysis, Workplace Survey and Employee Education and Training.	Yes	Workplace Violence Protection Program has been developed and a Workplace Violence Prevention Advisory Team has been established. Implementation began in the spring 2010. The three year records review, Workplace Hazard Assessment, Security Analysis and Workplace Survey have all been completed. Training was started in 2011 and is on-going. Annual review to make sure that programs are kept up-to-date and compliant.	70 hours/year \$2,450/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2013**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Campus Fire Safety and Right-To-Know Act	Campus Fire Safety and Right-To-Know Act	Statistics for each on-campus student housing facility, including the number of fires and causes; number of injuries and deaths related to fires; and the value of property damage caused by fires. Descriptions of each on-campus student housing facility's fire safety systems and the number of mandatory, supervised fire drills. Policies or rules on portable electronic appliances; smoking and open flames; evacuation procedures; fire safety education and training programs provided to students, faculty and staff. Plans for future fire safety improvements, if needed and an annual report to the campus community.	Yes	Information updated annually and posted on the Public Safety/Campus Police web page. Annual statistics are also included with Clery Act requirements and provided to the Department of Education for posting on their web site.	37.5 hrs/per year. \$1,312.50

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January - June 2013**

**LEADERSHIP SKILLS/DEVELOPMENT** - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Jan-May 2013	Hubbard, Martha	Monthly Leadership Cortland Sessions, Facilitator (1 day/mo)	Cortland County
Jan-May 2013	Greener, Susan	Monthly Leadership Tompkins Sessions, Facilitator (1 day/mo)	Tompkins County
01/1/13-02/24/13	Michelle Nightingale	NODA Region IX Conference Planning Committee (Registration Co-chair)	
01/1/13-06/30/13	Michelle Nightingale	NODA Two-Year College Network Co-Chair (National Leadership Team)	
01/13/13	McDaniel, Mick	NJCAA Executive Committee Conference	Colorado Springs, CO
02/27/13-02/28/13	Gilewski, Amber	Kaleidoscope Assessment Workshop	Boston, MA
02/27/13-03/01/13	Christofferson, Marty	Kaleidoscope - Lumen Learning	Boston, MA
March 2013	Stavenhagen-Helgren, Tina	Faculty Council for Community Colleges	Schenectady, NY
03/01/13	Thompson, Lyn	TC3 Midwinter Day	TC3
04/01/13	Christofferson, Marty	CCIO Meeting SUNY Initiatives	Herkimer CC
04/03/13-04/07/13	Trueman, Amy	Chair Annual Conference	Phoenix, AZ
04/06/13	Lansing, Torrey	How to Create a Great Program by Managing Your Great Team	Verona, NY
04/06/13	Lansing, Torrey	A Chance to Improve Child Care Subsidy	Verona, NY
04/06/13	Lansing, Torrey	"EZ-Pas" to Quality Administration	Verona, NY
04/07/13	Lansing, Torrey	Directors as Agents of Change	Verona, NY
04/07/13	Lansing, Torrey	NAEYC Accreditation	Verona, NY
04/07/13	Lansing, Torrey	Advocacy and Early Care and Development	Verona, NY
04/13/13	McDaniel, Mick	NJCAA Annual Membership Meetings & Executive Sessions	Colorado Springs, CO
May 2013	Penziul, Carl	Faculty of the Future - Conference for Learning and Leading	Bucks County (PA) CC
05/20/13	Gilewski, Amber	Presented - SUNY Kaleidoscope Training	OCC
05/28/13-05/31/13	Doskal, Darese	NEACUHO- Regional Entry-Level Institute-Served as Faculty Member	NYU
06/04/13	Lansing, Torrey	CBK Everyday Using NY States Core Competencies to Ease Staff in Professional Development	Saratoga Springs, NY
06/04/13	Lansing, Torrey	Directors Round Table	Saratoga Springs, NY
06/04/13-06/07/13	Christofferson, Marty	Kaleidoscope - Lumen Learning	Denver, CO
06/14/13	Zeppelin, Victoria	Effective Coaching Skills	TC3
06/21/13	Burk, Joyce	Leadership Tools for Women Centricity	Dutchess CC
06/21/13	Hubbard, Martha	Leadership Tools for Women Centricity	Dutchess CC

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January - June 2013**

**CONFERENCE/SEMINARS** - includes internal and external conferences, seminars, and workshops.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Various	Kobritz, Barbara	College Teaching Center Reading Group	TC3
01/08/13	Van Sant, Susanna	SCRLC Leadership Luncheon	Webinar
01/13/13	Davis, Andrew	NSCAA NATIONAL SOCCER COACHES CONVENTION	Indianapolis, IN
01/16/13	Voorhees, Amy	Popliteal Cysts and Other Bubbles Around the Knee	Cayuga Medical Center
01/18/13	Kobritz, Barbara	Discovery Systems	Online
01/19/13	Nightingale, Michelle	Webinar on Improving International Student Support/Retention	TC3
01/24/13	Whitmore, Carrie	Best Promo Ideas of the Year, LERN	Webinar
01/28/13	Eldridge, Kristen	NEACUHO Executive Board Meeting	Webinar
01/29/13	Conroy, Colleen	EASFAA Verification Webinar	TC3
01/29/13	Hicks, Sarah	EASFAA Verification Webinar	TC3
01/29/13	Janke, James	EASFAA Verification Webinar	TC3
01/30/13	Haynes, Carl	SUNY - Harnessing Systemness: Discussions on Efficiency & Effectiveness	SUNY Cortland
01/31/13	Zeppelin, Victoria	College Readiness and Life Skills: Moving Beyond Academics	Webinar
02/01/13	Conroy, Colleen	Verification Webinar	TC3
02/01/13	Hicks, Sarah	Verification Webinar	TC3
2/5/2013	Conroy, Colleen	NYSFAA COD Webinar	TC3
02/07/13	Janke, James	Decoding CDR Reports and Correcting Data – Webinar	TC3
02/08/13	Gilewski, Amber	Presenter - AASCU Academic Affairs Winter Meeting	Point Clear, AL
02/11/13	Haynes, Carl	SUNY Day/Chancellor's Presidents Meeting	Albany, NY
02/11/13-02/12/13	Haynes, Carl	NYCCAP Meeting	Albany, NY
02/12/13-02/13/13	Doskal, Darese	SUNY Residence Life Meeting	Syracuse, NY
02/14/13	Zeppelin, Victoria	Innovative Practices Using Accuplacer	Webinar
02/15/13	Lopez, Michele	Email Marketing Success, LERN	Webinar
02/19/13	Campbell, Katrina	Improving International Student Support/Retention (Webinar)	TC3
02/21/13	Conroy, Colleen	Jim Briggs Tax Webinar	TC3
02/21/13	Hicks, Sarah	Jim Briggs Tax Webinar	TC3
02/21/13	Greener, Susan	Helping Your Clients Drive Continuous Improvement	Webinar
02/21/13-02/24/13	Nightingale, Michelle	NODA Region IX Conference	Albany NY
02/22/13	Voorhees, Amy	Elbow Injuries in the Throwing Athlete	On-line (NATA)
02/22/13-02/25/13	Haynes, Carl	CCID Conference	Atlanta, GA
02/26/13	Janke, James	Sallie Mae Webinar "What Students Need to Know When They Graduate	TC3
02/26/13	Zeppelin, Victoria	Using Accuplacer to Enhance College Readiness for High School Students	Webinar
02/27/13-03/01/13	DeFranco, Tony	SUNY Online Learning (SOL) Summit	Syracuse, NY
02/27/13-03/01/13	Yavits, Bob	SUNY Online Learning (SOL) Summit	Syracuse, NY
March 2013	McDonough, Gerry	SUNY Chief Enrollment Officers Meeting	Albany, NY
03/01/13	Altucher, Kris	Mid-Winter Day	TC3
03/01/13	Abbey, Sheila	Mid-Winter Day	TC3

03/01/13	Behm, Teresa	Mid-Winter Day	TC3
03/01/13	Block, Karla	Mid-Winter Day	TC3
03/01/13	Carroll, Patrick	Mid-Winter Day	TC3
03/01/13	Dann, Vicki	Mid-Winter Day	TC3
03/01/13	Doskal, Darese	Mid-Winter Day	TC3
03/01/13	Eldridge, Kristen	Mid-Winter Day	TC3
03/01/13	Greener, Susan	Mid-Winter Day	TC3
03/01/13	Hubbard, Martha	Mid-Winter Day	TC3
03/01/13	Kobritz, Barbara	Mid-Winter Day	TC3
03/01/13	Lawrence, Janice	Mid-Winter Day	TC3
03/01/13	Lopez, Michele	Mid-Winter Day	TC3
03/01/13	McDonough, Gerry	Mid-Winter Day	TC3
03/01/13	Mix, Teresa	Mid-Winter Day	TC3
03/01/13	Nightingale, Michelle	Mid-Winter Day (Presented Orientation Workshop)	TC3
03/01/13	Payne, Lisa	Mid-Winter Day	TC3
03/01/13	Rashid, Amin	Mid-Winter Day	TC3
03/01/13	Stevens, Heather	Mid-Winter Day	TC3
03/01/13	Van Sant, Susanna	Mid-Winter Day	TC3
03/01/13	Williams-DeBottis, Brandy	Mid-Winter Day	TC3
03/01/13	Zeppelin, Victoria	Mid-Winter Day	TC3
03/05/13	Zeppelin, Victoria	Accuplacer Diagnostics and Accuplacer/MyFoundationsLab	Webinar
03/07/13	Conroy, Colleen	Verification Webinar	TC3
03/07/13	Hicks, Sarah	Verification Webinar	TC3
03/07/13	Lopez, Michele	Promoting the Contract Training Unit	Webinar
03/07/13	Whitmore, Carrie	Promoting the Contract Training Unit	Webinar
03/07/13	Stevens, Heather	SUNY Brockport Transfer Counselor Program	Brockport, NY
03/08/13	Conroy, Colleen	NYSFAA Region 3 Meeting	TC3
3/8/2013	Hicks, Sarah	NYSFAA Region 3 Meeting	TC3
03/13/13	McDaniel, Mick	Region 3 Athletic Directors Conference	Syracuse, NY
03/13/13	McDaniel, Mick	Mid-State Athletic Conference Bi-Annual Meeting	Syracuse, NY
03/14/13	Haynes, Carl	Regional Education Consortium	OCC
03/15/13	Stevens, Heather	NYSTAA - Central New York Regional Meeting	Lemoyne College
03/17/13	Squires, Daniel	JM McDonald Sports Complex Health Expo	Cortland, NY
03/19/13	Conroy, Colleen	I9 Webinar	TC3
03/19/13-03/22/13	Campbell, Katrina	NACADA Region 1 Conference	Montreal, Canada
03/20/13	Doane, Brent	SUNY Learning Institute	Syracuse, NY
03/20/13	Hammond, Jane	SUNY Oracle Business Intelligence Enterprise Edition Analysis Training	Syracuse, NY
03/20/13	Lopez, Michele	Customer Evaluations: Why They are Critical to Your Success	Webinar
03/20/13	Whitmore, Carrie	Customer Evaluations: Why They are Critical to Your Success	Webinar
03/21/13	Conroy, Colleen	Direct Loan Webinar	TC3
03/22/13	Yavits, Bob	Ed Tech Day	Ithaca College
03/25/13	Voorhees, Amy	Musculoskeletal Injuries in Pediatric and Early Adolescent Athletes	On-line
03/28/13	Voorhees, Amy	Silent But Violent: How to Sniff Out and Prevent Brain Injuries	Webinar



April 2013	McDonough, Gerry	Tap Training Modules - Reviewed 8 Tap modules online: Tap application; Tap Eligibility requirements; Student Record Maintenance and Doc Trac, Tap Award determinations, Good Academic Standing, G & S Transaction Processing, APTS, and Tap Certification.	TC3
04/03/13-04/07/13	Haynes, Carl	Chair Academy Conference	Phoenix, AZ
04/04/13	Voorhees, Amy	Pitching Mechanics and Injury Prevention from the Lower Extremity	On-line
04/05/13-04/06/13	Sammis, Carol	Attended NYS Assoc. for the Education of Young Children	Turning Stone
04/07/13-04/10/13	Densmore, Timothy	Ellucian Live Conference	Philadelphia, PA
04/07/13-04/10/13	MacLain, James	Ellucian Live Conference	Philadelphia, PA
04/07/13-04/10/13	Walz, Jonathan	Ellucian Live Conference	Philadelphia, PA
04/08/13-05/17/13	Block, Karla	Beyond and Apple a Day: Providing Consumer Health Information at Your Library, Moodle course sponsored by National Network of Libraries of Medicine,	Online course
04/09/13	Conroy, Colleen	PowerFails Direct Loan Webinar	TC3
04/09/13	Voorhees, Peter	Maximizing LinkedIn for Community College Alumni Relations	Webinar
04/10/13	Haynes, Carl	Sr. Vice Chancellor Meeting on Executive Budget and Next Steps for Community Colleges	Albany, NY
04/11/13	Conroy, Colleen	NYSFAA Tax Transcript and Verification Webinar	TC3
04/11/13	Hicks, Sarah	NYSFAA Tax Transcript and Verification Webinar	TC3
04/12/13	Altucher, Kris	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Block, Karla	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Campbell, Katrina	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Gilewski, Amber	Connecting, Collaborating and Celebrating the Art of Teaching Conference (Presenter)	TC3
04/12/13	Kobritz, Barbara	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Lang, Helen	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Madeo, Karl	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Nightingale, Michelle	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Stavenhagen-Helgren, Tina	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Williams-DeBottis, Brandy	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13	Zeppelin, Victoria	Connecting, Collaborating and Celebrating the Art of Teaching Conference	TC3
04/12/13-04/14/13	Ensign, Mary Ellen	Presenter - NYSMATYC Annual Conference	Glens Falls, NY
04/13/13-04/17/13	Sturmer, Tova	NACCU	Orlando, FL
04/17/13	Lopez, Michele	Promotions Tracking Tool: A LERN Member Benefit	Webinar
04/17/13	Whitmore, Carrie	Promotions Tracking Tool: A LERN Member Benefit	Webinar
04/17/13-04/20/13	Haynes, Carl	HERDI Conference	San Francisco, CA
04/24/13	Peak, Dave	New HVAC Equipment Conference	Syracuse, NY
04/30/13	Conroy, Colleen	PowerFails Webinar	TC3
05/01/13	Altucher, Kris	North Atlantic Society for College and University Planners	Montreal, CA
05/02/13	Conroy, Colleen	NYSFAA Verification Webinar	TC3
05/02/13	Hicks, Sarah	NYSFAA Verification Webinar	TC3
05/03/13	Doane, Brent	Lean Office Training	TC3
05/03/13	Conroy, Colleen	NYSFAA Region 3 Meeting	Auburn, NY
05/03/13	Hicks, Sarah	NYSFAA Region 3 Meeting	Auburn, NY
05/03/13	Janke, James	NYSFAA Region 3 Meeting	Auburn, NY

05/04/13	Campbell, Katrina	Faculty Council of the Community Colleges Conference	Finger Lakes CC
05/06/13	Eldridge, Kristen	NEACUHO Executive Board Meeting	Webinar
05/07/13	Peak, Dave	Siemens Arc Flash Training	Syracuse, NY
05/12/13-05/13/13	Haynes, Carl	SUNY Chancellor's Presidents Meeting	New York City, NY
05/14/13-05/16/13	Caveney, Kevin	NYS Purchasing Forum	Albany, NY
05/16/13-05/17/13	Block, Karla	"One for All and All for One: Product Integration and Uses," Virtual Conference Sponsored by Springshare	Online
05/19/13-05/22/13	Stevens, Heather	NYSTAA - Annual Conference	Rochester, NY
05/22/13-05/24/13	DeFranco, Tony	SUNY Conference on Instruction & Technology	SUNY IT
05/22/13-05/24/13	Yavits, Bob	SUNY Conference on Instruction & Technology	SUNY IT
05/22/13	Janke, James	Default Management Webinar	TC3
05/28/13-06/01/13	Kiechle, Matthew	American College Health Association Annual Meeting	Boston, MA
05/28/13-06/01/13	Shapleigh, Shari	American College Health Association Annual Meeting	Boston, MA
05/28/13-06/01/13	Arsenault, Sarah	American College Health Association Annual Meeting	Boston, MA
05/29/13	Madeo, Karl	Concurrent Enrollment in New England	UConn, Storrs, CT
05/29/13	Block, Karla	"Nursing on the Net: Free Resources," National Network of Libraries of Medicine, Southeastern Atlantic Region, Webinar	Online
05/31/13	Campbell, Katrina	Faculty of the Future Conference	Bucks County CC
06/01/13-06/07/13	Reynolds, Ken	Microsoft Tech Ed 2013	New Orleans, LA
06/01/13-06/07/13	Wood, Brandon	Microsoft Tech Ed 2013	New Orleans, LA
06/03/13	Hallisey, Mary	Transforming Nursing Education in Quality and Safety	Rochester, NY
06/03/13	Kessler, Kimberly	CSPA-NYLEC New York Leadership Educators Conference	SUNY Brockport
06/04/13	Peak, Dave	Class Frequency Drives	TC3
06/04/13-06/05/13	Kessler, Kimberly	SUNY Residence Life & Housing Administrators Meeting	University of Buffalo
06/05/13-06/07/13	Trueman, Amy	Council of SUNY Community College (Chief Student Affairs Officers)	Westchester, NY
06/05/13-06/07/13	Burk, Joyce	SUNYCUAD Educational Conference	Hilton Long Island
06/05/13-06/07/13	Chambala, Bryan	SUNYCUAD Educational Conference	Hilton Long Island
06/05/13-06/07/13	Edgecomb, Bob	SUNYCUAD Educational Conference	Hilton Long Island
06/05/13-06/07/13	Petrella-Baum, Jennica	SUNYCUAD Educational Conference	Hilton Long Island
06/06/13	Conroy, Colleen	Loan Webinar Part 1	TC3
06/06/13-06/07/13	Altucher, Kris	SUNY AIRPO Conference	Albany, NY
06/06/13-06/07/13	Payne, Lisa	SUNY AIRPO Conference	Albany, NY
06/06/13-06/07/13	Wright, Lauren	SUNYRA (SUNY Registrars' Assoc.)	Ithaca, NY
06/06/13-06/07/13	Boyd, Kathleen	SUNYRA (SUNY Registrars' Assoc.)	Ithaca, NY
06/06/13-06/07/13	Hammond, Jane	SUNYRA (SUNY Registrars' Assoc.)	Ithaca, NY
06/06/13-06/07/13	Ray, Julie	SUNYRA (SUNY Registrars' Assoc.)	Ithaca, NY
06/06/13-06/07/13	Struzick, Corrina	SUNYRA (SUNY Registrars' Assoc.)	Ithaca, NY
06/07/13	Voorhees, Amy	Evaluation and Management of Common Shoulder and Knee Injuries	Webinar
06/10/13	Greener, Susan	Workplace Violence Prevention and Personal Safety	Ithaca, NY
06/10/13	Lopez, Michele	Workplace Violence Prevention and Personal Safety	Ithaca, NY
06/10/13	Whitmore, Carrie	Workplace Violence Prevention and Personal Safety	Ithaca, NY
06/11/13-06/14/13	Drumluk, Sandy	SUNYCAP	Rochester, NY
06/12/13-06/14/13	Armstrong, Colleen	SUNYCAP	Rochester, NY
06/12/13-06/14/13	Doane, Brent	SUNYCAP	Rochester, NY

06/12/13-06/14/13	Streb, Tom	SUNYCAP	Rochester, NY
06/12/13-06/14/13	Toxey, Kar-Leam	SUNYCAP	Rochester, NY
06/12/13-06/14/13	Kobritz, Barbara	SUNY Librarians Association Annual Conference	Buffalo, NY
06/13/13	Conroy, Colleen	Loan Webinar Part 2	TC3
06/13/13	McDaniel, Mick	NJCAA Summer Officers Meetings	TC3
06/13/13	McDaniel, Mick	NACDA Annual Convention (Nat'l Assoc. of College Directors of Athletics)	Orlando, FL
06/14/13	Block, Karla	"Engaging with Patrons Online," Best Practices in Virtual Reference series, QuestionPoint/OCLC	Online
06/14/13	Dovi, Sharon	SUNY CC HR Directors Meeting	Syracuse, NY
06/17/13	Campbell, Katrina	Community College Institute: The Completion Agenda	Herkimer CC
06/17/13	Nightingale, Michelle	Community College Institute - College Completion	Herkimer CC
06/17/13-06/20/13	Christofferson, Marty	SUNY Technology Conference	Lake Placid, NY
06/17/13-06/20/13	Hersey, Olivia	SUNY Technology Conference	Lake Placid, NY
06/18/13-06/21/13	Dewey, Susan	CCBOA - Fall Conference	Watkins Glen, NY

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January - June 2013**

**JOB SPECIFIC EDUCATION** - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Ongoing	Rice, Robert D.	Microsoft Office Training i.e. Word, Excel, Outlook, etc.	Cortland, NY
Spring 2013	Yavits, Bob	Bi-weekly Online SLN Instructional Designer Mtgs, Online Conference Calls	TC3
Jan. 2013	Avery, Julianne	Blood Borne Pathogenes	TC3
Jan. 2013	Cochrane, John	Blood Borne Pathogenes	TC3
Jan. 2013	Conway, Teresa	Blood Borne Pathogenes	TC3
Jan. 2013	Ellis, Robert	Blood Borne Pathogenes	TC3
Jan. 2013	Ganoe, Sylvia	Blood Borne Pathogenes	TC3
Jan. 2013	Ganoe, William	Blood Borne Pathogenes	TC3
Jan. 2013	Henson, Deborah	Blood Borne Pathogenes	TC3
Jan. 2013	Hill, Lawrene	Blood Borne Pathogenes	TC3
Jan. 2013	Hollenbeck, Robert	Blood Borne Pathogenes	TC3
Jan. 2013	Jenke, Emil	Blood Borne Pathogenes	TC3
Jan. 2013	Keane, Thomas	Blood Borne Pathogenes	TC3
Jan. 2013	Norton, Patty	Blood Borne Pathogenes	TC3
Jan. 2013	Parker, Elwood	Blood Borne Pathogenes	TC3
Jan. 2013	Perkins, James	Blood Borne Pathogenes	TC3
Jan. 2013	Relyea, Joshua	Blood Borne Pathogenes	TC3
Jan. 2013	Robinson, Stephanie	Blood Borne Pathogenes	TC3
Jan. 2013	Sutfin, Gene	Blood Borne Pathogenes	TC3
Jan. 2013	Turner, James	Blood Borne Pathogenes	TC3
Jan. 2013	VanAtta, David	Blood Borne Pathogenes	TC3
Jan. 2013	Warner, Robert	Blood Borne Pathogenes	TC3
Jan. 2013	Warner, William	Blood Borne Pathogenes	TC3
Jan. 2013	Weber, William	Blood Borne Pathogenes	TC3
Jan. 2013	Wood, Alan	Blood Borne Pathogenes	TC3
Jan. 2013	Avery, Julianne	Right to Know	TC3
Jan. 2013	Hill, Lawrene	Right to Know	TC3
Jan. 2013	Cochrane, John	Right to Know	TC3
Jan. 2013	Conway, Teresa	Right to Know	TC3
Jan. 2013	Ellis, Robert	Right to Know	TC3
Jan. 2013	Ganoe, Sylvia	Right to Know	TC3
Jan. 2013	Ganoe, William	Right to Know	TC3
Jan. 2013	Henson, Deborah	Right to Know	TC3

Jan. 2013	Hollenbeck, Robert	Right to Know	TC3
Jan. 2013	Jenke, Emil	Right to Know	TC3
Jan. 2013	Keane, Thomas	Right to Know	TC3
Jan. 2013	Norton, Patty	Right to Know	TC3
Jan. 2013	Parker, Elwood	Right to Know	TC3
Jan. 2013	Relyea, Joshua	Right to Know	TC3
Jan. 2013	Robinson, Stephanie	Right to Know	TC3
Jan. 2013	Sutfin, Gene	Right to Know	TC3
Jan. 2013	VanAtta, David	Right to Know	TC3
Jan. 2013	Warner, Robert	Right to Know	TC3
Jan. 2013	Warner, William	Right to Know	TC3
Jan. 2013	Weber, William	Right to Know	TC3
Jan. 2013	Wood, Alan	Right to Know	TC3
Jan. 2013	Perkins, James	Right to Know	TC3
01/06/16	Gebo, John	CPR/AED	TC3
01/07/13	Thornton, Michael	Right to Know	TC3
01/07/13	Tuetken, Michelle	In-Service Training Program for the Alco-Sensor FST	TC3
01/08/13	Cosgrove, Israel	Right to Know	TC3
01/08/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
01/11/13	Cochran, Ryan	Right to Know	TC3
01/11/13	Mawson, James	Right to Know	TC3
01/13/13	Cosgrove, Israel	Active Shooter Training	Emerson Trans. Bldg.
01/14/13	Gebo, John	Right to Know	TC3
01/15/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
01/17/13	Fairand, Kevin	Right to Know	TC3
01/18/13	Van Sant, Susanna	Discovering Discovery Systems	Webinar
01/30/13	DeFranco, Tony	Bowie State University: Migrating to Blackboard Learn Webinar	TC3
02/01/13	Toxey, Kar-Leam J.	QAS Training	TC3
02/01/13	Yavits, Bob	SUNY FACT Meeting, Online Conference Call	TC3
02/01/13	Van Sant, Susanna	Opposing Viewpoints	Webinar
02/04/13	Genson, Michelle	Right to Know	TC3
02/05/13	Howard, Mike	Right to Know	TC3
02/13/13	Zeppelin, Victoria	PGI: What Is It, How Does It Work	TC3
02/15/13	Yavits, Bob	College Open Textbook Session OER101 MOOC	TC3
02/21/13	Yang, Lucy	IDS Spring Western User Group Meeting	Fairport, NY
02/25/13	Jerome, Joe	Right to Know	TC3
02/28/13	Dovi, Sharon	Healthcare Reform: Challenges and Impacts on Higher Education	TC3
03/01/13	Behm, Teresa	Introduction to Microsoft Access 2010	Ed 2 Go
03/01/13	McDaniel, Mick	NJCAA Eligibility Workshop for Athletic Compliance Officers	Syracuse, NY
03/01/13	Sutton, Jaclyn	Women's Basketball Coaches Regional Meeting	Mohawk Valley CC
03/07/13	Brown, Alexis	CACFP	TC3
03/07/13	Cochran, Heidi	CACFP	TC3
03/07/13	Currie, Jennifer	CACFP	TC3

03/07/13	Keech, Sharon	CACFP	TC3
03/07/13	Lansing, Torrey	CACFP	TC3
03/07/13	McMullen, Tammy	CACFP	TC3
03/11/13	Dovi, Sharon	OAS - Immigration Webinar	TC3
03/18/13	Cosgrove, Israel	Radar/Lidar Training	Chittenango, NY
03/21/13	Payne, Lisa	SUNY OBIIE Advanced training	Syracuse, NY
03/21/13	Thompson, Lyn	Advanced Oracle 11g Analysis Training	Syracuse, NY
03/25/13	DeFranco, Tony	Upgrade Cohort Strategic Planning webinar	TC3
03/27/13	Reynolds, Ken	Microsoft 70 – 685; Windows 7, Enterprise Desktop Support Technician	Self-Study
03/27/13	Van Sant, Susanna	Flipped Classroom	TC3
03/28/13	DeFranco, Tony	Blackboard's xpLor Webinar	TC3
04/01/13	Slawson, Melinda	F-1 Advising for Beginners	Web course
04/03/13	Reynolds, Ken	Microsoft Certified Solutions Associate (MCSA): Windows 7	
04/03/13	Reynolds, Ken	Microsoft Certified IT Professional (MCITP): Enterprise Desktop Support Technician on Windows 7	Self-Study
04/03/13	Reynolds, Ken	Microsoft 70 – 686, Windows 7, Enterprise Desktop Administrator	
04/06/13	Brown, Alexis	NAEYC Conference	Turning Stone
04/06/13	Cochran, Heidi	NAEYC Conference	Turning Stone
04/06/13	Currie, Jennifer	NAEYC Conference	Turning Stone
04/09/13	Chambala, Bryan	Case Webinar: Maximizing LinkedIn for community colleges	TC3
04/09/13-04/10/13	Saul, Beau	Prevention of, Response to, and Recovery from Campus Emergencies	Oriskany Falls, NY
04/10/13	Reynolds, Ken	Microsoft Certified IT Professional (MCITP): Enterprise Desktop Administrator on Windows 7	Self-Study
04/10/13	Yavits, Bob	Flipping the Classroom from Softchalk	TC3
04/15/13	Ansbro, Mimi	Streaming Video in Angel	CTC
04/17/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
04/19/13	Altucher, Kris	Salient Dashboard Training	TC3
04/19/13	Reynolds, Ken	Recertified, Microsoft Certified Trainer (MCT)	
04/22/13	DeFranco, Tony	Blackboard 9.1 Upgrade Cohort: Roadmap 2013 and Cohort Wrap-up Webinar	TC3
04/24/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
05/01/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
05/01/13	DeFranco, Tony	SLN Introduction to Online Learning Workshop	TC3
05/01/13	Van Sant, Susanna	Angel Training	TC3
05/07/13	Behm, Teresa	Intermediate Microsoft Access 2010	Ed 2 Go
05/08/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
05/08/13-05/09/13	Howard, Mike	Applied Suicide Intervention Skills	Ithaca, NY
05/08/13	Yavits, Bob	Blackboard xPloer "Deep Dive"	TC3
05/09/13	Jerome, Joe	DCJS Online Course - Discovery for Police	TC3
05/10/13	DeFranco, Tony	SLN Introduction to Online Learning Workshop	TC3
05/10/13	DeFranco, Tony	SLN Presenting Content in Your Online Course Workshop	TC3
05/10/13	Van Sant, Susanna	Angel Training	TC3
05/15/13	Van Sant, Susanna	EBSCONet Renewals Training	Webinar
05/16/13	Cosgrove, Israel	Firearms / Ejustice Portal / Ejustice Legacy / Evidence Training	Dryden, NY

05/18/13	Cochran, Ryan	DCJS Online Course - Discovery for Police	TC3
05/18/13	Cosgrove, Israel	DCJS Online Course - Discovery for Police	TC3
05/18/13	Gebo, John	DCJS Online Course - Discovery for Police	TC3
05/18/13	Howard, Mike	DCJS Online Course - Discovery for Police	TC3
05/18/13	Cosgrove, Israel	DCJS Online Course - ID Procedures / Photo Array Guidelines	TC3
05/20/13	Cochran, Ryan	DCJS Online Course - ID Procedures / Photo Array Guidelines	TC3
05/20/13	Gebo, John	DCJS Online Course - ID Procedures / Photo Array Guidelines	TC3
05/20/13	Howard, Mike	DCJS Online Course - ID Procedures / Photo Array Guidelines	TC3
05/20/13	Tuetken, Michelle	DCJS Online Course - ID Procedures / Photo Array Guidelines	TC3
05/20/13	Tuetken, Michelle	DCJS Online Course - Discovery for Police	TC3
05/21/13	Thornton, Michael	DCJS Online Course - Discovery for Police	TC3
05/21/13	Thornton, Michael	DCJS Online Course - ID Procedures / Photo Array Guidelines	TC3
05/22/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
05/30/13	Cochran, Ryan	Police Mountain Bike Refresher Course	SUNY Cortland
05/30/13	Thornton, Michael	Police Mountain Bike Refresher Course	SUNY Cortland
05/31/13	Cochran, Ryan	Active Shooter - Training Drill	Onondaga CC
05/31/13	Cosgrove, Israel	Active Shooter - Training Drill	Onondaga CC
05/31/13	Gebo, John	Active Shooter - Training Drill	Onondaga CC
05/31/13	Howard, Mike	Active Shooter - Training Drill	Onondaga CC
05/31/13	Jerome, Joe	Active Shooter - Training Drill	Onondaga CC
05/31/13	Kelly, Jake	Active Shooter - Training Drill	Onondaga CC
05/31/13	Thornton, Michael	Active Shooter - Training Drill	Onondaga CC
05/31/13	Tuetken, Michelle	Active Shooter - Training Drill	Onondaga CC
June 2013	Hubbard, Martha	Amplifund Training ( for TAACCCT Round II grant reporting)	Online
June 2013	Hubbard, Martha	SUNY Commons Training (for TAACCCT Round III)	Online
06/01/13	McDaniel, Mick	NATYCAA Workshops on retention, Title IX compliance, Safety	Orlando, FL
06/02/13	Reynolds, Ken	MCT, Day Zero	New Orleans, LA
06/03/13	Reynolds, Ken	Lessons from the Field: Useful Hacker Techniques for Administrators	New Orleans, LA
06/04/13	Knapp, Dawn	SUNY Early Care and Education Conference	Saratoga Springs
06/04/13	McMullen, Tammy	SUNY Early Care and Education Conference	Saratoga Springs
06/04/13	Reynolds, Ken	Windows in the Enterprise	New Orleans, LA
06/04/13	Reynolds, Ken	Building the Perfect Windows 8 Image	New Orleans, LA
06/04/13	Reynolds, Ken	Microsoft System Center 2012 SP1 - Configuration Manager Overview	New Orleans, LA
06/04/13	Reynolds, Ken	What's New with Microsoft Deployment Toolkit 2012 Update 1	New Orleans, LA
06/04/13	Reynolds, Ken	Getting Started with Microsoft Deployment Toolkit (MDT) 2012 Update 1	New Orleans, LA
06/04/13	Reynolds, Ken	Security Experts Panel Discussion: Security for Hackers (BYOD)	New Orleans, LA
06/04/13	Reynolds, Ken	Live Demonstration: Hacker Tools You Should Know and Worry About	New Orleans, LA
06/04/13-06/06/13	Turner, James	Code Official Annual Training	Fredonia, NY
06/05/13	Altucher, Kris	SUNY OBIEE Analysis Training	Albany, NY
06/05/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
06/05/13	Reynolds, Ken	A Journey to the Dark Side of Social Networking	New Orleans, LA
06/05/13	Reynolds, Ken	The Inside Man: Surviving the Ultimate Cyber Threat	New Orleans, LA

06/05/13	Reynolds, Ken	Microsoft User Experience Virtualization (UE-V): How to Manage and Deploy UE-V across an Enterprise	New Orleans, LA
06/05/13	Reynolds, Ken	Advanced Microsoft Deployment Toolkit 2012 Customizations: Dueling MDT Enhancements	New Orleans, LA
06/05/13	Reynolds, Ken	Cybercrime: The 2013 Ultimate Survival Guide	New Orleans, LA
06/05/13	Reynolds, Ken	1984: 21st Century Security Surveillance vs. the Erosion of Freedom	New Orleans, LA
06/05/13	Reynolds, Ken	Hackers (Not) Halted	New Orleans, LA
06/06/13	Reynolds, Ken	Adventures in Underland: What Passwords Do When No One Is Watching	New Orleans, LA
06/06/13	Reynolds, Ken	License to Kill: Malware Hunting with the Sysinternals Tools	New Orleans, LA
06/06/13	Reynolds, Ken	Case of the Unexplained 2013: Windows Troubleshooting with Mark Russinovich	New Orleans, LA
06/06/13	Reynolds, Ken	Sysinternals Primer: TechEd 2013 Edition	New Orleans, LA
06/12/13	Cosgrove, Israel	Informational Alert - Liquid Meth	TC3
06/12/13	Van Sant, Susanna	NOVEL NY Gale Usage Reports	Webinar
06/13/13	Connery, Doug	Fundamentals of Variable Speed Drives	TC3
06/13/13	Jacobs, Dale	Fundamentals of Variable Speed Drives	TC3
06/13/13	McDaniel, Mick	Red Cross Certifications in CPR for the Professional and First Aid	Dryden, NY
06/13/13	Weatherby, Scott	Fundamentals of Variable Speed Drives	TC3
06/13/13	Scott, Ray	Sports Turf Management	Cicero, NY
06/14/13	Campbell, Katrina	Quality Matters Workshop	TC3
06/17/13	Mawson, James	Bloodborne Pathogen	TC3
06/18/13	Sutton, Jaclyn	American Red Cross CPR & AED Certification	TC3 Campus
06/18/13-06/19/13	Squires, Daniel	CPR & First Aid Certifications	TC3
06/19/13	Case, Melinda	Bloodborne Pathogen	TC3
06/19/13	Conroy, Colleen	Conference Call with Next Gen to Set up Off Campus Jobs	TC3
06/19/13	Cosgrove, Israel	Bloodborne Pathogens Refresher	TC3
06/19/13	Sutton, Jaclyn	American Red Cross First Aid Certification	TC3 Campus
06/19/13	Thornton, Michael	Bloodborne Pathogen	TC3
06/20/13	Gebo, John	Bloodborne Pathogen	TC3
06/20/13	Genson, Michelle	Bloodborne Pathogen	TC3
06/20/13	Howard, Mike	Bloodborne Pathogen	TC3
06/24/13	Tuetken, Michelle	Bloodborne Pathogen	TC3
06/26/13	Fairand, Kevin	Bloodborne Pathogen	TC3
06/26/13	Jerome, Joe	Bloodborne Pathogen	TC3
06/26/13	Van Sant, Susanna	Business Insights Essentials	Webinar
06/26/13	Yavits, Bob	Angel & Blackboard Focus Group discussion	TC3
06/28/13	Van Sant, Susanna	Gale Admin Tool Training	Webinar



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January - June 2013**

**DEGREE RELATED PROGRAMS** - list individuals pursuing formal degree programs at TC3 or other institutions.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
On-going	Brown, Alexis	Early Childhood degree	TC3
On-going	Currie, Jennifer	Early Childhood degree	TC3
Spring 2013	Sarah Arsenault	RN to BSN Program SUNY Delhi (Continuing Ed Toward BSN)	Online
Spring 2013	VandeBogart, Patricia	International Business	Empire State College
Spring 2013	VandeBogart, Patricia	Business Enterprise in American History	Empire State College
Spring 2013	Densmore, Timothy	Analytics Data Management & Knowledge Management	Capella University
Spring 2013	Densmore, Timothy	Solution Analysis & Modeling	Capella University
Spring 2013	Armitage, Christopher	Completed AAS Degree Program in Computer Information Systems	TC3
Spring 2013	Azotea, Patricia	Academic Writing - Eng 100	TC3
Spring 2013	Azotea, Patricia	Statistical Literacy - Math109	TC3
Spring 2013	Hersey, Olivia	Security System Design and Analysis - CFOR110	TC3
May 2013	Hill, Cynthia	Creative Writing - Received A.A.	TC3
06/14/13	Rice, Robert D.	MS, Counseling Studies	Capella University, Online

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January - June 2013**

**OTHER DEVELOPMENT ACTIVITIES** - various other programs attended by employees.

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
January 2013	Greener, Susan	Business After Hours, Tompkins County Chamber	Ithaca, NY
01/10/13-01/11/13	Hubbard, Martha	CEANY Board Meeting	Saratoga Springs, NY
01/24/13	Greener, Susan	Annual Tompkins Chamber Meeting	Ithaca, NY
02/01/13	McDaniel, Mick	National Hockey Championship for NJCAA	Rochester, NY
02/04/13	Greener, Susan	Downtown Ithaca Alliance Annual Meeting	Ithaca, NY
02/08/13	Hubbard, Martha	Teambuilding program	Cortland, NY
02/08/13	Greener, Susan	Teambuilding program	Cortland, NY
02/08/13	Munson, Gail	Teambuilding program	Cortland, NY
02/08/13	Lang-Wenke, Amy	Teambuilding program	Cortland, NY
02/08/13	Maus, Maureen	Teambuilding program	Cortland, NY
02/08/13	Sanford, Sharon	Teambuilding program	Cortland, NY
02/08/13	Lopez, Michele	Teambuilding program	Cortland, NY
02/08/13	Whitmore, Carrie	Teambuilding program	Cortland, NY
March-May 2013	Chambala, Bryan	Together: Served as scholar for NYS Council for Humanities-Funded Family Reading Program	Tully, NY
03/01/13	McDaniel, Mick	National Men's Basketball Championship for NJCAA	Liberty, NY
03/12/13	Payne, Lisa	StrengthsQuest – Understanding & Using Our Strengths: Strengths & Relationships	TC3
03/13/13	McDaniel, Mick	Jamestown Community College External Review Team	Jamestown, NY
03/14/13-03/15/13	Hubbard, Martha	CEANY Board Meeting	Albany, NY
03/18/13	Greener, Susan	Downtown Ithaca Alliance Meeting	Ithaca, NY
03/27/13	Ansbro, Mimi	Visiting Humphrey Scholar Presentation on Cameroon	TC3
April 2013	Penziul, Carl	Visit to Lyme Central School (Concurrent Enrollment)	Lyme, NY
04/08/13	Yavits, Bob	CTC Roundtable - A Learning Community for Eng1099 & Rdn9099	TC3
04/15/13	Yavits, Bob	CTC Roundtable - TC3 Library Streaming Video & Information Request Svcs	TC3
04/15/13	Greener, Susan	Downtown Ithaca Alliance Meeting	Ithaca, NY
04/22/13	Yavits, Bob	CTC Roundtable - All Faculty & Staff Poetry & Short Fiction - Open Mic	TC3
04/27/13	Zeppelin, Victoria	NACEP Accreditation Commission Spring Meeting	Chicago, IL
05/01/13	Yavits, Bob	CTC Roundtable - Problem Based Learning in Basic Sciences	TC3
05/01/13	McDaniel, Mick	National Women's Lacrosse Championship for NJCAA	Henrietta, NY
05/05/13	Greener, Susan	CEANY Board Meeting	Keuka Lake, NY
05/20/13	Greener, Susan	Downtown Ithaca Alliance Meeting	Ithaca, NY
06/04/13	Lansing, Torrey	Keynote: What Does it Mean to Care	SUNY
06/05/13	Knapp, Dawn	Keynote: Words that Empower, Words That Hurt	SUNY
06/05/13	Lansing, Torrey	Keynote: Words that Empower, Words That Hurt	SUNY

06/05/13	McMullen, Tammy	Keynote: Words that Empower, Words That Hurt	SUNY
06/07/13	Madeo, Karl	NYCEP Spring Meeting & Professional Development	Hudson Valley CC
06/07/13	Zeppelin, Victoria	NYCEP Spring Meeting & Professional Development	Hudson Valley CC
06/09/13-06/14/13	Flaten, David	Orientation of Colombian English Language Visitors from UAO	
06/13/13	McDaniel, Mick	Division III Men's Golf Championship for NJCAA	Chautauqua, NY
06/14/13	Flaten, David	With Dr Wessell, Hosted Dinner for English Language Instructors from UAO	
06/16/13	Flaten, David	With Dr Wessell, Hosted Lunch with Prof Salguero of the U of Ibague	
	Flaten, David	Worked with Others to Develop an Application for Dr Orejuela to be a Fullbright Scholar	
	Moore, Paula	Presented - Study Abroad	TC3
	Moore, Paula	Presented - Project Created by SUNY Chancellor's Award-CAFI Grant	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENT  
SEPTEMBER 2013**

<b>New Master Plan - Administrative</b>	<b>Amount</b>	<b>Subtotal</b>	<b>Total</b>
HOLT Architects, P.C.			
Invoice #21303402			
Master Plan Design Services, PO #29384	\$9,485.05		
Total New Master Plan - Administrative		\$9,485.05	
<b>Total</b>			<b>\$9,485.05</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-9**

**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 12<sup>th</sup> day of September 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 12<sup>th</sup> day of September 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tompkins Cortland Community College  
Appointment of Personnel  
September 4, 2013  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Cattan, Charmain	BUAD261 GC2 ACCT101 M02	Adjunct	N/A	7,685.00	7/08/13 - 1/04/14
Aiken, Alicia	Counselor, Career and Transfer Services	Conselor	N/A	*43,461.00	08/15/13
Clark, Rebecca	Counseling services	Adjunct	N/A	5,708.88	8/15/13 - 12/16/13
Morondi, Christopher	Counseling Services	Adjunct	N/A	5,708.88	8/15/13 - 12/16/13
Seymour, Suri	Coordinator of Multicultural Services, PT	----	N/A	*25,000.00	08/19/13
Byers, April	External Relations, Cortland Ext. Center	Secretary	G	*41,031.16	08/23/13
Abbiati, Silvia	ITAL101 HY1	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Abi Abdallah, Delbert	BIOL100 M02 BIOL100 M01	Adjunct	N/A	6,475.00	8/22/13 - 12/13/13
Ahmed, Ahmed	CHEM205 ME50 CHEM108 ME50	Adjunct	N/A	11,066.25	8/22/13 - 12/13/13
Ahola, Ashley	Forum Secretary	Adjunct	N/A	868.76	8/22/13 - 12/13/13
Almann, Nancy	BIOL131 M01 BIOL131 M02	Adjunct	N/A	11,917.50	8/22/13 - 12/13/13
Altmann, Herman	BIOL101 M01 BIOL101 M04 BIOL102 M02	Adjunct	N/A	11,917.50	8/22/13 - 12/13/13
Anderson, Kimberly	ENGL099 CE66	Adjunct	N/A	3,480.00	8/22/13 - 12/13/13
Andrews, Patricia	PSYC103 M15 PSYC101 M03 PSYC101 M04	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Archer, Pamela	BUAD203 M01 OFFC203 M01 BUAD203 M02	Adjunct	N/A	8,700.00	8/22/13 - 12/13/13
Arnold, Melanie	COMM110 ME50, ME51 COMM245 M01 COMM115 M01	Adjunct	N/A	8,745.66	8/22/13 - 12/13/13
Barker, Jaime	BIOL201 ME50 BIOL132 ME50	Adjunct	N/A	9,712.50	8/22/13 - 12/13/13
Bechtold, Charles	MATH109 M06 MATH100 M17 MATH109 M07	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Bieber, Erin	HSTY202 M01 HSTY202 AL1 HSTY202 AL2	Adjunct	N/A	9,540.00	8/22/13 - 12/13/13
Bischoff, Mark	MATH095 M07 MATH100 M09	Adjunct	N/A	7,420.00	8/22/13 - 12/13/13
Boden, Brandy	RECR215 ME50	Adjunct	N/A	3,237.50	8/22/13 - 12/13/13
Bowling, Carla	Medication Nurse Supervisor	Adjunct	N/A	2,983.20	8/22/13 - 12/13/13
Booth, Mark	CHEM101 HY1	Adjunct	N/A	1,590.00	8/22/13 - 12/13/13
Borgella, Rene	ENVS101 CE66	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Bronfenbrenner, Mary	ENGL100 M18 GERM101 M01	Adjunct	N/A	5,550.00	8/22/13 - 12/13/13
Brown, Stan	MATH200 ME50	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Buchanan, Patricia	ENGL099 M10 ENGL099 M09	Adjunct	N/A	9,080.00	8/22/13 - 12/13/13
Buchanan, Patricia	CTC Adjunct Services Coord.	Adjunct	N/A		
Buhl, Sara	PSYC103 M07 PSYC207 M01	Adjunct	N/A	5,550.00	8/22/13 - 12/13/13
Cabrera, Cindy	ENGL100 M32	Adjunct	N/A	2,610.00	8/22/13 - 12/13/13
Cambridge, Jessica	POSC104 M01 ENGL100 M08 ENGL100 M04	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Candela-Jordan, Michelle	RDNG116 CE43	Adjunct	N/A	2,610.00	8/22/13 - 12/13/13
Carella, Katharina	MATH100 M11 MATH095 M02 MATH095 M04	Adjunct	N/A	9,570.00	8/22/13 - 12/13/13
Carr, Kyle	COMM120 M01 COMM111 M02 COMM111 M01 COMM120 M02 COMM120 M03	Adjunct	N/A	7,508.16	8/22/13 - 12/13/13
Carr, Kyle	Coverage for Communication Cage	Adjunct	N/A	3,394.80	8/22/13 - 12/13/13
Carter, Lesa	SOCI101 I30	Adjunct	N/A	2,775.00	8/22/13 - 12/13/13
Cassidy, Joseph	ENGL099 IE62	Adjunct	N/A	3,960.00	8/22/13 - 12/13/13
Caughey, Elizabeth	ENGL201 M02 ENGL100 M03 ENGL102 M04	Adjunct	N/A	7,830.00	8/22/13 - 12/13/13
Chapman, Robert	RDNG116 M12 RDNG116 M17 POSC104 M02	Adjunct	N/A	8,910.00	8/22/13 - 12/13/13
Cicciarelli, Richard	BIOL104 M02 BIOL101 M02	Adjunct	N/A	5,002.50	8/22/13 - 12/13/13

Tompkins Cortland Community College  
Appointment of Personnel  
September 4, 2013  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Clay, Merryn	ENGL100 M02 ESL 149 M01 ENGL100 M07	Adjunct	N/A	9,250.00	8/22/13 - 12/13/13
Coleman, Cynthia	SOCI205 M01 SOCI101 AL1 SOCI205 AL1	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Connors, John	MATH090 M11 MATH090 M14	Adjunct	N/A	8,480.00	8/22/13 - 12/13/13
Cooper, Joanne	MATH095 M03 MATH090 M02 MATH100 M10	Adjunct	N/A	10,175.00	8/22/13 - 12/13/13
Cornish, Erin	MATH132 M03 MATH100 M05 MATH100 M07	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Cowan, Richard	MATH135 IE35 MATH201 IE35 MATH132 M04	Adjunct	N/A	11,350.00	8/22/13 - 12/13/13
Curcio, Mary	MATH100 CE66	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Curran, Kerry	ENGL099 M18 ENGL100 M31	Adjunct	N/A	6,090.00	8/22/13 - 12/13/13
Curran, Kerry	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	1,864.50	8/22/13 - 12/13/13
Curtis, Benjamin	CONT107 M01	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Cutter, Elizabeth	MATH090 M05 MATH090 M13	Adjunct	N/A	6,960.00	8/22/13 - 12/13/13
Daehn, James	MATH109 AL1	Adjunct	N/A	5,940.00	8/22/13 - 12/13/13
Davis, Andrew	FITN230 M20 FITN130 M10	Adjunct	N/A	1,485.00	8/22/13 - 12/13/13
Decker, Aaron	ENGL101 M04 ENGL101 M03 ENGL099 M11	Adjunct	N/A	9,900.00	8/22/13 - 12/13/13
DeGaetano, Margaret	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	10,701.90	8/22/13 - 12/13/13
DeRado, Dennis	SPAN101 C33	Adjunct	N/A	4,770.00	8/22/13 - 12/13/13
DeRado, Maria	RDNG116 M11	Adjunct	N/A	2,610.00	8/22/13 - 12/13/13
DiBartolo, Debra	NURS 208-M22 FLD	Adjunct	N/A	10,175.00	8/22/13 - 12/13/13
Dickerson, Nancy	HUMS114 M01 SOCI201 M01 HUMS110 M01	Adjunct	N/A	9,540.00	8/22/13 - 12/13/13
Donlick, Christel	MATH095 CE66	Adjunct	N/A	3,960.00	8/22/13 - 12/13/13
Down, Rachel	ECHD110 ME50 HUMS125 M03 ECHD125 M03	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13
Earle, Robert	ENGL100 M16 ENGL099 M16	Adjunct	N/A	6,090.00	8/22/13 - 12/13/13
Earley, Bernard	ENGL101 AL3 ENGL100 AL1	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Eckert, Regina	HSTY101 M05 HSTY201 M06	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13
Eisenberg, Seth	PARC101 AL2 PARA101 AL2	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Eller, Dawn	BIOL131 M03 BIOL114 M01	Adjunct	N/A	8,745.00	8/22/13 - 12/13/13
Emmart, Michael	CRJU104 M02 HUMS104 M02 HUMS104 M01 CRJU104 M01 CRJU105 AL1	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Epstein, Judith	ENGL099 M14 ENGL201 ME51	Adjunct	N/A	7,945.00	8/22/13 - 12/13/13
Estep, Nancy	HUMS225 AL1 HUMS125 AL1 ECHD125 AL1 ECHD225 AL1	Adjunct	N/A	5,550.00	8/22/13 - 12/13/13
Esworthy, Barrett	HSTY201 M03 HSTY201 M01 HSTY201 M02	Adjunct	N/A	9,540.00	8/22/13 - 12/13/13
Evans, Carol	BIOL101 M06	Adjunct	N/A	3,237.50	8/22/13 - 12/13/13
Farah, Fred	BIOL125 M01 GEOL125 M01 BIOL101 M05	Adjunct	N/A	9,931.25	8/22/13 - 12/13/13
Feavearyear, Jody	MATH100 I30 MATH090 M12 MATH090 M06	Adjunct	N/A	11,660.00	8/22/13 - 12/13/13
Filipowski, Eliza	PARA225 AL1 PARC225 AL1	Adjunct	N/A	2,775.00	8/22/13 - 12/13/13
Finn, Bradley	HLTH208 AL1	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Fitzgerald, John	CRJU205 M01	Adjunct	N/A	2,775.00	8/22/13 - 12/13/13
Frahm, Benjamin	ENGL099 M19	Adjunct	N/A	3,700.00	8/22/13 - 12/13/13
Franz, Diane	PSYC101 M01 PSYC205 M01	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13

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Employee	Department	Title/Rank	Grade	Salary	Employment Dates
French, Brandon	ELEC207 M01	Adjunct	N/A	2,312.50	8/22/13 - 12/13/13
Frey, Kim	PSYC103 M09 PSYC103 M03	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13
Gaetano, Linda	MATH090 M01 MATH100 M12 MATH100 M13	Adjunct	N/A	8,700.00	8/22/13 - 12/13/13
Galezo, David	PHIL101 M03 PHIL201 AL1 PHIL101 M02	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Gammage-Sikora, Gina	SPAN101 M03 SPAN101 HY1	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Gammage-Sikora, Gina	Foreign Language Club	Adjunct	N/A	2,270.00	8/22/13 - 12/13/13
Garrighan, Patricia	ENGL201 ME50 ENGL201 M07 ENGL201 M06	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Garrity, Kathleen	FITN204 M01 FITN205 M01	Adjunct	N/A	1,702.50	8/22/13 - 12/13/13
Gesin, Jonathan	CRJU105 M02 CRJU105 M03 CRJU105 M01	Adjunct	N/A	7,830.00	8/22/13 - 12/13/13
Gilbert, Mary	ENGL102 AL1 ENGL102 AL2 ENGL102 AL3	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Gillis, Andrew	ART 111 M03 ART 111 M04	Adjunct	N/A	7,420.00	8/22/13 - 12/13/13
Goldsberry, Evelyn	NRUS 208-M23 FLD	Adjunct	N/A	9,570.00	8/22/13 - 12/13/13
Granison, Henry	PARC101 AL1 PARA101 AL1	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Grimm, Mark	ART 214 M01	Adjunct	N/A	3,237.50	8/22/13 - 12/13/13
Grimm, Mark	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	4,176.48	8/22/13 - 12/13/13
Gustafson, Wayne	PSYC101 MLC3 PSYC101 M02	Adjunct	N/A	7,400.00	8/22/13 - 12/13/13
Gutchess, Elizabeth	ENGL225 AL1	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Haaland, Andrew	CAPS121 AL2 CAPS111 AL1 CAPS121 AL3 CAPS131 AL4 CAPS131 AL3 CAPS121 AL1 CAPS111 AL2	Adjunct	N/A	9,271.82	8/22/13 - 12/13/13
Han, Man-Young	SPMT255 M01	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Haralson, Annemiek	NURS 110-M21 FLD	Adjunct	N/A	6,475.00	8/22/13 - 12/13/13
Harbick, Kale	PHSC104 M01 PHSC104 ME50	Adjunct	N/A	8,910.00	8/22/13 - 12/13/13
Hartnett, Gerri-Ann	PSYC205 CE66	Adjunct	N/A	2,610.00	8/22/13 - 12/13/13
Hartnett, Johanna	ECHD125 M02 RDNG099 M04 RDNG099 M05 HUMS125 M02	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Hassett, Joseph	HLTH205 M01	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Havens, Maria	MATH200 M02 MATH200 M03	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13
Hayes, Tamara	RDNG116 M08 RDNG099 M03 RDNG099 M08	Adjunct	N/A	9,570.00	8/22/13 - 12/13/13
Haynes, Susan	ACCT101 M01 ACCT101 IE62	Adjunct	N/A	9,080.00	8/22/13 - 12/13/13
Hemingway Jones, Kathy	RDNG116 M09 RDNG116 M06 ENGL101 M14	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Hesse, Ralph	PSYC103 M13 PSYC103 M10	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Hillis, Patrick	PSYC103 M17 PSYC101 M05 PSYC101 M06	Adjunct	N/A	7,830.00	8/22/13 - 12/13/13
Hollenbeck, Charles	ENGL101 M01 ENGL100 M05 ENGL100 M13	Adjunct	N/A	7,830.00	8/22/13 - 12/13/13
Hopkins, Marshall	ART 109 M03 ART 117 M02 ART 117 M01	Adjunct	N/A	9,712.50	8/22/13 - 12/13/13
Hotto, Amber	BIOL101 M03	Adjunct	N/A	1,387.50	8/22/13 - 12/13/13
Iacobucci, Christine	ANTH202 M01 FSS 115 M01	Adjunct	N/A	4,455.00	8/22/13 - 12/13/13
Jenes, Eric	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	10,490.92	8/22/13 - 12/13/13
Johnson, Danielle	NURS 110-M24 FLD	Adjunct	N/A	6,475.00	8/22/13 - 12/13/13
Jones, Maxine	MATH100 M16 MATH100 M08 MATH100 M06	Adjunct	N/A	9,540.00	8/22/13 - 12/13/13



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Jones, Paula	BIOL114 CE66	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Josef, Keith	CHEM101 M02 CHEM101 M01	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Kidder, Jennifer	GEOL101 M01 MATH090 M15 GEOL101 M02	Adjunct	N/A	11,660.00	8/22/13 - 12/13/13
Kirk, Benjamin	MATH109 ME50 MATH200 CE66	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13
Klimaszewski, Nicolai	ART 112 M01 ART 111 M02	Adjunct	N/A	7,420.00	8/22/13 - 12/13/13
Kobre, Michael	BIOL131 ME50 BIOL114 AL1	Adjunct	N/A	12,768.75	8/22/13 - 12/13/13
Kyle, John	CAPS131 M05 CAPS111 M07 CAPS111 M05 CAPS121 M06 CAPS121 M05 CAPS121 M07 CAPS131 M04 CAPS111 M06 CAPS131 M06	Adjunct	N/A	11,920.91	8/22/13 - 12/13/13
Labuff, Cynthia	RDNG116 M19 RDNG116 M15 FSS 131 M02	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Lamey, Timothy	HLTH206 M02 FITN213 M01	Adjunct	N/A	4,770.00	8/22/13 - 12/13/13
Lange, Shirley	MATH090 ME50	Adjunct	N/A	3,480.00	8/22/13 - 12/13/13
LaRosa, Laura	RDNG099 M01 ENGL099 MLC4	Adjunct	N/A	9,250.00	8/22/13 - 12/13/13
Lattimore, Kathy	ENGL101 IE62 ENGL101 AL4	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Lee, In Shik	ART 120 M04 ART 114 M01 ART 110 M02	Adjunct	N/A	11,917.50	8/22/13 - 12/13/13
Less, Deborah	ENGL204 M02 ENGL204 M01 ENGL201 M01	Adjunct	N/A	8,910.00	8/22/13 - 12/13/13
Ligas, Kimberly	NURS104 M01 HLTH104 M01	Adjunct	N/A	2,610.00	8/22/13 - 12/13/13
Lillard, Marketa	CHEM101 HY1	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Lipa, Thomas	CDSC101 AL1	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Loop, Jill	ENGL204 M03 ENGL101 M11 ENGL101 M13	Adjunct	N/A	7,830.00	8/22/13 - 12/13/13
Loop, Mead	ENGL201 IE62	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Lovelace-Ross, Kristin	MATH095 M09 MATH095 M17 MATH109 M04	Adjunct	N/A	11,660.00	8/22/13 - 12/13/13
MacDowell, Gary	FITN215 M01 HLTH206 M01	Adjunct	N/A	5,107.50	8/22/13 - 12/13/13
Macier, Karen	BUAD204 ME50	Adjunct	N/A	2,775.00	8/22/13 - 12/13/13
Manier, Donna	ART 117 M03	Adjunct	N/A	3,972.50	8/22/13 - 12/13/13
Manning, Kaeti	CRJU105 M04 PHIL101 M01	Adjunct	N/A	5,550.00	8/22/13 - 12/13/13
Marie, Jill	ENGL100 M25 ENGL103 M01	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Martin, Angela	ESL 101 M01	Adjunct	N/A	7,400.00	8/22/13 - 12/13/13
Martin, June	ENGL099 M01 ENGL099 M08 ENGL100 M17	Adjunct	N/A	10,175.00	8/22/13 - 12/13/13
Martin, Marguerite	ECHD206 AL1	Adjunct	N/A	3,262.50	8/22/13 - 12/13/13
McCabe, Lindsey	ENGL201 C33 ENGL101 AL1 ENGL101 AL2	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
McCracken, Kathleen	COMM120 M01 COMM120 M03 COMM120 M02	Adjunct	N/A	4,567.50	8/22/13 - 12/13/13
McMahon, Maria	ART 115 M01	Adjunct	N/A	3,237.50	8/22/13 - 12/13/13
Metcalf, Beth	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	10,304.47	8/22/13 - 12/13/13
Meyer, Denise	ART 130 M01 ART 130 M02 ART 130 ME50	Adjunct	N/A	11,917.50	8/22/13 - 12/13/13
Millman-Brown, Randi	ART 101 IE62 ART 104 ME50	Adjunct	N/A	5,940.00	8/22/13 - 12/13/13
Miroiu, Mihai	FREN101 M01	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Mitrani, Michele	ENGL101 CE66	Adjunct	N/A	2,610.00	8/22/13 - 12/13/13
Need, Barbara	ENGL099 MLC3 ENGL099 M06	Adjunct	N/A	9,900.00	8/22/13 - 12/13/13
Niver, William	PSYC103 M16 PSYC103 M14	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13

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Ochs, Janet	CAPS111 M04 CAPS123 M01 CAPS121 M02 CAPS131 M02 CAPS121 M03 CAPS111 M03 CAPS131 M01 CAPS111 M02	Adjunct	N/A	11,920.91	8/22/13 - 12/13/13
Okaru, Alfred	FITN130 M12 FITN230 M22	Adjunct	N/A	1,305.00	8/22/13 - 12/13/13
Panzer, Nina	SOCI101 IE62 SOCI101 AL2	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Parks, Paul	ART 101 M01 HUMN232 M01	Adjunct	N/A	6,360.00	8/22/13 - 12/13/13
Pask, Margery	CAPS111 M09 CAPS133 M01 CAPS131 M07 CAPS121 IE62 CAPS111 IE62 CAPS131 IE62 CAPS111 M08	Adjunct	N/A	9,271.82	8/22/13 - 12/13/13
Patterson, Robert	ENGL100 M15	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Payton, L. Christine	NURS 110-M22 FLD	Adjunct	N/A	6,090.00	8/22/13 - 12/13/13
Perfetti, Margaret	ENGL101 C33 ENGL102 C33	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Perfetti, Patrick	CRJU205 M03 CRJU205 M02	Adjunct	N/A	5,550.00	8/22/13 - 12/13/13
Perkins, Donald	COMM230 HY1	Adjunct	N/A	3,972.50	8/22/13 - 12/13/13
Pijanowski, Gregory	ASTR101 AL1	Adjunct	N/A	5,940.00	8/22/13 - 12/13/13
Pittsley, Jaclyn	ENGL100 M24 ENGL101 M09 ENGL102 M05	Adjunct	N/A	8,910.00	8/22/13 - 12/13/13
Plumeau, Margaret	MATH100 M01 MATH100 M03 MATH109 M02	Adjunct	N/A	9,540.00	8/22/13 - 12/13/13
Pospisil, Pamela	MATH109 IE35	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Pranger, Judith	MATH090 I30 MATH095 I30	Adjunct	N/A	7,920.00	8/22/13 - 12/13/13
Price, Colleen	EMT 729-M73 Critical Care Refresher	Adjunct	N/A	750.00	8/22/13 - 12/13/13
Price, S Lee	EMT 220 M73	Adjunct	N/A	7,862.50	8/22/13 - 03/20/14
Price, S Lee	EMT 730-M73 Basic Refresher	Adjunct	N/A	750.00	8/22/13 - 12/13/13
Quick, Raymond	BUAD219 AL1 BUAD106 M04	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Raethka, Timothy	HLTH205 ME50	Adjunct	N/A	2,775.00	8/22/13 - 12/13/13
Reinbolt, Gary	COMM101 M03 COMM101 M02	Adjunct	N/A	5,940.00	8/22/13 - 12/13/13
Rice, Robert	FITN130 M11 FITN230 M21	Adjunct	N/A	1,387.50	8/22/13 - 12/13/13
Richards, David	POSC103 AL1 BUAD201 AL2 POSC103 M01	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Riedl, Jeremy	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	7,930.34	8/22/13 - 12/13/13
Rombach, Kathleen	MATH100 IE62 MATH100 ME50	Adjunct	N/A	5,550.00	8/22/13 - 12/13/13
Rosa, Javier	DRAF117 M01	Adjunct	N/A	3,931.25	8/22/13 - 12/13/13
Rosekrans, Linda	ENGL100 CE43 ENGL100 AL4 ENGL100 AL2	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Ross, Ronald	BUAD106 M06 BUAD109 M01 BUAD109 M02	Adjunct	N/A	9,540.00	8/22/13 - 12/13/13
Rossiter, Judith	PARA220 AL1 PARA205 AL1 PARC205 AL1 PARC220 AL1	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Rukavena, Peter	BUAD111 M01 BUAD106 M03	Adjunct	N/A	6,360.00	8/22/13 - 12/13/13
Ruoff, Guy	POSC103 CE66 HSTY201 C33 HSTY101 C33	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Ryan, Jessica	SOCI101 M05 SOCI101 M04 SOCE201 M01	Adjunct	N/A	8,910.00	8/22/13 - 12/13/13
Ryan, Patrick	PSYC101 AL1 PSYC103 AL1 PSYC103 AL4	Adjunct	N/A	7,491.00	8/22/13 - 12/13/13
Sabol, Zenta	ACCT101 M05	Adjunct	N/A	4,540.00	8/22/13 - 12/13/13
Sabol, Zenta	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	8,561.62	8/22/13 - 12/13/13
Samplaski, Art	MATH095 ME50	Adjunct	N/A	3,700.00	8/22/13 - 12/13/13
Sandy, Paul	SOCI207 ME50	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Sanford, Thomas	DRAF107 M01	Adjunct	N/A	405.90	8/22/13 - 08/30/13

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Savoie, Raymond	ENGL100 M01 ENGL100 M10 ENGL101 M02	Adjunct	N/A	9,540.00	8/22/13 - 12/13/13
Schaefer, Jennifer	CHEM101 ME50 CHEM101 ME51	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13
Schaffer, Patricia	NRUS 208-M21 FLD	Adjunct	N/A	10,890.00	8/22/13 - 12/13/13
Schmid, Joseph	ACCT101 CE66	Adjunct	N/A	4,540.00	8/22/13 - 12/13/13
Schoneman, Ronald	HUMS104 ME50 CRJU104 ME50	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Schrag, Kimberly		Adjunct	N/A	11,917.50	8/22/13 - 12/13/13
Schultz, Shirley	ART 120 M02 ART 110 M01 ART 120 M01 SOCI101 M01 SOCI101 M03 SOCI101 M02	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Scott, Lory	BIOL104 M02 BIOL101 M03 ENVS101 M01	Adjunct	N/A	7,920.00	8/22/13 - 12/13/13
Sewell, Patrick	ENVS102 M01 FSS 115 M01 ENVS105 M01	Adjunct	N/A	6,937.50	8/22/13 - 12/13/13
Seyfried, Matthew	SPMT260 M01 ENGL204 AL2 ENGL204 AL1	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Sheehan, John	HSTY111 M01 POSC230 SLC1 HSTY110 M01 HSTY230 SLC1 GEOG120 ME50	Adjunct	N/A	11,660.00	8/22/13 - 12/13/13
Shululu, Daphne	ENGL100 ME50 ENGL100 M35	Adjunct	N/A	5,940.00	8/22/13 - 12/13/13
Sinclair, Lorraine	ENGL100 M20 ENGL100 M26 ENGL099 M02	Adjunct	N/A	10,600.00	8/22/13 - 12/13/13
Sloan, Cindy	SOCI101 AL3 SOCI101 CE66 SOCI101 MLC2	Adjunct	N/A	11,660.00	8/22/13 - 12/13/13
Smith, Susan	ENGL100 IE62	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Sneva, Jacob	RDNG116 IE35	Adjunct	N/A	2,775.00	8/22/13 - 12/13/13
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	3,465.00	8/22/13 - 12/13/13
Sperry, George	BUAD106 IE62	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Squires, Daniel	RECR230 M01 FITN208 M01 HLTH126 M01	Adjunct	N/A	5,445.00	8/22/13 - 12/13/13
Stanton, Dawn	CDSC201 AL1	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Stivers, Joan	HLTH208 M01 HLTH207 M01	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Stone, Kathryn	ENGL101 M10 ENGL102 M09 ENGL100 M22	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Strauf, Dale	FITN141 M01 FITN108 M01	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Stremmlin, Tatiana	MUSI101 M01 MUSI108 M01	Adjunct	N/A	6,810.00	8/22/13 - 12/13/13
Struzick, Corrina	Forum Co-Chair	Adjunct	N/A	1,148.01	8/22/13 - 12/13/13
Sullivan Cynthia	NURS 208-M20 FLD	Adjunct	N/A	10,890.00	8/22/13 - 12/13/13
Sutton, Levi	DRAF107 M01	Adjunct	N/A	3,006.25	8/22/13 - 12/13/13
Svensson, John	HRMG101 M01 HRMG100 IE35	Adjunct	N/A	6,360.00	8/22/13 - 12/13/13
Swirski, Rachel	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	3,781.60	8/22/13 - 12/13/13
Tackill, Sherry	ENGL102 CE43	Adjunct	N/A	2,970.00	8/22/13 - 12/13/13
Tambascio, Theresa	RDNG099 M06 RDNG099 M07	Adjunct	N/A	6,960.00	8/22/13 - 12/13/13
Todzia, Lisa	Dr. Lucille S. Baker Center for Learning	Adjunct	N/A	3,781.60	8/22/13 - 12/13/13
Triplett, Amanda	ENGL099 M12 ENGL101 M05	Adjunct	N/A	6,090.00	8/22/13 - 12/13/13
Troyer, John	ENGL100 M14 ENGL099 C33	Adjunct	N/A	6,090.00	8/22/13 - 12/13/13
Tucci-Kamps, Tirzah-Jo	RECR210 M01	Adjunct	N/A	2,610.00	8/22/13 - 12/13/13
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Vazenios, George	MATH109 M03 MATH109 M05 BUAD103 AL1	Adjunct	N/A	8,910.00	8/22/13 - 12/13/13
Veshcherevich, Radmila	RUSN101 M01	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Waffner, Marcia	HRMG101 M02 BUAD212 M01	Adjunct	N/A	5,550.00	8/22/13 - 12/13/13

Tompkins Cortland Community College  
Appointment of Personnel  
September 4, 2013  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Ward, Laura	PSYC103 M11 PSYC207 M02 PSYC205 M02	Adjunct	N/A	8,325.00	8/22/13 - 12/13/13
Weed, Steve	ENGL099 M20 ENGL100 M34	Adjunct	N/A	6,475.00	8/22/13 - 12/13/13
Wells, Frances	CAPS121 AL5 CAPS131 M03 CAPS111 AL5 CAPS121 M09 CAPS111 AL4 CAPS121 M08	Adjunct	N/A	7,947.27	8/22/13 - 12/13/13
Westlake, Winfield	BUAD103 ME50 SOCI101 M11 SOCI101 C33	Adjunct	N/A	10,215.00	8/22/13 - 12/13/13
Westlake, Winfield	BUSI 310 - Reimburse by Delhi	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Whitaker, John	MATH090 M04 MATH090 M07	Adjunct	N/A	6,960.00	8/22/13 - 12/13/13
Whitecraft, Michele	CHEM101 ME50 CHEM101 ME51	Adjunct	N/A	3,405.00	8/22/13 - 12/13/13
Williams, Diane	BIOL101 ME50 BIOL101 ME52 BIOL101 ME51	Adjunct	N/A	11,917.50	8/22/13 - 12/13/13
Williams, Heather	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	273.46	8/22/13 - 08/28/13
Williamson, Mark	ART 101 M02	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Wilson, Valerie	Medications Nurse Supervisor	Adjunct	N/A	1,585.80	8/22/13 - 12/13/13
Wolff, Christopher	ART 120 M03 ART 120 ME50	Adjunct	N/A	7,420.00	8/22/13 - 12/13/13
Wolff, Sarah	ENGL099 M03 ENGL101 I30	Adjunct	N/A	6,090.00	8/22/13 - 12/13/13
Woodams, William	ART 111 M05 ART 111 M01	Adjunct	N/A	6,475.00	8/22/13 - 12/13/13
Woods, Timothy	MATH090 M10 MATH090 M08	Adjunct	N/A	8,480.00	8/22/13 - 12/13/13
Wyatt, Simon	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	4,433.60	8/22/13 - 12/13/13
Yavits, Elizabeth	ENGL201 CE66	Adjunct	N/A	3,180.00	8/22/13 - 12/13/13
Young, Tammi	HLTH126 M02	Adjunct	N/A	870.00	8/22/13 - 09/25/13
Zallnick, Anthony	MATH095 M12 MATH095 M14	Adjunct	N/A	7,920.00	8/22/13 - 12/13/13
Zaman, Hanan	ENGL101 M07 ENGL101 M15	Adjunct	N/A	5,220.00	8/22/13 - 12/13/13
Dickerson, Nancy	SAVE Training workshop	Adjunct	N/A	100.00	08/28/13

\*Annual salary to be prorated

Appt of Personel Sept 2013

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 4, 2013

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Jenna Lenhardt	August 23, 2013	Other employment
Judith Brooks	October 30, 2013	Retirement

FACULTY STUDENT ASSOCIATION

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-10**

**2013-2014 CLEANING SUPPLIES BID AWARD**

**WHEREAS**, Tompkins Cortland Community College requires the purchase of Cleaning/Janitorial Supplies, and

**WHEREAS**, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Cleaning Supplies, and

**WHEREAS**, Hill & Markes Inc. of Amsterdam, NY, Hillyard Company of Victor, NY, Calico Industries of Annapolis Junction, MD, Riley Maintenance Systems (RMS) of Endwell, NY, and Vasco Brands of Elmira, NY provided the lowest pricing on the combination of acceptable items, for a total of \$20,694.28; be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards the 2013-2014 Cleaning Supplies Bid to Hill & Markes Inc. in the amount of \$5,343.88, Hillyard Company in the amount of \$1,652.00, Calico Industries in the amount of \$2,524.80, Riley Maintenance Systems (RMS) in the amount of \$11,004.44, and to Vasco Brands in the amount of \$169.16 for a total amount not to exceed \$20,694.28.

**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 12<sup>th</sup> day of September 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 12<sup>th</sup> day of September 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**To: Blixy Taetzsch**  
**From: Kevin Caveney, Purchasing**  
**Date: August 30, 2013**  
**Re: Bid Award Recommendation for Cleaning Supplies**

In consultation with Cleaning Supervisor, James Perkins, and Assistant to the Director of Facilities, Paul Slocum, we are recommending the award for Cleaning Supplies Bid as follows: To Hill & Markes Inc. of Amsterdam, NY, in the amount of \$5,343.88, Hillyard Company of Victor, NY in the amount of \$1,652.00, Calico Industries of Annapolis Junction, MD in the amount of \$2,524.80, Riley Maintenance Systems (RMS) of Endwell, NY in the amount of \$11,004.44, and to Vasco Brands of Elmira, NY in the amount of \$169.16, for a total of \$20,694.28. The bid request was structured to allow submittal of bids for all or selected items, and allowed for award to more than one vendor based on best price. The vendors above provided the lowest overall pricing to accommodate each need.

The bid was advertised in The Ithaca Journal and The Cortland Standard, as well as on the TC3 website. Bid documents were sent to twelve vendors. Eight vendors submitted bids for selected items.

A summary of the bids received is attached.

Cleaning Supplies Bid Summary 2013

Revised

Item (or approved alternative)	Ext Price							
Vendor	Pyramid	Hillyard	Calico	Central Poly	Vasco	All Amer Poly	Hill&Markes	RMS
MLD-20							<b>771.60</b>	
Clorox Clean up							<b>601.40</b>	668.20
Spartan Clean by Peroxy							444.08	<b>391.60</b>
Spartan Clothesline Fresh							<b>420.00</b>	583.20
GOJO		3316.50					3053.70	<b>2195.10</b>
Purell		1750.50					1551.90	<b>679.80</b>
Fem Bags	233.64		223.92		388.26		210.78	<b>210.60</b>
Oxivir Jfill					1198.08		1070.28	<b>825.45</b>
Oxivir RTD					522.84		467.16	<b>343.95</b>
Crew JFILL					967.38		333.66	<b>275.16</b>
Crew RTD					379.20		620.76	<b>343.95</b>
Glance RTD					547.08		<b>418.32</b>	608.00
Stride JFILL					613.96		525.36	<b>211.71</b>
3M Easy Trap Duster	2878.80						<b>1345.68</b>	2027.76



	Pyramid	Hillyard	Calico	Central Poly	Vasco	All Amer Poly	Hill&Markes	RMS
Vectra Wax					571.76		<b>493.28</b>	
Brawny							<b>1293.60</b>	1470.00
Toilet Tissue *				4996.00			4222.00	<b>5080.00</b>
Medium Bags		<b>1652.00</b>	2416.00	2200.00		2937.00	2787.00	2670.00
Large Bags		2020.00	<b>1920.00</b>	2050.00		2387.00	2156.00	2220.00
Nitro MediumGloves	364.00		<b>179.20</b>	446.40	404.80		194.32	420.00
Nirto Large Gloves	546.00		<b>268.80</b>	669.60	607.20		291.60	630.00
Nirto Large Gloves	318.50		<b>156.80</b>	390.60	354.20		170.10	367.50
Green CleanMax Vac. Bags					<b>43.26</b>			
Blue Kent DuraVac Bags								<b>231.12</b>
Grey Spectrum Vac Bags					<b>125.90</b>			187.00
Red Cirrus Vac Bags								<b>216.00</b>

\* Lower bidders did not meet specifications

Described Item or approved alternative

		Sub-total
<b>Hill &amp; Markes</b>		
MLD-20	771.60	
Clorox CleanUp	601.40	
Spartan Clothslines	420.00	
Glance RTD	418.32	
3M Easy Duster	1345.68	
Vectra Wax	493.28	
Brawny Towels	1293.60	
		5343.88
<b>Hillyard</b>		
Medium Bags	1652.00	
		1652.00

<b>Calico</b>		
Large Bags	1920.00	
Med Gloves	179.20	
Large Gloves	268.80	
XL Gloves	156.80	
		2524.80
<b>RMS</b>		
Spartan Clean	391.60	
GOJO/Green Earth	2195.10	
Purell/Clario	679.80	
Fem Bags	210.60	
Oxivir Jfill/Green Earth	825.45	
Oxiver RTD/Green Earth	343.95	
Crew Jfill/Green Earth	275.16	
Crew RTD/Green Earth	343.95	
Stride Jfill/phUltra	211.71	
Toilet Tissue	5080.00	
Blue Kent Vac Bags	231.12	
Red Cirrus Vac Bags	216.00	
		11004.44
<b>Vasco</b>		
GreenClean Vac Bags	43.26	
Grey Spectrum Vac Bags	125.90	
		169.16
<hr/>		
<b>Total</b>		<b>20694.28</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-12**

**AMENDED COLLEGE FORUM BYLAWS**

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College approved resolutions establishing a revised governance system for the College in April 1984, and

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College approved the Bylaws for College Governance in May 1998 establishing the College Forum, and

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College approved Revised College Forum Bylaws in June 2007 and June 2010, and

**WHEREAS**, a petition was presented to the College Forum to amend Sections 4, 7, 11, 12, 13, and 14 of the Bylaws for College Governance, and

**WHEREAS**, the proposed amendments were supported by the College community and have been recommended by the College Forum to the President, and

**WHEREAS**, the President is recommending that the Board of Trustees of Tompkins Cortland Community College approve the amendments to Sections 4, 7, and 13, and

**WHEREAS**, the President is recommending that the Board of Trustees of Tompkins Cortland Community College does not approve the amendments to Sections 11, 12, and 14, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approve the attached Amended College Forum Bylaws amending Sections 4,7, and 13, and be it further

**RESOLVED**, that the College administration is hereby charged with implementing these Amended College Forum Bylaws effective immediately.

**STATE OF NEW YORK:** I, **CATHY A. NORTHROP, CLERK** of the Board of  
Trustees of Tompkins Cortland Community College,  
**SS:**  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is  
a true copy of a resolution duly adopted by the Board of  
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 12<sup>th</sup>  
day of September 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 12<sup>th</sup> day of September 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## **TOMPKINS CORTLAND COMMUNITY COLLEGE BYLAWS FOR COLLEGE GOVERNANCE**

The following bylaws, when approved by the staff at Tompkins Cortland Community College, the President, and the Board of Trustees, shall replace the existing Bylaws for Professional Staff Role in College Governance, Bylaws for Classified Staff Role in College Governance, and documents and policies establishing the Institutional Governance Council.

### **Section 1: Preamble**

In accordance with the Mission, Vision, Values and Goals developed at Tompkins Cortland Community College, and with the approval of the Board of Trustees, the President, and the College staff, a College Governance Model has been established.

### **Section 2: Governance Structure**

Governance shall consist of an elected, College-wide committee known as the "College Forum." Meetings shall be open to all members of the College community.

### **Section 3: Statement of Purpose**

Governance shall support the College's Mission, Vision, Values and Goals,

- provide a structure for
  - recommending and influencing Institutional Policy
  - discussing and influencing proposed operational decisions that will significantly affect the College's Mission, Vision, Values and Goals, and
- provide a forum for
  - communicating on issues of broad institutional concern
  - providing expertise and/or knowledge on such issues to decision makers.

All issues which come before the Forum shall be analyzed in terms of possible impact upon the College's identified Mission, Vision, Values and Goals.

All policy and operational recommendations developed through the College Forum shall be submitted to the President of the College. Policy matters shall be subsequently submitted to the Board of Trustees for consideration and approval. It is understood that the President will communicate fully with the College community, through the Forum, his decisions regarding policy and operational decision recommendations in a timely manner.

### **Section 4: Membership**

The College Forum shall be made up of a maximum of **twenty three (23)** members from identified groups within the College community.

- Eighteen (18) members shall be elected from the employee groups of the College as follows:
  - Three members shall be elected from the Teaching Faculty
  - Three members shall be elected from the Classified Staff
  - Three members shall be elected from the Non-teaching Faculty and Administrative Staff
  - Two members shall be elected from the Faculty Student Association
  - Seven members shall be elected at-large from the above-named employee groups

Staff terms of membership shall be for two years.

Any staff member whose position is not clearly identified by the terms Teaching Faculty, Non-teaching Faculty, Classified Staff, Administrative Staff, or Faculty Student Association, shall be considered a part of the employee group identified as Non-teaching Faculty/Administrative Staff. Examples include, but are not limited to, positions identified as Technical Assistant or Learning Lab Specialist.

- Two members shall be Adjunct/Contract employees of the College. It shall be the responsibility of the Forum chairperson(s) to arrange for the selection of Adjunct/Contract employee representatives, elected by adjunct/contract employees, at the beginning of the academic year. Adjunct/Contract employee terms of membership shall be for one year.
- Up to three members shall be students of the College. It shall be the responsibility of the Forum chairperson(s) to arrange for the selection of student representatives through the Student Advisory Board. Student terms of membership shall be for one year.

No person shall serve as a Forum member for more than two consecutive terms.

### **Section 5: Officers**

**Chairperson(s)** - One or more Forum chairpersons for the forthcoming year shall be elected from, and by, the College Forum members for a one-year term. The total compensation for the chairperson(s) during each of Fall and Spring semesters shall be at a rate of \$1850.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract.

**Secretary** - A secretary for the forthcoming year shall be elected from, and by, the College Forum members for a one-year term. Election shall follow the election of new Forum members and shall be held prior to the end of the academic year. The secretary shall be compensated during each of Fall and Spring semesters at a rate of \$700.00 beginning the Spring 2007 semester and thereafter increased at the range movement provided in the Faculty Association contract. The secretary will ensure that accurate minutes of each meeting are taken and shall make every attempt to distribute them to all appropriate persons within one week of a meeting. The minutes shall record all motions and the action taken thereon, absences, dates and time of convening and adjourning, the essence of discussion on a motion when such information will aid in the understanding of a motion, and direct action of the Forum and all pertinent announcements.

## **Section 6: Meetings**

Regular meetings of the College Forum shall be scheduled biweekly during the academic year. Additional meetings may be called at the discretion of the Chairperson(s). Meetings of the College Forum, as well as any committees, shall be open to all members of the College community. At the beginning of each semester, the Forum shall set a consistent meeting schedule. In the case of an operational decision that must be made prior to the beginning of an academic year, a special summer meeting(s) may be called by the Chairperson(s).

The College Forum shall establish a set of Standing Rules. Robert's Rules (latest edition) will govern the conduct of the College Forum as well as all committees.

Establishment of committees:

Whenever deemed appropriate by a majority of the College Forum members present, one or more *ad hoc* committees may be formed and charged with obtaining and analyzing specific information for the use of the Forum. Committee membership shall be determined by the Forum members. It is understood that all recommendations shall be made by the Forum itself, acting as a committee-of-the-whole.

## **Section 7: Information**

Electronic mail shall be considered the primary means of disseminating information between the College Forum and the College community. All agendas, minutes, and other appropriate documents shall be posted to "Everyone" public groups for staff, adjunct/contract employees and students, or the equivalent, and shall also be posted in hard copy on a designated Bulletin Board.

Agendas shall be made available to the College community at least three business days prior to all meetings. Whenever possible, minutes shall be distributed within one week.

In order to foster communication to and from the Board of Trustees, the Chairperson(s) shall attend regular Board of Trustees meetings and shall be afforded time on the agenda to share information relating to issues currently under consideration in the College Forum.

## **Section 8: Election process**

The process for the election of members to the Forum shall be as follows:

- Before the tenth week of the Spring semester, three members shall be selected by the College Forum to act as a Nominating Committee and conduct an election. Members of the Nominating Committee shall not be entitled to seek nomination or election.
- Six weeks before the end of the academic year, the Nominating Committee shall advise the members of all employee groups within the College of the number of available positions and shall accept nominations for those positions.
- Four weeks before the end of the academic year, the Nominating Committee shall conduct an election. Absentee ballots and write-in votes shall be accepted.

- All nominees shall be identified on the ballot by employee group: Teaching Faculty, Classified Staff, Non-teaching Faculty/Administrative Staff, or Faculty Student Association.
- Each voter shall select from the entire ballot the appropriate number of nominees required to fill all expiring or vacant terms.
- Elected members shall be selected as follows:  
The requisite number of seats identified for a particular employee group shall be filled by the nominees with the highest vote tallies within that employee group. When all designated seats have been filled, the remaining nominees shall then be considered at-large and seats shall be filled by those nominees with the highest vote tallies, without regard to employee group designation.

Before the end of the academic year, the newly constituted College Forum shall meet and elect the Chairperson(s) to serve for the following academic year.

The term of the newly-elected College Forum shall begin on the first day of the next academic year.

### **Section 9: Disposition of Policy and Operational Decision Recommendations**

Policy and operational decision recommendations from the College Forum shall go directly to the President. Any minority recommendation requested by one or more members of the Forum shall simultaneously be forwarded. The President may return a recommendation with suggestions for modification or, when rejecting the recommendation, shall provide the College Forum with a rationale for that rejection.

For policy matters, if the President chooses not to accept the College Forum's recommendation but to make his or her own recommendation to the Board of Trustees, he or she shall also forward the Forum's recommendation and any minority recommendations.

Subsequent to the approval of the Board of Trustees, policy recommendations shall become policy at Tompkins Cortland Community College.

### **Section 10: College-Wide Coordination**

The College Forum shall be informed of, and review with respect to potential policy or major operational implications, the activities and issues under debate among any task forces or committees that are formed on campus. If policy or major operational implications are apparent in any group functioning outside of the established governance system, the Chairperson(s) of the College Forum shall meet with that group or appropriate administrator to include that work as a part of the Forum.

### **Section 11: Process for Bringing Issues to the College Forum**

Any member of the College community may request that an issue be considered by the College Forum. Materials for proposals must be submitted in writing to the chair or co-chairs of the Forum at least two

weeks before a scheduled discussion or vote. The chair or co-chairs will distribute the materials to the College community at least ten days before the scheduled meeting. The presenter shall provide a written rationale for consideration of the issue by the Forum. Upon presentation of an issue, the Forum shall make a specific determination as to whether the particular issue involves an Institutional Policy or is an operational decision that will have a significant impact on the College's Mission, Vision, Values, and Goals.

In any case, any member of the College community may petition the College Forum to consider a particular issue. Upon presentation of a petition signed by 20 percent of the staff requesting that an issue be considered, and stating that the signatories believe that the issue will have a significant impact on the College's Mission, Vision, Values, Continuing Goal(s), or Critical Success Areas, the Forum shall consider the issue.

## **Section 12: Appeal Process**

In those instances when any member of the College community wishes to appeal a recommendation by the College Forum, they should submit a petition, signed by 20 percent of the staff, to the College Forum. The Forum will then be obligated to commence, within 15 working days, a meeting of the College community to consider the subject of said petition.

## **Section 13: Definitions**

For purposes of Governance the following definitions shall apply:

A. Staff:

The term "staff" shall include any person currently employed in the employee groups defined as Teaching Faculty, Non-teaching Faculty, Technical Assistant, Learning Lab Specialist, Classified Staff, Administrative Staff, or Faculty Student Association, excluding the President.

B. Adjunct/Contract Employee:

The term "Adjunct/Contract Employee" shall include any person currently employed by the College or FSA with a contract for the performance of regular work lasting one semester or longer in duration. These include adjunct and contract employees working in Teaching Faculty, Classified, Non-teaching Faculty, Administrative, or Faculty Student Association functions, such as, but not limited to, adjunct faculty, coaches, and professional tutors, excluding independent contractors and persons otherwise identified as Staff.

C. Student:

The term "Student" shall include any currently enrolled student who is matriculated in a degree or certificate program and who is in good academic standing.

D. College Community:

The term "College Community" shall be the most inclusive and shall include all current staff, adjunct/contract employees, students, the President, and members of the Board of Trustees.



E. Institutional Policy/Policy:

“Institutional Policy” and “Policy” shall be defined for the purposes of Governance as those policies which require Board of Trustee approval and which then serve as guiding principles for the College. Nothing in these bylaws shall be construed to shift the ultimate approval or disapproval of a recommended policy from the Board of Trustees nor shall governance encroach on those issues that are within the purview of collective negotiations.

F. Operational Decision:

“Operational Decision” shall be defined as administrative decisions that affect the ongoing functions and operations of the College. Nothing in these bylaws shall be construed to shift the ultimate decision-making authority, in regard to operational decisions, from the President.

G. Academic Year:

For the purposes of these bylaws, the term "academic year" shall refer to the period of time considered to be the contract year for ten-month employees under the Faculty Association contract.

#### **Section 14: Bylaw Amendments**

It is understood that the College Forum shall oversee the amendment process. The amendment process will begin when a proposed amendment is endorsed by the signatures of 20 percent of the staff and is presented to the College Forum. The Forum will appoint a Task Force on Bylaw Amendments to consider the proposed amendment. Within 30 working days, the Task Force will submit a recommendation to the College staff. This recommendation will include perceived advantages and disadvantages of the proposed amendments as well as possible impacts on sections of the bylaws.

After receipt of the Task Force recommendation, the staff will have at least five working days to consider the recommendations prior to a vote. The vote may be conducted in person at a scheduled meeting, by paper ballot, or by electronic ballot. In the case of voting in person at a meeting, staff members may vote by means of an absentee ballot delivered to the Forum secretary before the scheduled meeting time. In case of a paper or electronic ballot, staff members shall have a minimum of three days to cast their ballots. A two-thirds majority of those voting must be attained for amendments to these bylaws to be approved. The amendments will be then submitted to the President and subsequently to the Board of Trustees for final review. It is understood that no amendment to these bylaws becomes effective until it is approved by the Board of Trustees.

Adopted May 1998

Amended June 2007

Amended June 2010

Amended September 2013

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2013-2014-11**

**2013-2016 TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL ADMINISTRATORS ASSOCIATION AGREEMENT**

**WHEREAS**, an agreement has been negotiated between the Professional Administrators Association and Tompkins Cortland Community College for the period of September 1, 2013 through August 31, 2016, and

**WHEREAS**, Tompkins Cortland Community College and the Professional Administrators Association negotiating teams have reached an understanding on said agreement, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College accepts the terms and conditions of said agreement contingent upon ratification of same by the Professional Administrators Association.

**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 12<sup>th</sup> day of September, 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 12<sup>th</sup> day of September 2013.

Clerk of the Board of Trustees  
Tompkins Cortland Community College