



## **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, APRIL 23, 2015**

**Dinner/Budget Discussion with an**

**Executive Session for Discussion of Personnel Matters**

**5:00 p.m. – New Board Room**

### **NEW RONALD W. SPACE BOARD ROOM**

**Regular Meeting**

**6:15 P.M.**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – March 19, 2015
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None.
9. College-wide Goal – Student Success  
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
  - a. Student Success – CollegeNow Update – Victoria Zeppelin
  - b. Organizational Capacity – None
10. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
  - a. Provost and Vice President of the College
  - b. Vice President for Global Initiatives
11. Information Items:
  - a. Human Resources Updates

12. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. Treasurer's Report – March 31, 2015
  - d. Policy on Sexual Violence Prevention
  - e. 2015 Award for Internet Services
  - f. Disposal of Surplus Property
  
13. 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. – Elizabeth Burns
  - 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
  
14. Upcoming Events:
  - a. Next Board Meeting – May 14, 2015
  - b. Retiree Event – May 18, 2015
  - c. Nursing Pinning Ceremony – May 19, 2015
  - d. Commencement – May 21, 2015
  
15. Dialogue Session – Co-curricular Assessment
  
16. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MARCH 19, 2015  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Judy Davison, Navjot Kaur, Arthur Kuckes, and Raymond Schlather

**ABSENT:** Chad Coates, John Daniels, Dammi Herath, and Matt McSherry

**COUNTY**

**LIAISONS:** Mike Lane

**STAFF:** John Conners, Susan Dewey, LaSonya Griggs, Carl Haynes, Cathy Northrop, Walter Poland, Bruce Ryan, Blixxy Taetzsch, Peter Voorhees, Johnathan Walz, and Khaki Wunderlich

**GUESTS:** None

- 1. Call to Order:** The meeting was called to order at 5:44 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:** Ms. Davison moved that the agenda be approved as presented; seconded by Ms. Buck; carried unanimously.
- 5. Public Comment:** None.
- 6. Approval of Minutes –** Mr. Schlather moved that the minutes of the January 22, 2015, regular meeting and the February 23, 2015, Executive Committee meeting be approved as presented; seconded by Ms. Kaur; carried unanimously.
- 7. Communications:** President Haynes shared two letters from the United Way of Tompkins County – one thanking TC3 for our participation in the 2014-2015 United Way of Tompkins County Community Campaign and one thanking President Haynes for speaking with WHCU News on behalf of the Tompkins County United Way during the Talk Wine & Dine Radiothon. He also reported that we have received reaccreditation of our Child Care Program for another 5 years. He mentioned the great work that Torrey Lansing, Director of the Child Care Center, and her staff did to achieve this successful reaccreditation.

8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** Preview of the new Board Room – President Haynes provided those in attendance with a tour of the new Board Room.
9. **College-wide Goals: both of these topics came out of the board retreat**
  - a. **Student Success – Financial Aid Overview – LaSonya Griggs, Director of Financial Aid:** Dean Taetzsch introduced Ms. Griggs. Ms. Griggs provided a brief history of her experience working with financial aid. She mentioned that the financial aid process will be fully paperless for 2015-2016. She provided her presentation about initiatives within the Financial Aid Office. The question was raised as to whether or not students had a long wait to be seen now that there has been a change to a “walk-in” policy for appointments. Students appear to be happy to be able to walk in and be seen without an appointment. Dean Taetzsch said that there is a lot less frustration from students because there isn’t a barrier between the student and meeting with someone to answer a question. We have been making strides on decreasing our default rate. Two years ago our default rate was 23.5% and we were the top community college for default rate. The following year, we went down to 7<sup>th</sup> on the list, with Herkimer County Community College at 11<sup>th</sup>. Our draft default rate on February 23 of this year is down to 15.9%. We hired Inceptia to do phone calling for us and that has helped. We also created a default management team to come up with a default management plan. We are moving from phase 1 to phase 2 of the plan and are reactivating the team. The team will be meeting in April to look at what we can do about being proactive on the default management plan (i.e., educate students to plan, to budget, be proactive on the front end, etc.). The lowest default rate in the SUNY community college system was 9%.
  - b. **Organizational Capacity – Tour of the Enrollment Services Center:** Dean Taetzsch provided a tour of the new Enrollment Services Center.
10. **Vice Presidents’ Reports (highlight Consent Agenda items and updates on major initiatives):**
  - a. **Provost and Vice President of the College –** Provost Conners spoke to his written report. He mentioned that he had attended the PTK/USA All American ceremony in Albany with two of our students who were receiving the award. He also spoke about the Chief Information Officer position on the consent agenda. He mentioned that this position will be replacing the Dean of Campus Technology position that Marty Christofferson is vacating upon retirement, and there will be some cost savings in changing this position.
  - b. **Vice President for Global Initiatives –** Vice President Poland spoke to his written report. He reported that while at the CCID annual conference, he and President Haynes participated in numerous meetings of the CCID. The meetings were instrumental in making it possible for the CCID to continue

moving forward. They have figured out some financial issues and have taken on an old model of running the organization with one of the member colleges taking on the annual conference. Vice President Poland also spoke about the recent trip to the Dominican Republic.

## **11. Information Items:**

- a. Human Resources Updates** – No discussion.
- b. Professional Development Report** – President Haynes highlighted the information provided on the report.

## **12. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Buck moved that the Consent Agenda be approved as amended; seconded by Ms. Davison; the vote on the consent agenda as amended was carried unanimously.

- a. Capital Payments** – No discussion.
- b. Treasurer’s Report – December 31, 2014** – No discussion.
- c. Treasurer’s Report – January 31, 2015** – No discussion.
- d. Treasurer’s Report – February 28, 2015** – No discussion.
- e. Appointment of Personnel – February 2015** – No discussion.
- f. Appointment of Personnel - March 2015** – No discussion.
- g. Approval of Position Description – Chief Information Officer** – Provost Conners spoke about this position previously in the meeting.
- h. Policy on Sexual Violence Prevention** – President Haynes mentioned that SUNY has asked that we enhance our procedures in respect to policies on Sexual Violence Prevention and wanted each of the campus Boards to affirm these practices. Mr. Schlather asked if we are suggesting in the first resolved that we are endorsing the policies, procedures in the “whereas” portion of the resolution, or all of the procedures and practices that we have at the College that might not have been listed. President Haynes said that this is meant to be inclusive. Mr. Schlather asked if there are some policies that the Governor, SUNY, and the Chancellor have that we don’t have. President Haynes responded that this is being done to try to create uniformity in the SUNY system, so we need to tweak what we have, but not substantially. The word policy means the kind of practices, etc., that we would not normally need Board approval for, but the Chancellor wants to make sure that the Boards endorse what we are doing to help us all be in compliance. There was concern in the last resolve that what we are endorsing is consistent with the policies that we have formulated. The question was raised as to whether it would be unreasonable to add the words “that are consistent with all current policies of TC3”? It was noted that there had been a discussion at a previous meeting about what constitutes the definition of affirmative consent and that what was being used wasn’t what we wanted. It was suggested that we pull this resolution from the consent agenda and defer this for further discussion at next month’s meeting. Mr. Schlather’s concern is that this is a sweeping endorsement of

what has come down from the Chancellor. **Mr. Schlather moved to table this resolution; seconded by Ms. Davison; passed unanimously.**

- i. **Financial Audit Services Contract** – A committee went through a very detailed process to come up with an RFP. A main concern with the proposals submitted was the huge difference in price. This was addressed with the Bonadio Group and because they are a large firm, they feel they have the resources to be able to provide us with the services we will need. With the depth of staffing of the Bonadio Group, they are able to include an IT professional to review our systems, have someone who is a financial aid expert, and they have many other higher education clients. They will also review areas such as our credit card processing and fees to make sure we are getting the best rates. This is a five year contract. They have four other community college clients in New York. Dean Taetzsch did speak with Mr. Mickelson about the outcome of the RFP process and he asked that she relay his appreciation for the years of service and his willingness to be here if we ever need them.
- j. **Ratification of December 19, 2014, Executive Committee Action** – No discussion.

### 13. Standing Reports:

- a. **College Forum** – Jonathan Walz, Co-Chair of the College Forum, reported that the College Forum voted unanimously to recommend that the college offer an AS degree in Human Services as proposed.
- b. **Faculty Student Association** – Vice President Poland mentioned that Dean Taetzsch spoke at the FSA meeting on the not for profit revitalization act. Our attorneys are examining whether or not we qualify for an exemption to changes, which if we had to make those changes, would be totally different from what we currently have. It would be necessary to have independent board members and we currently do not have any independent board members. It is budget season and the FSA is experiencing the same issues that the College is experiencing because of the reduction in enrollment. The FSA budget is largely fee driven. A final discussion item was whether or not our bookstore advisory committee should be dissolved. It is part of our contract with Follett that this committee exists, and they are looking at how to improve the store.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that a Stewardship Committee meeting took place on Friday, March 13. The Foundation Board met on March 17 and approved two resolutions: Resolution 2014-2015-04/Acceptance of Purchase Offer from Nicholas A. Renzi and Agnes J. Renzi - Renaissance Development, and Resolution 2014-2015-05/Approval of Repairs and Renovations to the Ithaca Extension Center Elevators. A Farm to Bistro update was provided by Dean Taetzsch. Director of Advancement, Paul Brenner reported that President Haynes and he have been meeting with community members regarding the Child Care Center and Program Expansion and the Technology in Community Capstone Collaborations strategic fundraising initiatives. Julie Gerg,

Development Coordinator, noted that to date the annual campaign has raised over \$106,000 and online giving is now available on the TC3 website. The Foundation is once again seeking 100 percent participation from the members of the Board of Trustees. The Foundation bylaws are currently being revised to reflect the New York State Non-Profit Revitalization Act. A Spring Scholarship Ceremony is scheduled for Friday, March 27 at noon, and the Finance Committee is scheduled to meet on March 31. The next meeting is scheduled for June 2.

**d. Chairperson's Report** – Chairperson Burns reported that she had attended the Tompkins County Chamber dinner with Mr. Lane, Ms. Davison, Mr. Schlather, and Ms. Buck. She also mentioned the preliminary budget meeting with the leadership of both counties. Chairperson Burns reported that she had attended the classified staff luncheon and spoke about the Chancellor's/Trustees' Award for Classified Service.

**1. Friend of the College** – President Haynes spoke about possible names for the Friend of the College Award that had been discussed in Executive Council. One of the suggestions for the award was Sandy Price. Consensus to go present Ms. Price with the 2015 Friend of the College Award. President Haynes will contact Ms. Price to inform her and invite her to participate in commencement.

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

**f. Liaison Report (Tompkins County)** – Mr. Lane mentioned that the Legislature is starting their budget process. He spoke about the budget meeting with College staff and members from Cortland County yesterday. He said it was very useful to hear the challenges that the College is looking at and hopes the College understands the challenges that the County will be undergoing. Even though people think the tax cap is 2 percent, it is actually the lower of 2 percent or inflation and inflation is down to .9 percent. There will continue to be demands on the counties but the two house bills in the Legislature at the present time are trying to make the tax cap permanent. The Legislature needs to work on consolidation of services and municipalities and are concerned that they won't be able to do everything they would like to do for the agencies they help support and still be able to pay the expanding costs of health care, pensions, and labor contracts. The good news is that the Legislature has started discussions early to find solutions and they feel they have a great partnership with our community college.

**g. Student Trustee's Report** – Ms. Kaur reported on traveling to the Cortland Extension Center with President Haynes and student, Jacob Wright, to meet with Assemblywoman Lifton. She will also be going with Trustee Buck to a panel discussion to speak about shared governance.

**h. President's Report** – President Haynes spoke to his written report. We are postponing the dialogue session from last month. In June we will hold the marketing research dialogue. The high needs dialogue will be held in September. He reminded the Board that next month's meeting will begin at 5:00 p.m. for the detailed review/discussion of the budget, with the regular meeting beginning at 6:15 p.m. There will be a College-wide meeting in May and a meeting with the County Legislators in May for discussion of the budget, and then the budget will be brought to the Board for approval in June. President Haynes mentioned that in a discussion with Mr. Kuckes earlier, Mr. Kuckes has authorized the College to use a small piece of his endowment to launch the diversity proposal – \$25,000 per year for the next two years for one student. This gives Provost Conners the authority to begin to work with faculty to try to identify someone who has a baccalaureate degree that we will work with to provide stipends to support them during their graduate years. Mr. Kuckes also authorized us to use \$150,000 for a pilot for 60 students this fall. This pilot program, the Vector Scholar Program, is a student success initiative targeting 60 students in lower socioeconomic backgrounds and will be used to fund a bridge program to assist in the transition to college. Students will need to apply and, if accepted, the students will attend college for a week and a half prior to the start of the semester. Mr. Lane asked about the process to be used for the diversity initiative. We will be looking for our faculty and staff to nominate staff and students to participate in the program.

**14. Dialogue Session – Co-curricular Assessment – Deferred to April Meeting**

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

**16. Executive Session to Discuss a Personnel Issue (no action to be taken)** – Ms. Davison moved that the meeting convene in executive session for discussion of a personnel issue, with no action to be taken; seconded by Ms. Kaur; carried unanimously. The meeting convened into executive session at 7:52 p.m.

The meeting reconvened in regular session at 8:32 p.m.

**17. Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Mr. Schlather; carried unanimously. The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees



To: Board of Trustees

From: John R. Conners

Date: April 14, 2015

Re: April report

**Teaching Conference** – On April 17, the College will host the third annual Connecting, Collaborating & Celebrating the Art of Teaching Conference at Coltivare. In collaboration with several other community colleges in Central New York, TC3 provides a relatively low-cost professional development opportunity, with the College covering the cost of attendance of all full-time and part-time faculty members and student support personnel. This year's keynote speaker is Arleen Arnsperger, Senior Associate of the Center for Community College Student Engagement (CCCSE). We will be taking advantage of her presence by having her meet the previous day with a variety of faculty members and administrators to discuss our challenges and opportunities in meeting the needs of a changing student body.

**Contract Courses** – In addition to our credit-bearing course offerings, through our office of Strategic Corporate and Community Partnerships we offer a wide array of open enrollment courses and contract training opportunities. In the 2013-2014 academic year, we engaged in 83 contractual partnerships serving 32 local clients. The programs provided served a total of 2,661 participants and produced \$393,747 in gross revenues. A total of 43 Open Enrollment programs served 1,029 participants and produced gross revenues of \$111,471. Each of these initiatives continues to flourish this year, as we project each of these measures to approximate or exceed last year's numbers.

**Concurrent Enrollment** – As President Haynes has noted in his many discussions of enrollment and budget issues, CollegeNow continues to produce higher levels of enrollment than ever. In brief, our concurrent enrollment courses produce approximately 28% of our total annual FTE enrollment and 10% of our revenue, and do so with a staff of only two administrators and two support personnel. What may be less common knowledge is the impact of CollegeNow upon our recruitment of full-time students. The attached table provides information about improvements in our efforts to recruit concurrent enrollment students. It is clear that the work of both the CollegeNow staff and our Admissions Office has borne fruit in bringing to the College first-year students who have already achieved some measure of success in college course work.

## Impact of Concurrent Enrollment

	New FTFT TC3 Students	New FTFT Students with Prior TC3 Concurrent Enrollment Credit	Percent of New FTFT with Prior CE Credit	H.S. Graduates (all partner schools) with TC3 Credit	Percent of those Graduates who are TC3 FTFT Students
Fall 2011	1,132	210	19%	2,077	10%
Fall 2012	1,046	279	27%	2,068	13%
Fall 2013	908	265	29%	2,103	13%
Fall 2014	945	300	32%	2,193	14%

Global Initiatives  
Report to Trustees  
April 23, 2015

- Study Abroad Consortium Agreement with SUNY Cortland is in the finalization stage. To be signed by the end of the semester. Will expand Study Abroad opportunities significantly and becomes the basis for similar agreements with other colleges and universities.
- At the request of the Minister of Higher Education in the Dominican Republic we submitted 2 (two) proposals for intensive ESL projects. One of them is for professional development for teachers of English and the other one is for Dominican university students transitioning to university study in the United States. Focus is on sharpening speaking skills and transitioning to U.S. "academic" English and the U.S. classroom. Possible groups in Summer 2015 for 8 weeks and Fall 2015 for 4 weeks.
- Currently preparing the application for recertification as a J1 eligible institution. Recertification will be for a 2 year period from May 2015 to May 2017.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of April 14, 2015

**UNCLASSIFIED STAFF**

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Instructor of Culinary Arts	August 19, 2015	December 17, 2014	January 15, 2015	Conducting interviews
Instructor of English	August 19, 2015	December 17, 2014	January 15, 2015	Scheduling interviews
Instructor of Graphic Design	August 19, 2015	December 17, 2014	February 16, 2015	Conducting interviews
Assistant Professor of Nursing	August 19, 2015	December 17, 2014	January 15, 2015	Conducting interviews
Technical Specialist – Biology Lab Manager & Chemical Hygiene Officer	August 19, 2015	December 17, 2014	January 15, 2015	Scheduling interviews
Chief Information Officer	May 1, 2015	April 8, 2015	April 24, 2015	Internal posting, accepting applications

**CLASSIFIED STAFF**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Enrollment Services Specialist, FT Perm.	Enrollment Services Center Registration and Billing/Collections	January 21, 2015	No action
Secretary, FT Perm.	Adjunct Office/Academic Records Administrative Offices	March 2015	No action

**FACULTY STUDENT ASSOCIATION**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Teacher Aide	Child Care	March 2015	No action
Recreation Assistant	Athletics	March 2015	No action
Fitness Center Assistant	Athletics	April 2015	Internal Posting

**BISTRO**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Line Cook	TC3 Bistro	April 2015	Interviewing for additional Line Cooks Hired: Andrew Wheeler
Dishwasher	TC3 Bistro	April 2015	Interviewing for additional Dishwashers Hired: Isaiah DeJesus Adrian Clavel
Banquet Servers	TC3 Bistro	April 2015	Interviewing for additional Banquet Servers Hired: Conor McKiernan Eden Mayora

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of April 14, 2015

<b>COMPLAINANT</b>	<b>SUBJECT</b>	<b>DISPOSITION</b>
CSEA Membership	Medco – Change in provider diminished prescription plan benefits	CSEA requested a waiver to time requirement to move to Stage 3 of grievance process while waiting for a response from Tompkins County.
Sylvia Ganoë	MedCo - Change in provider changed prescription co-pay.	Would like matter fully researched by Tompkins County.

**FACULTY ASSOC.**

**PAA**

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS  
APRIL 2015**

**Capital Payments/Master Plan**

	<b>Amount</b>	<b>Subtotal</b>	<b>Grand Total</b>
<b>Administrative</b>			
American Storage Trailer Rentals (PO #30486) Invoice #M3598, Temporary Storage	\$490.00		
<b>Total Administrative</b>		\$490.00	
<b>Design Services/Consulting</b>			
HOLT Architects (PO#29384) Invoice #213034021, Design/Consulting	\$9,514.78		
HOLT Architects (PO#29384) Invoice #213034022, Design/Consulting	\$3,260.91		
<b>Total Design Services/Consulting</b>		\$12,775.69	
<b>Electrical</b>			
Matco Electric Corp. (PO #29977) Application #10, Electrical	\$46,018.00		
Cortland Wholesale Electric Invoice #248247, Electrical Wiring	\$338.90		
<b>Total Electrical</b>		\$46,356.90	
<b>FFE</b>			
Exemplis (PO #30480) Invoice #949265-1, Furniture/Chairs	\$8,035.20		
Sedgwick (PO #30482) Invoice #7411, Furniture Reconfiguration	\$2,762.50		
Sedgwick (PO #30369) Invoice 7342, Furniture/Partitions	\$5,775.00		
<b>Total FFE</b>		\$16,572.70	

	Amount	Subtotal	Grand Total
<b>General Construction</b>			
Bouley Associates, Inc. (PO #29974) Application #10, General Construction	\$65,075.00		
Sherwin Williams Invoice #5276-8, Paint	\$27.49		
<b>Total General Construction</b>		\$65,102.49	
<b>Mechanical/HVAC</b>			
Tag Mechanical Systems (PO #29975) Invoice #14147-09, Mechanical/HVAC	\$42,940.00		
<b>Total Mechanical/HVAC</b>		\$42,940.00	
<b>Network Upgrade</b>			
Computing Center (PO #30487) Invoice #301994, Cabling	\$320.00		
Frontrunner Network Systems (PO #30470) Invoice #44134, Dual Radio Access Points	\$5,717.25		
<b>Total Network Upgrade</b>		\$6,037.25	
<hr/> <b>Total Capital Payments/Master Plan</b>			<b>\$190,275.03</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-30**

**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 23<sup>rd</sup> day of April 2015, 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 23<sup>rd</sup> day of April 2015.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College



**Appointment of Personnel**  
**Tuesday, April 14, 2015**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Strauf, Dale	HLTH126 M02 FITN108 M01 FITN141 M01 FITN121 M01 FITN120 M01	Adjunct	\$5,830.00	1/22/2015 To 5/15/2015
<b>December</b>				
Arnold, Melanie	Dev. of asynchronous course methodology for COMM110		\$1,059.17	12/19/2014 To 1/23/2015
<b>February</b>				
Arnold, Melanie	COMM110 BL1	Adjunct	\$1,237.02	2/26/2015 To 4/9/2015
Carr, Kyle	Independent study (C. Lyons) COMM265-M01		\$471.00	2/26/2015 To 5/15/2015
<b>March</b>				
McIntyre, David	HRMG105 V02 HRMG105 V01	Adjunct	\$1,850.00	3/6/2015 To 4/17/2015
<b>April</b>				
Plumeau, Meg	Basic Math Workshop for Borg Warner		\$4,950.00	4/06/2015 To 5/15/2015
Dickerson, Nancy	Facilitate DASA and SAVE Workshops		\$400.00	4/25/2015 To 5/05/2015
<b>August</b>				
Caroompas, Alice	CTC Dev. Part. Mentor Program w/ K. Johnson		\$248.60	8/26/2014 To 2/13/2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

April 14, 2014

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
None.		

FACULTY STUDENT ASSOCIATION

None.

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MARCH 31, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

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MARCH 31, 2015

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$830,982 in a money market savings account averaging .20% interest earnings for March \$5,369,264 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,800,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,947,178 is a increase from \$3,238,488. 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 \$975,797. The interfunds account balance of \$2,615,998 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 March 31, total expenditures amounted to \$22,879,123 or 58.5% of the 2014-2015 budget. Comparable expenditures for period three last year were \$19,205,031 or 50.1% of the 2013-2014 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$32,348,365 are 82.9% of the revenue budget. Prior year revenues were \$26,106,840, are 68.2% of total budgeted revenue  
Revenues are substantially higher than last year at this time mainly due to large number of outstanding NYS Certificates of Residence

CAPITAL FUNDS - (PAGE 9)

The 2013-2018 Capital Construction Budgets totals \$7,050,000. As of March 2015, \$4,810,161 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2015**

	Current Month 3/31/2014	Previous Month 2/28/2014	Previous Year 3/31/2013
<b>ASSETS</b>			
Cash in Demand Deposit	\$717,462	\$3,185,837	\$995,520
Cash in Time Deposits	6,496,251	4,480,912	6,540,091
Petty Cash	1,729	1,729	1,730
Accounts Receivable--Students	3,589,086	3,378,691	3,611,884
Accounts Receivable--Misc.	196,410	299,625	312,152
Prepaid Expenses	3,562	11,941	(21,617)
Due From Other Funds	2,817,297	3,481,238	1,777,703
Due From Sponsor Governments	718,071	0	0
Due From State Governments	74,818	39,424	1,006,626
Due From Other Governments	1,217,884	35,846	1,612,130
	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>\$15,832,570</b>	<b>\$14,915,243</b>	<b>\$15,836,219</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$6,852	\$6,852	\$3,306
Payroll Liabilities	2,113,084	1,903,102	1,501,477
Student Financial Aid Liabilities	188,449	457,922	132,453
Accrued Liabilities	1,428,045	1,294,445	941,517
Due to Other Funds	2,782,183	3,362,382	2,911,937
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(9,750)	0	(12,500)
Fund Balance	1,376,300	1,376,300	1,496,822
Revenue Over (Under) Expenditures	7,947,407	6,514,240	8,861,207
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$15,832,570</b>	<b>\$14,915,243</b>	<b>\$15,836,219</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**TOMPKINS CORTLAND COMMUNITY COLLEGE**  
**APPROPRIATIONS 2014-2015**  
**FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2015**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
				PER CENT YEAR	58.00%
<b>Instruction</b>					
Personal Services	9,631,706	9,587,359	5,745,824	3,841,535	59.93%
Equipment	0	5,304	3,303	2,001	0.00%
Contractual Expenses	5,585,982	5,570,995	5,316,147	254,848	95.43%
Employee Benefits	<u>4,047,257</u>	<u>4,160,453</u>	<u>1,828,519</u>	<u>2,331,934</u>	43.95%
<b>Total Instruction</b>	<u>19,264,945</u>	<u>19,324,111</u>	<u>12,893,793</u>	<u>6,430,318</u>	<u>66.72%</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>	
<b>Academic Support</b>					
Personal Services	1,537,656	1,533,690	804,725	728,965	52.47%
Equipment	80,000	80,000	0	80,000	0.00%
Contractual Expenses	243,556	242,689	75,204	167,485	30.99%
Employee Benefits	<u>661,192</u>	<u>641,852</u>	<u>257,512</u>	<u>384,340</u>	<u>40.12%</u>
<b>Total Academic Support</b>	<u>2,522,404</u>	<u>2,498,231</u>	<u>1,137,441</u>	<u>1,360,790</u>	<u>45.53%</u>
<b>Libraries</b>					
Personal Services	473,855	493,885	282,818	211,067	57.26%
Equipment	0	12,404	10,304	2,100	0.00%
Contractual Expenses	170,776	158,372	118,707	39,665	74.95%
Employee Benefits	<u>203,758</u>	<u>200,103</u>	<u>90,502</u>	<u>109,601</u>	<u>45.23%</u>
<b>Total Libraries</b>	<u>848,389</u>	<u>864,764</u>	<u>502,331</u>	<u>362,433</u>	<u>58.09%</u>



**APPROPRIATIONS 2014-2015(Cont.)**

PER CENT YEAR

58.00%

	<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	3,221,213	3,151,086	1,777,958	1,373,128	56.42%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,403,433	1,395,803	625,547	770,256	44.82%
Employee Benefits	<u>1,385,122</u>	<u>1,271,747</u>	<u>571,088</u>	<u>700,659</u>	<u>44.91%</u>
<b>Total Student Services</b>	<u>6,009,768</u>	<u>5,818,636</u>	<u>2,974,593</u>	<u>2,844,043</u>	<u>51.12%</u>
<b>Maintenance and Operation of Plant</b>					
Personal Services	2,277,014	2,249,705	1,212,852	1,036,853	53.91%
Equipment	0	800	702	98	0.00%
Contractual Expenses	931,325	930,525	400,345	530,180	43.02%
Employee Benefits	<u>979,116</u>	<u>957,651</u>	<u>388,113</u>	<u>569,538</u>	<u>40.53%</u>
<b>Total Maintenance and Operation of Plant</b>	<u>4,187,455</u>	<u>4,138,681</u>	<u>2,002,012</u>	<u>2,136,669</u>	<u>48.37%</u>
<b>Institutional Support</b>					
Personal Services	1,555,998	1,662,918	971,919	690,999	58.45%
Equipment	0	0	0	0	0.00%
Contractual Expenses	341,088	338,618	160,314	178,304	47.34%
Employee Benefits	<u>669,079</u>	<u>701,858</u>	<u>311,014</u>	<u>390,844</u>	<u>44.31%</u>
<b>Total Institutional Support</b>	<u>2,566,165</u>	<u>2,703,394</u>	<u>1,443,247</u>	<u>1,260,147</u>	<u>53.39%</u>
<b>General Institutional Services</b>					
Personal Services	1,975,567	2,005,066	1,112,594	892,472	55.49%
Equipment	20,000	20,000	4,364	15,636	0.00%
Contractual Expenses	901,931	911,881	436,859	475,022	47.91%
Employee Benefits	<u>849,493</u>	<u>861,353</u>	<u>371,889</u>	<u>489,464</u>	<u>43.17%</u>
<b>Total General Institutional Services</b>	<u>3,746,991</u>	<u>3,798,300</u>	<u>1,925,706</u>	<u>1,872,594</u>	<u>50.70%</u>
<b>TOTAL APPROPRIATIONS</b>	<u>39,146,117</u>	<u>39,146,117</u>	<u>22,879,123</u>	<u>16,266,994</u>	<u>58.45%</u>

**2014-2015 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

PER CENT YEAR 58.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	250,000	250,000	237,320	12,680	0.00%
State Employee's Retirement	1,329,938	1,329,938	851,730	478,208	64.04%
State Teacher's Retirement	276,500	276,500	231,210	45,290	83.62%
Optional Retirement Fund	1,112,396	1,112,396	610,171	502,225	54.85%
Social Security	1,571,173	1,571,173	881,258	689,915	56.09%
Workers Compensation	202,000	202,000	199,326	2,674	98.68%
Misc Employee Benefits	110,000	110,000	76,350	33,650	69.41%
Disability Insurance	12,466	12,466	7,138	5,328	57.26%
Hospital and Medical Insurance	3,685,544	3,685,544	2,090,339	1,595,205	56.72%
Employee Tuition Benefits	125,000	125,000	99,544	25,456	79.64%
Life Insurance	10,000	10,000	4,933	5,067	49.33%
Vacation Benefits	85,000	85,000	49,000	36,000	57.65%
Unemployment Insurance	25,000	25,000	9,477	15,523	0.00%
<b>Total Employee Benefits</b>	<b>8,795,017</b>	<b>8,795,017</b>	<b>5,347,796</b>	<b>3,447,221</b>	<b>60.80%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
REVENUE 2014-2015  
FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2015**

**PER CENT YEAR 58.00%**

	<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	\$15,375,495	\$15,375,495	15,742,845	(367,350)	102.39%
Winter	\$93,800	\$93,800	87,763		
Summer	1,157,296	1,157,296	294,726	862,570	25.47%
Nonresident Tuition	1,241,100	1,241,100	1,630,172	(389,072)	131.35%
Student Fee Revenue (Tech Fee)	1,713,960	1,713,960	1,535,521	178,439	89.59%
<b>Total Tuition</b>	<b><u>19,581,651</u></b>	<b><u>19,581,651</u></b>	<b><u>19,291,027</u></b>	<b><u>284,587</u></b>	<b><u>98.52%</u></b>
<b>Government Appropriations</b>					
New York State	10,153,353	10,153,353	7,549,534	2,603,819	74.36%
Local Sponsors	4,559,180	4,559,180	1,857,859	2,701,321	40.75%
Appropriated Cash Surplus	88,528	88,528	0	88,528	
Charges to Other Counties	3,948,840	3,948,840	<u>3,194,195</u>	754,645	<u>80.89%</u>
<b>Total Government Appropriations</b>	<b><u>18,749,901</u></b>	<b><u>18,749,901</u></b>	<b><u>12,601,588</u></b>	<b><u>6,148,313</u></b>	<b><u>67.21%</u></b>
<b>Other Revenues</b>					
Service Fees	125,865	125,865	77,547	48,318	61.61%
Interest Earnings	6,000	6,000	5,211	789	86.85%
Rental of Real Property	30,000	30,000	33,975	(3,975)	113.25%
Café Commissions	47,000	47,000	0		
Contract Courses	75,000	75,000	117,112	(42,112)	156.15%
Noncredit Tuition	228,700	228,700	114,958	113,742	50.27%
Grant Offsets	152,000	152,000	88,538	63,462	58.25%
Unclassified Revenues	50,000	50,000	18,411	31,589	36.82%
<b>Total Other Revenues</b>	<b><u>714,565</u></b>	<b><u>714,565</u></b>	<b><u>455,752</u></b>	<b><u>211,813</u></b>	<b><u>63.78%</u></b>
<b>TOTAL REVENUES</b>	<b><u>\$39,046,117</u></b>	<b><u>\$39,046,117</u></b>	<b><u>\$32,348,367</u></b>	<b><u>\$6,644,713</u></b>	<b><u>82.85%</u></b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CURRENT OPERATING FUND - CASH FORECAST  
 MARCH 2015 - AUGUST 2015

	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$7,668,478</b>	<b>\$7,215,443</b>	<b>\$5,907,238</b>	<b>\$5,445,309</b>	<b>\$7,827,165</b>	<b>\$7,030,236</b>
<b><u>RECEIPTS</u></b>						
Student Accounts Receivable	\$508,403	\$600,000	\$1,150,000	\$850,000	\$880,000	\$500,000
Student Financial Aid	\$1,996,296	\$25,000	\$850,000	\$950,000	\$1,000,000	\$0
Sponsor Payments	\$0	\$1,139,795	\$718,071	\$421,724	\$718,071	\$421,724
Chargebacks to Other Counties	\$315,858	\$200,000	\$100,000	\$100,000	\$75,000	\$15,000
State Aid	\$2,461,881	\$0	\$0	\$2,538,338		
Repayment of Grant Fund Advances	\$296,394	\$7,000	\$100,000	\$100,000	\$55,000	\$55,000
Repayment of Capital Fund Advances	\$723,762	\$500,000	\$200,000	\$200,000	\$250,000	\$500,000
Other Receipts	\$322,731	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
<b>Projected Cash Receipts</b>	<b><u>\$6,625,325</u></b>	<b><u>\$2,546,795</u></b>	<b><u>\$3,193,071</u></b>	<b><u>\$5,235,062</u></b>	<b><u>\$3,053,071</u></b>	<b><u>\$1,566,724</u></b>
<b><u>DISBURSEMENTS</u></b>						
Payments to Students	\$1,510,108	\$75,000	\$75,000	\$53,206	\$150,000	\$10,000
Accounts Payable	\$3,540,807	\$1,500,000	\$1,500,000	\$900,000	\$1,800,000	\$1,500,000
Payroll and Fringe Benefits	\$1,776,475	\$1,780,000	\$1,780,000	\$1,600,000	\$1,600,000	\$1,600,000
Grant Fund Advances	\$3,071	\$0	\$0	\$0	\$0	\$10,000
Capital Fund Advances	\$247,899	\$500,000	\$300,000	\$300,000	<u>\$300,000</u>	<u>\$300,000</u>
<b>Projected Cash Disbursements</b>	<b><u>\$7,078,360</u></b>	<b><u>\$3,855,000</u></b>	<b><u>\$3,655,000</u></b>	<b><u>\$2,853,206</u></b>	<b><u>\$3,850,000</u></b>	<b><u>\$3,420,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>						
<b>MONEY MARKET/ SAVINGS</b>	<b>\$7,165,443</b>	<b>\$5,857,238</b>	<b>\$5,395,309</b>	<b>\$7,777,164</b>	<b>\$6,980,220</b>	<b>\$5,126,943</b>
<b>CASH IN TIME DEPOSITS</b>	<b><u>\$50,000</u></b>	<b><u>\$50,000</u></b>	<b><u>\$50,000</u></b>	<b><u>\$50,001</u></b>	<b><u>\$50,016</u></b>	<b><u>\$50,017</u></b>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$7,215,443</b>	<b>\$5,907,238</b>	<b>\$5,445,309</b>	<b>\$7,827,165</b>	<b>\$7,030,236</b>	<b>\$5,176,960</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2015

	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<b><u>CAPITAL CONSTRUCTION 2013-2018</u></b>					
Architect Design/Administrative	492,433	516,648	13,265	529,913	0
Civil Construction	452,100	325,630	0	325,630	0
General Construction	2,798,700	2,340,680	65,102	2,405,782	0
Mechanical/HVAC	727,900	579,496	42,940	622,436	0
Electrical	419,952	347,380	46,357	393,737	0
Plumbing	139,000	66,128	0	66,128	0
Network Upgrade/FFE	2,019,915	443,924	22,611	466,535	0
<b>TOTAL</b>	<b>7,050,000</b>	<b>4,619,886</b>	<b>190,275</b>	<b>4,810,161</b>	<b>2,239,839</b>

**CAPITAL CASH SUMMARY**

**CASH BALANCE -MARCH 1, 2015**

Campus Master Plan Money Market	278,183
Cash in time Deposits	1,200,077
	<u>1,478,260</u>

**DISBURSEMENTS**

Athletic Facility	
Savings Reimburse Advance from Operat	226,924
Debt Service Payment	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
	<u>226,924</u>

**CASH RECEIPTS**

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	51
Investment Income - CMP	37
Chargeback Revenue	38,450
	<u>\$38,538</u>

**CASH BALANCE -MARCH 31, 2015**

Campus Master Plan Money Market	278,220
Cash in Time Deposits	1,238,578
	<u>1,516,798</u>

\$1,289,874



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-31**

**2015 AWARD FOR INTERNET SERVICES**

**WHEREAS**, Tompkins Cortland Community College requires the purchase of Internet Services, and

**WHEREAS**, the College has solicited proposals for Internet Services, and

**WHEREAS**, Finger Lakes Technology Group of Trumansburg, New York provided the best value proposal; be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby awards a three year contract for Internet Services to Finger Lakes Technology Group at \$34,800.00 per year.

**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 23<sup>rd</sup> day of April 2015, 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 23<sup>rd</sup> day of April 2015.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College

# Memorandum

To: Board of Trustees  
From: Marty Christofferson, Dean of Campus Technology  
Date: 3/31/15  
Re: Internet Service – RFP Review and Recommendation

The College sent Request for Proposals (RFP) to six vendors who have expressed interest in providing Internet services; Time Warner, Finger Lakes Technology Group, ION, Frontier, Apogee and Windstream. Our request is based on projected usage and improved capacity at the College and our extension centers over the next three years. It is also good timing for a RFP because of the increase in number of vendors who are able to provide this service and the opportunity for more competitive pricing. All except Windstream submitted proposals. Each of the proposals was reviewed in detail by a group of staff in the Campus Technology and Purchasing Departments. A spreadsheet of the pricing analysis is attached.

Our goals in the proposal include increasing and improving our internet connectivity to the main campus and the Ithaca and Cortland extension centers. Currently, the main campus has a 150 meg internet connection and each extension center is connected to the internet via a cable modem at 35-50 meg. One of the improvements requested was to provide a direct connection from the main campus to each extension center. Currently, there is no direct connection from the main campus to the extension centers.

Based on our review we are recommending the award to Finger Lakes Technology Group at a rate of \$2,900 per month for services to the main campus and extension centers for a three year period. Their proposal was not only the lowest price; it provides the best service to the main campus and the extension centers. We will be increasing our bandwidth from 150 to 500 meg and will be connecting the main campus directly to the extension centers with “dark fiber”. This increase in capability comes at a savings of nearly \$900 per month from our existing costs.



## Internet RFP Analysis

<b>Service</b>	<b><u>FLTG</u></b>	<b><u>Apogee</u></b>	<b><u>TWC</u></b>	<b><u>Frontier</u></b>	<b><u>ION</u></b>
<b><u>Preferred Service</u></b>					
3yr - 500meg main campus	2,000	2,550	2,350	3,820	3,135
Dark Fiber to IEC	450	2,335	1,000	1,974	1,795
Dark Fiber to CEC	450	2,335	1,000	1,974	1,795
<b>Total Monthly Fee</b>	<b>\$2,900</b>	<b>\$7,220</b>	<b>\$4,350</b>	<b>\$7,768</b>	<b>\$6,725</b>
Install fee each remote site			250		
<b>Total install</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$500</b>	<b>0</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2014-2015-32**

**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 23<sup>rd</sup> day of April 2015, 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 23<sup>rd</sup> day of April 2015.

Deputy Clerk of the Board of Trustees  
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: April 14, 2015

Re: Disposal of Surplus Items Report

Upon advisement from the College Library, and in coordination with the Buildings and Grounds Department, the following items have been determined to be obsolete and of no further use to the College. The items were offered for auction, and sold to the highest bidder for \$260.

Auctioned:

3 - Metal Microfilm Drawer Cabinets

Upon advisement from and in coordination with the Buildings and Grounds Department, the following items have been determined to be of no further use to the College. The items have been donated to the TC3 Foundation.

Donated:

3 - Metal File Cabinets

Upon advisement from 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:

16 - Chairs

1 - Vacuum Cleaner

1 - Piano (beyond reasonable repair)

Upon advisement from Campus Technology, and due to equipment upgrades, the following 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:

63 - Computers

1 - Server

9 - Televisions

7 - Monitors

5 - HP Switches (donation attempts unsuccessful)

8 - Printers

1 - Symposium 2 - TV Carts

1 - Typewriter

1 - Wireless Receiver

2 - Security Appliances

5 - Smart UPS Power Supply

1 - HP Storage Works

1 - Triplight SmartPro

1 - Scanner

The above items are to be removed from the College's inventory.