



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, DECEMBER 3, 2015
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. October 22, 2015 Regular Meeting
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 – None
 - b. Organizational Capacity – Child Care – Johanna Hartnett
10. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives)

11. Information Items:
 - a. Human Resources Updates
12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Treasurer's Report – September
 - d. Treasurer's Report – October
 - e. Disposal of Surplus Items
13. Standing Reports:
 - a. College Forum – Corrina Struzick and Jonathan Walz-Koeppel, Co-Chairs
 - b. Faculty Student Association – Amy Trueman
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson's Report – Elizabeth Burns
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee's Report – Olu Roberts
 - h. President's Report
14. Board Dialogue – Overview of the Strategic Plan and Focus on Enhanced Evidence-based Decision Making
15. Upcoming Events:
 - a. December Graduate Recognition Ceremony – December 11, 2015
 - b. College Holiday – College Closed – December 24, 2015 to January 1, 2016
 - c. Faculty Return – January 21, 2016
 - d. Next Meeting – January 21, 2016
 - e. Classes Begin – January 27, 2016
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
OCTOBER 22, 2015
RONALD W. SPACE BOARD ROOM**

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Dammi Herath, Olu Roberts, Raymond Schlather, and Bruce Tytler

EXCUSED: Chad Coates, Arthur Kuckes, Matt McSherry

ABSENT: None

COUNTY

LIAISONS: Mike Lane

STAFF: Carolyn Boone, Katrina Campbell, John Conners, Sue Dewey, David Flaten, Meg Garvey, LaSonya Griggs, Rick Grossman, Carl Haynes, Cathy Northrop, Bruce Ryan, Corrina Struzick, Blixey Taetzsch, Amy Trueman, Peter Voorhees, and Jonathan Walz-Koeppel

GUESTS: Jose Alzaibar, Visiting Fulbright Professor

- 1. Call to Order:** The meeting was called to order at 5:34 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. President Haynes introduced David Flaten who introduced Jose Alzaibar visiting Fulbright Professor from Uruguay. Mr. Alzaibar thanked the Trustees for the opportunity to come to TC3.
- 4. Approval of Agenda:** Chairperson Burns asked that "Approval of Position Description – Dean of Student Life and President of the Faculty Student Association (FSA)" be added to the agenda as Item 12c. Ms. Davison moved that the agenda be approved with this addition; seconded by Mr. Roberts; carried unanimously.
- 5. Public Comment:** None
- 6. Approval of Minutes – September 23, 2015:** Ms. Buck moved that the minutes of the September 23, 2015, meeting be approved as presented; seconded by Mr. Schlather; carried unanimously.
- 7. Communications:** None.

8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **College-wide Goals:**
 - a. **Student Success:** None.
 - b. **Organizational Capacity:** None.
10. **Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives):** Provost Connors spoke to his written report. LaSonya Griggs, Director of Financial Aid, spoke about initiatives underway to lower the student loan default rate. Bruce Tytler asked if we know the average debt load for a student when graduating from TC3. Ms. Griggs mentioned that the total amount for two years can be just under \$14,000.
11. **Information Items:**
 - a. **Human Resources Updates** – No discussion.
 - b. **Annual Contracts 2015-2016** – Mr. Schlather asked about snow removal. Dean Taetzsch mentioned that staff from our Buildings and Grounds have been able to handle snow removal, but if we have a significant storm, the College has a relationship with Becker Industries, who does have a contract with FSA for our residence life facilities, who would be able to assist with any major clean up that might be needed on the main campus.
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 presented; seconded by Mr. Schlather; carried unanimously.
 - a. **Capital Payments** – No discussion.
 - b. **Appointment of Personnel** – No discussion.
 - c. **Approval of Position Description – Dean of Student Life and President of the Faculty Student Association (FSA)** – President Haynes mentioned that this is the position currently held by Amy Trueman who will be retiring at the beginning of June 2016. One change in the actual position is the addition of President of FSA, which Dean Trueman took over when Vice President Poland retired.
13. **Standing Reports:**
 - a. **College Forum** – Co-Chair Jonathan Walz-Koeppel reported that the first meeting of the College Forum took place on October 2. Discussion at this meeting included welcoming new members, the purpose of the College Forum, and the Strategic Plan memos. Another meeting is scheduled for next week where there will be a continued discussion of the Strategic Plan memos, and a debriefing of the Fall Day College-wide Retreat.

- b. Faculty Student Association** – Dean Trueman reported that at the October meeting there was a presentation from athletics and recreation staff about the new equipment in the fitness center. The other outstanding order of business is reviewing the Bylaws, primarily for cleanup of positions, titles, etc.
- c. Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that a finance committee meeting took place on October 1. Eighteen TC3 Board members attended the joint board retreat that took place on Wednesday, October 14 at Coltivare. The Fall Scholarship Ceremony took place on Monday, October 19 in the new Forum. Forty students and 27 sponsors attended with their guests. The total amount awarded (not including Pathways) for the fall semester was \$62,165. A Pathways Reception recognizing the Pathways Scholarship recipients will take place on Wednesday, November 11. An investment committee meeting was held today, as well as a meeting to determine final changes for the architect to include in the renderings that will be used in marketing materials for the childcare center initiative. Prospects have been identified to begin immediate outreach efforts towards securing needed funding. The in-house campaign kick-off is scheduled for Monday, October 26.
- d. Chairperson’s Report** – Chairperson Burns mentioned that along with President Haynes, Trustees Buck, Coates, and Schlather attended the ACCT conference in San Diego, where President Haynes was presented with the Northeast Regional CEO Award. Ms. Buck said it was a great opportunity to see President Haynes receive his award. Ms. Buck also mentioned attending a session on California Trustee education. Dr. Coates and Mr. Schlather attended an afternoon session on diversity and inclusiveness and strategies for increasing diversity. Mr. Schlather said he would like to share some of the ideas that he had learned in this session – one of which was a strategy similar to our professor in residence/emerging scholars initiative.
- I. Board Retreat Agenda – Chairperson Burns reported that the Board Retreat agenda is being finalized and if anyone has any suggestion for an agenda item, please feel free to let her, President Haynes, or Ms. Northrop know.
 - II. Board Dialogue Sessions – President Haynes shared a list of possible dialogue topics.
 - Strategic Plan – one session to review overall plan or perhaps consider each of the four strategic priorities as a stand-alone dialogue session throughout the year (consider changing Board agenda to reflect each strategic priority as a focus for monthly presentations.)
 - Marketing research – follow-up implementation plan (later in the year) could be wrapped into strategic priority
 - Students and faculty from the Vector program to discuss their experience – could be brought in as part of the first priority.

- Student success profiles – perhaps highlight as part of the marketing dialogue
- SUNY direction and issues (information about Performance Improvement Plan, SUNY EXCELS, etc.)
- Innovations Center (possibly presentation)
- Public funding of higher education trends
- Campus shooting and security/Campus safety/Active shooter
- Local hospitality industry – career options/trends
- Human Services Programs – the future
- Peaks Program and leadership development (presentation)
- Student Leadership Development Opportunities

There was consensus to use the four “Strategic Priorities” as the basis for the dialogue sessions for this year.

Topics for presentations will include:

- Innovations Center
- DSS, Goodwill, Women’s Opportunity Center, etc., organizations that deal with people in chronic need to work with them to provide support they need to survive and function and steer them to a community college (PACE, Pathways, Ex-Offender programs)
- Child Care presentation to provide information about current initiative (this will be a presentation at the next Board meeting in December 2015)
- Culinary and Hospitality – career options/trends
- Active shooter training/presentation
- Overview of SUNY Direction and Issues
- PEAKS Program and leadership development
- Student leadership development opportunities

e. Liaison Report (Cortland County) – No report.

f. Liaison Report (Tompkins County) – Mr. Lane reported that there will be a public hearing on the Tompkins County budget. Their budget was helped this year by the reduced pension rate to pay on their employee payroll. The County will be seeking a grant from New York State to study police consolidation to see if there could be some kind of unified police presence in the County. Other police agencies in the County will be asked to join in the discussion. The County is studying the issue of consolidation of local courts, which is being sponsored by the Tompkins County Council of Governments. Planning is under way for the 2017 Bicentennial. Discussions have begun about events to commemorate an important time in our history and we are looking at a logo for the Bicentennial. Christine Shanks, Assistant Professor and Graphic Design Department Chair, took four students with draft logos to the Bicentennial meeting and the group would like the students to use elements from the draft

logos to rework another draft logo. There will also be discussions with others at TC3 about developing public service videos for the Bicentennial. Students working on both of these projects will receive course credit and will be able to include the project(s) in their portfolios.

g. Student Trustee's Report – Mr. Roberts reported that the Student Government Association has been actively recruiting and getting new members active and ready to take over in place of those members who will be graduating and/or leaving in December. Since the tutoring center moved upstairs, there is a lot more use. The students have purchased a condolence register and are asking everyone to sign it as an expression of sympathy to those who lost their lives at Umpqua Community College. The condolence register was made available for the Trustees to sign. We will be sending this to their Board of Trustees and student body.

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

14. Upcoming Events: No discussion.

15. Dialogue Session – “College of the Overwhelmed” – High Needs Students – Dean Trueman introduced Katrina Campbell, Coordinator of Advisement Services; Lasonya Griggs, Director of Financial Aid; Carolyn Boone, Coordinator of Access and Equity Services; and Meg Garvey, Coordinator of Counseling, Career, and Transfer Services. Dean Trueman said that despite having slightly lower enrollment, all of our offices seem to be just as busy. Some students come with good academic preparation and have had other family members attend a college, and some are first generation college students with poor academic preparation and little or no knowledge of how to navigate a college system. Those from the first group are aware of services and expect support. Those with a lack of preparation and no knowledge of college don't know what their needs are, but these students do have some very high needs. Ms. Boone said that one of the biggest changes she has seen is in the number of students who are deaf/hard of hearing and the number of students on the autism spectrum and the services they need without having the one on one aid they had in the K-12 system. Mr. Schlater asked questions regarding expenses and lack of full funding. The total cost per year for a residential student, which includes tuition, fees, books, supplies, transportation, housing, and a meal plan is approximately \$19,290. Break housing is available to students who have no place to go at a charge of \$25 per day. Strategies for dealing with the gap between financial aid and total costs include scholarships, workstudy, and discretionary aid. We also have a food pantry in our residence life facility and the Southern Tier Food Bank has a food truck they are interested in bringing to the campus. Our RAs and RDs get to know many of our students. The number of students who are in need of food is not large, and many of those are able to eat with others in their room. There are apartment style kitchens in the residence halls, but this means that students do need a skill set to be able to prepare meals. There is a small grocery store in one of the residence life halls to

buy small food items. Mr. Schlather asked what the Board could do in terms of addressing through policy and/or operational changes to assist these students in need. Ms. Griggs said if we could find a way to contain costs from year to year – with federal and state aid increasing each year, that would help. Also, if we could have funds on campus to be handed out as part of financial aid to those in the most need, that would help. We do have the Arthur Kuckes endowment that is used in that way, but we can always use more. We are working on initiatives to lower costs such as textbook costs. When asked if we see a connection between student success and the students with financial needs, the response was that it is seen most for the students who don't have books. Also, it is helpful when employees know what financial services/funding are available. Ms. Garvey mentioned that she sees a lack of resiliency and lack of basic problem solving skills in our needier students. There was a question of the need for certain remedial classes in terms of building resilience, possibly coming up with different pedagogies for first semester courses. It would also be helpful to have some health and mental health services available on campus. The academic alert data appears as if when we decreased the number of students enrolled, we decreased the number of those on academic alert and there was the question of if we tend to lose our more academically challenged students. The early alert system has proven successful. Ms. Boone said that her experience with students with disabilities shows that they quite often have a little more resilience. She said we are seeing a higher number of students with disabilities graduating. One of the biggest issues we have across the board in terms of alerts are students who don't go to class. Dean Trueman thanked the Board of Trustees for their interest in wanting to help these students in need. She said it is important when people are working so hard and doing such excellent work that there is such a level of support from the Board of Trustees.

- 16. Executive Session for Discussion of President and Board Evaluations (no action to be taken)** – Mr. Schlather moved that the meeting convene in executive session for discussion of the President and Board evaluations, with no action to be taken; seconded by Mr. Roberts; carried unanimously. The meeting convened into executive session at 7:58 p.m.

The meeting reconvened in regular session at 8:41p.m.

- 17. Adjournment:** Ms. Davison moved that the meeting be adjourned; seconded by Dr. Herath; carried unanimously. The meeting adjourned at 8:41 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: November 19, 2015

Re: December Report

Note: Please accept my apologies for my absence from the December Board of Trustees meeting. I will be away at the annual Middle States Conference, during which I expect to receive valuable guidance as we prepare our 2018 self-study report.

Emerging Scholars Program –The implementation of the Emerging Scholars Program has begun. Through the generosity of Arthur Kuckes, we will be able to fund two candidates to begin their graduate work in Fall 2016. We have begun to publicize the program, to contact our graduates, and to post the positions formally.

Identity Summit – The Office of Multicultural Services has again sponsored an Identity Summit, a program focusing on how identity affected student development. Seth Thompson reported that over seventy students participated in the summit, which addressed the main theme of identity at work. Sessions covered transitions from college to work, one's identity on social media, and finding a career that expresses one's identity.

Food Pantry – The Food Bank of the Southern Tier sponsored a mobile food pantry on campus in mid-November. 137 members of the campus community received a selection of healthy and nutritious food. Den Mohlenhoff, Darese Doskal, and Ray Weaver did excellent work in support of this initiative, which has clearly made a difference in many lives.

Registration Day – Registration for Spring 2016 began with a very successful Registration Day on November 12. Our goal for the day was to register a total of 1,300 students representing 525 FTEs. We exceeded both targets, with 1,342 students registering, generating 541.5 FTEs. There is, of course, much work to be done, as registration will continue until classes begin in January.

Open SUNY Institutional Readiness Project – With Tony DeFranco taking the lead, we will work with colleagues from the Open SUNY project to have them conduct an analysis of our on-line offerings and support systems, with the intention of our receiving specific guidance for improvement. Tony will lead a group of faculty members and administrators in organizing this effort and working with SUNY, which will conduct a site visit to campus in Spring 2016.

Global Updates

The College has signed an agreement with SUNY Cortland to expand study abroad opportunities for students from the two campuses.

Enrollment in the global Walt Disney World program are 48 in the Summer/Fall 2015 and 51 in Winter/Spring 2016.

JoDi Anderson, formerly ESL International Tutoring Coordinator at Bard College, has joined the College as the new Coordinator of Global Programs.

The College hosted the Red Mutis group on November 4 through 7; President Haynes will provide details in his report to the Board.

The College observed International Week on campus the week of November 16 with a variety of events highlighting numerous cultures that are represented in our student body.

Study abroad experiences in January 2016 will take place in Cambodia, Ireland, and Nicaragua.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of November 18, 2015

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Coordinator of Global Programs	September 2015	July 28, 2015	August 2015	Hired JoDi Andersen 11/16/15
Manager of Enterprise Systems	November 2015	September 29, 2015	October 30, 2015	Conducting Interviews
Counselor (Adjunct) Part-time, Temporary	January 2016	November 5, 2015	December 2015	Reviewing Applications
Emerging Scholar (2 Positions)	August 2016	November 16, 2015	February 2016	Accepting Applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Project Assistant (1)	Student Success Services	October 26, 2015	Finalizing Interviews
Project Assistant (1) (Grant Funded)	Strategic Corporate & Community Partnerships	November 1, 2015	Hired Jaime White 11/12/15
Secretary Part-time, Seasonal	Student Activities/Student Center	November 2015	Hired Pam Davis 11/04/15

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Teacher Aide	Child Care Center	November 2015	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Line Cook	TC3 Bistro	November 2015	Accepting Applications
Dishwasher	TC3 Bistro	November 2015	Hired Marlene Reynolds
Host/Hostess	TC3 Bistro	November 2015	Accepting Applications
Server	TC3 Bistro	November 2015	Accepting Applications
Catering and Events Manager	TC3 Bistro	November 2015	Conducting Interviews

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of November 18, 2015

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

FACULTY ASSOC.

PAA

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

Capital Payments/Master Plan	Amount	Subtotal	Grand Total
Administrative			
American Storage Trailer (PO #30827) Storage, Invoice M4121	\$90.00		
Total Administrative		\$90.00	
Electrical			
Matco (PO#29977) Pay App #15, Electrical	\$1,091.55		
Total Electrical		\$1,091.55	
Design Services			
Holt Architects (PO #29384) Invoice #213034028, Design Services	\$6,204.76		
Holt Architects (PO #29384) Invoice #213034029, Design Services	\$3,846.11		
Total Design Services		\$10,050.87	
FFE			
Design Specialists (PO #30819) Window Shades, Invoice #5432	\$4,921.00		
Riley Maintenance Bathroom Dispensers, New Forum Invoices 019925, 019925A	\$202.00		
Steven's Office Interiors (PO #30664) Staging Components, Invoice #140256	\$56,810.12		
Total FFE		\$61,933.12	

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

Capital Payments/Master Plan	Amount	Subtotal	Grand Total
General Construction			
Bouley Associates (PO #29974) General Construction, Application #15	\$133,088.43		
Total General Construction		\$133,088.43	
Signage			
American Sign & Engraving Invoices 3334, 3335, Signage	\$56.00		
Grainger Restroom Signs, Invoice 39887751296	\$74.56		
Total Signage		\$130.56	
<hr/>			
Total Capital Payments			\$206,384.53

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2015-2016-11**

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: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
3rd day of December 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 3rd day of
December 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Thursday, November 19, 2015
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Jenes, Eric	Librarian/Tutor	Adjunct	\$12,580.68	08/19/2015 To 12/21/2015
Martin, Angela	Curriculum planning and course desing for 9-week TESOL Program	Adjunct	\$565.80	08/25/2015 To 09/25/2015
Arnold, Melanie	Independent Study-COMM245-M49C (R. Elghazi)	Adjunct	\$492.00	08/26/2015 To 12/18/2015
Arnold, Melanie	Independent Study-COMM298-49C (W. Hanson)	Adjunct	\$492.00	08/26/2015 To 12/18/2015
Edgecomb, Patricia	CAPS121 M03 CAPS111 M03 CAPS121 M02 CAPS111 M02 CAPS131 M01 CAPS133 BL2 CAPS123 BL1 CAPS131 BL2 CAPS131 BL5	Adjunct	\$11,920.91	08/26/2015 To 12/18/2015
Han, Man-Young	Independent Study-SPMT270-M49C	Adjunct	\$492.00	08/26/2015 To 12/18/2015
Loop, Jill	Additional compensation for enrollment above 20 students in ENGL204-BL3	Adjunct	\$300.00	08/26/2015 To 12/18/2015
Morris, Kathy	Independent Study-ART290-M90 (J. Wood)	Adjunct	\$492.00	08/26/2015 To 12/18/2015
Morris, Kathy	ART290-M90	Adjunct	\$492.00	08/26/2015 To 12/18/2015
Strauf, Dale	HLTH126 M01 FITN108 M01 FITN120 M01 FITN121 M01 FITN141 M01 HLTH126 M03	Adjunct	\$6,890.00	08/26/2015 To 12/18/2015
Veshcherevich, Radmil	Independent Study-RUSN280-M49C	Adjunct	\$492.00	08/26/2015 To 12/18/2015
Wells, Frances	CAPS121 M09 CAPS111 M04 CAPS111 BL5 CAPS111 BL3 CAPS131 M03 CAPS131 M08 CAPS121 M04 CAPS111 BL4 CAPS121 BL5	Adjunct	\$11,920.91	08/26/2015 To 12/18/2015
September				
Carey, Christopher	CollegeNow Faculty Liaison-ENGL Dept.	Adjunct	\$525.30	09/01/2015 To 10/30/2015
MacDowell, Gary	CollegeNow Faculty Liaison-HLTH/FITN Depts.	Adjunct	\$210.12	09/01/2015 To 10/30/2015
MacDowell, Gary	CollegeNow Faculty Liaison-HLTH/FITN Depts.	Adjunct	\$256.25	09/01/2015 To 10/30/2015
Okaru, Alfred	CollegeNow Faculty Liaison-FITN Dept.	Adjunct	\$52.53	09/01/2015 To 10/30/2015
Ruoff, Guy	CollegeNow Faculty Liaison-POSC Dept.	Adjunct	\$577.83	09/01/2015 To 10/30/2015
Ryan, Jessica	CollegeNow Faculty Liaison-SOCI Dept.	Adjunct	\$52.53	09/01/2015 To 10/30/2015
Stremlin, Tatiana	CollegeNow Faculty Liaison-MUSC Dept.	Adjunct	\$157.59	09/01/2015 To 10/30/2015
Sutton, Levi	CollegeNow Faculty Liaison-DRAFT Dept.	Adjunct	\$157.59	09/01/2015 To 10/30/2015
Westlake, Butch	CollegeNow Faculty Liaison-BUAD/GEOG Depts.	Adjunct	\$735.42	09/01/2015 To 10/30/2015
Whitcraft, Michele	CollegeNow Faculty Liaison-CHEM Dept.	Adjunct	\$157.59	09/01/2015 To 10/30/2015
Young, Tammy	CollegeNow Faculty Liaison-FITN Dept.	Adjunct	\$199.61	09/01/2015 To 10/30/2015
October				
Rosekrans, Linda	Additional compensation for enrollment above 16 students in ENL100-BL4	Adjunct	\$300.00	10/01/2015 To 12/18/2015
Wells, Frances	Additional compensation for enrollment above 16 students in CAPS111-BL4	Adjunct	\$100.00	10/01/2015 To 11/09/2015
Treadwell, Paul	ANTH260-SLC2, HLTH216-SLC2, Learning Community/Cont. Immersion - Team Taught	Adjunct	\$2,610.00	10/21/2015 To 12/18/2015
November				
Grant, Elizabeth	ENGL102-M01, 02; ENGL201-M04, M05 Coverage for J. Cambridge	Adjunct	\$593.60	11/02/2015 To 11/04/2015
Davis, Pamela	Student Activities & Student Center	Secretary - Grade G Part-time, Seasonal	\$49,070.61	11/04/2015
Heffner, Bill	Extension of admissions fall recruiting	Adjunct	\$4,307.63	11/09/2015 To 12/11/2015
White, Jaime	Strategic Corporate & Community Partnerships	Project Assistant	\$33,240.31	11/12/2015
Andersen, JoDi	Global Operations	Coord. Global Prog.-Grade 2	\$51,000.00	11/16/2015
Cornish, Erin	Borg Warner Math Review	Adjunct	\$100.00	11/23/2015
Plumeau, Margaret	Borg Warner Math Review	Adjunct	\$100.00	11/24/2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

November 18, 2015

Resignations/Retirements/Separations

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

FACULTY STUDENT ASSOCIATION

None.

BISTRO

Denis Boucher	October 30, 2015	Relocating
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TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

SEPTEMBER 30, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

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SEPTEMBER 30, 2015

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Narrative Highlights
Treasurer's Report
30-Sep-15

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$7,567,664 in a money market savings account averaging .20% interest earnings for September \$3,300,027 in savings. The maximum amount available for investment will fluctuate with a peak of \$8,097,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,690,311 is a decrease from \$4,536,333. 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 \$32,631. The interfunds account balance of \$4,458,997 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 September 30, total expenditures amounted to \$3,796,555 or 9.65% of the 2014-2015 budget. Comparable expenditures for period one last year were \$3,808,274 or 9.73% of the 2014-2015 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$12,277,732 are 31.2% of the revenue budget. Prior year revenues were \$12,239,370 are 31.3% of total budgeted revenue

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2015**

	Current Month 9/30/2015	Previous Month 8/31/2015	Previous Year 9/30/2014
ASSETS			
Cash in Demand Deposit	\$7,567,664	\$870,676	\$472,095
Cash in Time Deposits	3,300,027	4,536,333	10,364,607
Petty Cash	1,729	1,729	1,729
Accounts Receivable--Students	3,690,311	1,237,217	3,389,491
Accounts Receivable--Misc.	220,565	526,390	286,729
Prepaid Expenses	(5,382)	169,763	17,809
Due From Other Funds	4,458,997	2,437,089	1,821,112
Due From Sponsor Governments	0	0	0
Due From State Governments	9,739	9,739	2,499,939
Due From Other Governments	32,631	66,062	38,703
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$19,276,281	\$9,854,998	\$18,892,214
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$58,431	\$164,557	\$74,475
Payroll Liabilities	2,282,607	2,417,090	2,248,081
Student Financial Aid Liabilities	1,853,306	1,585,045	1,916,276
Accrued Liabilities	1,910,843	1,375,832	1,945,054
Due to Other Funds	3,638,554	1,230,932	3,472,831
Due to State Governments	0	0	0
Student Tuition Collected in Advance	0	1,625,898	0
Fund Balance	1,455,644	1,455,644	1,376,300
Revenue Over (Under) Expenditures	7,976,896	0	7,859,197
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$19,176,281	\$9,854,998	\$18,892,214
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2015-2016
FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2015

	PER CENT YEAR					8.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	9,427,081	9,451,081	668,143	8,782,938	7.07%	
Equipment	0	0	0	0	0.00%	
Contractual Expenses	6,300,483	6,300,483	1,573,530	4,726,953	24.97%	
Employee Benefits	<u>4,134,798</u>	<u>4,134,798</u>	<u>213,806</u>	<u>3,920,992</u>	5.17%	
Total Instruction	<u>19,862,362</u>	<u>19,886,362</u>	<u>2,455,479</u>	<u>17,430,883</u>	<u>12.35%</u>	
Public Service						
Personal Services			0			
Equipment			0			
Contractual Expenses			0			
Employee Benefits			<u>0</u>			
Total Public Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Academic Support						
Personal Services	1,446,756	1,451,556	88,994	1,362,562	6.13%	
Equipment	80,000	40,000	0	40,000	0.00%	
Contractual Expenses	235,726	235,726	15,984	219,742	6.78%	
Employee Benefits	<u>621,089</u>	<u>621,089</u>	<u>28,478</u>	<u>592,611</u>	<u>4.59%</u>	
Total Academic Support	<u>2,383,571</u>	<u>2,348,371</u>	<u>133,456</u>	<u>2,214,915</u>	<u>5.68%</u>	
Libraries						
Personal Services	488,668	495,868	34,932	460,936	7.04%	
Equipment	0	170,776	0	170,776	0.00%	
Contractual Expenses	170,776	0	36,209	(36,209)	#DIV/0!	
Employee Benefits	<u>212,253</u>	<u>212,253</u>	<u>11,178</u>	<u>201,075</u>	<u>5.27%</u>	
Total Libraries	<u>871,697</u>	<u>878,897</u>	<u>82,319</u>	<u>796,578</u>	<u>9.37%</u>	

APPROPRIATIONS 2015-2016(Cont.)

PER CENT YEAR

8.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,079,252	3,123,252	184,546	2,938,706	5.91%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,489,669	1,489,669	185,338	1,304,331	12.44%
Employee Benefits	<u>1,308,133</u>	<u>1,308,133</u>	<u>59,055</u>	<u>1,249,078</u>	<u>4.51%</u>
Total Student Services	<u>5,877,054</u>	<u>5,921,054</u>	<u>428,939</u>	<u>5,492,115</u>	<u>7.24%</u>
Maintenance and Operation of Plant					
Personal Services	2,183,773	2,188,973	86,586	2,102,387	3.96%
Equipment	0	863,938	0	863,938	0.00%
Contractual Expenses	863,938	0	17,509	(17,509)	#DIV/0!
Employee Benefits	<u>951,135</u>	<u>951,135</u>	<u>27,708</u>	<u>923,427</u>	<u>2.91%</u>
Total Maintenance and Operation of Plant	<u>3,998,846</u>	<u>4,004,046</u>	<u>131,803</u>	<u>3,872,243</u>	<u>3.29%</u>
Institutional Support					
Personal Services	1,604,729	1,604,729	109,383	1,495,346	6.82%
Equipment	0	0	0	0	0.00%
Contractual Expenses	289,358	289,358	17,988	271,370	6.22%
Employee Benefits	<u>707,643</u>	<u>707,643</u>	<u>35,003</u>	<u>672,640</u>	<u>4.95%</u>
Total Institutional Support	<u>2,601,730</u>	<u>2,601,730</u>	<u>162,374</u>	<u>2,439,356</u>	<u>6.24%</u>
General Institutional Services					
Personal Services	2,016,748	1,931,548	125,406	1,806,142	6.49%
Equipment	20,000	60,000	0	60,000	0.00%
Contractual Expenses	921,001	921,001	233,869	687,132	25.39%
Employee Benefits	<u>806,312</u>	<u>806,312</u>	<u>42,911</u>	<u>763,401</u>	<u>5.32%</u>
Total General Institutional Services	<u>3,764,061</u>	<u>3,718,861</u>	<u>402,186</u>	<u>3,316,675</u>	<u>10.81%</u>
TOTAL APPROPRIATIONS	<u>39,359,321</u>	<u>39,359,321</u>	<u>3,796,556</u>	<u>35,562,765</u>	<u>9.65%</u>

2015-2016 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 8.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	190,000	190,000	38,745	151,255	0.00%
State Employee's Retirement	1,188,890	1,188,890	108,705	1,080,185	9.14%
State Teacher's Retirement	288,538	288,538	29,707	258,831	10.30%
Optional Retirement Fund	1,121,581	1,121,581	79,380	1,042,201	7.08%
Social Security	1,511,777	1,511,777	98,701	1,413,076	6.53%
Workers Compensation	209,481	209,481	173,759	35,722	82.95%
Misc Employee Benefits	92,000	92,000	6,231	85,769	6.77%
Disability Insurance	13,713	13,713	892	12,821	6.50%
Hospital and Medical Insurance	3,869,821	3,869,821	329,347	3,540,474	8.51%
Employee Tuition Benefits	120,562	120,562	50,086	70,476	41.54%
Life Insurance	10,000	10,000	830	9,170	8.30%
Vacation Benefits	100,000	100,000	8,000	92,000	8.00%
Unemployment Insurance	25,000	25,000	0	25,000	0.00%
Total Employee Benefits	8,741,363	8,741,363	924,383	7,816,980	10.57%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2015-2016
FINANCIAL REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2015**

PER CENT YEAR 8.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,567,530	\$15,567,530	7,421,892	8,145,638	47.68%
Winter	\$98,400	\$98,400	0		
Summer	1,171,750	1,171,750	0	1,171,750	0.00%
Nonresident Tuition	1,216,905	1,216,905	1,478,548	(261,643)	121.50%
Student Fee Revenue (Tech Fee)	1,600,000	1,600,000	764,263	835,737	47.77%
Total Tuition	<u>19,654,585</u>	<u>19,654,585</u>	<u>9,664,703</u>	<u>9,891,482</u>	<u>49.17%</u>
Government Appropriations					
New York State	10,161,623	10,161,623	2,525,850	7,635,773	24.86%
Local Sponsors	4,650,364	4,650,364	0	4,650,364	0.00%
Appropriated Cash Surplus	91,183	91,183	0	91,183	
Charges to Other Counties	4,104,001	4,104,001	0	4,104,001	0.00%
Total Government Appropriations	<u>19,007,171</u>	<u>19,007,171</u>	<u>2,525,850</u>	<u>16,481,321</u>	<u>13.29%</u>
Other Revenues					
Service Fees	108,865	108,865	9,430	99,435	8.66%
Interest Earnings	6,000	6,000	531	5,469	8.85%
Rental of Real Property	82,000	82,000	16,050	65,950	19.57%
Contract Courses	95,000	95,000	42,643	52,357	44.89%
Noncredit Tuition	203,700	203,700	14,224	189,476	6.98%
Grant Offsets	152,000	152,000	0	152,000	0.00%
Unclassified Revenues	50,000	50,000	4,301	45,699	8.60%
Total Other Revenues	<u>697,565</u>	<u>697,565</u>	<u>87,179</u>	<u>610,386</u>	<u>12.50%</u>
TOTAL REVENUES	<u>\$39,359,321</u>	<u>\$39,359,321</u>	<u>\$12,277,732</u>	<u>\$26,983,189</u>	<u>31.19%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
SEPT 2015 TO JAN 2016**

	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$5,408,738	\$10,867,691	\$8,097,691	\$5,749,415	\$5,936,728	\$3,588,452
<u>RECEIPTS</u>						
Student Accounts Receivable	\$841,949	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Student Financial Aid	\$6,043,016	\$0	\$0	\$0	\$0	\$0
Sponsor Payments	\$0	\$0	\$421,724	\$421,724	\$421,724	\$421,724
Chargebacks to Other Counties	\$30,683	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
State Aid	\$2,525,850			\$2,535,589		
Repayment of Grant Fund Advances	\$41,546	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
Repayment of Capital Fund Advances	\$258,279	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Other Receipts	\$2,821	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Projected Cash Receipts	<u>\$9,744,144</u>	<u>\$1,145,000</u>	<u>\$1,566,724</u>	<u>\$4,102,313</u>	<u>\$1,566,724</u>	<u>\$1,566,724</u>
<u>DISBURSEMENTS</u>						
Payments to Students	\$84,588	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Accounts Payable	\$1,640,922	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
Payroll and Fringe Benefits	\$1,793,669	\$1,795,000	\$1,795,000	\$1,795,000	\$1,795,000	\$1,795,000
Grant Fund Advances	\$119,664	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Capital Fund Advances	<u>\$646,348</u>	<u>\$300,000</u>	<u>\$300,000</u>	<u>\$300,000</u>	<u>\$300,000</u>	<u>\$300,000</u>
Projected Cash Disbursements	<u>\$4,285,191</u>	<u>\$3,915,000</u>	<u>\$3,915,000</u>	<u>\$3,915,000</u>	<u>\$3,915,000</u>	<u>\$3,915,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>						
MONEY MARKET/ SAVINGS	\$10,817,673	\$8,047,672	\$5,699,395	\$5,886,707	\$3,538,430	\$1,190,153
CASH IN TIME DEPOSITS	<u>\$50,018</u>	<u>\$50,019</u>	<u>\$50,020</u>	<u>\$50,021</u>	<u>\$50,022</u>	<u>\$50,023</u>
TOTAL CASH IN TIME DEPOSITS	\$10,867,691	\$8,097,691	\$5,749,415	\$5,936,728	\$3,588,452	\$1,240,176

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

OCTOBER 31, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

OCTOBER 31, 2015

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Narrative Highlights
Treasurer's Report
31-Oct-15

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$1,428,184 in a money market savings account averaging .20% interest earnings for October \$3,448,026 in savings. The maximum amount available for investment will fluctuate with a peak of \$7,000,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,804,670 is a decrease from \$3,690,311. 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 \$1,526,789. The interfunds account balance of \$3,196,798 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 October 31, total expenditures amounted to \$8,037,321 or 20.4% of the 2014-2015 budget. Comparable expenditures for period two last year were \$7,665,046 or 19.6% of the 2014-2015 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of 13,973,631 are 35.5% of the revenue budget. Prior year revenues were \$13,156,777 are 33.7% of total budgeted revenue

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

	Current Month 10/31/2015	Previous Month 9/30/2015	Previous Year 10/31/2014
ASSETS			
Cash in Demand Deposit	\$1,428,184	\$7,567,664	\$982,257
Cash in Time Deposits	3,448,026	3,300,027	4,394,713
Petty Cash	1,729	1,729	1,729
Accounts Receivable--Students	3,804,670	3,690,311	3,103,909
Accounts Receivable--Misc.	204,622	220,565	375,983
Prepaid Expenses	6,202	(5,382)	14,107
Due From Other Funds	3,196,798	4,458,997	3,110,068
Due From Sponsor Governments	0	0	0
Due From State Governments	9,739	9,739	39,131
Due From Other Governments	1,586,279	32,631	1,079,133
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$13,686,249	\$19,276,281	\$13,101,030
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES AND SURPLUS			
Vouchers Payable	\$22,570	\$58,431	\$32,564
Payroll Liabilities	2,458,922	2,282,607	2,437,042
Student Financial Aid Liabilities	188,385	1,853,306	235,403
Accrued Liabilities	1,579,672	1,910,843	1,422,500
Due to Other Funds	2,706,752	3,638,554	2,725,242
Due to State Governments	0	0	0
Student Tuition Collected in Advance	0	0	0
Fund Balance	1,455,644	1,455,644	1,376,300
Revenue Over (Under) Expenditures	5,274,304	7,976,896	4,871,979
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES AND SURPLUS	\$13,686,249	\$19,176,281	\$13,101,030
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2015-2016
FINANCIAL REPORT FOR THE PERIOD ENDING OCTOBER 31, 2015

				PER CENT YEAR	17.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Instruction					
Personal Services	9,427,081	9,451,081	1,861,761	7,589,320	19.70%
Equipment	0	0	0	0	0.00%
Contractual Expenses	6,300,483	6,300,483	2,233,141	4,067,342	35.44%
Employee Benefits	<u>4,134,798</u>	<u>4,134,798</u>	<u>595,763</u>	<u>3,539,035</u>	14.41%
Total Instruction	<u>19,862,362</u>	<u>19,886,362</u>	<u>4,690,665</u>	<u>15,195,697</u>	<u>23.59%</u>
Public Service					
Personal Services			0		
Equipment			0		
Contractual Expenses			0		
Employee Benefits			<u>0</u>		
Total Public Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Academic Support					
Personal Services	1,446,756	1,451,556	252,960	1,198,596	17.43%
Equipment	80,000	40,000	367	39,633	0.00%
Contractual Expenses	235,726	235,726	31,040	204,686	13.17%
Employee Benefits	<u>621,089</u>	<u>621,089</u>	<u>80,947</u>	<u>540,142</u>	<u>13.03%</u>
Total Academic Support	<u>2,383,571</u>	<u>2,348,371</u>	<u>365,314</u>	<u>1,983,057</u>	<u>15.56%</u>
Libraries					
Personal Services	488,668	495,868	93,299	402,569	18.82%
Equipment	0	170,776	0	170,776	0.00%
Contractual Expenses	170,776	0	49,328	(49,328)	#DIV/0!
Employee Benefits	<u>212,253</u>	<u>212,253</u>	<u>29,856</u>	<u>182,397</u>	<u>14.07%</u>
Total Libraries	<u>871,697</u>	<u>878,897</u>	<u>172,483</u>	<u>706,414</u>	<u>19.62%</u>

APPROPRIATIONS 2015-2016(Cont.)

PER CENT YEAR

17.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,079,252	3,123,252	554,625	2,568,627	17.76%
Equipment	0	0	0	0	0.00%
Contractual Expenses	1,489,669	1,489,669	226,004	1,263,665	15.17%
Employee Benefits	<u>1,308,133</u>	<u>1,308,133</u>	<u>177,480</u>	<u>1,130,653</u>	<u>13.57%</u>
Total Student Services	<u>5,877,054</u>	<u>5,921,054</u>	<u>958,109</u>	<u>4,962,945</u>	<u>16.18%</u>
Maintenance and Operation of Plant					
Personal Services	2,183,773	2,188,973	341,982	1,846,991	15.62%
Equipment	0	863,938	0	863,938	0.00%
Contractual Expenses	863,938	0	173,736	(173,736)	#DIV/0!
Employee Benefits	<u>951,135</u>	<u>951,135</u>	<u>109,434</u>	<u>841,701</u>	<u>11.51%</u>
Total Maintenance and Operation of Plant	<u>3,998,846</u>	<u>4,004,046</u>	<u>625,152</u>	<u>3,378,894</u>	<u>15.61%</u>
Institutional Support					
Personal Services	1,604,729	1,604,729	292,174	1,312,555	18.21%
Equipment	0	0	0	0	0.00%
Contractual Expenses	289,358	289,358	43,442	245,916	15.01%
Employee Benefits	<u>707,643</u>	<u>707,643</u>	<u>93,496</u>	<u>614,147</u>	<u>13.21%</u>
Total Institutional Support	<u>2,601,730</u>	<u>2,601,730</u>	<u>429,112</u>	<u>2,172,618</u>	<u>16.49%</u>
General Institutional Services					
Personal Services	2,016,748	1,931,548	345,353	1,586,195	17.88%
Equipment	20,000	60,000	367	59,633	0.00%
Contractual Expenses	921,001	921,001	334,787	586,214	36.35%
Employee Benefits	<u>806,312</u>	<u>806,312</u>	<u>115,978</u>	<u>690,334</u>	<u>14.38%</u>
Total General Institutional Services	<u>3,764,061</u>	<u>3,718,861</u>	<u>796,485</u>	<u>2,922,376</u>	<u>21.42%</u>
TOTAL APPROPRIATIONS	<u>39,359,321</u>	<u>39,359,321</u>	<u>8,037,320</u>	<u>31,322,001</u>	<u>20.42%</u>

2015-2016 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 8.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	190,000	190,000	109,784	80,216	0.00%
State Employee's Retirement	1,188,890	1,188,890	274,046	914,844	23.05%
State Teacher's Retirement	288,538	288,538	82,879	205,659	28.72%
Optional Retirement Fund	1,121,581	1,121,581	204,665	916,916	18.25%
Social Security	1,511,777	1,511,777	283,030	1,228,747	18.72%
Workers Compensation	209,481	209,481	173,417	36,064	82.78%
Misc Employee Benefits	92,000	92,000	15,542	76,458	16.89%
Disability Insurance	13,713	13,713	2,668	11,045	19.46%
Hospital and Medical Insurance	3,869,821	3,869,821	642,732	3,227,089	16.61%
Employee Tuition Benefits	120,562	120,562	50,250	70,312	41.68%
Life Insurance	10,000	10,000	2,470	7,530	24.70%
Vacation Benefits	100,000	100,000	16,000	84,000	16.00%
Unemployment Insurance	25,000	25,000	10,301	14,699	0.00%
Total Employee Benefits	8,741,363	8,741,363	1,867,784	6,873,579	21.37%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2015-2016
FINANCIAL REPORT FOR THE PERIOD ENDING OCTOBER 31, 2015**

PER CENT YEAR 17.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,567,530	\$15,567,530	7,908,522	7,659,008	50.80%
Winter	\$98,400	\$98,400	9,348		
Summer	1,171,750	1,171,750	0	1,171,750	0.00%
Nonresident Tuition	1,216,905	1,216,905	1,138,304	78,601	93.54%
Student Fee Revenue (Tech Fee)	1,600,000	1,600,000	763,038	836,962	47.69%
Total Tuition	<u>19,654,585</u>	<u>19,654,585</u>	<u>9,819,212</u>	<u>9,746,321</u>	<u>49.96%</u>
Government Appropriations					
New York State	10,161,623	10,161,623	2,525,850	7,635,773	24.86%
Local Sponsors	4,650,364	4,650,364	0	4,650,364	0.00%
Appropriated Cash Surplus	91,183	91,183	0	91,183	
Charges to Other Counties	4,104,001	4,104,001	<u>1,548,315</u>	2,555,686	<u>37.73%</u>
Total Government Appropriations	<u>19,007,171</u>	<u>19,007,171</u>	<u>4,074,165</u>	<u>14,933,006</u>	<u>21.43%</u>
Other Revenues					
Service Fees	108,865	108,865	12,917	95,948	11.87%
Interest Earnings	6,000	6,000	1,216	4,784	20.27%
Rental of Real Property	82,000	82,000	17,375	64,625	21.19%
Contract Courses	95,000	95,000	1,978	93,022	2.08%
Noncredit Tuition	203,700	203,700	18,385	185,315	9.03%
Grant Offsets	152,000	152,000	15,965	136,035	10.50%
Unclassified Revenues	50,000	50,000	12,419	37,581	24.84%
Total Other Revenues	<u>697,565</u>	<u>697,565</u>	<u>80,255</u>	<u>617,310</u>	<u>11.51%</u>
TOTAL REVENUES	<u>\$39,359,321</u>	<u>\$39,359,321</u>	<u>\$13,973,632</u>	<u>\$25,296,637</u>	<u>35.50%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
OCT 2015 TO FEB 2016**

	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$10,867,691	\$4,876,210	\$2,106,210	\$1,671,799	\$984,231
<u>RECEIPTS</u>					
Student Accounts Receivable	\$397,683	\$500,000	\$500,000	\$1,350,000	\$500,000
Student Financial Aid	\$2,159,627	\$0	\$0	\$400,000	\$7,500,000
Sponsor Payments	\$0	\$0	\$0	\$732,432	\$430,158
Chargebacks to Other Counties	\$155,261	\$15,000	\$15,000	\$15,000	\$15,000
State Aid	\$0		\$2,535,589		
Repayment of Grant Fund Advances	\$3,480	\$55,000	\$55,000	\$55,000	\$55,000
Repayment of Capital Fund Advances	\$553,106	\$500,000	\$0	\$0	\$0
Other Receipts	\$173,402	\$75,000	\$75,000	\$75,000	\$75,000
Projected Cash Receipts	<u>\$3,442,559</u>	<u>\$1,145,000</u>	<u>\$3,180,589</u>	<u>\$2,627,432</u>	<u>\$8,575,158</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$3,183,031	\$10,000	\$10,000	\$10,000	\$10,000
Accounts Payable	\$2,883,628	\$1,800,000	\$1,800,000	\$1,500,000	\$500,000
Payroll and Fringe Benefits	\$2,890,315	\$1,795,000	\$1,795,000	\$1,795,000	\$1,795,000
Grant Fund Advances	\$21,599	\$10,000	\$10,000	\$10,000	\$10,000
Capital Fund Advances	<u>\$455,467</u>	<u>\$300,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$9,434,040</u>	<u>\$3,915,000</u>	<u>\$3,615,000</u>	<u>\$3,315,000</u>	<u>\$2,315,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$4,826,191	\$2,056,190	\$1,621,778	\$934,209	\$7,194,366
CASH IN TIME DEPOSITS	<u>\$50,019</u>	<u>\$50,020</u>	<u>\$50,021</u>	<u>\$50,022</u>	<u>\$50,023</u>
TOTAL CASH IN TIME DEPOSITS	\$4,876,210	\$2,106,210	\$1,671,799	\$984,231	\$7,244,389

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2015-2016-12**

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, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 3rd day of December 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 3rd day of December 2015.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney, Purchasing

Date: November 19, 2015

Re: Disposal of Surplus Items Report

Upon advisement from and in coordination with the Fitness Center, and Buildings and Grounds Department, the following fitness equipment has been determined to be of no further use to the College. The items which were originally purchased in the 1990s have been, or are being replaced with upgrades. The equipment has been sold via auction to the highest bidder for a total of \$1060.10

Auctioned:

8 – Strength Training Machines (York, Trotter)

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:

119- Computers

5 - Printers

59 - Monitors

1 – Server

6 – Docking Stations

1 - Typewriter

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