



## **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 18, 2014**  
**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 17, 2014 – Board of Trustees – Annual Meeting
  - b. July 17, 2014 – Regular Board of Trustees Meeting
  - c. August 12, 2014 – Executive Committee Meeting
7. Introduction of New Employees
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
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 – Academic Success of Athletes – Mick McDaniel and Dave Stevenson
  - b. Organizational Capacity – Library Services Update – 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. Treasurer's Report – July 31, 2014
  - d. Disposal of Surplus Property
  - e. Ratification of August 12, 2014, Executive Committee Action
  
14. Standing Reports:
  - a. College Forum – Corrina Struzick and Jonathan Walz, Co-Chairs
  - b. Faculty Student Association – Walter Poland
  - c. Tompkins Cortland Community College Foundation, Inc.
  - d. Chairperson's Report – Elizabeth Burns
  - e. Liaison Report (Cortland County) – Kevin Whitney
  - f. Liaison Report (Tompkins County) – Michael Lane
  - g. Student Trustee's Report – Navjot Kaur
  - h. President's Report
  
15. Executive Session (to discuss personnel issue – no action to be taken)
  
16. Upcoming Events:
  - a. NYCCT Institute and Conference – September 18-21, 2014
  - b. Fall Day – October 9, 2014
  - c. Next Meeting – October 23, 2014
  - d. Board of Trustees Retreat – November 6, 2014 beginning at 1:00 p.m. – Location "Coltivare" in Ithaca
  
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 17, 2014  
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Dammi Herath, Navjot Kaur, and Matt McSherry

ABSENT: Judy Davison, Arthur Kuckes, and Raymond Schlather

COUNTY  
LIAISONS: Mike Lane

STAFF: John Conners, Carl Haynes, Cathy Northrop, Carl Penziul, Walter Poland, Blix Taetzsch, Amy Trueman, Jim Turner, and Peter Voorhees

GUESTS: Emmett Neno, *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.
2. **Election of Officers:** Ms. Buck moved the following slate of officers for the Board of Trustees for the 2014 – 2015 year:

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

Motion was seconded by Mr. McSherry; 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 Mr. Daniels; 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 Mr. Daniels; carried unanimously.

4. **Meeting Dates:** The proposed dates for the Board of Trustees' meetings for the 2014 – 2015 year are as follows: September 18, 2014; October 23, 2014; December 4, 2014; January 22, 2015; February 19, 2015; March 19, 2015; April 23, 2015; May 14, 2015; June 18, 2015; and July 16, 2015. All meetings will be held in

the Ronald W. Space Board Room at the College 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 if there are any conflicts. No changes were requested.

Mr. Daniels moved the proposed meeting dates be approved as presented; seconded by Ms. Buck; approved unanimously.

**5. Other Business:** None.

**6. Adjournment:** Mr. Daniels moved that the annual meeting be adjourned; seconded by Ms. Buck; 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 17, 2014  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Dammi Herath, Navjot Kaur, Matt McSherry, and Raymond Schlather

**ABSENT:** Judy Davison, Arthur Kuckes

**COUNTY**

**LIAISONS:** Mike Lane

**STAFF:** John Conners, Carl Haynes, Cathy Northrop, Carl Penziul, Walter Poland, Blix Taetzsch, Amy Trueman, Jim Turner, and Peter Voorhees

**GUESTS:** Emmett Neno, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 5:38 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Mr. Daniels moved that the agenda be approved as presented; seconded by Ms. Buck; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – June 12, 2014:** Ms. Buck moved that the minutes of the June 12, 2014, meeting be approved as presented; seconded by Mr. Daniels; carried unanimously.
7. **Communications:** A thank you card from Cheyenne Gorton was passed around to the Board members. Chairperson Burns stated that the members of the Board wish Ms. Gorton the best in her future endeavors.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **College-wide Goals:** 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. At this point, there are 100 applicants with approximately 35 enrolled in the Culinary Arts program and there are 15 applicants with approximately 7 enrolled in the Sustainable Farming and Food Systems program.
- b. Vice President for Global Initiatives** – Vice President Poland thanked the board for the beautiful plant he received while out of the office and said it is very nice to be back. He reported on a meeting held just today with President Haynes, Provost Conners, Vice President Poland, SUNY Cortland staff, and representatives from St. Aloysius College located in Mangalore, India. He said SUNY Cortland had recommended St. Aloysius contact us to discuss a possible partnership. SUNY Cortland currently has an agreement with them. The St. Aloysius representatives were pleasantly surprised with what they saw here and we will be entering into a memorandum of understanding for a study abroad opportunity as early as next January. They are a four-year institution in the process of being designated a university.

**11. Information Items:**

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

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

- a. Capital Payments** – No discussion.
- b. Treasurer's Report – June 30, 2014** – No discussion.
- c. Appointment of Personnel** – No discussion.
- d. 2014-2015 Duplicating Paper Bid Award** – No discussion.
- e. Audio Visual Equipment for TV Studio Control Room Bid Award** – No discussion.
- f. Audio Visual Equipment for Audio Recording Studio Bid Award** – No discussion.
- g. Authorization for the Executive Committee to Act on Behalf of the Board of Trustees of Tompkins Cortland Community College** – A similar resolution was approved for the last master plan, and is needed for the current master plan because there is sometimes a need for timely approvals of capital payments and other needs for the master plan.
- h. Approval of Position Description – Coordinator of Global Programs** – This is not a new position. It is a change in job description to more accurately reflect the duties due to restructuring.

- i. **Approval of Position Description – Director of Global Operations** – This is not a new position. It is a change in job description to more accurately reflect the duties due to restructuring.
- j. **Student Employee Wage Rate Policy – Revision** – The history of this issue is that years ago when minimum wage was low, we provided an extra 50 cents above the minimum wage rate for our work study students. We are currently paying \$8.50, but the State is planning to increase the minimum wage to \$9.00. Due to budgetary constraints, if we continue to pay 50 cents more than the minimum wage, we would have to cut the number of hours students could work. The request was made that this policy not go into effect until January, thereby decreasing the possibility of having student workers receive a cut in pay. After a brief discussion, **Mr. Schlather moved that this resolution be changed to reflect that this “change in policy shall become effective January 1, 2015;” seconded by Mr. Daniels; carried unanimously.**
- k. **Easement for Access to Solar Panel Site Across TC3 Property** – President Haynes mentioned that the Board of Trustees has the right to approve easements, but the attorneys for NextEra want a resolution approved by the county sponsors. We are in discussions with their attorneys, but in the case they want us to get county sponsor approval, we need a resolution from our Board of Trustees. The resolution would authorize President Haynes to approve the easement and go to the counties if needed. Mr. Schlather asked that we carry the message to our attorney that there will need to be a sunset provision in the deed instrument. Mr. Turner said that is in the deed instrument and Dean Taetzsch will be sure to reinforce this with our attorneys. There is also a provision that we have the right to change the location. The County administrators have been alerted of the possible need to go to the county sponsors for approval.

### 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 interviews are scheduled for the Director of Philanthropy position. The Property Management Committee has met, the Investment Committee meeting will be held on July 21, the Stewardship Committee will meet on July 25, and the Alumni Committee is scheduled to meet on August 4. The Foundation received notice that the Mildred Faulkner Truman Foundation will provide a \$15,000 grant for the benefit of Tioga County residents for the 2014-2015 academic year. The next Foundation Board meeting will take place on Tuesday, September 2.

Mr. Schlather, with consensus of the other members, wished to thank Dr. Dalton for his exceptional service to our Board of Trustees and said it has been a pleasure working with him.

- d. **Chairperson's Report** – Chairperson Burns reported that she has officially been reappointed by the Governor for another term as Trustee.
  - i. **Board Evaluation/Retreat** – Chairperson Burns stated that the retreat will be on November 6, 2014, at Coltivare, if the space is available. If anyone has any items they would like on the agenda, let us know. Ms. Northrop mentioned that the Board Evaluation will be sent out in the near future by e-mail and there will be an in-depth discussion of the results at the November retreat. We are also planning to have Idahlynn Karre join us for another phase on succession planning. Therefore, we are hoping to begin the retreat in the afternoon, beginning around noon or 1:00 p.m.
- e. **Liaison Report (Cortland County)** – None.
- f. **Liaison Report (Tompkins County)** – Mr. Lane reported that the Legislature has been reviewing applications to fill Dr. Dalton's term on the TC3 Board of Trustees. There have been a great number of quality people that have applied. We hope to appoint someone in August.
- g. **Student Trustee's Report** – Ms. Kaur attended her first meeting. She reported that she is a Liberal Arts - Social Science major and plans to transfer to Cornell to major in law and psychology. Before coming here, she studied in India for a while to learn about her culture. She is a member of the Student Government Association and the Faculty Student Association Board.
- h. **President's Report** – President Haynes spoke to his written report. He mentioned that we received a \$6,900 in-kind contribution for used vehicles for the farm from Joe Reagan at Royal Motors, and there are a number of vendors providing in-kind contributions for equipment for the restaurant. The State Comptroller's Office will be conducting an audit and will be visiting 8 or 10 community colleges. They have been to Mohawk Valley Community College and we are the second community college to undergo the audit. The audit will be specifically for student accounts receivable and they are looking for best practices. An official report of the findings will not be available until they have visited all 10 community colleges. However, if they find any significant issues, they will let us know and ask that we fix them. They will be here for 2 to 3 weeks. Mr. Schlather asked about any initiatives underway to increase the enrollment. Dean Taetzsch said we are trying to find different ways to reach out to people and more effective ways to communicate with students and prospective students. We are working different shifts and making phone calls at night targeting specific groups; financial aid staff are calling students to try to help them complete their application process. We have a promotional video



targeting our residence halls and explaining the value of our residence halls with security, professional student life staff on board, together with a variety of activities.

- 14. Executive Session for Discussion of Personnel Items (action to be taken in regular session) –** Mr. McSherry moved that the meeting convene in executive session for discussion of personnel items, with action to be taken upon return to regular session; seconded by Mr. Daniels; carried unanimously. The meeting convened into executive session at 6:55 p.m.

The meeting reconvened in regular session at 7:51 p.m.

**Mr. Schlather 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 Mr. Daniels; carried unanimously.**

- a. Recommendations for Promotions and Continuing Appointments for 2014-2015 Academic Year**

To the Rank of Full Professor

Alexis Dengel  
Robin Hinchcliff  
Sandy Moser  
Eric Sambolec

To the Rank of Associate Professor

Gary Ford  
Amber Gilewski  
Harry Littell  
Anna Regula  
Mary Sheldon  
Lucy Yang

To the Rank of Assistant Professor

Mary Ellen Ensign  
Susanna Van Sant

Continuing Appointment

Katrina Campbell  
Milagros Cartagena  
Amber Gilewski  
Patrick Mercer  
Travis VandeBerg

**b. Recommendations for Quality Step Increases and Administrative Appointments for 2014-2015 Academic Year**

To Quality Step 1

Colleen Conroy  
Sharon Dovi (management confidential)  
Robert Edgecomb  
James Janke  
Jennica Petrella-Baum  
J. Beau Saul

To Quality Step 2

Susan Dewey (management confidential)  
Lisa Doran (management confidential)  
Sandy Drumluk  
Victoria Zeppelin

To Quality Step 3

Martha Hubbard  
Cathy Northrop (management confidential)

Administrative Appointment

Michelle Nightingale  
Melinda Slawson

**c. Recommendations for Awards for Excellence for 2014**

Jeanne Cameron  
Larry Chase  
Scott Ochs  
Linda Pasto  
Rebecca Spencer

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

**16. Adjournment:** Dr. Dalton moved that the meeting be adjourned; seconded by Mr. Daniels; carried unanimously. The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
EXECUTIVE COMMITTEE MEETING  
BOARD OF TRUSTEES  
AUGUST 12, 2014  
PRESIDENT'S OFFICE**

EXECUTIVE COMMITTEE  
AND BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, and Ray Schlather

EXCUSED: None

STAFF: Susan Dewey, Carl Haynes, Cathy Northrop, Blix Taetzsch, and Jim Turner

GUESTS: None

1. **Call to Order:** The meeting was called to order at 2:00 p.m. by Chairperson Burns.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Approval of Agenda:** Ms. Davison moved that the agenda be approved as presented; seconded by Mr. Schlather; carried unanimously.
4. **Consent Agenda (Action Items):** Mr. Schlather moved that the Consent Agenda be approved; seconded by Ms. Davison; approved unanimously.
  - a. **Capital Payments** – Mr. Schlather asked if the payments fall within budget and what is expected at this time in the project. Mr. Turner said that everything is on track and in line with the expected budget. There are some change orders coming, but they are within the contingency budget. The contingency budget is approximately ten percent, or \$450,000. The construction budget was \$5.5 million with contingencies and the bids came in at \$5 million with contingencies. President Haynes said that the timeliness of this meeting was to allow us to submit the payments to SUNY for the fifty percent reimbursement.
5. **Adjournment:** Ms. Buck moved that the meeting be adjourned; seconded by Mr. Schlather; carried unanimously. The meeting adjourned at 2:22 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

# Tompkins Cortland Community College

## End of Year 2013-14

### Student-Athlete Academic & Team Performance

SPORT	TEAM RECORD W-L-T	TRIED OUT	RECRUIT	WALK-ON	KEPT ON TEAM	OVERALL TEAM GPA	DEAN'S LIST	NJCAA ALL-STARS	POST SEASON	
Men's Soccer	13-1-3	36	24	12	24	2.76	6	7	Yes	
<b>MSAC Champs, Region III Runner Up, Ranked #9 Nationally</b>										
Women's Soccer	10-5-1	26	20	6	21	2.85	4	4	Yes	
<b>Region III Final Four</b>										
Volleyball	2-20	14	6	8	11	2.58	0	1	No	
Men's Basketball	20-7	40	20	20	18	2.57	0	3	Yes	
<b>MSAC Champs, Region III Elite 8</b>										
Women's Basketball	7-15	18	12	6	11	3.01	3	1	No	
Softball	13-13	18	12	6	16	2.89	2	3	Yes	
<b>Region III Final 4</b>										
Men's Golf	n/a	14	7	7	12	3.18	3	2	Yes	
<b>Shaw &amp; Timmerman earn All Region individual honors</b>										
Baseball	6-26	28	22	6	20	2.35	2	1	No	
Men's Lacrosse	5-10	34	22	12	26	2.43	4	4	Yes	
<b>Region III Elite 8</b>										
<b>YEAR END TOTALS</b>	<b>76-97-4</b>	<b>228</b>	<b>145</b>	<b>83</b>	<b>159</b>	<b>2.73</b>	<b>24</b>	<b>26</b>	<b>66%</b>	<b>Best in TC3 History</b>

#### HIGHLIGHTS:

Tyseem Lyles named MSAC Player of Year and NJCAA All American in Basketball  
Morgan Shutter & Sean Streb named Soccer All Americans  
Dave Stevenson named MSAC Men's Basketball Coach of the Year  
Andy Davis named MSAC Men's Soccer Coach of the Year & NJCAA Region 3 Coach of the Year  
Taylor Policay and AudreyKate Ordway (softball/basketball) named SUNY Chancellor's Award Winners  
Sean Streb awarded The SUNY Chancellor's Student Athlete Award for Men's Soccer  
Kyle Shaw finished 5th in Region 3 Golf Championship and qualified for Nationals for 2nd straight year. He finished 50th in Nation.

#### Academic Team of Year!

#### GPA Comparison to TC3 Student Body:

GPA OF FIRST TIME / FULL TIME TC3 STUDENTS  
FOR '13-'14 WAS 2.56

Updated June 9, 2014

To: Board of Trustees

From: John R. Conners

Date: September 8, 2014

Re: September Report

**Seamless Transfer Implementation** – As required by the SUNY Board of Trustees' resolution, we have engaged in implementation of the Seamless Transfer policy. Because of actions taken by the College several years ago, very few of our degree programs exceed the 64-credit limit imposed by the policy; in the cases of those programs already under the limit, our faculty and Jane Hammond have worked to align the A.A. and A.S. programs with the transfer paths set forth by SUNY, which in some instances will result in minor changes.

Three programs exceed the credit-hour limit. We will need to make minor modifications to our degrees in Engineering Science and Wine Marketing to bring them into compliance. We had submitted a waiver request for Nursing to remain at 68 credits, but – much to my surprise – saw the request denied. Frankly, I had assumed that a fully accredited professional program with exceptionally high NCLEX pass rates would be allowed to continue as it was at a level less than seven percent above the credit hour limit, but I was mistaken. The Nursing faculty and Curriculum Committee will work this semester to agree on ways to eliminate the excess credits.

**Faculty Diversification** – At the August meeting of the faculty, I reviewed briefly the concept of the proposed effort to diversify the faculty and distributed the draft proposal. I will have discussions of the proposal at the September meetings of the faculty and Leadership Council. Following those meetings, I intend to revise and review the proposal again with Provost's Council and the President, followed by a detailed presentation to the Board at your October meeting.

**Active Shooter Training** – We continue to broaden the scope of our collective readiness to deal effectively with an active shooter event. While acknowledging that such an incident is highly unlikely ever to occur on our campus, we are nevertheless taking the necessary steps to prepare. Over the past year plus, Beau Saul and Bill Finnerty have been engaged in training within individual offices throughout the campus. We have now begun to work with the faculty, starting with a presentation to the faculty at its August meeting. This will be followed by work with both small and large groups of faculty – both full-time and adjunct – as well as with students over the course of this academic year. Eventually, we plan to have a campus-wide drill.

Global Initiatives  
Report to Trustees  
September 18, 2014

- Mexico Initiative “Proyector 100,000 ESL” – In early planning with Coordinator General Martha Navarro-Albo from the Mexican Foreign Ministry for cohort of 30 students to study intensive ESL at TC3 for four weeks in November.
- Director of TC3 Global Program Development (Jorge Huayhuaca) went to Peru to revitalize our partnership with Universidad San Ignacio de Loyola (USIL). In addition TC3 brokered contacts at UNLV leading to the Campus Director in Doral, Florida.
- New partnerships are being developed with St Paul University & Instituto del Sur in Arequipa etc....
- Assisting USIL in preliminary discussions regarding internationalization of the University and bilingual instruction during 4<sup>th</sup> and 5<sup>th</sup> years of study at the University.
- Planning is underway for the official grand opening of UAO-TEC in Cali, Colombia in late October. TEC is co-branded with TC3 and a partner in Global Connections. Plans are also underway for the visit of a group of administrators and faculty to TC3. Approximately 300 students enrolled in TEC-TC3 programs and courses.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of September 9, 2014

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Director of Philanthropy	August 2014	March 21, 2014	May 2, 2014	Hired Paul Brenner 9/22/14

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer PT, Temporary	Campus Police	8/22/14	Hired Michael Hall 8/22/14
Campus Peace Officer FT, Permanent	Campus Police	8/24/14	Michelle Tuetken moved to full-time, 8/22/14
Cleaner, FT, Perm. Sunday – Thursday 2 <sup>nd</sup> shift	Buildings and Grounds	8/22/14	Hired Jamie Schaap 8/22/14
Enrollment Services Specialist, FT, Perm. Student Success	Enrollment Services Center	June 1, 2014	Hired Brittany Rood 8/4/14
Enrollment Services Specialist, PT, Perm. .8 FTE Cortland Extension Center	Enrollment Services Center	July 2014	Hired Pamela Davis 7/22/14
Sr. Cleaner	Buildings and Grounds	July 7, 2014	Hired Joshua Relyea 7/10/14
Secretary FT, Temp.	Baker Center	September 8, 2014	Hired Carl King 9/8/14
Enrollment Services Specialist, FT Perm.	Enrollment Services Center	October 1, 2014	Canvassing Applicants
Administrative Assistant	Human Resources Department	September 2, 2014	Hired Renae Moore 9/2/14
Secretary	External Relations	September 15, 2014	Vicki Dann transferred from Enrollment Services Center part-time 9/8/14 and full-time 9/15/14
Concurrent Enrollment	External Relations	September 2, 2014	Hired Rhonda Kowalski-Oltz 9/2/14

## 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	Hired Brittany Shipman 8/11/14
Resident Directors (2) FT, Permanent	Residence Life	6/20/14	Hired Mark Ewing 8/12/14 Hired David Benevides 8/4/14
Lifeguards (3), hourly	Athletics and Recreation	6/1/14	Hired Anna Belcher 6/24/14 Hired Lydia Brown 6/18/14 Hired Cassandra Miller 6/2/14
Assistant Teachers (3)	Child Care Center	June 2014	Hired Theresa Smith 9/9/14 Hired Karli Wusthoff 8/11/14 Hired Danielle Swarm 8/11/14 Hired Valerie Chapman 8/11/14
Athletic Facility Events Coordinator	Athletics	September 1, 2014	Hired Robert Rice 8/25/14
Fitness Center Coordinator, Interim	Fitness Center	September 1, 2014	Hired Tammy Young 9/1/14
<b><u>BISTRO</u></b>			
Executive Chef	TC3 Bistro	6/1/14	Accepting applications
Restaurant General Manager	TC3 Bistro	6/1/14	Hired Jason Sidle 8/11/14
Sales & Marketing Coordinator	TC3 Bistro	9/1/14	Interviewing



TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of September 9, 2014

**COMPLAINANT**

**SUBJECT**

**DISPOSITION**

CSEA Membership

Medco – Change in provider  
diminished prescription plan  
benefits

CSEA requested a waiver to time  
requirement to move to Stage 3 of  
grievance process while waiting for a  
response from Tompkins County.

Sylvia Ganoe

MedCo - Change in provider  
changed prescription co-pay.

Would like matter fully researched by  
Tompkins County.

**FACULTY ASSOC.**

**PAA**

TO: Members of the Board of Trustees  
 FROM: Carl E. Haynes, President  
 DATE: September 12, 2014  
 RE: September 2014 Compliance Report

Attached is the September 2014 Compliance Report. As you can see, we are in compliance with all items this year except SUNY SIRIS Student Revenue File, Lockout/Tagout and Hearing Conservation. All three are pending.

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 increased approximately 0.4 percent from 27,279.55 to 27,385.55 and the dollars increased by about 20.2 percent from \$850,400.75 to \$1,022,016.50. The increase in dollars is attributable to an increase in average pay rates, which had not been adjusted for several years. On average the rates increased approximately 20%. We have also added three new requirements this year, Gainful Employment, SUNY Recruitment Information and Experiential Learning. Five requirements were removed, SUNY Learning Analytics Survey, Student Opinion Survey, PRR (Periodic Review Report) For Middle States, NCCBP (National Community College Benchmarking project), and 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.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 COMPLIANCE REPORT  
 SUMMARY BY DEPARTMENT  
 SEPTEMBER 2014**

<b>Department</b>	<b>Hours/Year</b>	<b>\$ /Year</b>
Academic Records	5,744.00	\$176,070.00
Baker Center for Learning	1.00	\$40.00
Budget and Finance	1,711.00	\$92,890.00
Buildings and Grounds	8.00	\$320.00
Campus Activities	37.00	\$3,400.00
Campus Technology	310.00	\$11,600.00
Counseling & Career Services	180.00	\$5,680.00
Dean of Operations & Enrollment Mgmt.	195.00	\$11,300.00
Dean of Students Life	3,047.80	\$98,474.00
Development/Foundation/Alumni	60.00	\$12,400.00
Faculty/Department Chairs	500.00	\$28,000.00
Financial Aid Office	13,637.00	\$503,680.00
Human Resources	80.75	\$3,177.50
Institutional Research	1,119.50	\$42,425.00
Library	30.00	\$900.00
Nursing Department	100.00	\$4,000.00
Office of Provost/VP of the College	20.00	\$800.00
Public Safety	548.50	\$24,680.00
Organizational Success & Learning	56.00	\$2,240.00
<b>Grand Total</b>	<b>*27,385.55</b>	<b>\$1,022,016.50</b>

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT  
SUMMARY BY REFERENCE TO LAW  
SEPTEMBER 2014**

<b>REFERENCE TO LAW</b>	<b>Hours/Year</b>	<b>\$ /Year</b>
Accreditation	152.00	\$5,930.00
Federal	18,730.50	\$681,980.00
State	6,421.05	\$250,026.50
SUNY	2,082.00	\$84,080.00
<b>Grand Total</b>	<b>*27,385.55</b>	<b>\$1,022,016.50</b>

Accreditation – Middle States, Nursing

Federal – IRS, NJCAA, OSHA, Carl D. Perkins Vocational Act, Title IV, U.S.C., VA

State – DEC, Labor, Public Law, State Education Department, Workplace Violence Protection Act

SUNY

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

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		2,100 hours/year \$63,000/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		520 hours/year \$15,600/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		450 hours/year \$15,000/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 \$15,000/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 GFDs	Yes		150 hours/year \$4,500/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		875 hours/year \$26,250/year
	CWID (Credit When It's Due) Survey	SUNY Requirement	SUNY building the main course equivalency database. Wants SUNY and private feeder and sender institutions.	Yes		2 hours/year (Academic Records) \$60/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 \$1,200/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 \$400/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	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 \$400/year
	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 \$30,000/year plus Audit Fee of \$29,000 \$59,000/year (total)
	EZ-Audit	Title IV Higher Education Act	Electronic process for submitting financial aid statements and compliance audits.	Yes		2 hours/year \$80/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 \$600/year
	Reports to ERS		Submit monthly reports	Yes		20 hours/year \$600/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 \$22,500/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 \$2,250/year (B&F) 10 hours/year \$400/year (O&I)
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 \$40/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	New York State DEC Hazardous Waste	27-923 Environmental Conservation Law	No forms to file as we do not generate any hazardous materials.	Yes		
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 \$1,000/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 \$160/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 \$160/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 \$160/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 \$1,560/year printing and staff time
	PACE Monthly Attendance - Quarterly Billing		Reports and bills to Tompkins County	Yes		28 hours/year \$1,120/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 \$4,800/year; \$3,500 Fee
	Shared Services Survey	SUNY Requirement	Survey of staff time spent on various activities	Yes		5 hours/year (Academic Records) \$200/year 3 hours/year (Dean of Student Life) \$120/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
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 \$69,294/year
	Full Opportunity Plan	State University of New York; Chapter V, Section 601.6	Annual Report - Update	Yes	Submit Report	10 hours/year \$400/year
	Sexual Assault Prevention Information	Section 1-a, Chapter 737; Laws of NYS	Form Reporting. Adding VAWA training and Title IX committee work.	Yes	Programs held during orientation and during the year. Information is included in the college catalog.	100 hours/year \$4000/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.	280 hours/year \$11,200/year
	NCAA Reports	NCAA	Provide eligibility status for all student athletes each semester.	Yes	Information compiled by Athletic Director	225 hours/year \$9,000/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.
	Equity in Athletics Disclosure Report	Federal Government	Annual Report	Yes	Information compiled by Athletic Director	20 hours/year \$800/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 \$2,400/year
Financial Aid Office	Audit/EZ Audit	Title IV of Education Law	Annual Audit	Yes	Support CPA requests	30 hours/year \$900/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 \$136,500/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.	1,500 hrs/year \$60,000/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	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.	1,750 hrs/year \$70,000/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) \$900/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) \$22,000/year
	VA Certification	Veterans Affairs	Biweekly reporting of eligibility and attendance increased required reporting for Chpt 33.	Yes		500 hours/year \$20,000/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) \$40,000/year 100 hours/year (Dean of Student Life) \$3,660/year 8 hours/year (CT) \$200/year
	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 \$8,000/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	1,000 hours/year \$40,000/year
	Refund Calculations	Title IV and SED	Review of attendance and attendance dates, calculate refunds owed by students.	Yes		2050 hours/year \$61,500/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 implementation.	300 hours/year (Fin. Aid) \$12,000/year 50 hours/year (CT) \$2,000/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 \$24,000/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 \$337.50/year



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	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 \$600/year
	Classified Staff Payroll Certification	Civil Service	Report wages, name, title, and grade.	Yes		4 hours/year \$160/year
	Health Insurance Portability and Accountability Act (HIPAA) Compliance Report	SUNY Requirement	Report assessing HIPAA compliance activities.	Yes		2 hour/year \$80/year
	IPEDS	SUNY Requirement	Report statistical data on employees such as salary, tenure and race/ethnicity.	Yes		15 hours/year \$600/year
	Middle States Annual Profile	Accreditation Requirement	Report statistical data on employees	Yes		2 hours/year \$80/year
Institutional Research	IPEDS (Integrated Postsecondary Education Data System) Institutional Characteristics	20 U.S.C. 1094(a)(17)	Estimated fall enrollment, student services, disability services, distance learning & student charges/cost of attendance.	Yes		6 hours/year \$180/year
	IPEDS Completions	20 U.S.C. 1094(a)(17)	Annual survey of graduates by program, gender and race/ethnicity.	Yes		15 hours/year \$450/year
	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		5 hours/year (IR) \$150/year 22.5 hours/year (HR) \$900/year
	IPEDS Enrollment, Fall	20 U.S.C. 1094(a)(17)	Enrollment by college status, age, gender, primary residence, race/ethnicity. First-time, full & part-time retention rates, student to faculty ratios.	Yes		10 hours/year \$300/year
	IPEDS Graduation Rates and Graduation Rate 200% Overview	20 U.S.C. 1094(a)(17)	Completers within 100%, 150% & 200% transfers, exclusions & graduation rates by race.	Yes		16 hours/year \$480/year
	IPEDS Finance (Offices responsible: IR & B&F)	20 U.S.C. 1094(a)(17)	Assets, liabilities, revenues, expenses	Yes		1 hours/year (IR) \$30/year 4 hours/year (B&F) \$160/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 for locking the submission.	1 hours/year (IR) \$40/year 37 hours/year (Fin. Aid) \$1,480/year
	IPEDS 12-Month Enrollment	20 U.S.C. 1094(a)(17)	Unduplicate enrollment numbers by age, gender, primary residence, race/ethnicity.	Yes		6 hours/year \$180/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	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		40 hours/year (IR) \$1,200/year 8 hours/year (OS&L) \$320/year 10 hours/year (CT) \$400/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		35 hours/year (IR) \$1,050/year 4 hours/year (OS&L) \$160/year 10 hours/year (CT) \$400/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		5 hours/year (IR) \$150/year 2 hours/year (CT) \$80/year
	Academic Preparation of First-Time, Full-Time Students (NYSED 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		8 hours/year \$240/year
	Institutional Activity Report (NYSED 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		10 hours/year \$300/year
	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		20 hours/year (IR) \$800/year 50 hours/year (Academic Records) \$1,700/year 25 hours/year (CT) \$1,000/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, as well as non-credit state aidable for each year/term. This file replaced the former SDF/EOT files.	Yes		200 hours/year (IR) \$8,000/year 50 hours/year (Academic Records) \$1,700/year 25 hours/year (CT) \$1,000
	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 and non-credit state-aidable activity. Early Student files for Fall and Spring semesters. EOT files for Fall, Winter, Spring and Summer semesters.	Yes		360 hours/year (IR) \$14,400/year 90 hours/year (Academic Records) \$3,000/year 25 hours/year (CT) \$1,000/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	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) \$800/year 950 hours/year (Academic Records) \$30,000/year 25 hours/year (CT) \$1,000/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		10 hour/year (IR) \$400/year 20 hours/year (Fin Aid) \$800/year 30 hours/year (Operations & Enrollment Management) \$1,200/year 25 hours/year (CT) \$1,000/year
	SUNY Basic Student Charges	Federal, NY State Education Dept., SUNY Regulations	Annual data regarding tuition and fees cost of attendance.	Yes		4 hours/year \$120/year
	SUNY SRIS 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	Still awaiting SUNY file approval of previous submission before able to proceed.	0 hour/year (IR) \$0/year 30 hours/year (Operations & Enrollment Management) \$1,200/year 25 hours/year (CT) \$1,000/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 \$15.00/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 \$60/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		25 hours/year \$750/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 \$400/year
	Off Campus Instructional Locations (NYSED-8)	NY State Education Department Requirement	Report by location of all off-campus credit courses including dual high school.	Yes		10 hours/year \$300/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		15 hours/year \$600/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	Special Auditors Survey (Form 18) (Offices Responsible: IR and Academic Records)	SUNY Requirement	Enrollment of senior citizen auditors for each semester	Yes		2 hours/year (IR) \$80/year 2 hours/year (Academic Records) \$60/year
	State Aidable Auditors (Form 26)	SUNY Requirement	Report on auditors including credit hours eligible for state aid reimbursement. Filed each semester.	Yes	This has been moved to reporting on SIRIS	0 hours/year \$0/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		6 hours/year \$240/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		200 hours/year (IR) \$8,000/year 100 hours/year \$3,000/year (Counseling, Career & Transfer Services)
	Middle States Institutional Profile	Accreditation Requirement	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.	Yes		35 hours/year \$1,400/year
	Middle States Accreditation Records	Commission on Higher Education of the Middle States Association of Colleges & Secondary Schools, Accreditation Requirement	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.	Yes		15 hours/year \$450/year
	NYSED Disability Survey (NYSED-2H-2) (Offices Responsible: IR and Baker Center for Learning)	SUNY and NY State Education Dept.	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.	Yes		0.5 hour/year (IR) \$15.00/year 1 hour/year (Baker Center) \$40/year
	NYSED 4.1 Student Financial Aid Survey (Offices responsible: IR & Operations and Enrollment Management)	State Ed and SUNY Requirement	Annual report on recipients and dollars awarded for grants, loans and non-workstudy.	Yes		1 hours/year (IR) \$30/year 15 hours/year (Operations & Enrollment Management) \$600/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	NYSED College Catalog	SUNY and NY State Education Department		Yes		0.5 hours/year \$15.00/year
	NYSED 2.4 Fall Degree Credit Enrollment	SUNY and NY State Education Department	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.	Yes		4 hours/year \$120/year
	NYSED 2.4A preliminary fall degree credit enrollment	SUNY and NY State Education Department	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.	Yes		4 hours/year \$120/year
	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		7 hours/year (IR) \$210/year 1 hour (HR) \$40/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		3 hours/year (IR) \$90/year 8 hours/year (HR) \$320/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 \$30/year
	<i>Gainful Employment</i>	<i>Department of Education</i>	<i>Reporting enrollment and graduation numbers of Title IV eligible programs.</i>	Yes	<i>Pending - regulations currently in revision.</i>	
	<i>SUNY Recruitment Information</i>	<i>SUNY requirement</i>	<i>General enrollment &amp; honors enrollment numbers.</i>	Yes	<i>Provide numbers to Admissions</i>	<i>1 hour/year \$30/year</i>
	<i>Experiential Learning</i>	<i>SUNY requirement</i>	<i>Report on internships and cooperative education.</i>	Yes		<i>5 hours/year \$200/year</i>
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 \$900/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	100 hours/year \$4,000/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 \$160/year
	Perkins/CTEA Final Report	NY State Education Dept.	Reporting on grant year activities, expenditures and outcomes assessment.	Yes		30 hours/year \$1,200/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
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	20 hours/year (Provost & VP of College) \$800/year 500 hours/year (Dept. Chairs) \$28,000/year
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.	Pending	Annual refresher training for maintenance personnel. Periodic audits of program's use and effectiveness.	3 hours/year (Public Safety) \$90/year 1 hour/year (B&G) \$40/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 reviewed.	37 hours/year \$1,110/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 \$3,000/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.	Pending	Annual tests for personnel for hearing loss. Initial training/testing for new employees.	8 hours/year \$240/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 \$240/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) \$420/year 5 hours/year (B&G) \$200/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

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 \$600/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 \$7,200/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 \$450/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 \$240/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.	40 hours/year \$1,600/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) \$240/year 1 hour/year (B&G) \$40/year

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
COMPLIANCE REPORT - BY DEPARTMENT  
SEPTEMBER 2014**

Office Responsible	Compliance Item	Reference to Law	Compliance Methods	In Compliance (Yes or No)	Actions Taken	Total Staff Hours/ Total Cost For Compliance
	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 \$2,800/year
	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 \$1,500/year



**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**PROFESSIONAL DEVELOPMENT REPORT**  
**January 1, 2014 - June 30, 2014**

**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>
January-May 2014	Hubbard, Martha	Monthly Leadership Cortland Sessions, Facilitator (1 day per month)	Various locations in Cortland County
January-May 2014	Hubbard, Martha	Monthly Leadership Tompkins Sessions, Facilitator (1 day/month)	Various locations in Tompkins County
January-May 2014	Struzick, Corrina	College Forum Chair	Dryden, NY
02/18/14	Nightingale, Michelle	OMS Professional Development Series - Part 1	TC3
02/25/14	Nightingale, Michelle	OMS Professional Development Series - Part 2	TC3
03/14/14-03/16/14	Jacob, Jake	CCURI Board of Directors Organizational Meeting	Lake Las Vegas. NV
03/17/14	Cartagena, Milagros	CTC: Presented International Health on Sit in Nicaragua	TC3
04/03/14-04/05/14	Stavnhagen-Helgren, Tina	Faculty Council for Community Colleges (FCCC) - Plenary	Ulster, NY
05/09/14	Zeppelin, Victoria	NACEP Accreditation Institute	Manchester, CT
05/31/14-06/07/14	Griggs, LaSonya	NYSFAAA Novice Training Workshop Trainer	Dobbs Ferry, NY
06/03/14-06/06/14	Christofferson, Marty	2014 Open Ed Leadership Summit	Portland, Oregon
06/10/14-06/18/14	Jacob, Jake	AP Biology Exam Reader, Educational Testing Service	Kansas, MO

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January 1, 2014 - June 30, 2014**

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

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
01/01/14	McDaniel, Mick	NJCAA Winter Executive Meetings	Colorado Springs, CO
01/03/14	McMullen, Tammy	Preventing Shaken Baby Syndrome	E-learning
01/04/14	Lansing, Torrey	Shaken Baby	Video
01/04/14	Swarm, Danielle	CPR & First Aid	Cortland,NY
01/14/14	Block, Karla	Prezi for Presentations, National Network of Libraries of Medicine (NN/LM), Middle Atlantic Region (MAR), Webinar	Online
01/15/14	Davis, Andrew	NSCAA National Soccer Convention	Philadelphia, PA
01/15/14	Yang, Lucy	Student Workers Webinar: Hiring, Interviewing & Outcomes	Ithaca College, Ithaca NY
01/16/14	Gold, Darlene	Bard Writing to Learn Workshop	TC3
01/16/14-01/17/14	Stavenhagen-Helgren, Ti	BARD Writing to Learn Workshop	TC3
01/18/14	Swarm, Danielle	First Aid	Cortland,NY
01/22/14	Yang, Lucy	Student Workers Webinar: Communicating and Motivating	Ithaca College, Ithaca NY
01/28/14-01/30/14	Zeppelin, Victoria	CHEA Annual Conference (Council of Higher Education Accreditors)	Washington, DC
02/01/14	Keech, Sharon	Physical Activity for Preschoolers	Dryden,NY
02/01/14	McMullen, Tammy	Physical Activity for Preschoolers	Dryden,NY
02/09/14-02/15/14	Poland, Walter	Red Mutis Board Meeting	Bogota, Colombia
02/12/14	Webb, Marilyn	Write to Learn Project	TC3
02/21/14-02/24/14	Jacob, Jake	CCURI Spring Regional Colloquium	Mesa Comm College, AZ
02/21/14-02/24/14	Poland, Walter L.	CCID Annual Meeting	Las Vegas, Nevada
02/26/14	McLane, Todd	Tompkins County Ag Summit	Dryden VFW
02/28/14	Ochs, Scott	Criminal Justice Educators Association of NYS	Utica, NY
02/28/14	Abbey, Sheila	Mid-Winter Day	TC3
02/28/14	Armitage, Chris	Mid-Winter Day	TC3
02/28/14	Chambala, Bryan	Mid-Winter Day	TC3
02/28/14	Gerg, Julie	Mid-Winter Day	TC3
02/28/14	Lawrence, Janice	Mid-Winter Day	TC3
02/28/14	Lopez, Michele	Mid-Winter Day	TC3
02/28/14	McDonough, Gerry	Mid-Winter Day	TC3
02/28/14	McLane, Todd	Mid-Winter Day - Presenter	TC3
02/28/14	Nightingale, Michelle	Mid-Winter Day	TC3
02/28/14	Payne, Lisa	Mid-Winter Day	TC3
02/28/14	Petrella-Baum, Jennica	Mid-Winter Day	TC3
02/28/14	Thompson, Lyn	Mid-Winter Day	TC3

02/28/14	Van Sant, Susanna	Mid-Winter Day	TC3
02/28/14	Webb, Marilyn	Mid-Winter Day	TC3
02/28/14	Whitmore, Carrie	Mid-Winter Day	TC3
02/28/14	Yavits, Bob	Mid-Winter Day	TC3
02/28/14	Zeppelin, Victoria	Mid-Winter Day	TC3
02/28/14-03/02/14	Gold, Darlene	AWP Conference (Associated Writing Programs)	Seattle, WA
March 2014	McDaniel, Mick	Region III Spring Conference	Syracuse, NY
03/07/14-03/09/14	Nightingale, Michelle	NODA Regional Conference (Association for Orientation, Retention and Transition in Higher Education)	Nashua, NH
03/11/14	Nightingale, Michelle	CCCAT Conference	OCC - Syracuse, NY
03/20/14	Hersey, Olivia	SUNY Regional Forum – Office 365	SUNY Cobleskill
03/25/14	Altucher, Kris	Chair Academy Leadership Conference	St.Louis, MO
03/25/14	Slawson, Melinda	Chair Academy Annual Conference	St. Louis, MO
03/26/14	Hersey, Olivia	FLTG Tech Summit	Syracuse, NY
03/28/14	Yavits, Bob	SUNY IT OER Colloquium	TC3
04/01/14	Swarm, Danielle	Setting Behavioral Expectations With Young Children	Dryden, NY
04/01/14	Cochran, Heidi	Setting Behavioral Expectations With Young Children	Dryden, NY
04/01/14	McMullen, Tammy	Setting Behavioral Expectations With Young Children	Dryden, NY
04/01/14	McDaniel, Mick	Annual NJCAA Conference	Colorado Springs, CO
04/01/14-04/03/14	Hallisey, Mary	Simulation Users Network Conference	
04/05/14	Penziul, Carl	NYSMATTYC Annual Meeting	Owego, NY
04/05/14	Putnam, Nancy	NYSMATTYC Annual Meeting	Owego, NY
04/05/14	Putnam, Tim	NYSMATTYC Annual Meeting	Owego, NY
04/06/14-04/09/14	MacLain, James	Ellucian Live, Software Users Conference	Anaheim, CA
04/09/14	Webb, Marilyn	Write to Learn Project	TC3
04/10/14	McLane, Todd	Food Systems Seminar	Cornell
04/11/14	Campbell, Katrina	The Art of Teaching Conference	OCC - Syracuse, NY
04/11/14	Kobritz, Barbara	The Art of Teaching Conference	OCC - Syracuse, NY
04/11/14	McDonough, Kathleen	The Art of Teaching Conference	OCC - Syracuse, NY
04/11/14	Webb, Marilyn	The Art of Teaching Conference	OCC - Syracuse, NY
04/11/14	Yavits, Bob	The Art of Teaching Conference	OCC - Syracuse, NY
04/11/14	Lansing, Torrey	Classroom Observations	Verona, NY
04/11/14	Lansing, Torrey	It's All About Attitude	Verona, NY
04/11/14	Lansing, Torrey	No More Cookie Cutter	Verona, NY
04/11/14	Lansing, Torrey	US-Plus-them-Aligning 05 + K - 12	Verona, NY
04/11/14	Lansing, Torrey	When to Know and How to Let Go	Verona, NY
04/11/14	Poland, Walter L.	SUNY Council for International Students and Scholars Conference	SUNY Global Center (NYC)
04/12/14	Lansing, Torrey	A New Kind of Awareness	Verona, NY
04/12/14	Lansing, Torrey	Creating Theme Based Curriculum	Verona, NY
04/12/14	Lansing, Torrey	Leadership - Tools of Early Trade	Verona, NY
04/14/14	Brown, Alexis	Setting Behavioral Expectations With Young Children	Dryden, NY

04/16/14	Lansing, Torrey	SUNY Campus Child Care Regional Meeting	Syracuse, NY
04/17/14	McLane, Todd	Leadership Cortland - Presenter	TC3
04/18/14	Stavenhagen-Helgren, Tina	Southeast Asian Workshop on Indonesia	Ithaca, NY
04/23/14-04/25/14	Ryan, Bruce	CASE Institutionally Related Foundations	Denver, CO
04/24/14	McLane, Todd	Cortland County Health Network - Presenter	SUNY Cortland
04/28/14-04/29/14	Hendrick, Christine	Mass Prophylaxis Preparedness and Planning	Ithaca College
04/29/14	Block, Karla	Wellness Webinar - The Human-Animal Bond and Your Health, South Central Regional Library Council, Webinar.	Online
04/29/14	McLane, Todd	Food Processing Workforce Meeting	FLCC
04/30/14	Caveney, Kevin	P-Cards: Just Get Me My Stuff	Webinar
05/01/14	Hendrick, Christine	Spring Day	TC3
05/01/14	Freeman, Paige	Regional Coaches Meeting	Ithaca, NY
05/01/14	Penziul, Carl	Faculty of the Future Annual Conference	Bucks County CC, PA
05/01/14	Shapleigh, Shari	TC3 Spring Day	TC3
05/13/14	McLane, Todd	Building Bridges Forum	The Space @ Greenstar
05/14/14	Webb, Marilyn	Write to Learn Project	TC3
05/21/14	Sammis, Carol	Using Data to Support High Quality Teacher Preparation	SUNY Cortland
05/26/14-06/01/14	Shapleigh, Shari	American College Health Association Annual Meeting	San Antonio, TX
05/27/14-05/31/14	Arsenault, Sarah	American College Health Association (11.50 contact hours and 1.20 pharmacology credits)	San Antonio, TX
05/27/14-05/30/14	Kiechle, Matt	American College Health Association (11.50 contact hours and 1.20 pharmacology credits)	San Antonio, TX
05/28/14-05/30/14	Yavits, Bob	SUNY Conference of Instructional Technology	Cornell University
05/30/14	Campbell, Katrina	Faculty of the Future Conference	Bucks County CC, PA
June 2014	Turner, James	NYS Code Officials Training	Fredonia, NY
06/03/14-06/05/14	Brown, Alexis	2014 Early Care & Education Conference	Albany, NY
06/03/14-06/05/14	McMullen, Tammy	2014 Early Care & Education Conference	Albany, NY
06/03/14-06/05/14	Wendell, Jen	2014 Early Care & Education Conference	Albany, NY
06/03/14-06/06/14	Burk, Joyce	SUNYCUAD Annual Educational Conference	Lake Placid, NY
06/03/14-06/06/14	Chambala, Bryan	SUNYCUAD Annual Educational Conference	Lake Placid, NY
06/03/14-06/06/14	Edgecomb, Bob	SUNYCUAD Annual Educational Conference	Lake Placid, NY
06/03/14-06/06/14	Petrella-Baum, Jennica	SUNYCUAD Annual Educational Conference	Lake Placid, NY
06/04/14-06/06/14	Ryan, Bruce	SUNYCUAD Annual Educational Conference	Lake Placid, NY
06/04/14	Brown, Alexis	Early Intervention Services	Albany, NY
06/04/14	McMullen, Tammy	Early Intervention Services	Albany, NY
06/04/14	Brown, Alexis	Effective Advocacy in an Era of Highly	Albany, NY
06/04/14	Brown, Alexis	Keynote: Quality Early Education: Education and care, A Competitive Necessity in a Global Economy	Albany, NY
06/04/14	Lansing, Torrey	Keynote: Quality Early Education: Education and care, A Competitive Necessity in a Global Economy	Albany, NY

06/04/14	McMullen, Tammy	Keynote: Quality Early Education: Education and care, A Competitive Necessity in a Global Economy	Albany, NY
06/04/14	Wendell, Jen	Keynote: Quality Early Education: Education and care, A Competitive Necessity in a Global Economy	Albany, NY
06/04/14	Brown, Alexis	Relationships and the Brain	Albany, NY
06/04/14	Wendell, Jen	Relationships and the Brain	Albany, NY
06/04/14-06/06/14	Hammond, Jane	SUNY Registrar's Spring Conference	Rochester, NY
06/04/14	Lansing, Torrey	Intro to Financial Management CCC	Albany, NY
06/04/14	Lansing, Torrey	Making the Most of our Staff Meetings	Albany, NY
06/04/14	Lansing, Torrey	Start Hiring Smart	Albany, NY
06/04/14	Lansing, Torrey	SUNY Updates	Albany, NY
06/04/14	McMullen, Tammy	Temperament	Albany, NY
06/04/14	Wendell, Jen	Temperament	Albany, NY
06/04/14	McMullen, Tammy	What Children of Color Want Their Children	Albany, NY
06/04/14	Wendell, Jen	What Children of Color Want Their Children	Albany, NY
06/05/14	Lansing, Torrey	Directors Roundtable	Albany, NY
06/05/14-06/06/14	Payne, Lisa	SUNY AIRPO Conference	Binghamton, NY
06/05/14-06/06/14	Thompson, Lyn	SUNY AIRPO Conference	Binghamton, NY
06/10/14	Voorhees, Amy	Region 3 Athletic Trainers Conference	OCC
06/11/14-06/13/14	Armstrong, Colleen	44th Annual SUNYCAP Conference	Lake Placid, NY
06/11/14-06/13/14	Doane, Brent	44th Annual SUNYCAP Conference	Lake Placid, NY
06/11/14-06/13/14	Drumluk, Sandy	44th Annual SUNYCAP Conference	Lake Placid, NY
06/11/14-06/13/14	Streb, Tom	44th Annual SUNYCAP Conference	Lake Placid, NY
06/11/14-06/13/14	Toxey, Kar-Leam	44th Annual SUNYCAP Conference	Lake Placid, NY
06/11/14-06/13/14	Behm, Teresa	PowerCampus Users Group Conference	Lasell College, Newton, MA
06/11/14-06/13/14	Campbell, Katrina	PowerCampus Users Group Conference	Lasell College, Newton, MA
06/11/14-06/13/14	MacLain, James	PowerCampus Users Group Conference	Lasell College, Newton, MA
06/11/14-06/13/14	Walz, Jonathan	PowerCampus Users Group Conference	Lasell College, Newton, MA
06/11/14-06/13/14	Donovan, Joan	SUNY Career Development Organization Annual Conference	Lake George, NY
06/12/14-06/13/14	Dovi, Sharon	SUNY Community College Directors Meeting	OCC, Syracuse NY
06/13/14	Stavenhagen-Helgren, Tina	NAFSA Regional Meeting	Syracuse, NY
06/16/14	McLane, Todd	USDA Rural Economic Development Council	TC3
06/17/14-06/19/14	Christofferson, Marty	SUNY Technology Conference	Lake Placid, NY
06/17/14-06/19/14	Hersey, Olivia	SUNY Technology Conference	Lake Placid, NY
06/17/14-06/19/14	Densmore, Timothy	SUNY Technology Conference	Lake Placid, NY
06/18/14-06/20/14	Griggs, LaSonya	College Goal Sunday Forum	Charleston, SC
06/19/14	Dovi, Sharon	Working IX to IV: Title IX and Title IV Requirements (Clery/VAWA)	SUNY Cortland
06/22/14-06/25/14	Dewey, Susan	CCBOA Spring Conference	Cooperstown, NY
06/23/14-06/25/14	Webb, Marilyn	NYS Disability Services Council	Canandaigua, NY
06/25/14	Wendell, Jen	CACFP - New Sponsor	Syracuse, NY
06/26/14-06/29/14	Donenko, Wendy	PowerFAIDS Conference	Nashville, TN
06/26/14-06/29/14	Oliver, Tammy	PowerFAIDS Conference	Nashville, TN

06/27/14-06/30/14	Stavenhagen-Helgren, Tina	NAFSA Conference	San Diego, CA
	Freeman, Paige	TC3 Coaches Meeting	TC3
	McDonough, Kathleen	Conversation and Cuisine - Writing to Learn	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January 1, 2014 - June 30, 2014**

**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>
12/11/13-01/31/14	Ray, Juliene	Intermediate Microsoft Word 2010	Dryden, NY
January 2014	Cameron, Jeanne	Bard Institute for Writing and Thinking, Applying the Practices	Bard
01/07/14	Tuetken, Michelle	NICS Drug Testing	Endicott, NY
01/10/14	Tuetken, Michelle	NIMS: Intrastate Mutual Aid an Introduction	Online
01/14/14	Cochran, Ryan	Dim/Low Light and Cold Weather Observations Training	IPD Range
01/14/14	Gebo, John	Dim/Low Light and Cold Weather Observations Training	IPD Range
01/14/14	Kelly, Jake	Dim/Low Light and Cold Weather Observations Training	IPD Range
01/14/14	Tuetken, Michelle	Dim/Low Light and Cold Weather Observations Training	IPD Range
01/14/14	Jacob, Jake	NSF Improving Undergraduate STEM Education	Phone Conference
01/15/14	Altucher, Kris	HEA Compliance - Middle States Commission	Webinair
01/15/14	DeFranco, Tony	Blackboard Administration Training by SLN	TC3
01/15/14	Yavits, Bob	Blackboard Administration Training by SLN	TC3
01/16/14	Cosgrove, Israel	Dim/Low Light and Cold Weather Observations Training	IPD Range
01/16/14	Howard, Mike	Dim/Low Light and Cold Weather Observations Training	IPD Range
01/16/14	Jerome, Joe	Dim/Low Light and Cold Weather Observations Training	IPD Range
01/16/14	Thornton, Michael	Dim/Low Light and Cold Weather Observations Training	IPD Range
01/21/14	Oliver, Tammy	PowerFAIDS 19.1 Webinar	TC3
01/23/14	Hicks, Sarah	NYSFAAA "Verification 2014-2015" Webinar	TC3
01/23/14	Janke, James	NYSFAAA "Verification 2014-2015" Webinar	TC3
01/23/14	Oliver, Tammy	NYSFAAA "Verification 2014-2015" Webinar	TC3
01/24/14	DeFranco, Tony	Blackboard Configuration - Conference Call	TC3
01/27/14	DeFranco, Tony	Blackboard Configuration	TC3
02/10/14	Janke, James	NYSFAA "Default Management" Webinar	TC3
02/11/14	Oliver, Tammy	SUNY Smart Track Webinar	TC3
02/12/14	Van Sant, Susanna	Axis 360	Webinar
02/13/14	Altucher, Kris	Active Shooter Training	TC3
02/27/14	Altucher, Kris	EMSI Certification Part I	Webinair
02/27/14	Van Sant, Susanna	Artemis: Literary Sources	Webinar
02/28/14	Kobritz, Barbara	Writing to Learn-Half Day Workshop at Mid-Winter Day	TC3
March 2014	Penziul, Carl	BlackBoard Training	TC3
March 2014	AbduShahid, Refsanjani	Globally Harmonized System	TC3
March 2014	Avery, Julie	Globally Harmonized System	TC3

March 2014	Belokur, John	Globally Harmonized System	TC3
March 2014	Burlingame, Joe	Globally Harmonized System	TC3
March 2014	Cochran, John	Globally Harmonized System	TC3
March 2014	Darling Jr., Robert	Globally Harmonized System	TC3
March 2014	Ellis, Deborah	Globally Harmonized System	TC3
March 2014	Ganoe, Sylvia	Globally Harmonized System	TC3
March 2014	Henson, Deborah	Globally Harmonized System	TC3
March 2014	Hill, Lawrence	Globally Harmonized System	TC3
March 2014	Hollenbeck, Robert	Globally Harmonized System	TC3
March 2014	Merrill, Sam	Globally Harmonized System	TC3
March 2014	Norton, Patty	Globally Harmonized System	TC3
March 2014	Pachai, John	Globally Harmonized System	TC3
March 2014	Parker, Elwood	Globally Harmonized System	TC3
March 2014	Perkins, James	Globally Harmonized System	TC3
March 2014	Relyea, Josh	Globally Harmonized System	TC3
March 2014	Robinson, Stephanie	Globally Harmonized System	TC3
March 2014	Scott, Raymond	Globally Harmonized System	TC3
March 2014	Sharpsteen, James	Globally Harmonized System	TC3
March 2014	Thayer, Jason	Globally Harmonized System	TC3
March 2014	Vanatta, Dave	Globally Harmonized System	TC3
March 2014	AbduShahid, Refsanjani	Right to Know/Hazard Communication	TC3
March 2014	Avery, Julie	Right to Know/Hazard Communication	TC3
March 2014	Belokur, John	Right to Know/Hazard Communication	TC3
March 2014	Burlingame, Joe	Right to Know/Hazard Communication	TC3
March 2014	Cochran, John	Right to Know/Hazard Communication	TC3
March 2014	Darling Jr., Robert	Right to Know/Hazard Communication	TC3
March 2014	Ellis, Deborah	Right to Know/Hazard Communication	TC3
March 2014	Ellis, Robert	Right to Know/Hazard Communication	TC3
March 2014	Ganoe, Sylvia	Right to Know/Hazard Communication	TC3
March 2014	Henson, Deborah	Right to Know/Hazard Communication	TC3
March 2014	Hill, Lawrence	Right to Know/Hazard Communication	TC3
March 2014	Hollenbeck, Robert	Right to Know/Hazard Communication	TC3
March 2014	Merrill, Sam	Right to Know/Hazard Communication	TC3
March 2014	Norton, Patty	Right to Know/Hazard Communication	TC3
March 2014	Pachai, John	Right to Know/Hazard Communication	TC3
March 2014	Parker, Elwood	Right to Know/Hazard Communication	TC3
March 2014	Perkins, James	Right to Know/Hazard Communication	TC3
March 2014	Relyea, Josh	Right to Know/Hazard Communication	TC3
March 2014	Robinson, Stephanie	Right to Know/Hazard Communication	TC3
March 2014	Scott, Raymond	Right to Know/Hazard Communication	TC3
March 2014	Sharpsteen, James	Right to Know/Hazard Communication	TC3



March 2014	Thayer, Jason	Right to Know/Hazard Communication	TC3
March 2014	Vanatta, Dave	Right to Know/Hazard Communication	TC3
03/01/14	Shapleigh, Shari	Anaphylaxis on Campus: Protocol and Procedure	Webinar
03/04/14	Van Sant, Susanna	EDS Implementation Training	Syracuse, NY
03/05/14	Altucher, Kris	EMSI Certification Part II	Webinar
03/05/14	Conroy, Colleen	NYSFAA Webinar Verification and Taxes	TC3
03/05/14	Hicks, Sarah	NYSFAA Webinar Verification and Taxes	TC3
03/05/14	Janke, James	NYSFAA Webinar Verification and Taxes	TC3
03/06/14-03/17/14	Starmer, Ron	Creative Writing Seminar	Honolulu, Hawaii
03/07/14	Yavits, Bob	Phase 1 Blackboard Training	TC3
03/07/14	DeFranco, Tony	Blackboard Training	TC3
03/12/14	Altucher, Kris	EMSI Certification Part III	Webinar
03/13/14	Oliver, Tammy	PowerFAIDS 19.2 Webinar	TC3
03/14/14	Yavits, Bob	Phase 1 Blackboard Training	TC3
03/14/14	Conroy, Colleen	NYSFAA Region III Meeting	TC3
03/14/14	Hicks, Sarah	NYSFAA Region III Meeting	TC3
03/14/14	Oliver, Tammy	NYSFAA Region III Meeting	TC3
03/14/14	DeFranco, Tony	Blackboard Training	TC3
03/18/14	Abbey, Sheila	Major Gift Fundraising for Community Colleges	Webinar
03/18/14	Gerg, Julie	Major Gift Fundraising for Community Colleges	Webinar
03/19/14	Abbey, Sheila	Learn the Crowdfund-amentals	Webinar
03/19/14	Gerg, Julie	Learn the Crowdfund-amentals	Webinar
03/20/14	Conroy, Colleen	NYSFAAA "FSA Audit Guide" Webinar	TC3
03/20/14	Hicks, Sarah	NYSFAAA "FSA Audit Guide" Webinar	TC3
03/20/14	Janke, James	NYSFAAA "FSA Audit Guide" Webinar	TC3
03/20/14	Oliver, Tammy	NYSFAAA "FSA Audit Guide" Webinar	TC3
03/20/14	Conroy, Colleen	PowerFAIDS Webinar	TC3
03/20/14	Oliver, Tammy	PowerFAIDS Webinar	TC3
03/25/14 & 03/27/14	Zeppelin, Victoria	NACEP Standards for Beginners	Webinar
03/28/14	DeFranco, Tony	OER Colloquium	TC3
04/02/14	Abbey, Sheila	Crowdfunding - Should You Join the Crowd?	Webinar
04/02/14	Gerg, Julie	Crowdfunding - Should You Join the Crowd?	Webinar
04/02/14	Lopez, Michele	Crowdfunding - Should You Join the Crowd?	Webinar
04/08/14	Gebo, John	Below 100	Syracuse, NY
04/08/14	Tuetken, Michelle	Below 100	Syracuse, NY
04/10/14	Conroy, Colleen	COD System Update 2014-2015 Webinar	TC3
04/10/14	Oliver, Tammy	COD System Update 2014-2015 Webinar	TC3
04/10/14	Yavits, Bob	Active Shooter Training	TC3
04/15/14	Wright, Lauren	Crystal Reports Seminar	Syracuse, NY
04/17/14	Conroy, Colleen	TAP 2014-2015 Webinar	TC3
04/17/14	Oliver, Tammy	TAP 2014-2015 Webinar	TC3

04/21/14	Altucher, Kris	Using Predictive Analysis for Student Course Selection	Webinar
04/21/14	Thompson, Lyn	Using Predictive Analysis for Student Course Selection	Webinar
04/22/14	Hubbard, Martha	Start Up NY Lead Management Training	Online
04/22/14	Oliver, Tammy	Gainful Employment Webinar	TC3
04/25/14	Cartagena, Milagros	Presented at CareerDay - New Roots High School	Ithaca, NY
04/30/14	Cartagena, Milagros	Vsim Webinar	Web
05/01/14	Conroy, Colleen	PowerFAIDS 19.3 Webinar	TC3
05/01/14	Oliver, Tammy	PowerFAIDS 19.3 Webinar	TC3
05/01/14	McMinn, Glenna	BlackBoard Training	TC3
05/02/14	Conroy, Colleen	NYSFAA Region III Meeting	Owasco, NY
05/02/14	Griggs, LaSonya	NYSFAA Region III Meeting	Owasco, NY
05/02/14	Hicks, Sarah	NYSFAA Region III Meeting	Owasco, NY
05/02/14	Janke, James	NYSFAA Region III Meeting	Owasco, NY
05/02/14	Oliver, Tammy	NYSFAA Region III Meeting	Owasco, NY
05/02/14	MacLain, James	Improving Teamwork and Cooperation	TC3.biz
05/07/14	Van Sant, Susanna	Basic Legal Research for Librarians	Webinar
05/08/14	Conroy, Colleen	NYSFAAA 150% Rule Webinar	TC3
05/08/14	Oliver, Tammy	NYSFAAA 150% Rule Webinar	TC3
05/13/14-05/14/14	Densmore, Timothy	Project Management Fundamentals Training Class	CPD, Syracuse, NY
05/15/14	Conroy, Colleen	PowerFAIDS Direct Loan Processing Webinar	TC3
05/15/14	Oliver, Tammy	PowerFAIDS Direct Loan Processing Webinar	TC3
05/19/14	Webb, Marilyn	Advisor Training	TC3
05/20/14	Campbell, Katrina	Blackboard Training	TC3
05/20/14	DeFranco, Tony	Blackboard Training	TC3
05/20/14	Yavits, Bob	Phase 2 Blackboard Training	TC3
05/23/14	Voorhees, Amy	American Red Cross Epi-pen certification	On-line
05/24/14	Cosgrove, Israel	Firearms Training/Qualification	IPD Range
05/27/14	Oliver, Tammy	PowerFAIDS Anticipated Aid Extract Webinar	TC3
05/28/14	Tuetken, Michelle	Opioid Overdose Prevention Training	Owego, NY
05/28/14	Tuetken, Michelle	Stop Sticks Training	Owego, NY
June 2014	McDaniel, Mick	American Red Cross First Aid & CPR for Professional Rescuer	TC3
June 2014	Okaru, Alfred	CPR/AED for the Professional Rescuers and Health Care Providers	TC3
June 2014	Okaru, Alfred	First Aid	TC3
June 2014	Okaru, Alfred	Lifeguarding Re-Certification	TC3
06/01/14	Cosgrove, Israel	Clery/Title IX Presentation Power Point	TC3
06/01/14-06/30/14	Whitmore, Carrie	Developing Hybrid Courses	Online
06/04/14	McMinn, Glenna	ExamSoft Training	Web
06/05/14	Conroy, Colleen	Powerfaids Webinar Dibsbursement Processing	TC3
06/05/14-06/06/14	Zeppelin, Victoria	NYCEP Spring Meeting (New York Alliance of Concurrent Enrollment Partnerships)	Jamestown CC
06/10/14-06/11/14	Yavits, Bob	Running Reports in Blackboard	Web

06/11/14	Abbey, Sheila	Making Room for Crowdfunding in Your Fundraising Strategy	Webinar
06/11/14	Gerg, Julie	Making Room for Crowdfunding in Your Fundraising Strategy	Webinar
06/11/14	Lopez, Michele	Making Room for Crowdfunding in Your Fundraising Strategy	Webinar
06/11/14	Yavits, Bob	Running Reports in Blackboard Webinar	TC3
06/13/14	Cosgrove, Israel	DWI SFST Refresher Training	IPD
06/13/14	Gebo, John	DWI SFST Refresher Training	IPD
06/14/14	Sweeney, Brenda	National Student Employment Association-Legal Issues in Student Employment (Track A)	TC3
06/15/14	Sweeney, Brenda	National Student Employment Association-Job Development & FWS in Student Employment (Track B)	TC3
06/16/14	Davis, Andrew	CPR/AED For Professional Rescuers and Health Care Providers	TC3
06/16/14	Squires, Daniel	CPR/AED For Professional Rescuers and Health Care Providers	TC3
06/16/14	Stevenson, David	CPR/AED For Professional Rescuers and Health Care Providers	TC3
06/16/14	Young, Tammi	CPR/AED For Professional Rescuers and Health Care Providers	TC3
06/17/14	Voorhees, Amy	American Red Cross Professional Rescuer CPR/AED	TC3
06/17/14	Davis, Andrew	First Aid	TC3
06/17/14	Squires, Daniel	First Aid	TC3
06/17/14	Stevenson, David	First Aid	TC3
06/17/14	Young, Tammi	First Aid For Professional Rescuer Recertification	
06/25/14	Van Sant, Susanna	EBSCONet Renewals	Webinar
Spring 2014	Armitage, Chris	Certified Wireless Network Administrator	Coleman & Westcott
Spring 2014	Armitage, Chris	Comp TIA Network + Certification All in one Exam Guides 5th Edition	Meyers 5th Edition
Spring 2014	Armitage, Chris	Deployment Fundamentals - Vol 1 Migrating Windows 7 using MDT	Arwidmark & Nystrom
Spring 2014	Penziul, Carl	SUNY TAACCCT webinars on Prior Learning Assesment Policies	Web
Spring 2014	Yavits, Bob	Bi-Weekly Conference Call - SLN Instructional Designers Group	TC3
Spring 2014	Yavits, Bob	BlackBoard Training	TC3
Spring 2014	Yavits, Bob	Monthly Conference call - SLN Administrators Group	TC3
Spring 2014	Yavits, Bob	SUNY Learning Network ( Instructional Desiners Group, Administrator Group and Migration Team	Phone Conference
Spring 2014	Yavits, Bob	Weekly Conference call - SLN Migration Team	TC3
	Rice, Robert	First Aid and CPR Certification	TC3
	Rice, Robert	National Soccer Convention	Philadelphia, PA

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January 1, 2014 - June 30, 2014**

**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>
January 2014	Arsenault, Sarah	Epidemiology (BSN Nursing)	SUNY Delhi
January 2014	Densmore, Timothy	Master of Science in Information Technology, Graduated	Capella University
March 2014	Arsenault, Sarah	Teaching & Learning in Nursing (BSN Nursing)	SUNY Delhi
May-June 2014	Arsenault, Sarah	Community Health Nursing	SUNY Delhi
05/09/14	Gerg, Julie	Strategies for Effective Adult Learning	Empire State College
Spring 2014	Behm, Teresa	JAVA	TC3
Spring 2014	Behm, Teresa	Web Prog & Design	TC3

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT REPORT  
January 1, 2014 - June 30, 2014**

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

<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
January 2014	McDaniel, Mick	National Men's Hockey Championship	Hudson Valley CC
01/08/14	Van Sant, Susanna	Safety/Intervention practices	TC3
01/09/14	Conroy, Colleen	Conference Call with Next Gen Regarding New Payroll System	Dryden, NY
01/16/14-01/17/14	Sheldon, Mary	Writing to Learn Workshop	TC3
01/31/14	Voorhees, Amy	Evidence Based Practice in Athletic Training - Level 1, Part1	TC3
Feb-April 2014	Nightingale, Michelle	Panther Fitness Challenge	TC3
02/05/14	Voorhees, Amy	Reduction of Risk for Progressive Ankle Dysfunction	NATA - Online
02/19/14	Voorhees, Amy	Special Testing for the Shoulder	NATA - Online
02/25/14	Voorhees, Amy	Management of the Acute Shoulder Dislocation	Online
March 2014	McDaniel, Mick	Region III Men's Basketball Tournament	SUNY Delhi
March 2014	McDaniel, Mick	National Men's Basketball Championship	Sullivan County CC
March 2014	Freeman, Paige	Hosted Softball Instructional Clinic	TC3
03/17/14	Smith, Tammy	Microsoft Certified Trainer Recertification	Web
03/24/14	Yavits, Bob	CTC Roundtable - International Health on Site in Nicaragua	TC3
03/26/14	Voorhees, Amy	International Journal of Athletic Therapy and Training	TC3
03/26/14	Yavits, Bob	CTC Roundtable - Dieting is not a Dirty Word	TC3
03/26/14	Payne, Lisa	Dieting is not a Dirty Word	College Teaching Center
April 2014	Penziul, Carl	Homer High School Self Study External Review - Business CRE Curric	Homer, NY
04/07/14	Yavits, Bob	CTC Roundtable - Campus Tech Q & A	TC3
04/14/14	Yavits, Bob	CTC Roundtable - Using Facebook as an Academic Tool	TC3
04/15/14	Conroy, Colleen	Conference Call with Next Gen Regarding New Earning Codes	Dryden, NY
04/29/14	Voorhees, Amy	Evidence Based Practice in Athletic Training - Level, Part 2	NATA - Online
May 2014	McDaniel, Mick	National Outdoor Track & Field Championship	Mohawk Valley CC
May 2014	McDaniel, Mick	Region III Men's Lacrosse Tournament	TC3
05/05/14-05/16/14	Smith, Tammy	Microsoft Official Curriculum Training - Windows Operating Systems	Web
05/15/14	Flaten, David	Study Abroad - Columbia	Columbia
05/27/14	Webb, Marilyn	STAR-NY Annual Supervisors Meeting	SUNY Cortland
Jun 2014	McDaniel, Mick	National Golf Championship	Jamestown CC
Jun 2014	Freeman, Paige	First Aid/CPR Certification	TC3
06/10/14-06/17/14	Smith, Tammy	Microsoft Official Curriculum Training - Core Solutions of Microsoft	Web
06/12/14	Flaten, David	Hosted BBQ Dinner for UAO Faculty and Staff	Ithaca, NY
06/13/14	Webb, Marilyn	Get your Green Back Tompkins	Cooperative Ext, Ithaca NY

06/19/14	Voorhees, Amy	Evidence Based Practice in Athletic Training - Level 2	NATA - On-line
06/26/14-06/27/14	Hubbard, Martha	CEANY Board Meeting	Albany
06/29/14-06/30/14	Hubbard, Martha	Regional Association of Leadership Professionals Conference	Verona, NY
Spring 2014	Lawrence, Janice	Pushing the Limits	Southworth Library, Dryden, NY
Spring 2014	Penziul, Carl	TST BOCES CTE Advisory Council	
Spring 2014	Yavits, Bob	Attended Several CTC Roundtables	TC3
Various	Zeppelin, Victoria	College Teaching Center Roundtables	TC3
	Rice, Robert	SUNY Cortland Basketball JV/Varsity (Rerereeing) 2014	SUNY Cortland

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS  
SEPTEMBER 2014**

	<b>Amount</b>	<b>Subtotal</b>	<b>Totals Master Plan, SUNY Project</b>	<b>Grand Total</b>
<b><u>Master Plan</u></b>				
<b>Administrative/Design Services</b>				
HOLT Architects, P.C. (PO #29384) Invoice #213034014, Design Services	\$12,413.28			
<b>Total Administrative/Design Services</b>		\$12,413.28		
<b>Civil Construction</b>				
All Around Excavating (PO #29978) Application #3, Excavating Services	\$71,899.42			
<b>Total Civil Construction</b>		\$71,899.42		
<b>Electrical</b>				
Matco Electric Corp. (PO #29977) Application #3, Electrical	\$8,360.00			
<b>Total Electrical</b>		\$8,360.00		

	Amount	Subtotal	Totals Master Plan, SUNY Project	Grand Total
<b>General Construction</b>				
Bouley Associates, Inc. (PO #29974) Application #3, General Construction	\$251,349.10			
<b>Total General Construction</b>		\$251,349.10		
<b>Materials Testing</b>				
SJB Services (PO #29983)				
Inspections Services, Invoice #CORT-14-153	\$1,892.00			
<b>Total Materials Testing</b>		\$1,892.00		
<b>Mechanical/HVAC</b>				
Tag Mechanical Systems (PO #29975) Invoice #14147-02, Mechanical/HVAC	\$38,019.00			
<b>Total Mechanical/HVAC</b>		\$38,019.00		
<b>Plumbing</b>				
Brosch Mechanical (PO #29976) Application #2, Plumbing	\$4,750.00			
<b>Total Plumbing</b>		\$4,750.00		



	Amount	Subtotal	Totals Master Plan, SUNY Project	Grand Total
<b>Signage</b>				
Image Press (PO #30066) Invoice #100330	\$235.00			
Sellco Invoice #32220	\$120.00			
TC3 Print Shop Signage	\$12.35			
<hr/> <b>Total Signage</b>		\$367.35		
<hr/> <b>Total Master Plan</b>			\$389,050.15	

	Amount	Subtotal	Totals Master Plan, SUNY Project	Grand Total
<b><u>SUNY Project</u></b>				
<b>#C34161 Digital Media Center TV Studio Equipment</b>				
Dell Computers (PO #30033) Computers, Invoice #JFTPXMX5	\$10,726.80			
<hr/>				
<b>Total #C34161 Digital Media Center TV Studio Equipment</b>		\$10,726.80		
<b>#C34162 Computer &amp; Technology Upgrades Part I Computer Upgrades - New Media &amp; Digital Cinema Room</b>				
Dell Computers (PO #30033) Computers, Invoice #JFTPXMX5	\$10,726.80			
<hr/>				
<b>Total #C34162 Computer &amp; Technology Upgrades Part I Computer Upgrades - New Media &amp; Digital Cinema Room</b>		\$10,726.80		
<hr/>				
<b>Total SUNY Project</b>			\$21,453.60	
<hr/>				
<b>Total Capital Payments</b>				<b>\$410,503.75</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-10**

**APPOINTMENT OF PERSONNEL**

**WHEREAS**, The Department of Human Resources has confirmed that each of the individuals identified on the attached list possesses credentials necessary for the appointments indicated, and

**WHEREAS**, it also has been confirmed that each of the listed individuals has accepted all requisite conditions for appointment, and

**WHEREAS**, each of the listed individuals also has been recommended for his or her appointment by the President, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby appoints the individuals listed on the attachment.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, LISA M. DORAN, DEPUTY 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 18<sup>th</sup> day of September 2014, 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 18<sup>th</sup> day of September 2014.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College

Appointment of Personnel  
September 11, 2014  
Presented to the Board of Trustees

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Armitage, Christopher	Campus Technology/Computer Specialist		2	* \$47,487.00	8/07/14
Slawson, Melinda	Global Initiatives/Dir. of Global Operations		4	* \$68,518.00	8/18/14
Price, Colleen	EMT 230 M73	Adjunct	N/A	\$6,012.50	8/18/14 - 12/18/14
Price, S. Lee	EMT 730-M73	Adjunct	N/A	\$750.00	8/18/14 - 12/18/14
Archer, Holly	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$2,775.15	8/20/14 - 12/19/14
Clark, Rebecca	Counseling, Career/Transfer Svcs.-Adj. Counselor	Adjunct	N/A	\$5,180.28	8/20/14 - 12/19/14
DeGaetano, Margaret	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$10,701.90	8/20/14 - 12/19/14
Jenes, Eric	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$12,369.24	8/20/14 - 12/19/14
Lemchak, Kaylin	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$11,634.48	8/20/14 - 12/19/14
Miranda, Tracy	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$4,206.08	8/20/14 - 12/19/14
Riedl, Jeremy	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$6,563.04	8/20/14 - 12/19/14
Sabol, Zenta	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$8,561.52	8/20/14 - 12/19/14
Wolff, Sarah	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$994.40	8/20/14 - 12/19/14
Wyatt, Simon	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$4,206.08	8/20/14 - 12/19/14
Ahola, Ashley	Forum Secretary	Adjunct	N/A	\$921.66	8/27/14 - 12/18/14
Almann, Nancy	BIOL131 M02 BIOL131 M01	Adjunct	N/A	\$8,512.50	8/27/14 - 12/18/14
Altmann, Herman	BIOL101 M03 BIOL102 M02 BIOL102 M01	Adjunct	N/A	\$11,917.50	8/27/14 - 12/18/14
Anderson, Kimberly	ENGL099 IE62	Adjunct	N/A	\$3,480.00	8/27/14 - 12/18/14
Andrews, Patricia	PSYC101 M03	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Archer, Holly	MATH090 M16 MATH090 M15	Adjunct	N/A	\$7,400.00	8/27/14 - 12/18/14
Archer, Pamela	BUAD203 M01 BUAD203 M02	Adjunct	N/A	\$5,550.00	8/27/14 - 12/18/14
Arnold, Melanie	COMM110 ME50 COMM245 M01 COMM115 M01	Adjunct	N/A	\$8,127.02	8/27/14 - 12/18/14
Aspinwall, Breck	BIOL100 M02 BIOL100 M01	Adjunct	N/A	\$6,475.00	8/27/14 - 12/18/14
Barker, Jaime	BIOL201 ME50 BIOL132 ME50	Adjunct	N/A	\$10,395.00	8/27/14 - 12/18/14
Bechtold, Charles	MATH109 M05 MATH100 M13 MATH109 M06	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Bergeron, Jessica	NURS 110-M22-FLD	Adjunct	N/A	\$6,090.00	8/27/14 - 12/18/14
Bieber, Erin	HSTY202 AL1 HSTY201 ME51	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Boden, Brandy	RECR150 M02 SOCE150 M02 RECR215 M01	Adjunct	N/A	\$6,435.00	8/27/14 - 12/18/14
Booth, Mark	CHEM101 HY1	Adjunct	N/A	\$1,590.00	8/27/14 - 12/18/14
Borgella, Rene	BIOL102 M04 BIOL102 M03 ENVS101 M01	Adjunct	N/A	\$9,900.00	8/27/14 - 12/18/14
Brookins, Alexander	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$4,206.08	8/27/14 - 12/18/14
Brown, Stan	MATH200 ME50	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Buchanan, Patricia	CTC Adjunct Service Coordinator	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Buchanan, Patricia	ENGL099 M06 ENGL201 M01	Adjunct	N/A	\$7,945.00	8/27/14 - 12/18/14
Cambridge, Jessica	ENGL100 M04 ENGL100 M15 ENGL100 M07	Adjunct	N/A	\$8,910.00	8/27/14 - 12/18/14
Candela-Jordan, Mich	RDNG116 CE43	Adjunct	N/A	\$2,610.00	8/27/14 - 12/18/14
Carey, Christopher	ENGL101 M05 ENGL100 M17	Adjunct	N/A	\$5,220.00	8/27/14 - 12/18/14
Caroompas, Alice	ENGL099 M03	Adjunct	N/A	\$3,480.00	8/27/14 - 12/18/14
Carr, Kyle	COMM120 M03 COMM120 M01 COMM111 M01	Adjunct	N/A	\$4,620.33	8/27/14 - 12/18/14
Carr, Kyle	Coverage for Communications Cage/Tutoring	Adjunct	N/A	\$3,394.80	8/27/14 - 12/18/14
Carter, Lesa	SOC1101 I30	Adjunct	N/A	\$2,775.00	8/27/14 - 12/18/14
Cason, Theoria	SOC1101 M09 FSS 131 M03	Adjunct	N/A	\$5,220.00	8/27/14 - 12/18/14

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Cattan, Charmain	ACCT101 M02	Adjunct	N/A	\$4,240.00	8/27/14 - 12/18/14
Caughy, Elizabeth	ENGL100 M03 ENGL201 M02 ENGL100 M09	Adjunct	N/A	\$7,830.00	8/27/14 - 12/18/14
Chapman, Robert	POSC104 M01	Adjunct	N/A	\$3,180.00	8/27/14 - 12/18/14
Cicciarelli, Richard	BIOL101 M04	Adjunct	N/A	\$3,045.00	8/27/14 - 12/18/14
Coleman, Cynthia	SOCI205 M01 SOCI101 AL1 SOCI205 AL1	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Conners, John	MATH090 M11	Adjunct	N/A	\$4,240.00	8/27/14 - 12/18/14
Cooper, Joanne	MATH095 M02 MATH095 M01 MATH100 M07	Adjunct	N/A	\$10,890.00	8/27/14 - 12/18/14
Cornish, Erin	MATH095 M11 MATH095 M10 MATH100 M09	Adjunct	N/A	\$10,890.00	8/27/14 - 12/18/14
Cowan, Richard	MATH135 IE35 MATH132 M06	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Crane, Nancy	SPAN101 M03 SPAN101 M02	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Curcio, Mary	MATH100 CE66	Adjunct	N/A	\$2,970.00	8/27/14 - 12/18/14
Curran, Kerry	ENGL100 M21 ENGL099 M13	Adjunct	N/A	\$6,090.00	8/27/14 - 12/18/14
Curtis, Benjamin	CONT107 M01	Adjunct	N/A	\$3,180.00	8/27/14 - 12/18/14
Cutter, Elizabeth	MATH090 M09 MATH090 M13 MATH109 M01	Adjunct	N/A	\$9,570.00	8/27/14 - 12/18/14
Daehn, James	MATH109 BL1	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14
Davis, Andrew	FITN130 M10 FITN230 M20	Adjunct	N/A	\$1,590.00	8/27/14 - 12/18/14
Decker, Aaron	ENGL101 M03 ENGL101 M04 ENGL099 M08	Adjunct	N/A	\$9,900.00	8/27/14 - 12/18/14
DeRado, Dennis	SPAN101 C33	Adjunct	N/A	\$4,770.00	8/27/14 - 12/18/14
DiBartolo, Debra	NURS 208-M23 FLD	Adjunct	N/A	\$10,175.00	8/27/14 - 12/18/14
Dickerson, Nancy	HUMS110 M01 HUMS114 M01	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Donlick, Christel	MATH100 M12 MATH095 CE66 MATH100 M11	Adjunct	N/A	\$10,600.00	8/27/14 - 12/18/14
Down, Rachel	ECHD125 M03 ECHD110 ME50 HUMS125 M03	Adjunct	N/A	\$5,220.00	8/27/14 - 12/18/14
Earle, Robert	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,392.16	8/27/14 - 12/18/14
Earle, Robert	SOCI101 CE66 ENGL100 MLC5	Adjunct	N/A	\$7,830.00	8/27/14 - 12/18/14
Earley, Bernard	ENGL101 AL3 ENGL100 AL1 ENGL101 AL4	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Eaves, Robert	MATH132 M03	Adjunct	N/A	\$2,610.00	8/27/14 - 12/18/14
Eckert, Regina	HSTY201 M05 HSTY101 M03 HSTY202 M01	Adjunct	N/A	\$8,325.00	8/27/14 - 12/18/14
Eisenberg, Seth	PARA101 BL2 PARC101 BL2	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Emmart, Michael	CRJU104 AL1 HUMS104 AL1 HUMS104 M01 CRJU104 M01 CRJU217 M01	Adjunct	N/A	\$8,325.00	8/27/14 - 12/18/14
Epstein, Judith	ENGL201 ME50 ENGL099 M09	Adjunct	N/A	\$7,945.00	8/27/14 - 12/18/14
Estep, Nancy	ECHD225 AL1 HUMS225 AL1 HUMS125 AL1 ECHD125 AL1	Adjunct	N/A	\$5,550.00	8/27/14 - 12/18/14
Esworthy, Barrett	HSTY201 M01 HSTY201 M02	Adjunct	N/A	\$6,360.00	8/27/14 - 12/18/14
Ewing, Mark	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$1,640.76	8/27/14 - 12/19/14
Farah, Fred	BIOL115 M01 GEOL125 M01 BIOL125 M01	Adjunct	N/A	\$9,931.25	8/27/14 - 12/18/14
Feavearyear, Jody	MATH090 M06 MATH090 M12	Adjunct	N/A	\$9,080.00	8/27/14 - 12/18/14
Ferguson, Adam	ENGL100 M01	Adjunct	N/A	\$2,610.00	8/27/14 - 12/18/14
Filipowski, Eliza	PARC225 BL1 PARA225 BL1	Adjunct	N/A	\$2,775.00	8/27/14 - 12/18/14
Finn, Bradley	HLTH208 AL1	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Frahm, Benjamin	ENGL099 CE66	Adjunct	N/A	\$3,700.00	8/27/14 - 12/18/14
Frawley, Patrick	MATH095 M07 MATH095 M06	Adjunct	N/A	\$7,400.00	8/27/14 - 12/18/14
French, Brandon	ELEC207 M01	Adjunct	N/A	\$2,312.50	8/27/14 - 12/18/14
Frey, Kim	PSYC103 M05 PSYC103 M06 PSYC101 M01	Adjunct	N/A	\$7,830.00	8/27/14 - 12/18/14

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Gaetano, Linda	MATH090 M02 MATH090 M05	Adjunct	N/A	\$7,400.00	8/27/14 - 12/18/14
Galezo, David	PHIL101 M03 PHIL201 AL1	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Garrity, Kathleen	FITN205 M01 FITN204 M01	Adjunct	N/A	\$1,702.50	8/27/14 - 12/18/14
Gilbert, Mary	ENGL102 BL3 ENGL102 BL2 ENGL102 BL1	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Gillis, Andrew	ART 111 M03 ART 111 M04	Adjunct	N/A	\$7,945.00	8/27/14 - 12/18/14
Goldsberry, Evelyn	NURS 208-M22 FLD	Adjunct	N/A	\$9,570.00	8/27/14 - 12/18/14
Granison, Henry	PARC101 BL1 PARA101 BL1	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Grant, Elizabeth	ENGL101 M13 ENGL101 M10	Adjunct	N/A	\$6,360.00	8/27/14 - 12/18/14
Grimm, Mark	ART 214 M01	Adjunct	N/A	\$3,465.00	8/27/14 - 12/18/14
Gutierrez, Norma	ART 270 M01	Adjunct	N/A	\$3,237.50	8/27/14 - 12/18/14
Haaland, Andrew	Additional Students in CAPS 121-AL1	Adjunct	N/A	\$100.00	8/27/14 - 12/18/14
Haaland, Andrew	CAPS121 AL2 CAPS111 AL2 CAPS121 AL3 CAPS131 AL4 CAPS111 AL1 CAPS131 AL3 CAPS121 AL1	Adjunct	N/A	\$9,271.82	8/27/14 - 12/18/14
Hafer, Christine	RDNG116 M05 RDNG099 M03 RDNG099 M04	Adjunct	N/A	\$9,570.00	8/27/14 - 12/18/14
Hamilton, Kathryn	RDNG099 M02	Adjunct	N/A	\$3,480.00	8/27/14 - 12/18/14
Han, Man-Young	SPMT255 M01	Adjunct	N/A	\$2,970.00	8/27/14 - 12/18/14
Haralson, Annemiek	NURS 110-M21 FLD	Adjunct	N/A	\$6,475.00	8/27/14 - 12/18/14
Harbick, Kale	PHSC104 M01 PHSC104 ME50	Adjunct	N/A	\$8,910.00	8/27/14 - 12/18/14
Hartnett, Johanna	RDNG099 M01 RDNG116 M07	Adjunct	N/A	\$6,475.00	8/27/14 - 12/18/14
Havens, Maria	MATH109 M04 MATH100 M08	Adjunct	N/A	\$5,220.00	8/27/14 - 12/18/14
Haynes, Susan	ACCT101 M01 ACCT101 IE62	Adjunct	N/A	\$9,080.00	8/27/14 - 12/18/14
Hemingway Jones, K	ENGL100 M11 ENGL204 M01 ENGL100 M14	Adjunct	N/A	\$8,910.00	8/27/14 - 12/18/14
Hillis, Patrick	PSYC103 M13 PSYC103 M15 PSYC103 M14	Adjunct	N/A	\$8,325.00	8/27/14 - 12/18/14
Hollenbeck, Charles	ENGL100 M06 ENGL100 M12 ENGL100 M10	Adjunct	N/A	\$7,830.00	8/27/14 - 12/18/14
Hopkins, Marshall	ART 109 ME50 ART 117 M02 ART 117 M01	Adjunct	N/A	\$9,712.50	8/27/14 - 12/18/14
Iacobucci, Christine	ANTH202 M01	Adjunct	N/A	\$2,970.00	8/27/14 - 12/18/14
Infante, Jennifer	ART 109 M02 ART 260 M01	Adjunct	N/A	\$3,915.00	8/27/14 - 12/18/14
Johnson-DiMarco, Lis	BIOL131 M03 BIOL131 M04	Adjunct	N/A	\$10,395.00	8/27/14 - 12/18/14
Jones, Maxine	MATH100 M04 MATH100 M03	Adjunct	N/A	\$6,360.00	8/27/14 - 12/18/14
Jones, Paula	BIOL114 CE66	Adjunct	N/A	\$3,180.00	8/27/14 - 12/18/14
Josef, Keith	CHEM101 M01 CHEM101 M02	Adjunct	N/A	\$8,325.00	8/27/14 - 12/18/14
Judge, Joseph	HSTY201 I30	Adjunct	N/A	\$2,610.00	8/27/14 - 12/18/14
Kaplan, Susan	ENGL099 M17 ENGL099 M15	Adjunct	N/A	\$7,920.00	8/27/14 - 12/18/14
Kidder, Jennifer	MATH095 IE62 GEOL101 M01 GEOL101 M02	Adjunct	N/A	\$11,660.00	8/27/14 - 12/18/14
Kirk, Benjamin	MATH200 CE66	Adjunct	N/A	\$2,775.00	8/27/14 - 12/18/14
Kjellander-Cantu, Cyn	Dr. Lucille S. Baker Center for Learning	Tutor	N/A	\$3,943.20	8/27/14 - 12/18/14
Kleitz, William	ELEC222 AL1	Adjunct	N/A	\$5,958.75	8/27/14 - 12/18/14
Klimaszewski, Nicolai	ART 111 M02 ART 112 M01	Adjunct	N/A	\$7,420.00	8/27/14 - 12/18/14
Kobre, Michael	BIOL114 BL1 BIOL131 ME50	Adjunct	N/A	\$12,768.75	8/27/14 - 12/18/14
Krebs, James	ELEC233 M01	Adjunct	N/A	\$5,197.50	8/27/14 - 12/18/14
Kyle, John	CAPS131 M04 CAPS111 M07 CAPS111 M06 CAPS121 M05 CAPS131 M05 CAPS121 M06 CAPS121 M07 CAPS131 M06 CAPS111 M05	Adjunct	N/A	\$11,920.91	8/27/14 - 12/18/14
Labuff, Cynthia	RDNG116 M13 RDNG116 MLC5	Adjunct	N/A	\$8,325.00	8/27/14 - 12/18/14
LaBuff, Kyle	PSYC101 M02 PSYC101 M07	Adjunct	N/A	\$5,550.00	8/27/14 - 12/18/14
Lane, Becky	ENGL200 AL1	Adjunct	N/A	\$2,775.00	8/27/14 - 12/18/14

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Lane, Olen	FITN213 M01	Adjunct	N/A	\$1,305.00	8/27/14 - 12/18/14
Lange, Shirley	MATH090 ME50	Adjunct	N/A	\$3,480.00	8/27/14 - 12/18/14
LaRosa, Laura	ENGL099 MLC1	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14
Lee, In Shik	ART 114 M01 ART 120 M04 ART 110 M02	Adjunct	N/A	\$11,917.50	8/27/14 - 12/18/14
Less, Deborah	ENGL204 M02 ENGL204 M03 ENGL201 M09	Adjunct	N/A	\$9,540.00	8/27/14 - 12/18/14
Ligas, Kimberly	NURS 110-M26 FLD	Adjunct	N/A	\$6,090.00	8/27/14 - 12/18/14
Ligas, Kimberly	NURS104 M01 HLTH104 M01	Adjunct	N/A	\$2,610.00	8/27/14 - 12/18/14
Lillard, Marketa	CHEM101 HY1	Adjunct	N/A	\$2,970.00	8/27/14 - 12/18/14
Lipa, Thomas	CDSC220 HY1 CDSC101 AL1	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Loop, Jill	ENGL201 M07 ENGL101 M12 ENGL201 M08	Adjunct	N/A	\$8,325.00	8/27/14 - 12/18/14
Loop, Mead	ENGL201 IE62	Adjunct	N/A	\$3,180.00	8/27/14 - 12/18/14
Lovelace-Ross, Kristi	MATH095 M12 MATH095 ME50 MATH200 I30	Adjunct	N/A	\$11,660.00	8/27/14 - 12/18/14
Lower, Jeffrey	COMM140 M01 COMM140 M02	Adjunct	N/A	\$6,090.00	8/27/14 - 12/18/14
MacDowell, Gary	FITN215 M01	Adjunct	N/A	\$1,702.50	8/27/14 - 12/18/14
Macier, Karen	BUAD204 ME50	Adjunct	N/A	\$2,970.00	8/27/14 - 12/18/14
Manier, Donna	ART 180 M01 ART 117 M03	Adjunct	N/A	\$7,945.00	8/27/14 - 12/18/14
Manning, Kaeti	PHIL101 M01 PHIL101 IE62	Adjunct	N/A	\$5,550.00	8/27/14 - 12/18/14
Marie, Jill	ENGL103 M01 ENGL100 M20 ENGL100 M22	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
McCabe, Lindsey	ENGL101 AL2 ENGL101 AL1	Adjunct	N/A	\$5,550.00	8/27/14 - 12/18/14
McCracken, Kathleen	COMM120 M01 COMM120 M03	Adjunct	N/A	\$3,237.50	8/27/14 - 12/18/14
McLane, Todd	ENVS115 F01 ENVS115 F02	Adjunct	N/A	\$4,162.50	8/27/14 - 12/18/14
McMahon, Maria	ART 115 M01 ART 116 M01	Adjunct	N/A	\$3,237.50	8/27/14 - 12/18/14
Merritt, Judith	BIOL104 ME50 BIOL104 M02	Adjunct	N/A	\$6,937.50	8/27/14 - 12/18/14
Meyer, Denise	ART 130 M02 ART 130 ME50 ART 130 M01	Adjunct	N/A	\$11,917.50	8/27/14 - 12/18/14
Millman-Brown, Randi	ART 101 IE62 ART 104 ME50	Adjunct	N/A	\$6,360.00	8/27/14 - 12/18/14
Miroiu, Mihai	FREN101 ME50	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Need, Barbara	ENGL101 M02 ENGL101 M01	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14
Ochs, Janet	CAPS131 M01 CAPS131 M02 CAPS111 M03 CAPS111 M02 CAPS111 M04 CAPS121 M03 CAPS121 M02 CAPS121 M04	Adjunct	N/A	\$10,596.36	8/27/14 - 12/18/14
Okaru, Alfred	FITN230 M22 FITN130 M12 FITN101 M01	Adjunct	N/A	\$2,775.00	8/27/14 - 12/18/14
Orejuela, Jorge	HSTY249 M01 ENVS249 M01	Adjunct	N/A	\$6,360.00	8/27/14 - 12/18/14
Pace, Robert	CRJU105 BL1	Adjunct	N/A	\$3,180.00	8/27/14 - 12/18/14
Palm, Andrew	NURS 110-M23 FLD	Adjunct	N/A	\$6,090.00	8/27/14 - 12/18/14
Panzer, Nina	SOCI101 IE62 SOCI101 AL3	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Parks, Paul	ART 101 M01 HUMN232 M01	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Pask, Margery	CAPS123 M01 CAPS131 M07 CAPS111 IE62	Adjunct	N/A	\$3,973.64	8/27/14 - 12/18/14
Pasto, Linda	HLTH 206-BL1	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Payton, L. Christine	NURS208-M20 FLD	Adjunct	N/A	\$10,175.00	8/27/14 - 12/18/14
Perfetti, Margaret	ENGL101 C33 ENGL102 C33	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Perfetti, Patrick	CRJU205 AL1	Adjunct	N/A	\$2,775.00	8/27/14 - 12/18/14
Pijanowski, Gregory	ASTR101 AL1	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14
Pittsley, Jaclyn	ENGL101 M08 ENGL101 M09	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14
Plumeau, Margaret	MATH100 M02 MATH095 M03 MATH100 M01	Adjunct	N/A	\$10,600.00	8/27/14 - 12/18/14
Pospisil, Pamela	MATH109 IE35	Adjunct	N/A	\$3,180.00	8/27/14 - 12/18/14
Pranger, Judith	MATH095 I30 MATH090 I30	Adjunct	N/A	\$7,920.00	8/27/14 - 12/18/14

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Quick, Raymond	BUAD219 BL1	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Raethka, Timothy	HLTH205 ME50	Adjunct	N/A	\$2,775.00	8/27/14 - 12/18/14
Reardon, Emily	BIOL114 M01 BIOL101 M01	Adjunct	N/A	\$5,655.00	8/27/14 - 12/18/14
Redman, Robert	RDNG116 M15 RDNG116 M12	Adjunct	N/A	\$5,220.00	8/27/14 - 12/18/14
Reid, Taylor	ENVS115 F01 ENVS110 M04 ENVS110 M03 ENVS110 M02 ENVS115 F02 ENVS110 M01	Adjunct	N/A	\$10,406.25	8/27/14 - 12/18/14
Reinbolt, Gary	COMM240 M01	Adjunct	N/A	\$3,710.00	8/27/14 - 12/18/14
Rice, Robert	FITN130 M11 FITN230 M21	Adjunct	N/A	\$1,387.50	8/27/14 - 12/18/14
Richards, David	BUAD201 AL2 POSC103 AL1 POSC103 M01	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Ritz Deutch, Ute	HSTY101 M02 GERM101 M01	Adjunct	N/A	\$6,360.00	8/27/14 - 12/18/14
Rombach, Kathleen	MATH100 IE62 MATH100 ME50	Adjunct	N/A	\$5,550.00	8/27/14 - 12/18/14
Rosa, Javier	DRAF117 M01	Adjunct	N/A	\$3,931.25	8/27/14 - 12/18/14
Rosekrans, Linda	ENGL100 AL2 ENGL100 CE43 ENGL100 AL4	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Ross, Ronald	BUAD109 M01 BUAD109 M02 BUAD106 M02	Adjunct	N/A	\$9,540.00	8/27/14 - 12/18/14
Rossiter, Judith	POSC213 BL1 PARC213 BL1 PARC220 BL1 PARA205 BL1 PARA213 BL1 PARC205 BL1 PARA220 BL1	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Rukavena, Peter	BUAD106 M04 BUAD111 M01 BUAD106 M03	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Ruoff, Guy	POSC104 AL1 HSTY201 C33 HSTY101 C33	Adjunct	N/A	\$8,910.00	8/27/14 - 12/18/14
Ryan, Jessica	SOCI101 M03 SOCI101 M04 SOCE201 M01	Adjunct	N/A	\$8,910.00	8/27/14 - 12/18/14
Ryan, Patrick	PSYC101 AL1	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Sabol, Zenta	ACCT101 M04	Adjunct	N/A	\$4,540.00	8/27/14 - 12/18/14
Savoie, Raymond	ENGL102 M04 ENGL100 M02 ENGL102 M03	Adjunct	N/A	\$9,540.00	8/27/14 - 12/18/14
Schaffer, Patricia	NURS 208-M21 FLD	Adjunct	N/A	\$10,890.00	8/27/14 - 12/18/14
Schmid, Joseph	ACCT101 CE66	Adjunct	N/A	\$4,540.00	8/27/14 - 12/18/14
Schoneman, Ronald	HUMS104 ME50 CRJU104 M02 HUMS104 M02 CRJU104 ME50 HUMS105 IE62	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Schrag, Kimberly	ART 120 M02 ART 120 M01 ART 110 M01	Adjunct	N/A	\$11,917.50	8/27/14 - 12/18/14
Schultz, Shirley	SOCI101 M01 SOCI101 M02	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Schumacher, Leslie	HSTY101 IE62	Adjunct	N/A	\$2,775.00	8/27/14 - 12/18/14
Scott, Lory	BIOL101 M02 ENVS101 CE66	Adjunct	N/A	\$6,435.00	8/27/14 - 12/18/14
Sewell, Patrick	ENVS105 M01 ENVS102 M01	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14
Seyfried, Lisa	NURS 208-M21 FLD	Adjunct	N/A	\$10,175.00	8/27/14 - 12/18/14
Seyfried, Matthew	SPMT260 M01 ENGL204 AL2 ENGL204 AL1	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Sheehan, John	HSTY110 M01 POSC230 SLC1 HSTY230 SLC1 GEOG120 ME50	Adjunct	N/A	\$12,485.00	8/27/14 - 12/18/14
Shululu, Daphne	ENGL100 M32 ENGL101 ME50	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14
Sidhu, Surinder	ENGL201 M03	Adjunct	N/A	\$3,180.00	8/27/14 - 12/18/14
Sinclair, Lorraine	ENGL100 M28 ENGL100 M18 ENGL100 M19	Adjunct	N/A	\$9,540.00	8/27/14 - 12/18/14
Sloan, Cindy	SOCI101 MLC2 SOCI101 M05 SOCI101 AL2	Adjunct	N/A	\$12,485.00	8/27/14 - 12/18/14
Smith, Susan	ENGL101 CE66 ENGL100 M27	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14
Snyder, Stephen	BIOL101 HY1	Adjunct	N/A	\$3,710.00	8/27/14 - 12/18/14
Sperry, George	BUAD106 IE62	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Stanley, Maclen	PSYC101 M06 PSYC101 M05	Adjunct	N/A	\$5,220.00	8/27/14 - 12/18/14
Stanton, Dawn	HLTH207 AL1 CDSC201 AL1	Adjunct	N/A	\$5,940.00	8/27/14 - 12/18/14



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Stivers, Joan	HLTH207 M01 HLTH208 M01	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Strauf, Dale	HLTH126 M01 FITN141 M01	Adjunct	N/A	\$2,650.00	8/27/14 - 12/18/14
Struzick, Corrina	Forum Co-Chair	Adjunct	N/A	\$1,217.92	8/27/14 - 12/18/14
Sutton, Levi	DRAF107 M01	Adjunct	N/A	\$3,217.50	8/27/14 - 12/18/14
Tackill, Sherry	ENGL102 CE43	Adjunct	N/A	\$2,970.00	8/27/14 - 12/18/14
Tambascio, Theresa	RDNG099 M05 RDNG099 M06	Adjunct	N/A	\$7,400.00	8/27/14 - 12/18/14
Troyer, John	ENGL100 M13 ENGL099 M01 ENGL099 M05	Adjunct	N/A	\$9,570.00	8/27/14 - 12/18/14
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	\$3,180.00	8/27/14 - 12/18/14
Vazenios, George	MATH109 M02 BUAD103 AL1 MATH109 M03	Adjunct	N/A	\$9,540.00	8/27/14 - 12/18/14
Veshcherevich, Radm	RUSN101 M01	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Waffner, Marcia	BUAD106 CE66 BUAD212 M01	Adjunct	N/A	\$5,550.00	8/27/14 - 12/18/14
Ward, Laura	PSYC103 M09 PSYC207 M02 PSYC205 M02	Adjunct	N/A	\$8,325.00	8/27/14 - 12/18/14
Weatherby, Gregg	ENGL100 M23 ENGL100 M30 ENGL100 M29	Adjunct	N/A	\$9,540.00	8/27/14 - 12/18/14
Weed, Steve	ENGL099 M10 ENGL099 M07	Adjunct	N/A	\$7,400.00	8/27/14 - 12/18/14
Wells, Frances	CAPS131 M03 CAPS111 AL4 CAPS121 M08 CAPS121 M09 CAPS121 AL5	Adjunct	N/A	\$6,622.73	8/27/14 - 12/18/14
Westlake, Winfield	SOC1101 M08 BUAD103 ME50	Adjunct	N/A	\$6,810.00	8/27/14 - 12/18/14
Whitaker, John	MATH090 M07 MATH090 M04	Adjunct	N/A	\$6,960.00	8/27/14 - 12/18/14
White, Kimberly	ART 109 M01	Adjunct	N/A	\$3,045.00	8/27/14 - 12/18/14
Whitecraft, Michele	CHEM101 ME50 CHEM101 ME51	Adjunct	N/A	\$10,215.00	8/27/14 - 12/18/14
Williams, Diane	BIOL101 ME50 BIOL101 ME52 BIOL101 ME51	Adjunct	N/A	\$11,917.50	8/27/14 - 12/18/14
Williams-DeBottis, Br	PSYC101 M04 PSYC103 M12 ECHD240 HY1	Adjunct	N/A	\$9,540.00	8/27/14 - 12/18/14
Williamson, Mark	ART 101 M02	Adjunct	N/A	\$3,405.00	8/27/14 - 12/18/14
Wilson, Valerie	NURS 208-M21 FLD	Adjunct	N/A	\$2,036.88	8/27/14 - 12/18/14
Wolff, Christopher	ART 120 M03	Adjunct	N/A	\$3,972.50	8/27/14 - 12/18/14
Wolff, Sarah	ENGL101 M06 ENGL100 I31 ENGL099 M02	Adjunct	N/A	\$8,700.00	8/27/14 - 12/18/14
Woodams, William	ART 111 M05 ART 111 M01	Adjunct	N/A	\$6,475.00	8/27/14 - 12/18/14
Woods, Timothy	MATH090 M08 MATH090 M10	Adjunct	N/A	\$8,480.00	8/27/14 - 12/18/14
Wright, Rachel	NURS 208-M222 and M23 FLD	Adjunct	N/A	\$3,805.92	8/27/14 - 12/18/14
Yavits, Elizabeth	ENGL201 CE66 ENGL201 C33	Adjunct	N/A	\$6,360.00	8/27/14 - 12/18/14
Young, Tammi	FITN170 M01 RECR230 M01 HLTH206 M02 HLTH126 M02	Adjunct	N/A	\$7,395.00	8/27/14 - 12/18/14
Zaman, Hanan	ENGL101 M14 ENGL101 M11	Adjunct	N/A	\$5,220.00	8/27/14 - 12/18/14
Ahmed, Ahmed	CHEM108 ME50 CHEM205 ME50	Adjunct	N/A	\$11,066.25	8/27/14 - 12/18/14
Caroompas, Alice	VOICES Program	Adjunct	N/A	\$1,006.83	9/02/14 - 12/12/14
LaRosa, Laura	VOICES Program	Adjunct	N/A	\$4,582.98	9/02/14 - 12/12/14
Tambascio, Theresa	VOICES Program	Adjunct	N/A	\$2,140.83	9/02/14 - 12/12/14
Barrero, Maria	Global Initiatives-Coordinator of Global Programs		2 *	\$48,668.00	9/08/14
DeGaetano, Margaret	Proctoring Service for Make-Up Exams	Adjunct	N/A	\$1,816.08	9/08/14 - 12/12/14
Brenner, Paul	Alumni & Development/Director of Philanthropy		5 *	\$95,000.00	9/22/14

\* Annual Salary to be prorated.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

September 9, 2014

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Israel Cosgrove	August 11, 2014	Other employment

FACULTY STUDENT ASSOCIATION

Valerie Chapman	August 29, 2014	Other employment
Daniel Squires	August 31, 2014	Other employment

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JULY 31, 2014

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JULY 31, 2014

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CAPITAL FUND SUMMARY	PAGE 9

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$817,807 in a money market savings account averaging .20% interest earnings for July \$4,922,144 in savings. The maximum amount available for investment will fluctuate with a peak of \$7,800,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$2,206,366 is a slight decrease from \$2,480,813. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$48,847. The interfunds account balance of \$2,125,297 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

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

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

FUND BALANCE - (PAGE 3)

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

TOTAL EXPENDITURES - (PAGES 4-6)

As of July 31, total expenditures amounted to \$33,849,527 or 88.4% of the 2013-2014 budget. Comparable expenditures for period three last year were \$33,424,033 or 89.2% of the 2012-2013 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$37,949,721 are 99.1% of the revenue budget. Prior year revenues were \$37,500,309, or 100% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 2013-2018 Campus Master Plan with a budget of \$7,050,000 is under way. As of July 31, 2014 \$4,630,952 in purchase orders have been issued and \$1,207,875 has been committed for the Campus Master Plan.

The 2003-2008 Capital Construction Budgets for Technology Upgrades totals \$466,272.

At July 31, 2014, \$436,551 in purchase orders have been issued and \$252,901 has been committed for these projects.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2014**

	Current Month 7/31/2014	Previous Month 6/30/2014	Previous Year 7/31/2013
<b>ASSETS</b>			
Cash in Demand Deposit	\$817,808	\$398,730	\$1,211,382
Cash in Time Deposits	4,922,144	5,665,133	4,104,239
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	2,206,366	2,540,915	2,589,199
Accounts Receivable--Misc.	219,126	261,948	268,481
Prepaid Expenses	11,978	1,140	(23,880)
Due From Other Funds	2,125,298	2,228,705	1,910,192
Due From Sponsor Governments	697,156	0	0
Due From State Governments	0	0	0
Due From Other Governments	48,847	114,231	64,016
<b>TOTAL ASSETS</b>	<b>\$11,050,453</b>	<b>\$11,212,532</b>	<b>\$10,125,359</b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$5,034	\$5,034	\$0
Payroll Liabilities	1,859,267	2,470,432	1,734,021
Student Financial Aid Liabilities	1,252,789	135,571	1,387,321
Accrued Liabilities	1,817,924	1,674,057	763,808
Due to Other Funds	1,054,560	1,293,998	1,087,899
Due to State Governments	0	0	0
Student Tuition Collected in Advance	465,317	24,749	526,252
Fund Balance	1,253,269	1,253,269	1,246,822
Revenue Over (Under) Expenditures	3,342,293	4,355,422	3,379,236
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$11,050,453</b>	<b>\$11,212,532</b>	<b>\$10,125,359</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2013-2014**  
**FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2014**

	PER CENT YEAR					92.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>Instruction</b>						
Personal Services	9,668,597	9,665,692	9,355,701	309,991	96.79%	
Equipment	3,718	3,718	0	3,718	0.00%	
Contractual Expenses	5,098,607	5,099,301	5,008,439	90,862	98.22%	
Employee Benefits	<u>4,829,316</u>	<u>4,829,316</u>	<u>3,245,581</u>	<u>1,583,735</u>	67.21%	
<b>Total Instruction</b>	<u>19,600,238</u>	<u>19,598,027</u>	<u>17,609,721</u>	<u>1,988,306</u>	<u>89.85%</u>	
<b>Public Service</b>						
Personal Services						
Equipment						
Contractual Expenses						
Employee Benefits						
<b>Total Public Service</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Academic Support</b>						
Personal Services	1,646,216	1,639,816	1,438,382	201,434	87.72%	
Equipment	145,840	145,782	0	145,782	0.00%	
Contractual Expenses	275,820	278,176	194,961	83,215	70.09%	
Employee Benefits	<u>526,289</u>	<u>526,289</u>	<u>499,854</u>	<u>26,435</u>	<u>94.98%</u>	
<b>Total Academic Support</b>	<u>2,594,165</u>	<u>2,590,063</u>	<u>2,133,197</u>	<u>456,866</u>	<u>82.36%</u>	
<b>Libraries</b>						
Personal Services	433,595	455,137	435,678	19,459	95.72%	
Equipment	0	112	5,063	(4,951)	0.00%	
Contractual Expenses	172,379	172,267	148,160	24,107	86.01%	
Employee Benefits	<u>143,086</u>	<u>143,086</u>	<u>151,387</u>	<u>(8,301)</u>	<u>105.80%</u>	
<b>Total Libraries</b>	<u>749,060</u>	<u>770,602</u>	<u>740,288</u>	<u>30,314</u>	<u>96.07%</u>	



**APPROPRIATIONS 2013-2014(Cont.)**

PER CENT YEAR

92.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Student Services</b>					
Personal Services	3,073,115	3,138,766	2,909,890	228,876	92.71%
Equipment	3,800	3,800	0	3,800	0.00%
Contractual Expenses	1,411,718	1,395,649	1,194,396	201,253	85.58%
Employee Benefits	<u>988,801</u>	<u>988,801</u>	<u>1,011,104</u>	<u>(22,303)</u>	<u>102.26%</u>
<b>Total Student Services</b>	<u>5,477,434</u>	<u>5,527,016</u>	<u>5,115,390</u>	<u>411,626</u>	<u>92.55%</u>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,272,128	2,286,728	1,985,633	301,095	86.83%
Equipment	5,500	1,661	1,593	68	0.00%
Contractual Expenses	1,035,973	1,034,312	614,215	420,097	59.38%
Employee Benefits	<u>748,856</u>	<u>748,856</u>	<u>689,701</u>	<u>59,155</u>	<u>92.10%</u>
<b>Total Maintenance and Operation of Plant</b>	<u>4,062,457</u>	<u>4,071,557</u>	<u>3,291,142</u>	<u>780,415</u>	<u>80.83%</u>
<b>Institutional Support</b>					
Personal Services	1,530,363	1,525,132	1,350,491	174,641	88.55%
Equipment	0	0	0	0	0.00%
Contractual Expenses	333,744	336,044	237,188	98,856	70.58%
Employee Benefits	<u>503,472</u>	<u>503,472</u>	<u>469,150</u>	<u>34,322</u>	<u>93.18%</u>
<b>Total Institutional Support</b>	<u>2,367,579</u>	<u>2,364,648</u>	<u>2,056,829</u>	<u>307,819</u>	<u>86.98%</u>
<b>General Institutional Services</b>					
Personal Services	1,813,394	1,715,856	1,591,133	124,723	92.73%
Equipment	93,243	98,801	97,009	1,792	0.00%
Contractual Expenses	954,280	975,280	649,283	325,997	66.57%
Employee Benefits	<u>595,585</u>	<u>595,585</u>	<u>565,535</u>	<u>30,050</u>	<u>94.95%</u>
<b>Total General Institutional Services</b>	<u>3,456,502</u>	<u>3,385,522</u>	<u>2,902,960</u>	<u>482,562</u>	<u>85.75%</u>
<b>TOTAL APPROPRIATIONS</b>	<u>38,307,435</u>	<u>38,307,435</u>	<u>33,849,527</u>	<u>4,457,908</u>	<u>88.36%</u>

**2013-2014 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 92.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	100,000	100,000	48,963	51,037	0.00%
State Employee's Retirement	1,244,250	1,244,250	1,144,879	99,371	92.01%
State Teacher's Retirement	266,500	266,500	238,590	27,910	89.53%
Optional Retirement Fund	1,117,716	1,117,716	1,021,538	96,178	91.40%
Social Security	1,529,214	1,529,214	1,402,095	127,119	91.69%
Workers Compensation	168,000	168,000	199,045	(31,045)	118.48%
Misc Employee Benefits	110,000	110,000	106,622	3,378	96.93%
Disability Insurance	14,300	14,300	3,611	10,689	25.25%
Hospital and Medical Insurance	3,563,130	3,563,130	3,012,748	550,382	84.55%
Employee Tuition Benefits	124,295	124,295	130,056	(5,761)	104.63%
Life Insurance	10,000	10,000	6,925	3,075	69.25%
Vacation Benefits	65,000	65,000	55,000	10,000	84.62%
Unemployment Insurance	23,000	23,000	47,984	(24,984)	0.00%
<b>Total Employee Benefits</b>	<b>8,335,405</b>	<b>8,335,405</b>	<b>7,418,056</b>	<b>917,349</b>	<b>88.99%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
REVENUE 2013-2014  
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2014**

**PER CENT YEAR 92.00%**

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
<b>Tuition</b>					
Fall & Spring	\$15,262,715	\$15,262,715	15,717,866	(455,151)	102.98%
Winter	\$45,500	\$45,500	84,664		
Summer	1,573,851	1,573,851	1,133,768	440,083	72.04%
Nonresident Tuition	1,268,500	1,268,500	1,477,105	(208,605)	116.45%
Student Fee Revenue (Tech Fee)	1,382,130	1,382,130	1,372,828	9,302	99.33%
<b>Total Tuition</b>	<b><u>19,532,696</u></b>	<b><u>19,532,696</u></b>	<b><u>19,786,231</u></b>	<b><u>(214,371)</u></b>	<b><u>101.30%</u></b>
<b>Government Appropriations</b>					
New York State	9,918,789	9,918,789	9,886,854	31,935	99.68%
Local Sponsors	4,426,388	4,426,388	4,016,927	409,461	90.75%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	3,709,800	3,709,800	<u>3,607,115</u>	102,685	<u>97.23%</u>
<b>Total Government Appropriations</b>	<b><u>18,054,977</u></b>	<b><u>18,054,977</u></b>	<b><u>17,510,896</u></b>	<b><u>544,081</u></b>	<b><u>96.99%</u></b>
<b>Other Revenues</b>					
Service Fees	130,865	130,865	116,981	13,884	89.39%
Interest Earnings	6,000	6,000	7,056	(1,056)	117.60%
Rental of Real Property	23,000	23,000	27,168	(4,168)	118.12%
Café Commissions	45,000	45,000	0		
Contract Courses	115,000	115,000	124,170	(9,170)	107.97%
Noncredit Tuition	213,700	213,700	201,897	11,803	94.48%
Grant Offsets	136,033	136,033	139,285	(3,252)	102.39%
Unclassified Revenues	50,164	50,164	36,037	14,127	71.84%
<b>Total Other Revenues</b>	<b><u>719,762</u></b>	<b><u>719,762</u></b>	<b><u>652,594</u></b>	<b><u>22,168</u></b>	<b><u>90.67%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$38,307,435</u></b>	<b><u>\$38,307,435</u></b>	<b><u>\$37,949,721</u></b>	<b><u>\$351,878</u></b>	<b><u>99.07%</u></b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2014**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$6,065,593</b>	<b>\$4,941,682</b>	<b>\$4,068,279</b>	<b>\$7,806,617</b>	<b>\$4,021,617</b>	<b>\$1,636,617</b>
<b><u>RECEIPTS</u></b>						
Student Accounts Receivable	\$882,198	\$500,000	\$500,000	\$500,000	\$600,000	\$400,000
Student Financial Aid	\$1,461,108		\$6,000,000	\$3,000,000	\$100,000	\$725,000
Sponsor Payments	\$0	\$1,106,597	\$0	\$0	\$0	\$0
Chargebacks to Other Counties	\$59,764	\$10,000	\$25,000	\$600,000	\$700,000	\$400,000
State Aid			\$2,538,338			\$2,538,338
Repayment of Grant Fund Advances	\$53,062	\$50,000	\$50,000	\$90,000	\$20,000	\$7,000
Repayment of Capital Fund Advances	\$250,340	\$625,000	\$500,000	\$500,000	\$500,000	\$0
Other Receipts	\$29,261	\$100,000	\$125,000	\$75,000	\$100,000	\$30,000
<b>Projected Cash Receipts</b>	<b><u>\$2,735,733</u></b>	<b><u>\$2,391,597</u></b>	<b><u>\$9,738,338</u></b>	<b><u>\$4,765,000</u></b>	<b><u>\$2,020,000</u></b>	<b><u>\$4,100,338</u></b>
<b><u>DISBURSEMENTS</u></b>						
Payments to Students	\$140,198	\$10,000	\$1,500,000	\$2,500,000	\$300,000	\$95,000
Accounts Payable	\$1,853,673	\$1,500,000	\$2,300,000	\$3,000,000	\$1,900,000	\$1,475,000
Payroll and Fringe Benefits	\$1,540,931	\$1,445,000	\$1,700,000	\$2,550,000	\$1,700,000	\$1,700,000
Grant Fund Advances	\$6,529	\$10,000	\$0	\$0	\$5,000	\$0
Capital Fund Advances	<u>\$318,313</u>	<u>\$300,000</u>	<u>\$500,000</u>	<u>\$500,000</u>	<u>\$500,000</u>	<u>\$500,000</u>
<b>Projected Cash Disbursements</b>	<b><u>\$3,859,644</u></b>	<b><u>\$3,265,000</u></b>	<b><u>\$6,000,000</u></b>	<b><u>\$8,550,000</u></b>	<b><u>\$4,405,000</u></b>	<b><u>\$3,770,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>						
<b>MONEY MARKET/ SAVINGS</b>	<b>\$4,891,666</b>	<b>\$4,018,262</b>	<b>\$7,756,599</b>	<b>\$3,971,598</b>	<b>\$1,586,597</b>	<b>\$1,916,946</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,016</u></b>	<b><u>\$50,017</u></b>	<b><u>\$50,018</u></b>	<b><u>\$50,019</u></b>	<b><u>\$50,020</u></b>	<b><u>\$50,009</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$4,941,682</b>	<b>\$4,068,279</b>	<b>\$7,806,617</b>	<b>\$4,021,617</b>	<b>\$1,636,617</b>	<b>\$1,966,955</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL FUND SUMMARY  
FINANCIAL REPORT FOR THE PERIOD ENDING JULY 31, 2014**

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<b>PRIOR YEARS APPROVED PROJECTS</b>						
New Media Lab Equipment	30,000	30,000	13,434	9,740	23,174	6,826
Digital Media Center	286,272	286,272	0	106,396	106,396	179,876
Technology Upgrades	150,000	150,000	0	123,331	123,331	26,669
	<u>466,272</u>	<u>466,272</u>	<u>13,434</u>	<u>239,467</u>	<u>252,901</u>	<u>213,371</u>
<b>MASTER PLAN 2013-2018</b>						
Administrative/Soft Costs/Network	1,055,240	1,055,240	8,770	3,649	12,419	1,042,821
Architect/Design Services	557,200	557,200	385,556	26,788	412,344	144,856
General Construction	3,054,700	3,054,700	200,925	242,046	442,971	2,611,729
Mechanical/HVAC	800,690	800,690	0	67,108	67,108	733,582
Plumbing	152,900	152,900	0	16,245	16,245	136,655
Electrical	460,130	460,130	12,293	2,850	15,143	444,987
Civil Construction/Site Work	497,310	497,310	88,753	152,892	241,645	255,665
Furniture, Fixtures & Equipment	471,830	471,830	0	0	0	471,830
	<u>7,050,000</u>	<u>7,050,000</u>	<u>696,297</u>	<u>511,578</u>	<u>1,207,875</u>	<u>5,842,125</u>
<b><u>CAPITAL CASH SUMMARY</u></b>						
<b><u>CASH BALANCE - JULY 1, 2014</u></b>						
Campus Master Plan Money Market	51,015					
Cash in time Deposits	<u>973,446</u>					
		<u>\$1,024,461</u>				
<b><u>CASH RECEIPTS</u></b>						
County Payment - Campus Master Plan	800,000					
State Aid	0					
Reimburse from interfunds	0					
Investment Income - Savings	41					
Investment Income - CMP	39					
Chargeback Revenue	<u>5,280</u>					
		<u>\$805,360</u>				
<b><u>DISBURSEMENTS</u></b>						
Athletic Facility						
Savings Reimburse Advance from Opera					0	
Debt Service Payment					0	
MM Reimburse Advane from Oper					0	
HVAC Replacement					0	
Campus Master Plan					0	
					<u>0</u>	
<b><u>CASH BALANCE -JULY 31, 2014</u></b>						
Campus Master Plan Money Market					51,054	
Cash in Time Deposits					<u>978,767</u>	
						<u>\$1,829,821</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-11**

**DISPOSAL OF SURPLUS PROPERTY**

**WHEREAS**, Tompkins Cortland Community College desires to dispose of its surplus property, and

**WHEREAS**, the Administration has identified the equipment, on the list attached to this resolution as obsolete, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to dispose of the equipment according to appropriate College polices and legal requirements.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, LISA M. DORAN, DEPUTY 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 18<sup>th</sup> day of September 2014, 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 18<sup>th</sup> day of September 2014.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College

To: Blixxy Taetzsch

From: Kevin Caveney

Date: September 11, 2014

Re: Disposal of Surplus Items Report

Upon advisement and in coordination with the Buildings and Grounds Department, and the using Department(s), the following items have been determined to be obsolete and of no further use to the College. The items are unusable due to non-function, wear, or breakage.

Disposed: 10 - Chairs

1 – Fried Food Holding Station

10 - Typewriters

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

Disposed: 126 - Computers

3 - Printers

5 - Computer Docks

6 - Monitors

1 - Scanner

Donated: 12 - Computers

Upon advisement of Campus Technology, the following audio-visual equipment has been determined to be non-functioning and of no further use to the College. The items have been designated for disposal.

Disposed: 4 - LCD Projectors

Upon advisement of the Biology Department, the following laboratory items have been determined to be obsolete, and/or non-functional and of no value nor of further use to the college. The items have been designated for disposal.

Disposed: 1 - Monodrum

4 - Kymographs

1 - Light Source

1 - Timer

1 – PH Meter

The above items have been removed from the College's inventory.

# inside counts

FALL 2014

## THEN AND NOW...

### Local High School Graduates, a 30 Year Comparison

FIGURE 1

We know that enrollment has been declining here at TC3 recently, and that part of that is due to fewer graduates from our local schools. As Figure 1 shows, the overall number of area high school grads is indeed quite a bit lower than it was 30 years ago, particularly from Cortland and Ithaca high schools.

FIGURE 2

Stepping back a bit and shifting the focus to aggregate high school graduating class size, while it is currently lower than it was in the late 1970's and early 1980s, there really hasn't been a major decline over the last eight years. So a declining number of local high school graduates is likely not the major driver of TC3 enrollment declines.

inside counts is published by the Institutional Research Department of TC3 in support of College decision-making, planning, and assessment.

For inquiries or suggestions email [IR@TC3.edu](mailto:IR@TC3.edu)

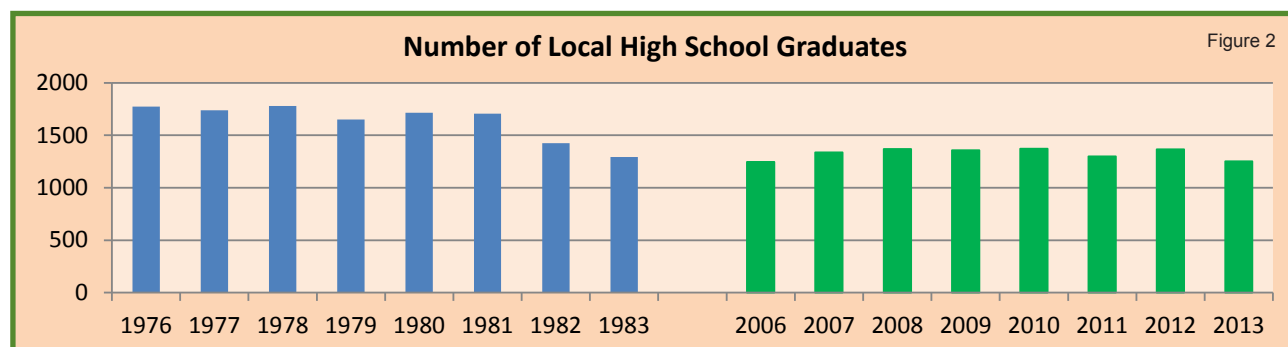
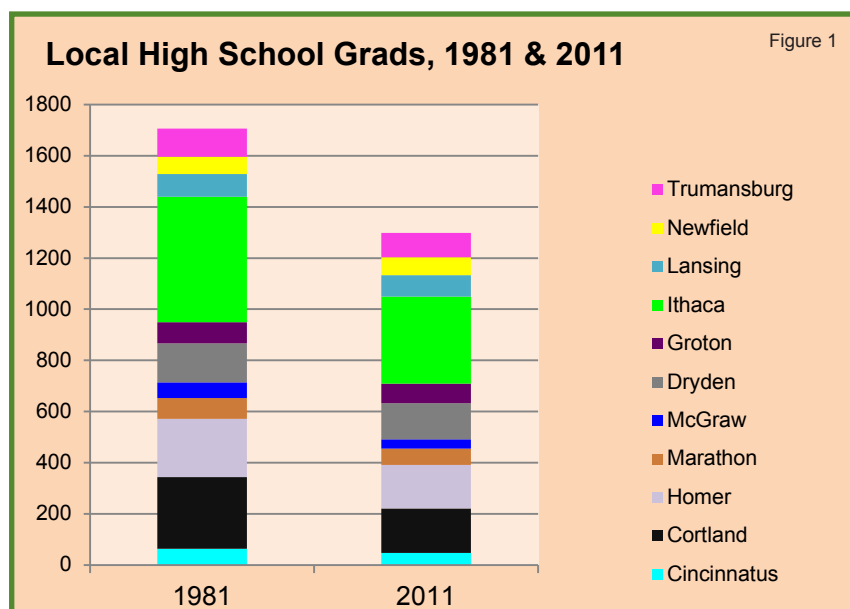
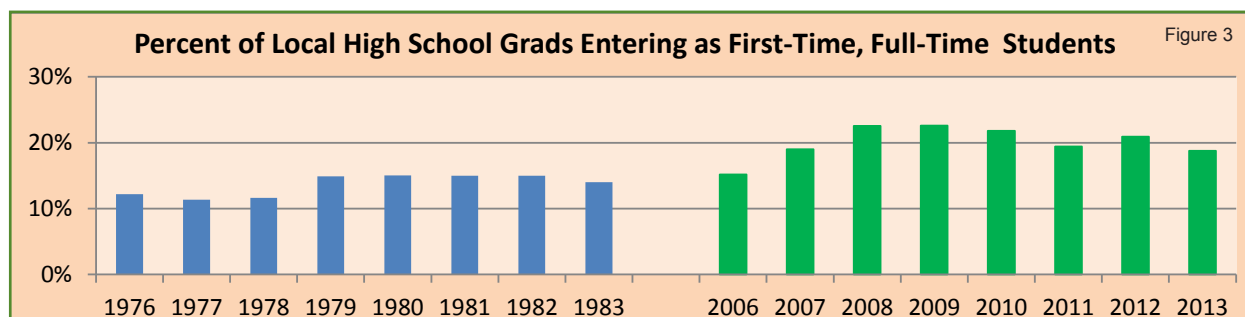


FIGURE 3

Are fewer of the local high school graduates coming to TC3 than they used to? When we look at the percent of the graduating classes from local schools enrolling at TC3 (Figure 3) we see that a higher percentage are now entering than were in past years.



The data for these charts are on the back for those of you who want to dig into the details on your own.



Detail for Figures 1 &amp; 2

## Cortland County High School Graduates

Year	1976	1977	1978	1979	1980	1981	1982	1983		2006	2007	2008	2009	2010	2011	2012	2013
Cincinnatus	61	65	68	68	53	63	Breakdown is unavailable			42	32	43	49	51	47	41	40
Cortland	298	261	283	249	272	280				185	181	189	214	182	174	177	163
Homer	189	225	231	226	239	228				176	159	187	149	161	170	163	169
Marathon	59	78	65	77	81	82				67	85	74	68	86	64	72	54
McGraw	56	46	63	56	60	61				45	46	39	37	39	36	46	49
<b>Total</b>	<b>663</b>	<b>675</b>	<b>710</b>	<b>676</b>	<b>705</b>	<b>714</b>				<b>515</b>	<b>503</b>	<b>532</b>	<b>517</b>	<b>519</b>	<b>491</b>	<b>499</b>	<b>475</b>

## Tompkins County High School Graduates

Year	1976	1977	1978	1979	1980	1981	1982	1983		2006	2007	2008	2009	2010	2011	2012	2013
Dryden	133	141	178	162	175	153	Breakdown is unavailable			107	128	124	136	147	142	140	125
Groton	104	100	88	101	93	82				68	58	79	70	63	76	81	71
Ithaca	586	530	527	440	467	491				318	383	370	333	356	340	348	344
Lansing	102	83	92	94	86	89				81	109	105	105	103	84	85	83
Newfield	55	69	67	55	63	67				49	67	66	68	79	70	98	64
Trumansburg	132	141	118	124	127	110				108	90	94	129	104	95	116	90
<b>Total</b>	<b>1112</b>	<b>1064</b>	<b>1070</b>	<b>976</b>	<b>1011</b>	<b>992</b>				<b>731</b>	<b>835</b>	<b>838</b>	<b>841</b>	<b>852</b>	<b>807</b>	<b>868</b>	<b>777</b>

Detail for Figure 3

## Cortland and Tompkins County High School Graduates Entering TC3 as First-Time, Full-Time Students

Year	1976	1977	1978	1979	1980	1981	1982	1983		2006	2007	2008	2009	2010	2011	2012	2013
Number of HS Grads	1775	1739	1780	1652	1716	1706	1426	1293		1246	1338	1370	1358	1371	1298	1367	1252
Number Entering TC3	216	197	207	246	258	256	214	181		189	254	309	307	299	252	286	235
Percent Entering TC3	12%	11%	12%	15%	15%	15%	15%	14%		15%	19%	23%	23%	22%	19%	21%	19%