



## **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, MARCH 17, 2016**  
**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 – February 18, 2016
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 –
    - i. Active Shooter Training – Beau Saul
    - ii. PEAKS – Professional Leadership Development Program – Bruce Ryan and Khaki Wunderlich
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. Treasurer's Report – December 31, 2015
  - c. Treasurer's Report – January 31, 2016
  - d. Appointment of Personnel
  - e. Approval of Position Description – Foundation Controller
  - f. Approval of Position Description – Student Success Advisor
13. Standing Reports:
  - a. College Forum – Corrina Struzick and Jonathan Walz, Co-Chairs
  - b. Faculty Student Association – Amy Trueman
  - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
  - d. Chairperson's Report – Elizabeth Burns
    - i. Friend of the College
  - 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. Upcoming Events:
  - a. Board Retreat – April 20, 2016
  - b. Next Board Meeting – April 21, 2016
15. 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  
FEBRUARY 18, 2016  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Chad Coates, Judy Davison, Dammi Herath, Arthur Kuckes, Matt McSherry, Olu Roberts, Raymond Schlather, and Bruce Tytler

**EXCUSED:** None

**ABSENT:** None

**COUNTY**

**LIAISONS:** Mike Lane and John Troy

**STAFF:** Susan Cerretani, John Conners, Tim Densmore, Bob Edgecomb, LaSonya Griggs, Carl Haynes, Deborah Mohlenhoff, Cathy Northrop, Bruce Ryan, Tina Stavenhagen-Helgren, Blixty Taetzsch, Peter Voorhees, Jonathan Walz-Koepfel

**GUESTS:** Tristan Ross, Chris Shepherd – student members of the Study Abroad Presentation; Craig Stevens, Partner, The Bonadio Group

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Vice Chair Raymond Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Vice Chair Schlather welcomed guests.
4. **Approval of Agenda:** Vice Chair Schlather asked that an “Executive Session to Discuss a Personnel Matter (No Action to be Taken)” be added to the agenda as Item 14.1. Chairperson Burns arrived at 5:40 p.m. and took over the meeting. Ms. Buck moved that the agenda be approved with the addition of the Executive Session; seconded by Mr. Roberts; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – January 21, 2016:** Mr. McSherry moved that the minutes of the January 21, 2016, 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):**

- a. **Study Abroad Report – Cambodia** – Professor Tina Stavenhagen-Helgren and Associate Professor Susan Cerretani, introduced students Olu Roberts, Tristan Ross, and Chris Shepherd who had participated in the study abroad experience to Cambodia. The group departed on December 31, 2015, and arrived back to the United States on January 15, 2016. This study abroad experience is a cooperative partnership with The Southeast Asian Program at Cornell, the Center for Khmer Studies in Cambodia, and TC3. The students spoke about their experiences. Mr. Tytler asked the students to mention one thing they learned that really stuck with them. Mr. Roberts said that Cambodia is a developing country and the perseverance of the people was astounding. Mr. Shepherd said that the country is trying to open their doors to tourism and share their culture, while at the same time somehow preserving their culture in doing so. Mr. Ross said found interesting the complexity of the situation with the Khmer Rouge, more specifically the four-year timeframe of the “Killing Fields” from 1975-1979, and the effect that had on modern Cambodia.
- b. **2014 – 2015 Audit** – Mr. Stevens presented the 2014-2015 audit of the College financials. This is the first year the Bonadio Group had done the College audit and there were new accounting standards that became effective for the College this year. Mr. Stevens spoke about the new accounting standards and what it means for the College. There are two resolutions on the agenda which address the changes in the accounting standards. Mr. Stevens said the College’s audit report received an unmodified/clean opinion. Audit findings related to prior period adjustments and Title IV funds were discussed and auditor recommendations on development of policies and procedures have been accepted and responded to appropriately.

## 9. College-wide Goals:

- a. **Student Success – Student Leadership** – Deborah Mohlenhoff, Director of Student Activities and Student Center, spoke to her PowerPoint presentation and provided an overview of the new student organization on campus – the TC3 Chapter of the National Society of Leadership and Success (NSLS). This year there were approximately 75 to 100 students who attended most of the speaker programs. The next phase will be to establish a student executive board to run the organization. Ms. Mohlenhoff has been asked to serve on the NSLS national board. This organization is for all colleges and universities and once you are a member, you can transfer your membership to the next institution. If you transfer to an institution that does not have a chapter, you can request to be an “online only” member. There is a huge bank of scholarships available to members. A student is considered an active member as long as they are in college. There are some students that may be invited to join NSLS, but if they do not follow through on participating in the programs, they may not be inducted as a member. If a student is inducted, they then have the next level of access to the job bank and other options. This is something designed for outside of the classroom leadership training. The speakers provide a presentation about their journey and background information and then take questions. The speakers speak to their obstacles, challenges, and life journeys. It is also a networking opportunity. This brings students together outside of their academic experience. We have had a lot of

non-traditional students participate, as well. Ms. Mohlenhoff will put together some additional information on the program so it can be sent to the Trustees.

**b. Organizational Capacity:** None

- 10. Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives):** Provost Conners spoke to his written report. He spoke about the responses from the marketing meetings saying that the response to the logo from these internal meetings mirrored the response of the Board. Mr. Tytler commented on the major themes from the faculty meetings and said that it is known that students who come from lesser academic and lower economic backgrounds are those who need the services most, but are least likely to use the services. Provost Conners said we are working to find as many ways as possible for students to learn about and take advantage of the services.

**11. Information Items:**

- a. Human Resources Updates** – No discussion.
- b. Professional Development Report** – This report is presented to the Board once each fall and spring semester. President Haynes mentioned the number of faculty and staff who have participated in professional development. He said it is important that even in times of budget challenges, we still support our faculty and staff in professional development opportunities.

- 12. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Mr. Schlather moved that the Consent Agenda be approved as presented; seconded by Ms. Davison. After brief discussion of the action items, the motion was called and carried unanimously.
- a. Capital Payments** – No discussion.
  - b. 2014-2015 Audit** – Information on this was presented earlier in the meeting.
  - c. Establishment of Designated Net Position Accounts** – This was discussed during the audit presentation.
  - d. Establishment of a Board Designated Operating Budget Reserve and Authorization to Transfer From the Undesignated Fund Balance** – This was also discussed during the audit presentation.
  - e. Appointment of Personnel** – No discussion.
  - f. Approval of Position Description – Database Administrator** – President Haynes said that this is not a new position, but it is an upgrade for a very deserving employee.
  - g. Support for Base Aid Increase for Tompkins Cortland Community College** – President Haynes said this is part of the advocacy initiative. The Tompkins County Legislature approved a similar resolution and the Cortland County Legislature will be acting on a similar resolution next week. President Haynes said he had contacted the Chancellor's Chief of Staff for information on who to send the resolutions to.

### 13. Standing Reports:

- a. **College Forum** – Co-Chair Jonathan Walz-Koeppel reported that the group had held their first meeting last week and they are looking forward to getting new members in for next year.
- b. **Faculty Student Association** – Dean Trueman was unable to attend the Board of Trustees meeting. She had asked that it be reported that the February 11<sup>th</sup> meeting of the FSA Board had been changed to February 25, so there was nothing new to report.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that the foundation does not meet again until March.
- d. **Chairperson’s Report** – No report.
- e. **Liaison Report (Cortland County)** – Mr. Troy needed to leave the meeting prior to his time on the agenda.
- f. **Liaison Report (Tompkins County)** – Mr. Lane thanked President Haynes for presenting the “State of the College Report” to the Tompkins County Legislature. He also mentioned that construction costs seem to be on the rise, so it will be good to keep that in mind when undertaking the child care center project. Chairperson Burns thanked Mr. Lane for his leadership in the budget process.
- g. **Student Trustee’s Report** – Mr. Roberts reported that at present all clubs had their first meeting last week and they have decided to train the second semester students into becoming the new leadership of the clubs before the current students graduate. He said they are also planning a “Make a Promise” initiative wherein students will have photos taken with groups of friends each making a promise to complete a goal at TC3 (i.e. to graduate, to complete and transfer, to complete and graduate, etc.). This is a motivational initiative similar to the mock graduation photo.
- h. **President’s Report** – President Haynes spoke to his written report. He also spoke about the recent NYCCAP meeting. He said that a majority of our SUNY community colleges are reporting a decrease in enrollment in the double digits. We, along with only a couple of other community colleges, show low single digit decreases in enrollment. He said that Corning Community College just announced a second round of layoffs after having a round of layoffs last year. President Haynes also spoke to our orientation program for new employees. He meets with all new employees and in a recent meeting, he learned about the phenomenal melting together of curricular and live experiences. He mentioned that one of our new faculty members is doing that with Tompkins County and the Historical Society, as well as tasking a class to come up with a pamphlet and other pieces that can be used as a promotional pieces for the farm to bistro initiative. Mr. Schlather said he had seen a great story in the Ithaca Journal about the proposed child care center. President Haynes wished to give credit to our staff for the hard work we have been doing, specifically the people in financial

aid, enrollment, admissions, advisors, all working collaboratively as a team. He said that they get it that it is about student success and without any needed prompting, they do what they need to do to help students. Our TC3 Foundation Board Executive Committee agreed with the proposal that was brought before them to offer a discount on our housing of \$650 per semester if students commit to enroll and attend housing by July. For the needy student, their unmet need is about \$1,400 per year and with the decrease in housing costs, it lowers that to about \$100 per year. Mr. Lane asked about the recent assault on campus and asked how it is affecting students. President Haynes said that this was an isolated incident and Mr. Roberts said that students are shocked about it, but it has not negatively affected anyone based on his observation or what he has heard.

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

**14.1 Executive Session for Discussion of a Personnel Matter (no action to be taken) –** Mr. McSherry moved that the meeting convene in executive session for discussion of a Personnel Matter, with no action to be taken; seconded by Dr. Coates; carried unanimously. The meeting convened in executive session at 7:51 p.m.

The meeting reconvened in regular session at 8:20 p.m.

**15. Adjournment:** Mr. McSherry moved that the meeting be adjourned; seconded by Mr. Roberts; carried unanimously. The meeting adjourned at 8:21 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Conners

Date: March 9, 2016

Re: March Report

**Active Shooter Incident drill** – On Mid-Winter Day, Campus Police held a drill for over 150 participants to prepare the campus for an active shooter incident; students were not included at this time but will participate in future exercises. While the likelihood of such an occurrence on our campus is small, the number of such incidents around the country has made us aware of the need to be prepared. The drill went very well and will lead us toward further steps to provide as safe an environment as possible for our students and employees.

**Dean of Students search** – The search committee has identified four finalists to invite to campus for extended visits and interviews. These visits will likely occur in the weeks immediately following Spring Break so that we may make an offer by mid-April.

**Faculty searches** – The search committee for the ESL position has narrowed the field of applicants from over 100 to a small number to be invited to campus after Spring Break. The other search committee, charged with identifying candidates for up to three positions in English, is moving along with its work as well and should be bringing candidates to campus in April. As I noted in a previous report to the Board, President Haynes has approved at least one English position, with the understanding that the number of positions filled may expand to two or three depending on the resolution of the College's 2016-2017 budget.

**Global updates** – 1) Global Connections anticipates the return of about 75 students this summer, with hopes for 125 new students. In addition to the usual strong interest in business programs, we have seen an increase in interest of potential students in biotechnology and communication. 2) 43 students have been confirmed for the summer Disney program, with up to 125 students projected to participate in the 8-week Intensive English Program. 3) Another study abroad trip is being planned for next December and January, combining the study of history and art in Spain.



TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of March 7, 2016

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Associate Director of Campus Police	Spring 2016	February 5, 2016	February 29, 2016	Accepting Applications
Coordinator of Multicultural Services	August 1, 2016	February 29, 2016	March 21, 2016	Accepting Applications
Counselor	August 17, 2016	February 5, 2016	February 22, 2016	Reviewing Applications
Dean of Student Life and President of FSA	May 9, 2016	November 24, 2015	January 8, 2016	Scheduling On-Campus Interviews
Emerging Scholar Program (2 Positions)	August 2016	November 16, 2015	February 2016	Reviewing Applications
Instructor of English	August 17, 2016	November 24, 2015	January 15, 2016	Reviewing Applications
Instructor of English as a Second Language (ESL)	August 17, 2016	November 24, 2015	January 15, 2016	Conducting Phone Interviews
Librarian	August 15, 2016	November 24, 2015	January 15, 2016	Hired Eric Jenes - 08/17/16
Student Success Advisor (0.8 FTE Temp.)	February 2016	January 13, 2016	February 2016	Checking References

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist .8 FTE (IEC)	Enrollment Services	January 19, 2016	Elected Not To Fill
Enrollment Services Specialist 1.0 FTE (IEC)	Enrollment Services	January 19, 2016	Hired Christopher Tadros – 03/14/16
Enrollment Services Specialist .55 FTE (CEC)	Enrollment Services	January 19, 2016	Canvassing Civil Service List
Electrician	Buildings & Grounds	February 15, 2016	Hired Douglas Paucke - 03/14/16
Campus Peace Officer (90-Day Temp.)	Public Safety	February 2016	Hired Corey VonNeida - 02/15/16

**FACULTY STUDENT ASSOCIATION**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Residence Director	Residence Life	July 2016	Accepting Applications
Assistant Coach Women's Softball	Athletics & Recreation	March 2016	Accepting Applications

**BISTRO**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Dishwasher	TC3 Bistro	March 2016	Accepting Applications
Line Cook	TC3 Bistro	March 2016	Accepting Applications Hired: Stephan Mead – 03/15/16
Host/Hostess	TC3 Bistro	March 2016	Accepting Applications
Server	TC3 Bistro	March 2016	Accepting Applications
Banquet Server	TC3 Bistro	March 2016	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of March 7, 2016

<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  
MARCH 2016**

<b>Capital Payments Master Plan</b>	<b>Amount</b>	<b>Subtotal</b>	<b>Grand Total</b>
<b>Administrative</b>			
American Storage Trailer (PO #30827) Storage, Invoice M4399	\$90.00		
<b>Total Administrative</b>		\$90.00	
 SUNY Project			
<b>#C34162 Computer &amp; Technology Upgrades</b>			
Apple, Inc. (PO #30991) Invoice 4377312164 Appcare Protection Plan for Ordered System	\$239.00		
<b>Total #C34162 Computer &amp; Technology Upgrades</b>		\$239.00	
<hr/>			
<b>Total Capital Payments</b> (Master Plan & SUNY)			<b>\$329.00</b>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

DECEMBER 31, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

DECEMBER 31, 2015

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$745,342 in a money market savings account averaging .20% interest earnings for December. \$803,506 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,300,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$10,867,716 is a increase from \$10,083,372. 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 \$577,575. The interfunds account balance of \$2,489,264 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 DECEMBER 31, total expenditures amounted to \$13,386,068 or 34.01% of the 2015-2016 budget. Comparable expenditures for period four last year were \$12,780,119 or 32.6% of the 2014-2015 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$22,922,547 are 58.25% of the revenue budget. Prior year revenues were \$22,383,559 are 57.3% of total budgeted revenue

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

	Current Month 12/31/2015	Previous Month 11/30/2015	Previous Year 12/31/2014
<b>ASSETS</b>			
Cash in Demand Deposit	\$ 745,342	\$ 1,207,745	\$ 476,270
Cash in Time Deposits	\$ 803,506	\$ 2,494,617	\$ 1,914,541
Petty Cash	\$ 1,729	\$ 1,729	\$ 1,729
Accounts Receivable--Students	\$ 10,867,716	\$ 10,083,372	\$ 11,216,739
Accounts Receivable--Misc.	\$ 152,445	\$ 204,971	\$ 328,614
Prepaid Expenses	\$ (1,734)	\$ (4,626)	\$ 23,701
Due From Other Funds	\$ 2,489,264	\$ 2,610,072	\$ 2,956,729
Due From Sponsor Governments	\$ -	\$ -	\$ -
Due From State Governments	\$ 2,591,434	\$ 9,739	\$ 2,594,115
Due From Other Governments	\$ 577,575	\$ 558,260	\$ 272,820
<b>TOTAL ASSETS</b>	<b><u>\$ 18,227,277</u></b>	<b><u>\$ 17,165,879</u></b>	<b><u>\$ 19,785,258</u></b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$ 6,549	\$ 16,027	\$ 30,852
Payroll Liabilities	\$ 2,537,092	\$ 2,282,504	\$ 2,778,952
Student Financial Aid Liabilities	\$ 299,979	\$ 180,939	\$ 320,873
Accrued Liabilities	\$ 699,084	\$ 527,584	\$ 625,487
Due to Other Funds	\$ 3,342,761	\$ 3,549,816	\$ 4,704,175
Due to State Governments	\$ -	\$ -	\$ -
Student Tuition Collected in Advance	\$ -	\$ -	\$ -
Board Designated Fund Balance	\$ 1,330,364	\$ 1,330,041	\$ 1,237,079
Undesignated Fund Balance	\$ 1,455,644	\$ 1,455,644	\$ 1,376,300
Revenue Over (Under) Expenditures	\$ 8,555,804	\$ 7,823,324	\$ 8,711,540
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b><u>\$ 18,227,277</u></b>	<b><u>\$ 17,165,879</u></b>	<b><u>\$ 19,785,258</u></b>



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

	PER CENT YEAR					33.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>Instruction</b>						
Personal Services	\$ 9,427,081	\$ 9,451,081	\$ 3,556,500	\$ 5,894,581	37.63%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 6,300,483	\$ 6,300,483	\$ 2,738,532	\$ 3,561,951	43.47%	
Employee Benefits	\$ 4,134,798	\$ 4,134,798	\$ 1,134,090	\$ 3,000,708	27.43%	
<b>Total Instruction</b>	<b>\$ 19,862,362</b>	<b>\$ 19,886,362</b>	<b>\$ 7,429,122</b>	<b>\$ 12,457,240</b>	<b>37.36%</b>	
<b>Academic Support</b>						
Personal Services	\$ 1,446,756	\$ 1,451,556	\$ 478,133	\$ 973,423	32.94%	
Equipment	\$ 80,000	\$ 40,000	\$ 367	\$ 39,633	0.00%	
Contractual Expenses	\$ 235,726	\$ 235,726	\$ 49,454	\$ 186,272	20.98%	
Employee Benefits	\$ 621,089	\$ 621,089	\$ 153,003	\$ 468,086	24.63%	
<b>Total Academic Support</b>	<b>\$ 2,383,571</b>	<b>\$ 2,348,371</b>	<b>\$ 680,957</b>	<b>\$ 1,667,414</b>	<b>29.00%</b>	
<b>Libraries</b>						
Personal Services	\$ 488,668	\$ 495,868	\$ 172,417	\$ 323,451	34.77%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 170,776	\$ 170,776	\$ 68,799	\$ 101,977	40.29%	
Employee Benefits	\$ 212,253	\$ 212,253	\$ 55,173	\$ 157,080	25.99%	
<b>Total Libraries</b>	<b>\$ 871,697</b>	<b>\$ 878,897</b>	<b>\$ 296,389</b>	<b>\$ 582,508</b>	<b>33.72%</b>	
<b>Student Services</b>						
Personal Services	\$ 3,079,252	\$ 3,123,252	\$ 1,048,361	\$ 2,074,891	33.57%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 1,489,669	\$ 1,489,669	\$ 410,177	\$ 1,079,492	27.53%	
Employee Benefits	\$ 1,308,133	\$ 1,308,133	\$ 335,400	\$ 972,733	25.64%	
<b>Total Student Services</b>	<b>\$ 5,877,054</b>	<b>\$ 5,921,054</b>	<b>\$ 1,793,938</b>	<b>\$ 4,127,116</b>	<b>30.30%</b>	
<b>Maintenance and Operation of Plant</b>						
Personal Services	\$ 2,183,773	\$ 2,188,973	\$ 672,038	\$ 1,516,935	30.70%	
Equipment	\$ -	\$ -	\$ -	\$ 863,938	0.00%	
Contractual Expenses	\$ 863,938	\$ 863,938	\$ 241,838	\$ 709,297	0.00%	
Employee Benefits	\$ 951,135	\$ 951,135	\$ 215,052	\$ 736,083	22.61%	
<b>Total Maintenance and Operation of Plant</b>	<b>\$ 3,998,846</b>	<b>\$ 4,004,046</b>	<b>\$ 1,128,928</b>	<b>\$ 3,826,253</b>	<b>28.19%</b>	
<b>Institutional Support</b>						
Personal Services	\$ 1,604,729	\$ 1,604,729	\$ 534,143	\$ 1,070,586	33.29%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 289,358	\$ 289,358	\$ 103,106	\$ 186,252	35.63%	
Employee Benefits	\$ 707,643	\$ 707,643	\$ 170,926	\$ 536,717	24.15%	
<b>Total Institutional Support</b>	<b>\$ 2,601,730</b>	<b>\$ 2,601,730</b>	<b>\$ 808,175</b>	<b>\$ 1,793,555</b>	<b>31.06%</b>	

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

				PER CENT YEAR	33.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>General Institutional Services</b>					
Personal Services	\$ 2,016,748	\$ 1,931,548	\$ 637,786	\$ 1,293,762	33.02%
Equipment	\$ 20,000	\$ 60,000	\$ 21,453	\$ 38,547	0.00%
Contractual Expenses	\$ 921,001	\$ 921,001	\$ 377,253	\$ 543,748	40.96%
Employee Benefits	\$ 806,312	\$ 806,312	\$ 212,068	\$ 594,244	26.30%
<b>Total General Institutional Services</b>	<b>\$ 3,764,061</b>	<b>\$ 3,718,861</b>	<b>\$ 1,248,560</b>	<b>\$ 2,470,301</b>	<b>33.57%</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 39,359,321</b>	<b>\$ 39,359,321</b>	<b>\$ 13,386,069</b>	<b>\$ 26,924,387</b>	<b>34.01%</b>

**2015-2016 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

	<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	\$ 113,347	\$ 76,653	0.00%
State Employee's Retirement	\$ 1,188,890	\$ 1,188,890	\$ 492,683	\$ 696,207	41.44%
State Teacher's Retirement	\$ 288,538	\$ 288,538	\$ 158,310	\$ 130,228	54.87%
Optional Retirement Fund	\$ 1,121,581	\$ 1,121,581	\$ 374,487	\$ 747,094	33.39%
Social Security	\$ 1,511,777	\$ 1,511,777	\$ 521,674	\$ 990,103	34.51%
Workers Compensation	\$ 209,481	\$ 209,481	\$ 172,954	\$ 36,527	82.56%
Misc Employee Benefits	\$ 92,000	\$ 92,000	\$ 30,878	\$ 61,122	33.56%
Disability Insurance	\$ 13,713	\$ 13,713	\$ 4,388	\$ 9,325	32.00%
Hospital and Medical Insurance	\$ 3,869,821	\$ 3,869,821	\$ 1,276,510	\$ 2,593,311	32.99%
Employee Tuition Benefits	\$ 120,562	\$ 120,562	\$ 69,132	\$ 51,430	57.34%
Life Insurance	\$ 10,000	\$ 10,000	\$ 3,288	\$ 6,712	32.88%
Vacation Benefits	\$ 100,000	\$ 100,000	\$ 32,000	\$ 68,000	32.00%
Unemployment Insurance	\$ 25,000	\$ 25,000	\$ 10,301	\$ 14,699	0.00%
<b>Total Employee Benefits</b>	<b>\$ 8,741,363</b>	<b>\$ 8,741,363</b>	<b>\$ 3,259,952</b>	<b>\$ 5,481,411</b>	<b>37.29%</b>

## TOMPKINS CORTLAND COMMUNITY COLLEGE

## REVENUE 2015-2016

## FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2015

PER CENT YEAR

25.00%

	<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	\$ 15,567,530	\$ 15,567,530	\$ 12,254,164	\$ 3,313,366	78.72%
Winter	\$ 98,400	\$ 98,400	\$ 100,696		
Summer	\$ 1,171,750	\$ 1,171,750	\$ -	\$ 1,171,750	0.00%
Nonresident Tuition	\$ 1,216,905	\$ 1,216,905	\$ 1,860,820	\$ (643,915)	152.91%
Student Fee Revenue (Tech Fee)	\$ 1,600,000	\$ 1,600,000	\$ 1,321,201	\$ 278,799	82.58%
<b>Total Tuition</b>	<b>\$ 19,654,585</b>	<b>\$ 19,654,585</b>	<b>\$ 15,536,881</b>	<b>\$ 4,120,000</b>	<b>79.05%</b>
<b>Government Appropriations</b>					
New York State	\$ 10,161,623	\$ 10,161,623	\$ 5,107,545	\$ 5,054,078	50.26%
Local Sponsors	\$ 4,650,364	\$ 4,650,364	\$ -	\$ 4,650,364	0.00%
Appropriated Cash Surplus	\$ 91,183	\$ 91,183	\$ -	\$ 91,183	
Charges to Other Counties	\$ 4,104,001	\$ 4,104,001	\$ 1,966,865	\$ 2,137,136	47.93%
<b>Total Government Appropriations</b>	<b>\$ 19,007,171</b>	<b>\$ 19,007,171</b>	<b>\$ 7,074,410</b>	<b>\$ 11,932,761</b>	<b>37.22%</b>
<b>Other Revenues</b>					
Service Fees	\$ 108,865	\$ 108,865	\$ 57,614	\$ 51,251	52.92%
Interest Earnings	\$ 6,000	\$ 6,000	\$ 1,821	\$ 4,179	30.35%
Rental of Real Property	\$ 82,000	\$ 82,000	\$ 2,710	\$ 79,290	3.30%
Contract Courses	\$ 95,000	\$ 95,000	\$ 165,893	\$ (70,893)	174.62%
Noncredit Tuition	\$ 203,700	\$ 203,700	\$ 27,730	\$ 175,970	13.61%
Grant Offsets	\$ 152,000	\$ 152,000	\$ 40,912	\$ 111,088	26.92%
Unclassified Revenues	\$ 50,000	\$ 50,000	\$ 14,577	\$ 35,423	29.15%
<b>Total Other Revenues</b>	<b>\$ 697,565</b>	<b>\$ 697,565</b>	<b>\$ 311,257</b>	<b>\$ 386,308</b>	<b>44.62%</b>
<b>TOTAL REVENUES</b>	<b>\$ 39,359,321</b>	<b>\$ 39,359,321</b>	<b>\$ 22,922,548</b>	<b>\$ 16,439,069</b>	<b>58.24%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CURRENT OPERATING FUND - CASH FORECAST  
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2015**

	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$ 3,704,091</b>	<b>\$ 1,550,578</b>	<b>\$ 3,393,599</b>	<b>\$ 8,648,757</b>	<b>\$ 8,616,778</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$ 559,539	\$ 1,350,000	\$ 500,000	\$ 350,000	\$ 350,000
Student Financial Aid	\$ 166,795	\$ 400,000	\$ 7,500,000	\$ 1,250,000	\$ 150,000
Sponsor Payments	\$ -	\$ 732,432	\$ 430,158	\$ 732,432	\$ 430,158
Chargebacks to Other Counties	\$ 17,680	\$ 15,000	\$ 15,000	\$ 375,000	\$ -
State Aid		\$ 2,535,589		\$ 2,535,589	
Repayment of Grant Fund Advances	\$ 40,564	\$ 55,000	\$ 55,000	\$ 5,000	\$ 5,000
Repayment of Capital Fund Advances	\$ 638,037	\$ -	\$ -	\$ -	\$ -
Other Receipts	\$ 225,246	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
<b>Projected Cash Receipts</b>	<b>\$ 1,647,861</b>	<b>\$ 5,163,021</b>	<b>\$ 8,575,158</b>	<b>\$ 5,323,021</b>	<b>\$ 1,010,158</b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$ 178,902	\$ 10,000	\$ 10,000	\$ 1,750,000	\$ 500,000
Accounts Payable	\$ 1,337,898	\$ 1,500,000	\$ 1,500,000	\$ 1,800,000	\$ 1,800,000
Payroll and Fringe Benefits	\$ 1,890,495	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000
Grant Fund Advances	\$ 57,396	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000
Capital Fund Advances	\$ 336,683	\$ -	\$ -	\$ -	\$ -
<b>Projected Cash Disbursements</b>	<b>\$ 3,801,374</b>	<b>\$ 3,320,000</b>	<b>\$ 3,320,000</b>	<b>\$ 5,355,000</b>	<b>\$ 4,105,000</b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
MONEY MARKET/ SAVINGS	\$ 1,500,557	\$ 3,343,577	\$ 8,598,734	\$ 8,566,754	\$ 5,471,911
CASH IN TIME DEPOSITS	\$ 50,021	\$ 50,022	\$ 50,023	\$ 50,024	\$ 50,025
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$ 1,550,578</b>	<b>\$ 3,393,599</b>	<b>\$ 8,648,757</b>	<b>\$ 8,616,778</b>	<b>\$ 5,521,936</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 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>					
Design/Administrative	\$ 492,433	\$ 542,312	\$ 10,141	\$ 552,453	\$ -
Civil Construction	\$ 452,100	\$ 539,432		\$ 539,432	\$ -
General Construction	\$ 2,798,700	\$ 3,025,975	\$ 133,088	\$ 3,159,063	\$ -
Mechanical/HVAC	\$ 727,900	\$ 699,918		\$ 699,918	\$ -
Electrical	\$ 419,952	\$ 448,316	\$ 1,092	\$ 449,408	\$ -
Plumbing	\$ 139,000	\$ 132,578		\$ 132,578	\$ -
Network Upgrade/FFE	\$ 2,019,915	\$ 1,003,558	\$ 62,063	\$ 1,065,621	\$ -
<b>TOTAL</b>	<b>\$ 7,050,000</b>	<b>\$ 6,392,089</b>	<b>\$ 206,384</b>	<b>\$ 6,598,473</b>	<b>\$ 451,527</b>

**CAPITAL CASH SUMMARY**

**CASH BALANCE -DECEMBER 1, 2015**

Campus Master Plan MM	\$ 559,120
Cash in time Deposits	\$ 910,891
	<u>\$ 1,470,011</u>

**DISBURSEMENTS**

Athletic Facility	
Savings Reimburse from Oper	\$ 130,500
Debt Service Payment	\$ -
MM Reimbursement from Oper	\$ 507,537
Campus Master Plan	\$ -
	<u>\$ 638,037</u>

**CASH RECEIPTS**

County Payment - Campus MP	\$ -
State Aid (DASNY)	\$ -
Reimburse from interfunds	\$ -
Investment Income - Savings	\$ 35
Investment Income - CMP	\$ 14
Chargeback Revenue	\$ 1,817
	<u>\$ 1,866</u>

**CASH BALANCE -DECEMBER 31, 2015**

Campus Master Plan MM	\$ 51,597
Cash in Time Deposits	\$ 782,243
	<u>\$ 833,840</u>

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

JANUARY 31, 2015

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

JANUARY 31, 2015

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CAPITAL FUND SUMMARY	PAGE 7

Narrative Highlights  
Treasurer's Report  
January 31, 2015

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$836,903 in a money market savings account averaging .20% interest earnings for January. \$3,268,908 in savings. The maximum amount available for investment will fluctuate with a peak of \$5,300,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$11,179,737 is a increase from \$10,867,716. 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 \$105,344. The interfunds account balance of \$2,021,527 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 January 31, total expenditures amounted to \$15,557,122 or 39.53% of the 2015-2016 budget. Comparable expenditures for period four last year were \$14,831,296 or 37.9% of the 2014-2015 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$24,556,192 are 62.4% of the revenue budget. Prior year revenues were \$23,733,877 are 60.8% of total budgeted revenue



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

	Current Month 1/31/2016	Previous Month 12/31/2015	Previous Year 1/31/2015
<b>ASSETS</b>			
Cash in Demand Deposit	\$ 836,903	\$ 745,342	\$ 521,041
Cash in Time Deposits	\$ 3,268,908	\$ 803,506	\$ 1,341,601
Petty Cash	\$ 1,729	\$ 1,729	\$ 1,729
Accounts Receivable--Students	\$ 11,179,737	\$ 10,867,716	\$ 11,086,267
Accounts Receivable--Misc.	\$ (30,209)	\$ 152,445	\$ 252,281
Prepaid Expenses	\$ (12,995)	\$ (1,734)	\$ 8,356
Due From Other Funds	\$ 2,021,527	\$ 2,489,264	\$ 2,808,917
Due From Sponsor Governments	\$ -	\$ -	\$ 718,071
Due From State Governments	\$ -	\$ 2,591,434	\$ 39,424
Due From Other Governments	\$ 105,344	\$ 577,575	\$ 43,676
<b>TOTAL ASSETS</b>	<b><u>\$ 17,370,944</u></b>	<b><u>\$ 18,227,277</u></b>	<b><u>\$ 16,821,363</u></b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$ 3,880	\$ 6,549	\$ 6,852
Payroll Liabilities	\$ 1,897,227	\$ 2,537,092	\$ 1,699,143
Student Financial Aid Liabilities	\$ 373,101	\$ 299,979	\$ 379,149
Accrued Liabilities	\$ 872,259	\$ 699,084	\$ 625,782
Due to Other Funds	\$ 3,799,245	\$ 3,342,761	\$ 3,814,518
Due to State Governments	\$ -	\$ -	\$ -
Student Tuition Collected in Advance	\$ -	\$ -	\$ -
Board Designated Funds	\$ 1,267,799	\$ 1,330,364	\$ 1,213,975
Undesignated Fund Balance	\$ 1,455,644	\$ 1,455,644	\$ 1,376,300
Revenue Over (Under) Expenditures	\$ 7,701,789	\$ 8,555,804	\$ 7,705,644
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b><u>\$ 17,370,944</u></b>	<b><u>\$ 18,227,277</u></b>	<b><u>\$ 16,821,363</u></b>

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

				PER CENT YEAR	42.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
<b>Instruction</b>					
Personal Services	\$ 9,427,081	\$ 9,451,081	\$ 4,026,297	\$ 5,424,784	42.60%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 6,300,483	\$ 6,300,483	\$ 2,909,147	\$ 3,391,336	46.17%
Employee Benefits	\$ 4,134,798	\$ 4,134,798	\$ 1,284,425	\$ 2,850,373	31.06%
<b>Total Instruction</b>	<b>\$ 19,862,362</b>	<b>\$ 19,886,362</b>	<b>\$ 8,219,869</b>	<b>\$ 11,666,493</b>	<b>41.33%</b>
<b>Academic Support</b>					
Personal Services	\$ 1,446,756	\$ 1,451,556	\$ 583,302	\$ 868,254	40.18%
Equipment	\$ 80,000	\$ 40,000	\$ 1,949	\$ 38,051	0.00%
Contractual Expenses	\$ 235,726	\$ 235,726	\$ 61,015	\$ 174,711	25.88%
Employee Benefits	\$ 621,089	\$ 621,089	\$ 186,657	\$ 434,432	30.05%
<b>Total Academic Support</b>	<b>\$ 2,383,571</b>	<b>\$ 2,348,371</b>	<b>\$ 832,923</b>	<b>\$ 1,515,448</b>	<b>35.47%</b>
<b>Libraries</b>					
Personal Services	\$ 488,668	\$ 495,868	\$ 208,450	\$ 287,418	42.04%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 170,776	\$ 170,776	\$ 82,411	\$ 88,365	48.26%
Employee Benefits	\$ 212,253	\$ 212,253	\$ 66,704	\$ 145,549	31.43%
<b>Total Libraries</b>	<b>\$ 871,697</b>	<b>\$ 878,897</b>	<b>\$ 357,565</b>	<b>\$ 521,332</b>	<b>40.68%</b>
<b>Student Services</b>					
Personal Services	\$ 3,079,252	\$ 3,123,252	\$ 1,287,315	\$ 1,835,937	41.22%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 1,489,669	\$ 1,489,669	\$ 481,634	\$ 1,008,035	32.33%
Employee Benefits	\$ 1,308,133	\$ 1,308,133	\$ 412,505	\$ 895,628	31.53%
<b>Total Student Services</b>	<b>\$ 5,877,054</b>	<b>\$ 5,921,054</b>	<b>\$ 2,181,454</b>	<b>\$ 3,739,600</b>	<b>36.84%</b>
<b>Maintenance and Operation of Plant</b>					
Personal Services	\$ 2,183,773	\$ 2,188,973	\$ 851,409	\$ 1,337,564	38.90%
Equipment	\$ -	\$ -	\$ -	\$ 863,938	0.00%
Contractual Expenses	\$ 863,938	\$ 863,938	\$ 386,806	\$ 564,329	0.00%
Employee Benefits	\$ 951,135	\$ 951,135	\$ 272,451	\$ 678,684	28.64%
<b>Total Maintenance and Operation of Plant</b>	<b>\$ 3,998,846</b>	<b>\$ 4,004,046</b>	<b>\$ 1,510,666</b>	<b>\$ 3,444,515</b>	<b>37.73%</b>
<b>Institutional Support</b>					
Personal Services	\$ 1,604,729	\$ 1,604,729	\$ 657,497	\$ 947,232	40.97%
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Expenses	\$ 289,358	\$ 289,358	\$ 126,487	\$ 162,871	43.71%
Employee Benefits	\$ 707,643	\$ 707,643	\$ 210,399	\$ 497,244	29.73%
<b>Total Institutional Support</b>	<b>\$ 2,601,730</b>	<b>\$ 2,601,730</b>	<b>\$ 994,383</b>	<b>\$ 1,607,347</b>	<b>38.22%</b>

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

	PER CENT YEAR					42.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>General Institutional Services</b>						
Personal Services	\$ 2,016,748	\$ 1,931,548	\$ 788,636	\$ 1,142,912	40.83%	
Equipment	\$ 20,000	\$ 60,000	\$ 22,531	\$ 37,469	0.00%	
Contractual Expenses	\$ 921,001	\$ 921,001	\$ 386,219	\$ 534,782	41.93%	
Employee Benefits	\$ 806,312	\$ 806,312	\$ 262,879	\$ 543,433	32.60%	
<b>Total General Institutional Services</b>	<b>\$ 3,764,061</b>	<b>\$ 3,718,861</b>	<b>\$ 1,460,265</b>	<b>\$ 2,258,596</b>	<b>39.27%</b>	
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 39,359,321</b>	<b>\$ 39,359,321</b>	<b>\$ 15,557,125</b>	<b>\$ 24,753,331</b>	<b>39.53%</b>	

**2015-2016 APPROPRIATIONS**  
**SCHEDULE OF EMPLOYEE BENEFITS**

	<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	\$ 178,948	\$ 11,052	0.00%	
State Employee's Retirement	\$ 1,188,890	\$ 1,188,890	\$ 606,012	\$ 582,878	50.97%	
State Teacher's Retirement	\$ 288,538	\$ 288,538	\$ 177,121	\$ 111,417	61.39%	
Optional Retirement Fund	\$ 1,121,581	\$ 1,121,581	\$ 447,321	\$ 674,260	39.88%	
Social Security	\$ 1,511,777	\$ 1,511,777	\$ 622,354	\$ 889,423	41.17%	
Workers Compensation	\$ 209,481	\$ 209,481	\$ 172,770	\$ 36,711	82.48%	
Misc Employee Benefits	\$ 92,000	\$ 92,000	\$ 47,061	\$ 44,939	51.15%	
Disability Insurance	\$ 13,713	\$ 13,713	\$ 5,303	\$ 8,410	38.67%	
Hospital and Medical Insurance	\$ 3,869,821	\$ 3,869,821	\$ 1,595,973	\$ 2,273,848	41.24%	
Employee Tuition Benefits	\$ 120,562	\$ 120,562	\$ 74,573	\$ 45,989	61.85%	
Life Insurance	\$ 10,000	\$ 10,000	\$ 3,288	\$ 6,712	32.88%	
Vacation Benefits	\$ 100,000	\$ 100,000	\$ 40,000	\$ 60,000	40.00%	
Unemployment Insurance	\$ 25,000	\$ 25,000	\$ 27,278	\$ (2,278)	0.00%	
<b>Total Employee Benefits</b>	<b>\$ 8,741,363</b>	<b>\$ 8,741,363</b>	<b>\$ 3,998,002</b>	<b>\$ 4,743,361</b>	<b>45.74%</b>	

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**REVENUE 2015-2016**

**FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2015**

PER CENT YEAR

33.00%

	<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	\$ 15,567,530	\$ 15,567,530	\$ 13,257,921	\$ 2,309,609	85.16%
Winter	\$ 98,400	\$ 98,400	\$ 98,400		
Summer	\$ 1,171,750	\$ 1,171,750	\$ -	\$ 1,171,750	0.00%
Nonresident Tuition	\$ 1,216,905	\$ 1,216,905	\$ 1,541,872	\$ (324,967)	126.70%
Student Fee Revenue (Tech Fee)	\$ 1,600,000	\$ 1,600,000	\$ 1,443,052	\$ 156,948	90.19%
<b>Total Tuition</b>	<b>\$ 19,654,585</b>	<b>\$ 19,654,585</b>	<b>\$ 16,341,245</b>	<b>\$ 3,313,340</b>	<b>83.14%</b>
<b>Government Appropriations</b>					
New York State	\$ 10,161,623	\$ 10,161,623	\$ 5,107,545	\$ 5,054,078	50.26%
Local Sponsors	\$ 4,650,364	\$ 4,650,364	\$ 732,433	\$ 3,917,931	15.75%
Appropriated Cash Surplus	\$ 91,183	\$ 91,183	\$ -	\$ 91,183	
Charges to Other Counties	\$ 4,104,001	\$ 4,104,001	\$ 2,036,075	\$ 2,067,926	49.61%
<b>Total Government Appropriations</b>	<b>\$ 19,007,171</b>	<b>\$ 19,007,171</b>	<b>\$ 7,876,053</b>	<b>\$ 11,131,118</b>	<b>41.44%</b>
<b>Other Revenues</b>					
Service Fees	\$ 108,865	\$ 108,865	\$ 59,941	\$ 48,924	55.06%
Interest Earnings	\$ 6,000	\$ 6,000	\$ 2,112	\$ 3,888	35.20%
Rental of Real Property	\$ 82,000	\$ 82,000	\$ 2,710	\$ 79,290	3.30%
Contract Courses	\$ 95,000	\$ 95,000	\$ 174,314	\$ (79,314)	183.49%
Noncredit Tuition	\$ 203,700	\$ 203,700	\$ 37,717	\$ 165,983	18.52%
Grant Offsets	\$ 152,000	\$ 152,000	\$ 43,074	\$ 108,926	28.34%
Unclassified Revenues	\$ 50,000	\$ 50,000	\$ 19,027	\$ 30,973	38.05%
<b>Total Other Revenues</b>	<b>\$ 697,565</b>	<b>\$ 697,565</b>	<b>\$ 338,895</b>	<b>\$ 358,670</b>	<b>48.58%</b>
<b>TOTAL REVENUES</b>	<b>\$ 39,359,321</b>	<b>\$ 39,359,321</b>	<b>\$ 24,556,193</b>	<b>\$ 14,803,128</b>	<b>62.39%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CURRENT OPERATING FUND - CASH FORECAST  
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2015**

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>
<b><u>CASH BALANCE - BEGINNING OF PERIOD</u></b>	<b>\$ 1,550,578</b>	<b>\$ 4,107,541</b>	<b>\$ 9,362,699</b>	<b>\$ 9,330,720</b>	<b>\$ 7,735,878</b>
<b><u>RECEIPTS</u></b>					
Student Accounts Receivable	\$ 1,286,767	\$ 500,000	\$ 350,000	\$ 600,000	\$ 800,000
Student Financial Aid	\$ 529,985	\$ 7,500,000	\$ 1,250,000	\$ 500,000	\$ 5,000
Sponsor Payments	\$ 732,432	\$ 430,158	\$ 732,432	\$ 430,158	\$ 732,432
Chargebacks to Other Counties	\$ 494,621	\$ 15,000	\$ 375,000	\$ 600,000	\$ 500,000
State Aid	\$ 2,591,434		\$ 2,535,589		
Repayment of Grant Fund Advances	\$ 1,600	\$ 55,000	\$ 5,000	\$ 5,000	\$ 16,000
Repayment of Capital Fund Advances	\$ 146,121	\$ -	\$ -	\$ -	\$ -
Other Receipts	\$ 290,545	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
<b>Projected Cash Receipts</b>	<b><u>\$ 6,073,505</u></b>	<b><u>\$ 8,575,158</u></b>	<b><u>\$ 5,323,021</u></b>	<b><u>\$ 2,210,158</u></b>	<b><u>\$ 2,128,432</u></b>
<b><u>DISBURSEMENTS</u></b>					
Payments to Students	\$ 41,600	\$ 10,000	\$ 1,750,000	\$ 200,000	\$ 100,000
Accounts Payable	\$ 1,911,407	\$ 1,500,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000
Payroll and Fringe Benefits	\$ 1,550,112	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000
Grant Fund Advances	\$ 3,504	\$ 10,000	\$ 5,000	\$ 5,000	\$ 20,000
Capital Fund Advances	\$ 9,919	\$ -	\$ -	\$ -	\$ -
<b>Projected Cash Disbursements</b>	<b><u>\$ 3,516,542</u></b>	<b><u>\$ 3,320,000</u></b>	<b><u>\$ 5,355,000</u></b>	<b><u>\$ 3,805,000</u></b>	<b><u>\$ 3,720,000</u></b>
<b><u>PROJECTED CASH BALANCE - END OF PERIOD</u></b>					
MONEY MARKET/ SAVINGS	\$ 4,057,519	\$ 9,312,676	\$ 9,280,696	\$ 7,685,853	\$ 6,094,284
CASH IN TIME DEPOSITS	<u>\$ 50,022</u>	<u>\$ 50,023</u>	<u>\$ 50,024</u>	<u>\$ 50,025</u>	<u>\$ 50,026</u>
<b>TOTAL CASH IN TIME DEPOSITS</b>	<b>\$ 4,107,541</b>	<b>\$ 9,362,699</b>	<b>\$ 9,330,720</b>	<b>\$ 7,735,878</b>	<b>\$ 6,144,310</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 CAPITAL FUND SUMMARY  
 FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 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>					
Design/Administrative	\$ 492,433	\$ 552,633	\$ -	\$ 552,633	\$ -
Civil Construction	\$ 452,100	\$ 542,418	\$ -	\$ 542,418	\$ -
General Construction	\$ 2,798,700	\$ 3,160,165	\$ -	\$ 3,160,165	\$ -
Mechanical/HVAC	\$ 727,900	\$ 699,918	\$ -	\$ 699,918	\$ -
Electrical	\$ 419,952	\$ 449,408	\$ -	\$ 449,408	\$ -
Plumbing	\$ 139,000	\$ 132,578	\$ -	\$ 132,578	\$ -
Network Upgrade/FFE	\$ 2,019,915	\$ 1,071,272	\$ -	\$ 1,071,272	\$ -
<b>TOTAL</b>	<b>\$ 7,050,000</b>	<b>\$ 6,608,392</b>	<b>\$ -</b>	<b>\$ 6,608,392</b>	<b>\$ 441,608</b>

**CAPITAL CASH SUMMARY**

**CASH BALANCE -JANUARY 1, 2015**

Campus Master Plan MM	\$ 51,597
Cash in time Deposits	\$ 782,243
	<u>\$ 833,840</u>

**DISBURSEMENTS**

Athletic Facility	
Savings Reimburse from Oper	\$ -
Debt Service Payment	\$ -
MM Reimbursement from Oper	\$ -
Campus Master Plan	\$ -
	<u>\$ -</u>

**CASH RECEIPTS**

County Payment - Campus MP	\$ -
State Aid (DASNY)	\$ -
Reimburse from interfunds	\$ -
Investment Income - Savings	\$ 35
Investment Income - CMP	\$ 9
Chargeback Revenue	\$ 54,510
	<u>\$ 54,554</u>

**CASH BALANCE -JANUARY 31, 2015**

Campus Master Plan MM	\$ 51,606
Cash in Time Deposits	\$ 836,788
	<u>\$ 888,394</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2015-2016-23**

**APPOINTMENT OF PERSONNEL**

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

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

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

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 17<sup>th</sup> day of March 2016, 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 17<sup>th</sup> day of March 2016.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Appointment of Personnel**  
**Tuesday, March 08, 2016**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Labuff, Cynthia	Peer Career Coach Supervisor	Adjunct	\$7,929.00	01/21/2016 To 05/20/2016
Wyatt, Simon	Para-Professional Tutor - Additional Hours	Adjunct	\$1,896.16	01/21/2016 To 05/23/2016
Ahmed, Ahmed	Independent Study-CHEM239-ME50 (E. Abdulky, C. Chang, M. Doran, S. Ferdows, N. McAuliffe, T. Scott, M. Wernie)	Adjunct	\$3,444.00	01/27/2016 To 05/20/2016
Caughey, Elizabeth	ENGL100 M20 ENGL201 ME50 ENGL100 IE62	Adjunct	\$8,325.00	01/27/2016 To 05/20/2016
Drake, Melvyn	MUSI118-M01, MUSI128-M01	Adjunct	\$1,148.00	01/27/2016 To 05/20/2016
Eastman, Vanessa	Provide supervision to NURS120-M36 FLD students while administering medications	Adjunct	\$1,864.50	01/27/2016 To 05/20/2016
Estep, Nancy	Additional compensation for enrollment above 21 students in ECHD/HUMS125-BL1	Adjunct	\$50.00	01/27/2016 To 05/20/2016
Gillis, Andrew	ART290-M47	Adjunct	\$3,405.00	01/27/2016 To 05/20/2016
Granison, Henry	Additional compensation for enrollment above 21 students in BUAD202-BL1	Adjunct	\$50.00	01/27/2016 To 05/20/2016
Hollenbeck, Charles	ENGL101 HY1 ENGL100 BL4	Adjunct	\$5,550.00	01/27/2016 To 05/20/2016
Kobre, Michael	Additional compensation for enrollment above 40 students in BIOL114-BL1	Adjunct	\$50.00	01/27/2016 To 05/20/2016
Leopardi, Dino	Additional compensation for enrollment above 16 students in CIS 132-BL1	Adjunct	\$50.00	01/27/2016 To 05/20/2016
Lipa, Thomas	HLTH208 BL1 CDSC101 BL1 CDSC200 HY1	Adjunct	\$6,810.00	01/27/2016 To 05/20/2016
Loop, Jill	Additional compensation for enrollment above 32 students in ENGL204-BL3	Adjunct	\$150.00	01/27/2016 To 05/20/2016
McMahon, Maria	ART 282-M48	Adjunct	\$1,476.00	01/27/2016 To 05/20/2016
McMahon, Maria	ART 280	Adjunct	\$492.00	01/27/2016 To 05/20/2016
Morris, Kathy	ART 290-M46	Adjunct	\$1,476.00	01/27/2016 To 05/20/2016
Piery, Miguel	Independent Study - ITAL102 (M. Gelu, E. Graney, H. Ramiza, A. Skezas, C. Vedder) SPAN201 (A. Adelbock, J. Wright) SPAN202 (M. Katsiroumba, J. Villanueva) SPAN249 (P. Hayes, K. Schnock)	Adjunct	\$5,412.00	01/27/2016 To 05/20/2016
Price, Lee	EMT 731 ME73	Adjunct	\$2,700.00	01/27/2016 To 05/20/2016
Sheehan, John	Additional compensation for enrollment above 20 students in HSTY201-BL1	Adjunct	\$200.00	01/27/2016 To 05/20/2016
Stevenson, David	SPMT195 M01 FITN230 M22 FITN130 M12 SPMT190 M01	Adjunct	\$3,465.00	01/27/2016 To 05/20/2016
Strauf, Dale	HLTH126 M02 FITN108 M01 FITN120 M01 FITN121 M01 HLTH126 M01	Adjunct	\$6,890.00	01/27/2016 To 05/20/2016
Stremlin, Tatiana	MUSI127-M01, MUSI130-M01	Adjunct	\$984.00	01/27/2016 To 05/20/2016
Weatherby, Gregg	ENGL101 M03 ENGL101 M07 ENGL100 M21	Adjunct	\$9,540.00	01/27/2016 To 05/20/2016
Wells, Frances	CAPS131 M01 CAPS121 M01 CAPS111 BL5 CAPS100 HY1 CAPS111 M01	Adjunct	\$6,622.73	01/27/2016 To 05/20/2016
Glann, Joseph	Photo Lab Technician-Trained Replacement	Adjunct	\$90.00	01/29/2016 To 02/20/2016
<b>February</b>				
Tambascio, Theresa	Meet w/ students to provide coaching, tutoring, academic support and topical workshops. Provide oversight for student peer guides/tutors	Adjunct	\$2,167.26	02/01/2016 To 05/13/2016
Kjellander-Cantu, Cynt	Photo Lab Technician-Mix Chemistry for Darkroom	Adjunct	\$750.00	02/05/2016 To 05/30/2016
Plumeau, Margaret	Borg Warner Math Review	Adjunct	\$100.00	02/09/2016
VonNeida, Corey	Campus Peach Officer (90-Day Temp.)	Grade J	\$53,377.63	02/15/2016 To 05/14/2016



Employee	Department	Title/Rank	Salary	Employment Dates
<b>February</b>				
Archer, Pamela	Proctoring Services for Make-Up Exams	Adjunct	\$581.46	02/18/2016 To 05/12/2016
Wolff, Sarah	Proctoring Services for Make-Up Exams	Adjunct	\$581.46	02/19/2016 To 05/13/2016
<b>March</b>				
Plumeau, Margaret	Borg Warner Math Review	Adjunct	\$125.00	03/01/2016
Panzer, Nina	SOC1101 BL4	Adjunct	\$3,405.00	03/02/2016 To 05/20/2016
Pask, Margery	CAPS121 M02 CAPS133 M02 CAPS131 M02 CAPS133 M01 CAPS131 M07 CAPS131 M06	Adjunct	\$7,947.27	03/02/2016 To 05/20/2016
McIntyre, David	HRMG105 I30 HRMG105 I31	Adjunct	\$1,850.00	03/03/2016 To 03/25/2016
Paucke, Douglas	Electrician	Grade K	\$54,338.24	03/14/2016
Tadros, Christopher	Enrollment Services Specialist - Ithaca Extension Center	Grade G	\$43,540.67	03/14/2016
<b>April</b>				
Burns, Frank	ServSafe Alcohol Workshp	Adjunct	\$500.00	04/08/2016
<b>August</b>				
Jenes, Eric	Librarian - .08 FTE	Level I	\$48,810.00	08/17/2016

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

March 8, 2016

Resignations/Retirements/Separations

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

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2015-2016-24**

**APPROVAL OF POSITION DESCRIPTION  
FOUNDATION CONTROLLER**

**WHEREAS**, the College has determined, based on a review and analysis of the Foundation and Restricted Fund Accountant, that there is a need to revise the position description and title, and

**WHEREAS**, the attached Foundation Controller position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

**RESOLVED**, that the Foundation Controller position description be approved in accordance with the position description attached to this resolution, and be it further

**RESOLVED**, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

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

**DO HEREBY CERTIFY** 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 17<sup>th</sup> day of March 2016, 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 17<sup>th</sup> day of March 2016.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## **TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAGE</u></b>
Foundation Controller	4	1 of 3

<b><u>ORGANIZATIONAL UNIT</u></b>	<b><u>REPORTS TO</u></b>	<b><u>APPROVED BY</u></b>
Budget and Finance	Director of Budget and Finance	Board of Trustees

### **SUMMARY**

Responsible for the proper accounting and financial reporting and the safeguarding of assets for the Tompkins Cortland Community College (TC3) Foundation, a charitable not for profit corporation. Oversees all financial transactions for the TC3 Foundation through the general ledger and maintains books of account. Oversees the accounting operations of the TC3 Bistro and the TC3 Farm. Ensures that comprehensive financial controls are in place and are maintained. Responsible for complex financial analysis, financial reporting, budget preparation, and audit functions for the TC3 Foundation, TC3 Bistro and TC3 Farm.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the daily financial operations of the Foundation including cash flow and investment monitoring, accounts payable, accounts receivable, cash receipts, restricted fund accounting, budget monitoring, and the general ledger.
2. Oversees the financial operations of the TC3 Bistro and the TC3 Farm and monitors the accounting work of the Farm to Bistro Business Manager.
3. Ensures that comprehensive financial controls are in place and are maintained, including the development and maintenance of a written financial procedures manual.
4. Researches technical accounting issues for compliance.
5. Manages and complies with local, state, and federal reporting requirements and tax filings.
6. Complies with complex bond requirements, including the preparation of quarterly and annual bond disclosure requirements submitted to the bond trustees.
7. Periodically posts data from subsidiary ledgers to the general ledger and closes the general ledger monthly and annually, including review and preparation of journal entries.
8. Prepares monthly treasurer's reports for presentation to the Foundation Finance Committee, including monthly financial statements for the Bistro and Farm LLC's.
9. Responsible for monthly bank reconciliations for all TC3 Foundation, TC3 Bistro and TC3 Farm accounts.
10. Responsible for reconciling rents receivable, room damages and security deposits with the student records database.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

<b><u>POSITION TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>PAGE</u></b>
Foundation Controller	4	2 of 3

<b><u>ORGANIZATIONAL UNIT</u></b>	<b><u>REPORTS TO</u></b>	<b><u>APPROVED BY</u></b>
Budget and Finance	Director of Budget and Finance	Board of Trustees

11. Responsible for recording debt service, depreciation, and fixed assets for all Foundation properties and complying with debt covenants.
12. Reconciles restricted fund accounting records with the Development Office, including pledges, contributions, and scholarship distributions.
13. Responsible for the general ledger of the Foundation, Bistro, and Farm ensuring that all accounts are fully reconciled with subsidiary records and related party transactions.
14. Maintains the chart of accounts for the TC3 Foundation, TC3 Farm, and TC3 Bistro.
15. Prepares annual operating budgets, maintains budgetary controls, and performs complex financial analysis and budgetary forecasts.
16. Prepares for the annual independent audits of the Foundation, the Bistro, and the Farm.
17. Works collaboratively with responsible program directors staff to reconcile budgets and prepare periodic reports.
18. Responsible for maintaining appropriate records to document final accounting for all books of account, including the general ledger, cash receipts, and cash disbursements. Such record keeping methods will comply with record retention requirements.
19. Directs the work of the Senior Account Clerk. Assures the effective use of human resources by recommending hiring, disciplinary, and other human resources actions, together with the training motivating, evaluating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal state and local Equal Opportunity/Affirmative Action Laws, other applicable regulations and collective bargaining agreements.
20. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
21. Serves on various College committees and performs other related tasks as assigned.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Foundation Controller

**GRADE**

4

**PAGE**

3 of 3

**ORGANIZATIONAL UNIT**

Budget and Finance

**REPORTS TO**

Director of Budget  
and Finance

**APPROVED BY**

Board of Trustees

**SUPERVISION**

Types Supervised (check each category):

Classified Staff

Administrative

Faculty

Adjunct faculty, students, etc

Indicate number in each category:

  1   # of Classified Staff

       # of Administrative

       # of Faculty

       # of Adj. faculty, students, etc.

**MINIMUM QUALIFICATIONS**

Bachelors Degree in Accounting and a minimum of 3 years of experience with at least 2 years in a full-charge accounting position.

**DESIRED QUALIFICATIONS**

Experience in Government and/or non-profit accounting.



TOMPKINS CORTLAND COMMUNITY COLLEGE

**Faculty Position Title:** Student Success Advisor

**Organizational Unit:**  
Organizational Success  
and Learning

**Reports to:**  
Director of Student Success  
Services

**Approved by:**  
Board of Trustees

**SUMMARY:**

In collaboration with the Director of Student Success Services, Coordinator of Advisement Services and other college staff and faculty, this individual will be responsible for providing learning-centered, strengths-based support to students through individual and group advisement and other programs related to the success and retention of TC3 students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides learning-centered, strengths-based direct service to students assigned to "Advisement Services" and to others needing academic advisement and intervention services, including new students, continuing students, and special populations.
2. Provides outreach and intervention services to identified high-risk students.
3. Delivers presentations to groups of students, parents, faculty, staff, and others.
4. Performs responsibilities, as assigned, related to student success initiatives designed to improve retention and academic success for new college students, especially those in targeted high-risk populations.
5. Maintains currency in knowledge about academic program requirements, financial aid eligibility requirements, academic standards, college resources, and other policies and procedures.
6. Effectively utilizes computer-based student information system programs and applications, including but not limited to Power Campus, myTC3, DocuWare, Accuplacer, and DegreeWorks.
7. Collaborates with other offices to plan and implement effective programs related to student advisement, registration, transition, and retention.
8. Builds and maintains a network of professionals in the field of advisement, retention, transition, and student success through other colleges and professional organizations.
9. Directs the work of student employees in the Student Success and Advisement Services office.
10. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, age, ability or life experience.
11. Serves on various college committees and performs other related tasks as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor's degree and minimum of one years' experience in academic advising, teaching, or providing support services to students in a postsecondary environment (may include equivalent paraprofessional experience) or Master's degree. Demonstrated commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, age, ability, or life experience.

**DESIRED QUALIFICATIONS**

Experience as student or staff member in a community college.



TO: Board of Trustees  
FROM: Carl E. Haynes, Ph.D., President  
DATE: March 11, 2016  
SUBJECT: President's Report to the Board

### **ENROLLMENT/BUDGET**

We are in the early stages of developing our 2016-2017 College operating budget. At the current time, all of the departments are developing their proposed department budgets which are due to the Director of Budget and Finance by March 11. During late March/early April, members of the senior leadership at the College will be working to develop a draft budget for the Board's consideration during a working session prior to the Board meeting in April.

### **STRATEGIC PRIORITIES/ACTION PLAN**

My Strategic Priorities Action Plan Update/Progress Report is being finalized and will be distributed to the College community and to the Board of Trustees within the next week.

### **CHILDCARE CENTER**

Final details of this capital project are being developed and we anticipate bringing a resolution to the Board of Trustees for consideration at the April Board meeting. Following that, we will be pursuing approvals from our sponsoring counties during their respective meetings in May.

### **OTHER MATTERS**

On February 19 – 22, I, together with Walter Poland, attended the Community Colleges for International Development Annual Conference in Orlando, Florida. I also serve as a member of the Board of CCID and attended the annual meeting held during the conference.

On February 25, I provided my State of the College Report to the Cortland County Legislature.

On March 2, I, together with Provost Conners, Deans Taetzsch, and Susan Dewey, hosted members from the Cortland County Legislature, John Troy and Kevin Whitney, and Peggy Mousaw, Director of Budget and Finance for Cortland County, to a lunch meeting for a discussion and a tour of the facilities, which included the TC3 Farm.

On March 3, we held our annual Mid-Winter Day College-wide retreat with approximately 180 faculty, staff, and students in attendance. A main portion of the morning program was an Active Shooter Incident training and drill.

On March 9, I, together with Blixey Taetzsch, Susan Dewey met with leaders of both the Tompkins and Cortland County Legislatures. We met in Cortland and the focus of our discussion was highlights of our 2015-2016 budget/enrollment and very preliminary highlights of our 2016-2017 budget proposal in light of various scenarios regarding State support. The discussions also included a wide range of concerns that came up from some of the Cortland County leadership regarding their fiscal challenges.

Also on March 9, Provost Conners, Dr. Altucher, Dr. Vande Berg, and I hosted Dr. Ellie Fogarty, Vice President of the Middle States Commission on Higher Education, to dinner at Coltivare. Dr. Fogarty was visiting in preparation for our Middle States Reaccreditation process. We are in the beginning stages of the process and the Middle States Team visit is expected sometime in the spring 2018 semester. Dr. Fogarty traveled to campus on March 10 to meet with members of the faculty and staff, as well as members of the Board of Trustees.

From March 11 to March 21, I will be on a family vacation and will be unable to attend the March 17 Board of Trustees' meeting. Provost Conners will be serving in my place at this meeting.