

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
Diversity
Opportunity
Innovation
Relationships*

TOMPKINS CORTLAND COMMUNITY COLLEGE

BOARD OF TRUSTEES

THURSDAY, JULY 21, 2016

RONALD W. SPACE BOARD ROOM – 5:30 P.M.

NOTICE OF ANNUAL MEETING: The Annual Meeting of the Board of Trustees of Tompkins Cortland Community College will be held in the Ronald W. Space Board Room at the College at 5:30 p.m. on Thursday, July 21, 2016. The regular July monthly meeting will commence immediately following the adjournment of the Annual Meeting.

AGENDA

1. Call to Order
2. Election of Officers
3. Appointments
 - 3.1 Clerk of the Board of Trustees
 - 3.2 Deputy Clerk of the Board of Trustees
4. Meeting Dates
5. Other Business
6. Adjournment

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – June 16, 2016
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. College-wide Goals (there will be a special presentation highlighting each of two goals per meeting): No Reports for July
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. Audio Equipment Bid Award
 - d. Approval of Position Description – Assistant to the Provost/Vice President of the College
 - e. Approval of Position Description – Coordinator of Global Programming
 - f. Approval of Position Description – Senior Officer of Global Initiatives

13. Standing Reports:
 - a. College Forum – No Report
 - b. Faculty Student Association – John Bradac
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson’s Report – Elizabeth Burns
 - i. Board Evaluation/Retreat
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Manpreet Kaur
 - h. President’s Report

14. Executive Session (to discuss personnel items – action to be taken)
 - a. Recommendations for Promotions and Continuing Appointments for 2016-2017 Academic Year
 - b. Recommendations for Quality Step Increases and Administrative Appointments for 2016-2017 Academic Year
 - c. Recommendations for Awards for Excellence for 2016

15. Upcoming Events:
 - a. Global Connections Commencement – August 5, 2016
 - b. Faculty Return – August 17, 2016
 - c. Classes Begin – August 24, 2016
 - d. Labor Day – College Holiday – September 5, 2016
 - e. Next Meeting – September 15, 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
JUNE 16, 2016
RONALD W. SPACE BOARD ROOM**

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

EXCUSED: Chad Coates, Arthur Kuckes, Matt McSherry

ABSENT: None

COUNTY

LIAISONS: John Troy

STAFF: John Bradac, Susan Dewey, Carl Haynes, Cathy Northrop, Carl Penziul, Bruce Ryan, Blixxy Taetzsch, Seth Thompson, Peter Voorhees, Khaki Wunderlich

GUESTS: Craig Stevens and Jean Close, Partners of the Bonadio Group

1. **Call to Order:** The meeting was called to order at 5:45 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Mr. Schlather moved that the agenda be approved as presented; seconded by Mr. Roberts; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – May 12, 2016:** Mr. Schlather moved that the minutes of the May 12, 2016, meeting be approved as presented; seconded by Dr. Herath; carried unanimously.
7. **Communications:** President Haynes reported that the College received a SUNY System Diversity Grant – Social Justice Peer Educator Grant. Credit is given to Amy Trueman, Dean of Student Services and Seth Thompson, Chief Diversity Officer/Director of Diversity Education and Support Service, for completing the grant proposal. There is an application process with skype for interviews over the summer for those students who would like to participate in this program. President Haynes mentioned that the Leadership Cortland group had developed a video being used to promote Cortland County and the logo was designed by one of our concurrent enrollment students in Groton. The video was shown.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Enterprise Risk Management –** Craig Stevens and Jean Close attended and presented on Enterprise Risk Management. President Haynes spoke about SUNY's concern/interest regarding enterprise risk management. He said he would like to see this as an agenda item for the Board meetings at least once a quarter – ongoing for the foreseeable future. The product was purchased from Niagara University by the Bonadio

Group who has continued to develop the software. This is seen as a valuable tool that is being used with some other institutions (currently Finger Lakes Community College, with a proposal having been submitted to SUNY). The Bonadio Group would come in and help us set up an Enterprise Risk Management Group who would use the software as a tool to manage the process and help provide an idea of what needs to be monitored on a more regular basis. The Bonadio Group has been offering enterprise risk management services for 13 years. They have worked with the software for 18 months. The software assists in measuring the effectiveness of the process. Mr. Schlather asked whether this tool will work any better than what we already have. This tool provides a way to look at enterprise risk management from an institutional perspective to assure that we are looking at all the issues and questioning whether or not we are focusing on all of the right issues. It is the broader enterprise look at things with a team to identify areas of risk that are beyond just compliance. The real value is that the consultant will help build a process and assess our risks that need to be brought to the Board. President Haynes said he feels we need to get out in front of this to begin to bring it into our culture as a priority. The cost is a \$5,000 per year annual subscription. An example, one of the risks might be an attack on our computer system that could potentially open all of our student records. The consultants help to frame the questions to help us figure out priorities. This system helps mitigate risks. Mr. Stevens and Ms. Close encouraged the Board to have a conversation with Carl Cadregari of the Bonadio Group who works more specifically with Enterprise Risk Management, possibly inviting him to a future meeting. It was also suggested that we speak with other institutions who have used the software (i.e., Finger Lakes CC) to see how the software has helped. President Haynes said that his purpose in bringing this to the Board is to elevate our need to drill down more deeply into high priority risks and to develop ways, ideas, and methods of addressing those needs. This tool provides a common language for us to use in this process. President Haynes said he feels the software has a great deal of value because of what it does, together with helping the Board and the College begin to embrace enterprise risk management.

9. College-wide Goals:

a. **Student Success:** None.

b. **Organizational Capacity – Marketing – Update:** Dean Bruce Ryan provided an update on the process used in identifying the new logo. He said that approximately 125 people had attended one of ten sessions to hear the Marketing Presentation that was given at the January Board meeting and the reaction to the logo was positive. He said that the College officially launched the new logo during the 2nd week in June.

10. Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives): Provost Conners was unable to attend the meeting as he was attending the SUNY Chief Academic Officer Conference. He had provided a written report. Dean Penziul was in attendance to answer any questions. He provided a brief report on the summer international programs. He also reported that we are one of 12 colleges in the State who has received a \$20,000 grant, which is supported by the Carnegie Foundation, to be used to support travel and training for the Quantway initiative, which is an alternative pathway for statistics. The College sent 6 colleagues to attend a workshop to learn about Quantway, and next month 4 of those 6 will be participating in the second part of the workshop. The Senior Vice Chancellor

was very impressed with our group that is involved with this initiative. There will be a demonstration of Quantway for the Board in the fall.

11. Information Items:

a. Human Resources Updates – No discussion.

12. Emergency Capital Project/Roof Replacement – Presentation – President Haynes and Jim Turner, Director of Facilities, provided the background information about this issue. Approximately five or six weeks ago there was an issue with the roof during a rain/wind storm and part of the roof lifted up. We had an engineering company and a roof specialist come to assess the damage and they felt it urgent that the roof be replaced at an estimated cost of \$3.5 million. President Haynes called an emergency meeting with the county sponsors during which we presented three funding proposals on restructuring our debt with the counties. The video was seen by the county sponsors and was quite compelling. President Haynes will go to both Legislatures for approval of the project, as there is a SUNY emergency fund that will make fifty percent of the cost of the project available to us contingent on the College receiving resolutions from the Board of Trustees and the County sponsors approving the project. The plan is to begin the roof replacement no later than September 1, 2016. Mr. Turner provided information on different options for the roof and the life expectancy and costs associated with the different options. Mr. Schlather mentioned that NYSERDA has \$68 million dollars to be used to put in more energy efficient building structures, and roofs were mentioned specifically. Mr. Turner will look into that opportunity. Mr. Turner also met with an insurance adjuster on the roof last week. The insurance company did call to let us know that if there is to be a claim, it is beyond the dollar level of the first adjuster, so another adjuster will be coming to investigate the situation. To mitigate the issue until a new roof is completed, we have had parts of the roof mechanically fastened down. We are getting prices now to do that for the remaining portions of the roof that will warrant that being done prior to the full roof replacement.

- a. Roof Replacement Project** – Mr. Tytler moved that Resolution #2015-2016-64, Roof Replacement Project, be approved; seconded by Mr. Roberts; carried unanimously.
- b.** Mr. Tytler moved that the Executive Committee of the Board of Trustees be authorized to approve the bids for the roof project during the summer when no regular Board meeting is scheduled; seconded by Dr. Herath; carried unanimously.

13. Consent Agenda (Action Items): Highlights of the Consent Agenda were discussed during the meeting. Mr. Roberts moved that the Consent Agenda be approved as presented; seconded by Dr. Herath. After a brief discussion of the action items, the motion was called and carried unanimously.

- a. Capital Payments** – No discussion.
- b. Treasurer's Report – April 30, 2016** – No discussion.
- c. Treasurer's Report – May 31, 2016** – No discussion.
- d. Appointment of Personnel** – No discussion.
- e. Modification of the 2015-2016 Operating Budget** – No discussion.
- f. Adoption of the Proposed 2016-2017 Operating Budget** – No discussion.
- g. 2016-2017 Tuition and Fee Schedule** – No discussion.
- h. In Appreciation of Olu Roberts** – Chairperson Burns presented a copy of the framed resolution to Mr. Roberts and thanked him for his service.

- i. **Approval of Position Description – Chief Diversity Officer/Director of Diversity Education and Support Services** – This is being done as a compliance issue for SUNY. SUNY requires that this position report to a senior level position, so Seth Thompson will report to the Provost and Vice President of the College as Chief Diversity Officer, and he will report to the Dean of Student Life as Director of Diversity Education and Support Services. There is currently a half-time secretary in the office, but we have budgeted to add a half-time secretary, so there will now be a full-time secretary.
- j. **Approval of Classified Staff Position – Global Services Specialist (Spanish Speaking)** – No discussion.
- k. **Amendment to Food Vending Services Contract** – Dean Taetzsch mentioned that we have been working with American Food and Vending to address the lower number of students in residence life and negotiated to lower the minimum and extend the agreement with them for five years. We have been pleased with the service provided by American Food and Vending.

14. Standing Reports:

- a. **College Forum** – Co-Chairs Corrina Struzick and Jonathan Walz-Koeppel were not able to attend the meeting, but provided the following written report: The College Forum held its last meeting of the year on May 13th. Sheila Abbey and Kori Post were elected to be Co-Chairs for the Forum starting in the fall, with Terri Evener elected to be the Forum’s secretary.
- b. **Faculty Student Association** – Dean Bradac had no report at this time, but said he has been actively engaged in meeting members of our College community.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that a Finance Committee meeting was held on May 17 focusing on the upcoming budgets. The Alumni Committee hosted a photo booth after commencement for our recent graduates and this was well received. A Child Care Center Campaign Steering Committee meeting was held on June 6. The Foundation Board of Directors met on June 7 and approved four resolutions relating to the 2016-2017 budgets. Dean Bruce Ryan shared the new logos for the College and the Foundation. Director of Advancement Paul Brenner provided Child Care Center Campaign updates. On June 22, the Foundation will host a donor thank you event at Walden Oaks Country Club starting at 2:00 p.m. for golfing and will be followed by a reception at 5:00 p.m.
- d. **Chairperson’s Report** – None.
 - 1. **Nominating Committee** – Chairperson Burns asked for volunteers for the nominating committee for election of the slate of officers for the Board at the annual meeting in July. Ms. Davison and Ms. Buck volunteered and will come to the July meeting with a proposed slate of officers.
- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – No report.

g. Student Trustee's Report – Mr. Roberts reported that Manpreet Kaur was elected as the student trustee for 2016-2017. He again thanked everyone for the opportunity of serving as Student Trustee.

h. President's Report – President Haynes spoke to his written report. He mentioned that the New York Community College Association of President's Summer Conference this year was held at Coltivare, with the participants staying at the Hotel Ithaca. He said the location was enthusiastically received and all were impressed with the facility. President Haynes also brought ten of his colleague presidents to the farm for a tour. Brandon Seager, Assistant Professor of Wine Marketing, provided a wine tasting/pairing for several of the members of the group. Other items on the NYCCAP agenda included: Chancellor Zimpher participated in the meeting via video conference and highlighted SUNY initiatives and the fact that she has announced her retirement and they are hiring a search firm to assist in hiring her predecessor; the Senior Vice Chancellor for Finance discussed ideas regarding the funding formula; and Senior Vice Chancellor for Community Colleges and the Education Pipeline, Johanna Duncan-Poitier discussed concurrent enrollment programs, that there is a lot of variation in how individual community colleges are managing that program, and that guidelines are being developed. We will be asked to send in a report on how we are managing this matter. He mentioned that we were one, if not the only, community college who was flat for enrollment for the year. The rest of the community colleges were down anywhere from 3 to 9 percent for this year and most are budgeting for a decrease in enrollment for the fall.

15. Executive Session to Discuss a Personnel Matter and a Collective Bargaining Issue (No Action to be Taken During Executive Session): Mr. Roberts moved that the meeting convene in Executive Session for discussion of a personnel matter and a collective bargaining issue; seconded by Ms. Davison; carried unanimously. The meeting convened into Executive Session at 7:46 p.m.

The meeting reconvened in regular session at 8:36 p.m.

a. 2016-2019 Tompkins Cortland Community Faculty Association Agreement – Ms. Davison moved that resolution 2015-2016-66, 2016-2019 Tompkins Cortland Community College Faculty Association Agreement, be approved; seconded by Mr. Roberts; carried unanimously.

16. Upcoming Events – Ms. Northrop clarified that the July meeting is scheduled for July 21, 2016.

17. Adjournment: Mr. Tytler moved that the meeting be adjourned; seconded by Ms. Buck; carried unanimously. The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

TO: Members of the Board of Trustees

FROM: Elizabeth Burns, Chair
TC3 Board of Trustees

DATE: July 21, 2016

SUBJECT: Proposed Board Meeting Dates and Other Important Dates

The following is the proposed list of the meetings of the Board of Trustees of Tompkins Cortland Community College for 2016-2017. All meetings will be held at 5:30 p.m. in the Ronald W. Space Board Room (Room 215G – next to the President’s Office) at the College unless otherwise specified.

BOARD OF TRUSTEES MEETINGS

August 2016 – Executive Committee Meeting (if necessary) – date to be determined
September 15, 2016
October 13, 2016
December 8, 2016
January 19, 2017
February 16, 2017
March 16, 2017
April 13, 2017
May 18, 2017
June 15, 2017
July 20, 2017

OTHER IMPORTANT DATES FOR THE 2016-2017 ACADEMIC YEAR

Global Commencement	August 5, 2016
NYCCT Institute	October 20-23, 2016
Board of Trustees Retreat	November 10, 2016
December Graduate Ceremony	December 9, 2016
Retiree Event	May 22, 2017
Nursing Pinning Ceremony	May 23, 2017
Commencement	May 25, 2017

cc: Media Personnel
Liaisons
County Board Clerks
County Attorneys
County Budget Officers
College Faculty and Staff

To: Board of Trustees

From: John R. Conners

Date: July 11, 2016

Re: July report

Additional English faculty change – The attached memo provides information about both a recent faculty resignation and that person's replacement.

SARA – The New York State Education Department will soon consider joining a program for colleges in our state to participate in the State Authorization Reciprocity Agreements. In short, SARA allows a college to enroll and grant degrees on-line to students in other states without the need to register degree programs individually (and at great cost) with each state. The College will be assessed an annual fee – likely in the range of \$10,000 – to participate in this arrangement, but this initiative will save us a great deal of administrative time and effort, as well as potentially tens of thousands of dollars each year. Soon after I had written the above, the Chancellor announced that the Board of Regents had postponed its vote on this matter to September, but she has expressed some confidence that the issue will be resolved positively.

Chief Diversity Officer – Seth Thompson has begun working in his new role as both CDO and the Director of the Office of Diversity Education and Support Services. He will be reporting directly to me in the former role and to John Bradac in the latter, and he will be a frequent participant in the work of Provost's Council.

Global – Eighteen faculty members from Colombia have completed their four-week intensive English program. Over 200 students from Latin American are engaged in their summer studies at the College this year, while another 50 international students will soon begin their six-month internship at Walt Disney World as part of our Global Disney program. Finally, we expect to begin a search soon for a Coordinator of Global Programming.

To: The College Community

From: John R. Conners

Date: June 27, 2016

Re: Changes in full-time English faculty

In May, I informed the College community about three new full-time members of our English faculty. I am writing now to inform you of two other changes.

After several years as a member of the full-time faculty, Paul McCabe has informed me of his intention to resign from his position. Fortunately, he intends to continue with us on an adjunct basis. Paul is an excellent teacher who is very popular among students and colleagues, so I am thrilled that he will continue his affiliation with the College and with the English faculty.

When we filled three full-time English positions last month, we had more highly qualified candidates than openings; as is so often the case, a talented, committed professional was not offered a position. When Paul informed me of his intentions, I sought and received President Haynes' approval to hire a fourth new full-time faculty member in English. That new colleague is Aaron Decker.

Aaron began his student career at Tompkins Cortland and received his B.A. in English and Secondary Education from SUNY Geneseo. He has earned a master's degree in English from Binghamton University, where he has been pursuing his Ph.D. in American Literature and Rhetoric. Aaron has taught part-time at Ithaca College and has since 2007 been an adjunct member of our English faculty.

Please join me in wishing both Paul and Aaron all the best as they enter the next stages of their careers.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of July 12, 2016

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Assistant Director of Student Activities and the Student Center	August 2016	May 4, 2016	June 6, 2016	Conducting Interviews
Student Success Advisor (1.0 FTE Perm.)	June 1, 2016	March 31, 2016	April 25, 2016	Conducting Interviews
Vector Scholars Program Coordinator	June 1, 2016	May 25, 2016	June 8, 2016	Hired Divina Puukila 06/09/16
Vector Scholars Program Faculty/Staff Mentor (4 Positions)	August 2016	May 20, 2016	June 3, 2016	Tim McCabe Chris Xaver

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaner (1.0 FTE Perm.)	Buildings and Grounds	June 2016	Hired Leslie Crawford 08/01/16
Campus Peace Officer (.75 FTE Perm.)	Public Safety	June 2016	Hired Jeffrey Northrop 08/01/16
Campus Peace Officer (1.0 FTE Temp.)	Public Safety	June 2016	Concluded Not to Fill
Enrollment Services Specialist (1.0 FTE Perm.)	Enrollment Services	July 2016	Canvassing Civil Service List
Secretary (1.0 FTE Perm.)	Academic Records/Curriculum	June 2016	Hired April Byers 06/29/16
Secretary (1.0 FTE Perm.)	Office of Diversity Education and Support Services	September 2016	Canvassing Civil Service List
Secretary (1.0 FTE Perm.) Management Confidential	Dean of Oper. & Enroll. Mgnt. Dean of Org. Success & Learning Department of Human Resources	September 2016	Canvassing Civil Service List

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	July 2016	Accepting Applications Hired: David Wakeman 6/27/16
Assistant Teacher	Childcare	August 2016	Accepting Applications
Fitness Center Assistant	Athletics & Recreation	July 2016	Accepting Applications
Assistant Golf Coach	Athletics & Recreation	September 2016	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro		Hired: Elizabeth Johnson 6/14/16
Dishwasher	TC3 Bistro		Hired: Elizabeth Johnson 6/14/16
Executive Chef	TC3 Bistro	August 2016	Conducting Interviews

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of July 12, 2016

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
JULY 2016**

Capital Payments	Amount	Subtotal	Grand Total
Master Plan			
FFE			
Audio Video Corp			
Axis TV System (PO #31091)			
Invoice 88519	\$49.00		
Invoice 88638	\$109.69		
Invoice 88531	\$1,362.00		
Invoice 88563	\$2,836.00		
Total FFE		\$4,356.69	
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Total Master Plan			\$4,356.69
SUNY Project			
Computer & Tech Upgrades C34162			
Adorama (PO #31088)			
Glyph Studio Mini (Port)	\$140.50		
Total Computer & Tech Upgrades C34162		\$140.50	
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Total SUNY Project			\$140.50
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Total Capital Payments			\$4,497.19

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-1**

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 21st day of July 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 21st day of July 2016.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Thursday, July 07, 2016
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
March				
Carey, Christopher	CollegeNow Faculty Liaison - ENGL Dept.	Adjunct	\$1,575.90	03/28/2016 To 06/03/2016
Crane, Nancy	CollegeNow Faculty Liaison - SPAN and FREN Dept.	Adjunct	\$998.07	03/28/2016 To 06/03/2016
DeGaetano, Margaret	CollegeNow Faculty Liaison - CHEM and METR Dept.	Adjunct	\$787.95	03/28/2016 To 06/03/2016
Farah, Fred	CollegeNow Faculty Liaison - ASTR and ENVS Dept.	Adjunct	\$262.65	03/28/2016 To 06/03/2016
Horan, Linda	CollegeNow Faculty Liaison - SPAN Dept.	Adjunct	\$1,260.72	03/28/2016 To 06/03/2016
Ruoff, Guy	CollegeNow Faculty Liaison - POSC Dept.	Adjunct	\$210.12	03/28/2016 To 06/03/2016
Ryan, Jessica	CollegeNow Faculty Liaison - SOCI Dept.	Adjunct	\$840.48	03/28/2016 To 06/03/2016
Sutton, Levi	CollegeNow Faculty Liaison - DRAF Dept.	Adjunct	\$210.12	03/28/2016 To 06/03/2016
Westlake, Butch	CollegeNow Faculty Liaison - BUAD Dept.	Adjunct	\$472.77	03/28/2016 To 06/03/2016
Whitecraft, Michele	CollegeNow Faculty Liaison - CHEM Dept.	Adjunct	\$157.59	03/28/2016 To 06/03/2016
Young, Tammi	CollegeNow Faculty Liaison - HLTH Dept.	Adjunct	\$241.64	03/28/2016 To 06/03/2016
April				
Loop, Jill	Lead Faculty Member and development of ENGL204 using OER methodology	Adjunct	\$750.00	04/01/2016 To 06/01/2016
Loop, Jill	Lead Faculty Member and development of ENGL201 using OER methodology	Adjunct	\$750.00	04/01/2016 To 06/01/2016
May				
Plumeau, Margaret	Borg Warner Math Review	Adjunct	\$500.00	05/10/2016 To 06/22/2016
June				
Archer, Pamela	BUAD203 M26 BUAD203 M15 BUAD203 M25	Adjunct	\$8,325.00	06/01/2016 To 08/05/2016
Arnold, Melanie	COMM245 M25 COMM110 BL1 COMM298 M15	Adjunct	\$7,597.02	06/01/2016 To 08/05/2016
Bartlett, Heather	Independent Study-ENGL100-IE61 (A. Clavel, L. Patz, B. Stockton-Winston, A. Ullmann)	Adjunct	\$1,968.00	06/01/2016 To 07/26/2016
Carr, Kyle	COMM111 M15 COMM240 M15 COMM210 M15 COMM112 M15	Adjunct	\$9,894.04	06/01/2016 To 07/01/2016
Carr, Kyle	Independent Study-COMM210-M15 (M. Castro, E. Encarnacion, A. Menendez, D. Paredes, A. Pena, J. Rodriguez)	Adjunct	\$2,952.00	06/01/2016 To 07/26/2016
Carr, Kyle	Additional student bringing enrollment to 7/regular session vs. per student compensation COMM210-M15	Adjunct	\$3,710.00	06/01/2016 To 07/26/2016
Cornish, Erin	Independent Study-MATH090-M15 (N. House)	Adjunct	\$656.00	06/01/2016 To 07/26/2016
Cornish, Erin	MATH100 ME58 MATH090 M15 MATH100 M25 MATH095 M25	Adjunct	\$14,840.00	06/01/2016 To 08/05/2016
Cute, Jessica	Adjust estimated contract due to one student dropping from ENGL102-BL4	Adjunct	\$492.00	06/01/2016 To 08/05/2016
Davis, Andrew	Independent Study-HLTH126-BL1 (A. Barden, C. Daly, W. Moore, E. Siba, K. Vaughan)	Adjunct	\$820.00	06/01/2016 To 07/01/2016
Eisenberg, Seth	Adjust estimated contract due to one student dropping from PARA/PARC101-BL1	Adjunct	\$492.00	06/01/2016 To 08/15/2016
Eisenberg, Seth	Independent Study-PARA/PARC101-BL1 (M. Dayton, B. Ferrer, H. Fox, J. Phillips)	Adjunct	\$1,968.00	06/01/2016 To 08/15/2016
Ferguson, Adam	ENGL201 M15	Adjunct	\$2,610.00	06/01/2016 To 07/01/2016
LaBuff, Cynthia	Independent Study-ENGL102-M49C (C. Huie, H. Snyder)	Adjunct	\$984.00	06/01/2016 To 07/01/2016
Morris, Kathy	ART 212 M15	Adjunct	\$3,972.50	06/01/2016 To 07/01/2016
Parks, Paul	Independent Study-HUMN232-M15 (O. Carpenter, D. Dean, R. Hendrick, R. Pausch)	Adjunct	\$1,968.00	06/01/2016 To 07/01/2016
Quick, Raymond	Independent Study-BUAD219-BL1 (D. McCormick, H. Parente, G. Petrella)	Adjunct	\$1,476.00	06/01/2016 To 07/26/2016

Employee	Department	Title/Rank	Salary	Employment Dates
Reid, Taylor	Independent Study-ENVS285-M15 (J. Dannic, L. Yarbrough)	Adjunct	\$984.00	06/01/2016 To 08/05/2016
Richards, David	BUAD201 M25 POSC103 BL1 BUAD201 M16	Adjunct	\$10,215.00	06/01/2016 To 08/05/2016
Ruoff, Guy	Independent Study-HSTY201-C19 (J. Kelly)	Adjunct	\$492.00	06/01/2016 To 07/01/2016
Sabol, Zenta	Independent Study-ACCT101-M15 (M. Diaz, G. Grisolia)	Adjunct	\$1,312.00	06/01/2016 To 07/01/2016
Sloan, Cindy	Independent Study-SOCI101-ME58 (D. Burgess, A. Gonzalez, S. Liriano)	Adjunct	\$1,476.00	06/01/2016 To 07/26/2016
Underwood, Rehema	PSYC205 BL1	Adjunct	\$3,405.00	06/01/2016 To 07/26/2016
Wee, Chia	Independent Study-HUMS105-BL1 (S. Benjamin, C. Morgan, N. Welgoss, J. Wendel)	Adjunct	\$1,968.00	06/01/2016 To 07/26/2016
Whitcraft, Michele	CHEM101 M25 CHEM101 M15 CHEM102 M25	Adjunct	\$15,322.50	06/01/2016 To 08/05/2016
Martin, Angela	Provide speaking test to Summer Intensive English Institute students	Adjunct	\$3,338.22	06/03/2016 To 07/01/2016
Puukila, Divina	Vector Scholars Program Coordinator (Administrative)	Adjunct	\$9,991.13	06/09/2016 To 08/31/2016
Clay, Merryn	Instruction during the 6-week Intensive English Program: Speaking/Listening and Conversation, Reading/Writing	Adjunct	\$3,779.49	06/14/2016 To 07/21/2016
Hanna, Timothy	Teach Speaking/Listening and Conversation classes for DR Ministry Intensive English Program.	Adjunct	\$2,299.41	06/14/2016 To 07/21/2016
Rodzai, Ann	Teach Reading/Writing course in the Intensive English Program	Adjunct	\$1,499.37	06/14/2016 To 07/21/2016
Stone, Kathryn	Teach Reading/Writing course in the Intensive English Program	Adjunct	\$2,461.23	06/14/2016 To 07/21/2016
Veshcherevich, Radmila	Teach Reading/Writing, Speaking/Listening and Conversation Courses for Intensive English Program	Adjunct	\$5,286.09	06/14/2016 To 07/21/2016
Need, Barbara	Occasional Meetings, prep classes and review student work for Intensive English Program of Reading/Writing for Advanced students	Adjunct	\$1,363.05	06/15/2016 To 07/01/2016
Pineda, Michael	Independent Study--DRAF117-M49C (L. Roman)	Adjunct	\$492.00	06/15/2016 To 08/05/2016
Francisco, Erin	Access & Equity Adjunct & Professional Tutor	Adjunct	\$5,034.15	06/22/2016 To 08/16/2016

July

Cornish, Erin	Borg Warner Math Review	Adjunct	\$250.00	07/05/2016 To 07/21/2016
Edgecomb, Patricia	CAPS131 BL1	Adjunct	\$1,324.55	07/06/2016 To 08/05/2016
Gilbert, Mary	ENGL102 BL3	Adjunct	\$3,405.00	07/06/2016 To 08/05/2016
Pitcher, David	BUAD111 M25	Adjunct	\$3,180.00	07/06/2016 To 08/05/2016
Starmer, Ronald	ENGL102 M25	Adjunct	\$3,405.00	07/06/2016 To 08/05/2016

August

Crawford, Leslie	Cleaner	Grade B	\$35,796.80	08/01/16
Northrop, Jeffrey	Campus Peace Officer	Grade J	\$51,292.37	08/01/16
Kidder, Jennifer	Borg Warner Math Review	Adjunct	\$200.00	08/03/2016 To 08/18/2016

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

July 12, 2016

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Frank Moody	06/20/16	Retirement
Gene Sutfin	06/29/16	Retirement

FACULTY STUDENT ASSOCIATION

Brittany Shipman	June 24, 2016	Relocating
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BISTRO

Richard Brosseau	March 11, 2016	Non-renewal
Keewon Haller	July 16, 2016	Relocating

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-2**

AUDIO EQUIPMENT BID AWARD

WHEREAS, there is a need for updates to Audio Equipment for the College, and

WHEREAS, the College has complied with General Municipal Law Section 103 and solicited sealed bids for Audio Equipment, and

WHEREAS, Presentation Concepts of Syracuse, New York has provided the lowest responsible complete bid based on specifications that were distributed to all bidders, and

WHEREAS, the amount of the Bid for Audio Equipment is consistent with probable costs giving consideration to budget allocations, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the Bid for Audio Equipment for the College to Presentation Concepts in an amount not to exceed \$28,199.00.

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 21st day of July 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 21st day of July 2016.

Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: June 30, 2016

Re: Bid Recommendation for Audio Equipment

In consultation with Chris Xaver, Professor of Communications and Media Arts, and Brian Ackley, Director of Technology Support at Tompkins Cortland Community College, we are recommending the award of the Bid for Audio Equipment for the College, to Presentation Concepts of Syracuse, New York, in the amount of \$28,199.00.

The bid was advertised in The Ithaca Journal and The Cortland Standard. Bid documents were sent to ten vendors. Three bids were received. One of the three bidding vendors (B&H Photo Video) did not bid on all of the items. Out of the two vendors providing a bid for all of the specified equipment, Presentation Concepts provided the best total pricing.

A summary of the bids is attached.

Bid Tabulation
Audio Equipment Bid
June 28, 2016 2:00

Bidder/Vendor Total Bid Amount

Visual Technologies	No Bid
Audio Video Corp.	No Bid
Multi Media Group	No Bid
Presentation Concepts	\$28,199.00
Video Corp. of America	No Bid
Adorama	No Bid
Ultimate Sound	\$31,595.00
B&H Photo Video	\$18,325.95*
Toshiba/AV Solutions	No Bid
Teq Inc.	No Bid

***B&H did not bid on all items**

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-5**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT TO THE PROVOST/VICE PRESIDENT OF THE COLLEGE**

WHEREAS, the College has determined, based on a review and analysis of the Provost's Office, that there is a need to revise the Assistant to the Provost/Vice President of the College position description, and

WHEREAS, the attached Assistant to the Provost/Vice President of the College position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Assistant to the Provost/Vice President of the College 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 21st day of July 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 21st day of July 2016.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Provost/
Vice President of the College

GRADE

3

PAGE

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ORGANIZATION GROUP

Provost/VP of the College

REPORT TO

Provost/VP of the College

APPROVED BY

Board of Trustees

SUMMARY

This is a management confidential position that assists the Provost/VP of the College with management of all functions of the Provost's group. Provide administrative and logistical support to the Provost/VP of the College and the Provost's direct reports. Responsibilities include the management of correspondence and participation in the development and review of institutional policies and procedures. Serves as a liaison with campus offices and as a resource to both internal and external constituencies.

NATURE AND SCOPE

1. In the absence of the Provost/VP of the College, assists in solving problems that arise, makes decisions based on knowledge of current operations, and routinely follows up to assure that tasks are completed in a timely fashion. In the absence of the Provost's direct reports, assist employees with decisions that may need to be made.
2. Responsible for the day-to-day operations of the Provost/Vice President's Office, including supervision of student assistants, setting priorities for projects, and coordination/organization of information and special report data from various offices for submittal to the Provost.
3. Provides administrative support and coordination of programs and projects falling within the purview of the Provost/VP of the College, including Program Review, Professor Emeritus, Leadership Council, and Graduate of Note.
4. Responsible for the submission of General Education requirements to State University of New York. Regularly communicates with the SUNY Provost office on matters related to SUNY General Education.
5. Acts as liaison for the Provost with students, faculty, staff, College administrators, members of Boards, public and other governmental officials and private agencies, State University of New York staff, international dignitaries, and other individuals and groups.
6. Communicates with faculty, students, administrators, classified staff, and visitors in securing information and answers to questions, provides information and/or routes inquiries to appropriate person, and defuses emotional situations requiring immediate attention.
7. Provide administrative support to the Committee on Academic Status, including coordinating information from a number of sources including staff, faculty and student data systems to support hearing processes.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Provost/
Vice President of the College

GRADE

3

PAGE

1 of 2

ORGANIZATION GROUP

Provost/VP of the College

REPORT TO

Provost/VP of the College

APPROVED BY

Board of Trustees

8. Coordinates the recruitment of all faculty and upper administrative staff as assigned by the Provost. Acts as a liaison for the screening committee chairs and candidates for faculty positions. Responsible for the scheduling of interviews and travel arrangements. Serves as the contact person for the candidates, counsels candidates on the hiring process at the College, and answers all pertinent questions.
9. Responsible for managing requests for special academic consideration from students; interacts with students and their parents to resolve concerns.
10. Writes resolutions related to the College curriculum for Board of Trustees' approval.
11. Supervises the secretarial support of the faculty suites. Assures the effective use of human resources by recommending, hiring, disciplinary, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local equal employment/affirmative action laws, regulations, and collective bargaining agreements.
12. Serves as a member of Provost's Council, including preparation of agendas and notes.
13. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, **students**, etc

Indicate number in each category:

- 4 # of Classified Staff
- # of Administrative
- # of Faculty
- 1-2 # of Adj. faculty, **students**, etc.

MINIMUM QUALIFICATIONS

Bachelor's Degree in business or related field and minimum three years experience in office management or senior-level clerical position or an Associate's Degree in a related field of study and a minimum of five years experience.

DESIRED QUALIFICATIONS

Related work experience in higher education.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-3**

**APPROVAL OF POSITION DESCRIPTION
COORDINATOR OF GLOBAL PROGRAMMING**

WHEREAS, the College has determined, based on a review and analysis of the Global Initiatives Department, that there is a need to create a Coordinator of Global Programming position, and

WHEREAS, the attached Coordinator of Global Programming position description has been recommended by the President, be it therefore

RESOLVED, that the Coordinator of Global Programming 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: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of
SS: Tompkins Cortland Community College, **DO HEREBY**
CERTIFY that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of
Tompkins Cortland Community College at a regular meeting of said Board on the 21st of July
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 21st day of July 2016.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

Faculty Position Title: Coordinator of Global Programming

Organizational Unit:
Global Initiatives

Reports to:
Director of Global Operations

Approved by:
Board of Trustees

SUMMARY

In collaboration with the Director of Global Operations, this individual will provide coordination and logistics related to all programs offered through College's Global Initiatives Office. The Coordinator will address the needs of international students enrolled or participating in Global Initiatives programming through a variety of orientation and advisement activities. The Coordinator will maintain strong and continuous communication with academic and administrative departments related directly to all Global programming. The Coordinator will also serve in the capacity of Designated School Official (DSO) and Alternate Responsible Officer (ARO) for students under the College's F and J visa sponsorship.

NATURE AND SCOPE

1. Assists international students in utilizing the full range of resources and services throughout the campus community to improve academic success.
2. Monitors and advises international students' academic progress through completion, including the utilization of individualized student education plans.
3. In collaboration with Department Chairs and the Office of the Dean of Instruction, assists with the determination of course equivalencies for articulated programs.
4. Assists in the follow-up and coordination of services to international partners and their representative students.
5. Develops and participates in orientation programs, program-related extracurricular activities, and cultural events.
6. Responsible for the effective coordination of summer Global programs in collaboration with other campus departments.
7. Collaborates with students, faculty, and staff to promote and support the internationalization of the College.
8. Maintains currency in new technology and strategies with respect to the recruitment, orientation, communication with, and retention of international students.
9. Assists the Primary Designated School Official and Responsible Officer in visa advisement, federal regulations compliance, and SEVIS reporting.
10. In the absence of the Director, may assist with solving problems that arise and make decisions based on knowledge of current operations.
11. Maintains currency with federal regulations and SEVIS compliance for DSO/ARO functions.
12. Serves as a contributing member of the Global Initiatives Council.
13. 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.
14. Serves on various college and community committees and performs other related tasks as assigned.

MINIMUM QUALIFICATIONS:

Master's degree in International Studies, International Education, Foreign Languages or related field and two years related work experience with international student populations and/or study abroad in a higher education setting. U.S. citizen or legal permanent resident. Fluency in a second language, preferably Spanish.

DESIRED QUALIFICATIONS:

International living experience. Social media competency.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-4**

**APPROVAL OF POSITION DESCRIPTION
SENIOR OFFICER OF GLOBAL INITIATIVES**

WHEREAS, the College has determined, based on a review and analysis of the Global Initiatives Department, that there is a need to create a Senior Officer of Global Initiatives position, and

WHEREAS, the attached Senior Officer of Global Initiatives position description has been recommended by the President, be it therefore

RESOLVED, that the Senior Officer of Global Initiatives 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: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of
 SS: Tompkins Cortland Community College, **DO HEREBY**
 CERTIFY that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of
Tompkins Cortland Community College at a regular meeting of said Board on the 21st of July
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 21st day of July 2016.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Senior Officer of Global Initiatives

GRADE

Management Confidential

PAGE

1 of 2

ORGANIZATIONAL UNIT

Global Initiatives

REPORTS TO

Provost and Vice President of the College

APPROVED BY

Board of Trustees

SUMMARY

Provides leadership and vision for the College's Global Initiatives, including the fostering of existing relationships and the development of new partnerships with foreign and domestic governments and educational institutions. Leads campus internationalization efforts. Responsible for the planning, management, and evaluation of all international programs, initiatives and services. Supervises Global program directors and works collaboratively with departments and programs of the College in the development and implementation of international programs and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the development, implementation, and assessment of international programs, initiatives, and services, as well as campus internationalization efforts.
2. Represents the College and its Global Initiatives Programs with foreign and domestic governments.
3. Represents the College and its programs to presidents and/or senior officers of foreign and domestic secondary schools, colleges, and universities.
4. Pursues and creates collaborative relationships and partnerships with foreign and domestic educational institutions, negotiates programs, and develops formal agreements.
5. Works directly with the Provost and Dean of Instruction in the development of articulation agreements with partner institutions.
6. Serves as an ambassador for the College and its programs to prospective students and their parents in other countries.
7. Responsible for the development of new international student and visiting scholar programs.
8. Encourages faculty and staff participation to internationalize the curriculum, cultivate study abroad opportunities, and increase international experiences through agencies such as the Fulbright Commission.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Senior Officer of Global Initiatives	Management Confidential	1 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Global Initiatives	Provost and Vice President of the College	Board of Trustees

9. Guides the development and promotion of ESL contract training opportunities and non-credit ESL programs in response to the needs and interests of partner institutions.
10. Collaborates with various College departments to ensure both academic and non-academic support services for all international students.
11. Assures 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.
12. Assures effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with training, motivating, evaluating, and counseling of assigned personnel; conducts all matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action laws, other applicable laws, regulations, and collective bargaining agreements.
13. Serves as a member of Provost’s Council and Executive Council, serves on various College committees, and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category)	Indicate number in each category:
<u> </u> Classified Staff	<u> </u> # of Classified Staff
<u>✓</u> Administrative	<u> 1 </u> # of Administrative
<u>✓</u> Faculty	<u> 2 </u> # of Faculty
<u>✓</u> Adjunct faculty, students, etc.	<u> 3 - 6 </u> # of Adj. faculty, students, etc.

QUALIFICATIONS

Master’s Degree plus a minimum of five years of administrative experience in international program design and administration within a higher-education setting. Fluency in Spanish. Must be able to travel extensively throughout the calendar year.