

## **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*

# **TOMPKINS CORTLAND COMMUNITY COLLEGE**

**BOARD OF TRUSTEES  
SPECIAL MEETING  
THURSDAY, NOVEMBER 10, 2016  
Ronald W. Space Board Room  
2:00 P.M.**

## **AGENDA**

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment\*
6. Approval of Minutes – October 13, 2016 Regular Meeting
7. Action Items
  - a. Capital Payments
  - b. Approval of Board Policy Manual (see attached memo from President Haynes)
  - c. Main Building Roof Replacement Bid Award – Plumbing
  - d. Approval of Revised Position Description – Senior Officer of Global Initiatives (to be distributed prior to meeting)
  - e. Approval of Revised Position Description – President (to be distributed prior to meeting)
8. Other Business
9. Adjournment

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
OCTOBER 13, 2016  
RONALD W. SPACE BOARD ROOM**

**PRESENT:** Roxann Buck, Elizabeth Burns, Chad Coates, Dammi Herath, Manpreet Kaur, Arthur Kuckes, and Bruce Tytler

**ABSENT:** Judy Davison, Matt McSherry, Raymond Schlather

**COUNTY**

**LIAISONS:** John Troy

**STAFF:** Sheila Abbey, John Bradac, Jan Brhel, Susan Dewey, Carl Haynes, Kori Post, Blixty Taetzsch, Peter Voorhees, Khaki Wunderlich

**GUESTS:** None

1. **Call to Order:** The meeting was called to order at 5:38 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved as presented; seconded by Dr. Coates; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes – September 15, 2016 Regular Meeting and October 3, 2016 Special Meeting:** Dr. Coates moved that the minutes of the September 15, 2016 Regular meeting and the October 3, 2016 Special meeting be approved as presented; seconded by Mr. Tytler; carried unanimously.
7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
9. **College-wide Goal – Student Success**
  - a. **Student Success:** None.
  - b. **Organizational Capacity – Board of Trustees Policy Manual:** President Haynes spoke about the process of reviewing the Board Policy Manual. Starting in spring 2016, the Executive Council began review of all of the policies. Dean Khaki Wunderlich spoke on reasons for the deleted policies. She also spoke on the new policies. The following policies were discussed with suggested changes:

- Child Protection Policy
- Attendance Policy
- Not necessary to act on title changes – just change as needed.
- Change all TC3 to Tompkins Cortland.
- Maintenance of Public Order
- Change pronouns to his/her in all areas.
- Policy for Flying the College Flag at Half Staff
- Prevention of Workplace Violence Policy
- Sponsorship Policy
- Policy for Naming Physical Facilities

Changes will be made and the policy manual will be shared with the College Forum for discussion/input. The policy manual will be brought to a special meeting of the Board on November 10, 2016, for action.

**10. Provost and Vice President of the College - Report (highlight Consent Agenda items and updates on major initiatives)** - Provost Conners had provided his written report. He was not able to attend the meeting as he was attending the SUNY Chief Academic Officer's meeting in Cooperstown, NY. President Haynes mentioned that Provost Conners, Dean Bradac, and Seth Thompson, Chief Diversity Officer, meet with him monthly to discuss the initiatives within the new role of Chief Diversity officer.

**11. Information Items:**

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

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

**a. Capital Payments** – No discussion.

**b. Appointment of Personnel** – No discussion.

**c. Approval of Classified Staff Position – Institutional Research Assistant** – President Haynes reported that this is a revision to a job description to more accurately reflect the duties being carried out.

**13. Standing Reports:**

**a. College Forum** – Kori Post, Co-Chair of the College Forum, reported that Dean Wunderlich will attend the College Forum meeting on October 14<sup>th</sup> to discuss updates to the policy manual, and again prior to the Special Meeting of the Board of Trustees on November 10<sup>th</sup> for action by the College Forum. Chief Diversity Officer Thompson has met with the College Forum to discuss the Diversity Plan, hoping the College Forum could help out with some of the training in regard to the inclusion plan. The College Forum also hopes to get information out that as departments are working on initiatives, can reach out to

the College Forum for assistance. At the initial meeting of the Institutional Diversity Committee, different areas were identified for improvements. President Haynes will attend the December 9 meeting to discuss the purpose of the College Forum.

- b. Faculty Student Association** – Dean Bradac reported that The FSA met on October 6, 2016 and highlights from the meeting included: Approval of the FSA Personnel Policy Manual updates which included clarifying language on Full and Part-time employee vacation accruals; The Athletics Advisory Council provided a report and other committees will be meeting in October. Presentation was also shared by Sheri Shapliegh from the Health Center.
  
- c. Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported the Foundation hosted 115 people at the Childcare Center Campaign launch on September 20. President Haynes and Cal Walker started the evening with reading the book “All the Colors of the Earth”. Attendees enjoyed music provided by John Simon, Cal Walker, and childcare students. Jackie Gartenman, nursing student and parent, and Samantha Yarboro, human services student and intern at the Childcare Center, spoke about the importance of the Childcare Center to them. Senator James Seward and Assemblywoman Barbara Lifton attended and announced commitments of \$500,000 each. Sixty people attended the Civil War Nurses Memorial Unveiling on Wednesday, September 28, in the Forum, dedicated to four Tompkins County women. The Stewardship Committee met on October 4, Finance Committee met on October 6, and a Child Care Center Steering Committee meeting took place on October 10. A Pathways Scholarship Reception will take place on October 20 and the Scholarship Ceremony is scheduled for October 26. A joint meeting of the Executive Committee and the Property Management Committee is scheduled for October 27. The in-house Childcare Center Campaign is scheduled for November 9 in the Student Center. A meeting of the full Foundation Board will take place on December 6.
  
- d. Chairperson’s Report** – Chairperson Burns reported that the scholarship ceremony is scheduled for October 26, 2016, in the Forum from 11:45 a.m. to 1:00 p.m. and all are invited to attend. If anyone plans to attend, please let Ms. Northrop know.
  - i. Board Retreat Agenda** – Chairperson Burns mentioned that the Board Retreat will be held here on campus in the Ronald W. Space Board Room on November 10, 2016, from 2:00 p.m. to 6:00 p.m. A light dinner will be provided.
  
- e. Liaison Report (Cortland County)** – Mr. Troy reported that they are in the budget season. It will be a tough budget, but it is expected that a tentative budget will be released on October 26. “The two main items they are working on is the solid waste fund and the jail.
  
- f. Liaison Report (Tompkins County)** – No report.
  
- g. Student Trustee’s Report** – Ms. Kaur reported that there was a very successful Student Government leadership retreat held at Coltivare. Vice Presidents of

committees have been selected. Many students are visiting the tutoring center and greatly appreciate the services that are offered there. Some students have questions about the presidential search and have asked Ms. Kaur to let the Board of Trustees and the President be aware that they want more diversity in the staff in the College.

**h. President's Report** – President Haynes spoke to his written report. He shared information he had presented to the College community at a College-wide meeting on the budget. The question was asked that as enrollment goes down, has there been any discussion about closing the Cortland Extension Center. President Haynes responded that there has been no thought of closing the Cortland Extension Center. He mentioned that we have curtailed the hours there, as we did in Ithaca. Mr. Troy asked about the issue of certificate of residence for concurrent enrollment students and was informed that the school districts can now provide the student ID and the transcript, and that will be all the paperwork that is necessary for those students to get a certificate of residence. However, there is now a similar issue with regular student certificates of residence not being issued after 30 days, whether they are a resident or not. Past practice has allowed for students to obtain their certificate of residence well into the semester, but that practice is being cut back to only 30 days after the beginning of the semester. There is hope that this can be changed back to past practice.

**14. Executive Session (to discussion personnel issue – no action to be taken)** – Ms. Buck moved that the meeting convene in Executive Session (for discussion of a personnel matter, no action to be taken); seconded by Mr. Tytler; carried unanimously. The meeting convened into Executive Session at 8:00 p.m. The meeting reconvened into regular session at 8:20 p.m.

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

**16. Adjournment:** Dr. Herath moved that the meeting be adjourned; seconded by Ms. Buck; carried unanimously. The meeting adjourned at 8:21 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS  
NOVEMBER 2016**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<b>ROOF REPLACEMENT PROJECT</b>			
Design Services			
Beardsley Architects + Engineers (PO#31170)			
Invoice #0034751	\$3,641.81		
Invoice #0034862	\$3,600.00		
Total Design Services		\$7,241.81	
General Contractor			
Hale Contracting, Inc. (PO #31210)			
Application #1	\$445,151.00		
Total General Contractor		\$445,151.00	
Environmental Remediation			
SJB Services, Inc. (PO #31328)			
Invoice #CORT-16-466, Asbestos Monitoring	\$1,800.00		
Total Environmental Remediation		<u>\$1,800.00</u>	
<b>TOTAL ROOF REPLACEMENT PROJECT</b>			<u>\$452,392.81</u>
<b>TOTAL CAPITAL PAYMENTS</b>			<u><u>\$452,392.81</u></u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2016-2017-20**

**APPROVAL OF BOARD POLICY MANUAL**

**WHEREAS**, the Board of Trustees of Tompkins Cortland Community College approved a Board Policy Manual for their use in April 1986, and

**WHEREAS**, over the ensuing years, several new policies were approved and added to the Board Policy Manual with a comprehensive review, concluding with approval in May 2007, and

**WHEREAS**, there was the need to provide a comprehensive review of the Board Policy Manual, which included eliminating several policies that were no longer relevant to the College, modifying current policies and adding policies in areas where the previous Board Policy Manual was deficient, and

**WHEREAS**, the draft Board Policy Manual was distributed to all members of the College community, as well as reviewed by the Deans and their respective councils, and

**WHEREAS**, a draft Board Policy Manual was submitted to the College Forum, which held two open forum discussions for College-wide input, and

**WHEREAS**, the College Forum has recommended to the President the draft Board Policy Manual with minor editorial modifications as reflected in the attached Board Policy Manual, and

**WHEREAS**, the President is recommending that the Board of Trustees of Tompkins Cortland Community College approve the attached Board Policy Manual, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approve the attached Board Policy Manual, and be it further

**RESOLVED**, that the College administration is hereby charged with implementing these policies effective immediately.

**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 special meeting of said Board on the 10<sup>th</sup> day of November 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 10<sup>th</sup> day of November 2016.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

### III. COLLEGE POLICIES

**Draft 10/31/16**

10/2016



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## **ACADEMIC ADVISEMENT**

An Advisement Program in keeping with the mission of Tompkins Cortland Community College shall be maintained.

The College is committed to provision of competent, well-informed advisement for all students.

4/24/86

5/10/2007

11/10/2016

## **ACADEMIC DIFFICULTY**

Standards of satisfactory academic progress shall be established. Further procedures shall be established for provision of appropriate assistance and counseling to students in academic difficulty.

4/24/86

5/10/2007

11/10/2016

## **ACADEMIC FREEDOM AND TENURE**

The Board of Trustees supports the principles of Academic Freedom and Tenure as set forth in the agreement between the College and the Faculty Association.

7/20/72

4/24/86

5/10/2007

11/10/2016

## **ACADEMIC STANDARDS**

The Board of Trustees expects that the highest academic standards will be established and charges the **Provost** with the responsibility for providing such standards.

5/17/84

4/24/86

5/10/2007

11/10/2016

## **ACADEMICALLY DISADVANTAGED STUDENTS**

The College is committed to provision of services for academically disadvantaged students to prepare them for full participation in program courses and activities.

4/24/86

5/10/2007

11/10/2016

## **ADVISORY COMMITTEES**

There shall be Advisory Committees established by the President for each A.A.S. program, as well as for A.A. and A.S. programs upon the recommendation of the **Provost**.

12/16/71

4/24/86

5/10/2007

11/10/2016

## ATHLETICS, INTERCOLLEGIATE

The Board of Trustees encourages the development of an active program of Intercollegiate Athletics under the auspices of the Faculty Student Association. The college will actively support the development of such programs as an integral part of student development.

8/12/84

4/24/86

5/10/2007

11/10/2016

## ATTENDANCE POLICY

The Board of Trustees reaffirms this college attendance policy as follows with the revised clarifying language included.

The Board of Trustees authorizes the administration to implement this policy.

To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work.

It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Unless otherwise provided for by the instructor, all students are expected to promptly attend, on time, every class session for which they are registered. If absence from class is anticipated, it is the student's responsibility to inform the instructor as far in advance as possible. If the student is absent on the day of an examination or the day an assignment is due, the instructor will decide whether the exam or assignment may be submitted late. In all cases, the **student is responsible for material covered in class.**

Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. A copy of this law can be found in the Office of the **Dean of Instruction.**

The College reserves the right to schedule additional class time to compensate for time lost because of weather, road conditions, or other reasons.

Any student who wishes to challenge the application of the attendance portion of a course grade should refer to the student grievance process outlined in the student handbook.

7/16/92 – Resolution #1992-93-6 Attendance Policy

5/19/94 – Resolution #1993-94-82 Attendance Policy

5/10/2007

11/10/2016

## **AUDIT FOR SENIOR CITIZENS**

Should space be available in courses, and with the permission of the instructor, the Board of Trustees approves auditing of courses by Senior Citizens of Tompkins and Cortland Counties. The College Administration may limit the number and specify the courses. Persons granted this tuition waiver will not be counted in determining whether a course will be offered. Auditing courses will be for non-credit. Attendance papers and tests will not be mandated.

11/20/69 – Senior Citizens Auditing Courses at Tompkins Cortland Community College  
– no resolution

4/24/86

5/10/2007

11/10/2016

## **BASIC SKILLS POLICY**

All matriculated students and nonmatriculated students enrolling in six or more credit hours of work shall be required to complete an assessment process, which may include testing. The results of this process shall be used to determine appropriate course placement.

The College shall offer basic skills courses and support services to provide students the opportunity to develop the skills necessary for success in college level academic work. The College shall also further develop basic skills by emphasizing their continued development across all curricula at the College.

3/17/88 – Resolution #1987-88-63 – Basic Skills Policy

5/10/2007

11/10/2016

## **BIDDING, COMPETITIVE**

The College shall comply with the New York State General Municipal Law regarding competitive bidding. All purchases exceeding current competitive quote and/or bid thresholds must be made through the Purchasing Office. **The Budget and Finance Director has the responsibility of oversight of purchase orders.**

1/19/84 – Resolution #1983-84-44 – Competitive Bidding  
Resolution #1983-84-49 – Change in Municipal Law Regarding Competitive Bidding

4/24/86

Resolution #1991-92-63 – Change in Municipal Law Regarding Competitive Bidding

5/10/2007

11/10/2016

## **BUDGET TRANSFER POLICY**

The Board of Trustees of Tompkins Cortland Community College delegates the responsibility and authority to the President of the College to approve the transfer of appropriations from one function or object of expense account to another, of an amount not to exceed \$5,000 per transfer. Any such transfers approved by the President of the College will be reported in a timely manner to the Board of Trustees. The Board of Trustees adopts the accompanying Budget Transfer Policy which incorporates the aforementioned delegation of authority.

### **ACCOMPANYING BUDGET TRANSFER POLICY**

The Board of Trustees of Tompkins Cortland Community College has the responsibility and authority for making amendments to the College Operating Budget (within the total budget) as stated in the Commissioner's Regulations Section 602.9 and the Board of Trustees' by-laws. In order to maintain efficient College operations, the Board delegates certain authority and responsibility to the College administration in the following manner:

Operating budget transfers within the same object of expenditure and functional area may be made with budget manager or dean/president approval.

Operating budget transfers between objects of expenditure and/or functional areas not exceeding \$5,000 may be made with the President's approval. Any transfers of this nature will be reported in a timely manner to the Board of Trustees.

Operating budget transfers between objects and/or functional areas exceeding \$5,000 require Board of Trustee Approval.

8/15/96 – Resolution #1996-97-11 – Budget Transfer Policy

5/10/2007

11/10/2016



## CHANCELLOR'S/TRUSTEES' AWARDS FOR EXCELLENCE

The Board of Trustees of Tompkins Cortland Community College will acknowledge the contributions of exceptional members of the professional community through annual awards known as "The Chancellor's/Trustees' Awards for:

- Excellence in Faculty Service
- Excellence in Librarianship
- Excellence in Professional Service
- Excellence in Scholarship and Creative Activities
- Excellence in Teaching Performance
- Excellence in Adjunct Teaching
- Excellence in Classified Service
- Other Faculty and Staff Awards as initiated by the SUNY Chancellor and deemed appropriate by the administration of the College

These awards are to be presented to individuals who, through their continuous and exceptional service, represent the highest level of commitment to the College. Each of the employee awards will have a monetary value of \$1,000. The application packets and criteria reflect the appropriate categories.

The Board of Trustees of Tompkins Cortland Community College will also acknowledge students who have best demonstrated and been recognized for their integration of academic excellence with other aspects of their lives to include the arts, athletics, career achievement, leadership and community service by participating in the Chancellor's Award for Student Excellence program.

11/19/92

2-17-82 (Executive Committee)

8-20-87 – Resolution #1987-88-16 – Modification to Trustees Award for Excellence in Professional Service.

5/10/2007

11/10/2016

## CHILD CARE CENTER

The Board of Trustees authorizes the President to establish through agreement with the Faculty Student Association, a child care center in college facilities. This center will provide developmentally appropriate early childhood education for the children of Tompkins Cortland Community College students and staff, and to the community, when space is available.

The Faculty Student Association Charter, Article 2 of the Certificate of Incorporation, has been amended as of April 27, 2001, to authorize development of such a center and its related programs, services, and staff.

Tompkins Cortland Community College is authorized to provide facilities, maintenance and cleaning services, and utilities in support of this important service to students and staff of the College.

12/21/79  
4/24/86  
5/10/2007  
11/10/2016

## CHILD PROTECTION POLICY

Tompkins Cortland Community College recognizes a fundamental obligation and is committed to protecting minor children in its care. Accordingly, the College has adopted safeguards to protect the safety and well-being of minor children when they are participating in College-related programs, whether on or off campus, or utilizing campus facilities for activities including, but not limited to, sports camps, academic and personal enrichment programs, and research studies.

*Child:* An individual under the age of seventeen years who is participating in a Covered Activity. The term "child" shall not include a matriculated student of the College or a person accepted for matriculation.

*Children's Camp:* A camp defined under New York Public Health Law §1392.

*College-Affiliated Organization:* Faculty Student Association, Tompkins Cortland Community College Foundation, Inc., TC3 Farm, TC3 Bistro, or any other entity designated by the Board of Trustees or College President.

*Covered Activity:* A program or activity sponsored or approved by the College or a College-affiliated organization, or an activity conducted by a vendor, licensee, or permittee for which a license or permit for use of College facilities has been approved, occurring on or off campus, for the duration of which the responsibility for custody, control, and supervision of children is vested in the College, College-affiliated

organization, or the vendor, licensee or permittee so approved. This policy is not applicable to College on-campus child care centers.

*Covered Person:* A person who is responsible for the custody, control, or supervision of children participating in the Covered Activity and who is:

- a. an employee of the College or College-affiliated organization;
- b. a College student;
- c. a volunteer of the College or College-affiliated organization; or
- d. a vendor, licensee, permittee, or other person who is given permission to come onto campus or to use College facilities for Covered Activities; or
- e. an employee, agent, or volunteer of “d” above.

*Abuse:* Physical contact with a child by a Covered Person which is intended to cause or causes pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury, or any activity, physical or otherwise, which causes material harm or is detrimental to the general health and welfare of a child, including but not limited to harassment or bullying.

*Responsible College Official:* Employee(s) of the College or College-affiliated organizations designated below in the Applicability Section of this Policy.

*Retaliation:* Action against anyone acting in good faith who has reported alleged physical abuse or sexual abuse in accordance with this Policy, or who has been involved in investigating or responding to allegations of physical or sexual abuse, or who has reported a failure to comply with this Policy. Retaliatory acts may include, but are not limited to:

- a. Employment actions affecting salary, promotion, job duties, work schedules, and/or work locations;
- b. Actions negatively impacting a student's academic record or progress; and
- c. Any action affecting the campus environment, including harassment and intimidation.

*Sexual Abuse:* Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law Articles 130, 263, and Sections 260.10 and 260.25, sexual offenses include: sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children, including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law, Articles 130, 263, and Section 260.10.

1. Covered individuals must conduct themselves appropriately with children who participate in college-related programs and report instances or suspicion of physical or sexual abuse of children.
2. Consistent with the provisions and applicable definitions of New York State Penal Law, Articles 130, 260, and 263, any Tompkins Cortland Community College or College-affiliated organization employee, student, volunteer, or person or entity engaged in a covered activity and utilizing college facilities or property who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on College property, or while off campus during official College business or College-sponsored events, shall immediately report such conduct to Campus Police and include the name of the alleged victim and alleged assailant (if known), other identifying information about the alleged victim and alleged assailant, the location of the activity, and the nature of the activity.
3. In furtherance to this policy, the College shall, on an annual basis, notify all College and affiliated organization employees, students, and volunteers of the existence of this policy and biennially train such employees, students, and volunteers who engage in covered activities on the provisions of this policy and the attendant reporting obligations.
4. Retaliatory acts, as defined in this policy, are prohibited.
5. Any employee found in violation of the provisions of this policy shall be subject to discipline up to termination of her/his employment, consistent with the terms and conditions of the applicable collective bargaining agreement, if any, as well as subject to any applicable criminal prosecution.
6. Nothing contained in this policy precludes mandated reporters from completing their obligation to report suspected child sexual abuse.
7. Covered Persons shall not:
  - a. Be alone with a child nor permit anyone else to be alone with a child, unless the Covered Person is a relative or guardian of the child, unless one-on-one contact is approved in accordance with a determination pursuant to the College's procedures associated with this policy. In no event shall a Covered Person who is not a relative or guardian of a child be alone with the child in a rest room, locker room, shower, sleeping area, or vehicle;
  - b. Engage in physical abuse or sexual abuse of a child;
  - c. Engage in the use of alcohol or illegal drugs, be under any influence of alcohol or illegal drugs, or be under the influence of legal drugs to the extent that his or her ability is impaired during Covered Activities;
  - d. Enable, facilitate, or fail to address a child's use of alcohol or illegal/non-prescribed drugs;
  - e. Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct;

- f. Offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct;
- g. Release a child from a Covered Activity without a written authorization from the child's parent or guardian.

8. Covered Persons shall:

- a. Take all reasonable measures to prevent physical and sexual abuse of a child, including immediately removing a child from potential physical abuse, sexual abuse, or prohibited conduct as defined herein;
- b. Immediately report any suspected physical abuse or sexual abuse of a child to Campus Police and include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity.

*Note: Other reporting requirements not addressed in this policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.*

- c. Complete all required training developed pursuant to this Policy;
- d. Wear and display prominently at all times during the Covered Activity a lanyard or other form of identification that identifies the individual as having the responsibilities of a Covered Person.

9. Responsible College Officials shall:

- a. Confirm that the requirements of this Policy have been communicated to persons defined below as "Covered Persons" (Sections a – c) prior to the commencement of a Covered Activity;
- b. Confirm that New York Sex Offender Registry and National Sex Offender Public Registry searches have been obtained and reviewed for Covered Persons (Sections a–c) prior to the commencement of a Covered Activity;
- c. Confirm that the *Permittee Acknowledgement of Receipt of the Tompkins Cortland Child Protection and Mandatory Child Abuse & Prevention Policy* has been obtained from "Covered Persons" (Sections d and e) prior to the commencement of a Covered Activity;
- d. Immediately report allegations of physical abuse or sexual abuse of a child to Campus Police. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred;
- e. Confirm that required training on this Policy has occurred prior to the commencement of a Covered Activity for all Covered Persons who are employees, volunteers, students, or agents of Tompkins Cortland Community College or a College-affiliated organization.

11/10/2016

## **CODE OF CONDUCT - NON-STUDENT**

The State University Chancellor's June, 1968, guidelines for governing conduct of non-students and any amendments thereto will be used.

Non-students entering upon College property are required to abide by the same guidelines, rules and regulations as regularly enrolled students.

Penal Law Section 240:35 applies.

12/16/71  
4/24/86  
5/10/2007  
11/10/2016

## **COLLECTIONS DEVELOPMENT POLICY**

The policy will govern the selection of print, multimedia and electronic resources to be added to, or withdrawn from, the Library and Media Services collections of the College.

The policy will serve as general guidelines not only for the staff of the Library and Media Services but also for students, faculty, and other college staff whose involvement in the selection process is actively solicited.

6/16/88 – Resolution #1987-88-95 – Collections Development Policy  
5/10/2007  
11/10/2016

## **COMPUTER AND INFORMATION SECURITY POLICY**

### **PURPOSE**

- 1) To establish the basic policy of the College for the use, protection, and preservation of electronic information generated by, owned by, or otherwise in the possession of the College, including all academic, administrative, and research data ("College Information").
- 2) To ensure compliance with all applicable federal, state, and local laws, including but not limited to, the Family Rights to Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Gramm-Leach-Bliley Act, the Federal Privacy Act of 1974, confidentiality and privacy of library users as protected by New York state law, and the New York State Personal Privacy Protection Law. Exposure of confidential data to improper disclosure or security risk is a violation of these laws, and can result in the institution's incurring legal liability, financial liability, reputational loss, and loss of trust. New York State has enacted an Information Security Breach Notification Act which requires all state agencies to notify individuals if there is a security breach involving their restricted confidential data.
- 3) Protect the Computer and Network resources of the College

### **APPLICABILITY**

This policy applies to all users of Tompkins Cortland Community College computer facilities and to all College Information.

### **POLICY**

College information and computing resources are vital assets of the College and as such requires protection from unauthorized access, modification, disclosure, or destruction.

### **RESPONSIBILITIES**

Each department of the College is responsible for identifying and protecting all College Information within its area of control.

Management of each Department of the College is responsible for ensuring that all employees in the Department understand and satisfy their obligation to protect College Information. Management is also responsible for developing and implementing such additional policies and procedures as are necessary to implement fully this Policy. Please see the Tompkins Cortland Community College Computer and Information Security Protocol.

All users of Tompkins Cortland Community College computer facilities are responsible for complying with this Policy and with any other applicable policies and procedures

pertaining to the protection of College Information, including the Tompkins Cortland Community College Computer and Information Security Protocol.

Campus Technology will be responsible for developing and implementing The Tompkins Cortland Community College Computer and Information Security Protocol. The President of the College will be responsible for approving these guidelines and future updates as needed.

## **COMPLIANCE**

Non-compliance with this policy may lead to disciplinary action by the College, including revocation of computer use privileges and, in the case of employees, dismissal from the College. Under certain circumstances, unauthorized access to or modification, disclosure, or destruction of College Information and computing resources may give rise to civil and/or criminal liability. Any computer system which fails to comply with security procedures described in the Tompkins Cortland Community College Information Security Management Guidelines or for which no specific procedures are published by the College may be refused access to the Campus Network and may be deemed inappropriate for storing or accessing College Information.

4/21/88 – Resolution #1987-88-70 – Computer Policy

5/10/2007

11/10/2016

## **CONFERRAL OF DEGREES**

The Board of Trustees shall authorize the granting of degrees at the close of each semester and the final summer session each academic year, with a current practice of one commencement per year.

6/21/84 – Resolution #1983-84-90 – Conferring of Degrees

4/24/86

5/10/2007

11/10/2016



## **CONTINUING EDUCATION WORKSHOPS AND SEMINARS**

The Board of Trustees authorizes the College administration to develop regulations and procedures which would enable staff and currently enrolled students to attend Continuing Education Department workshops and seminars on a space-available basis at a minimal fee.

2/19/87 – Resolution #1986-87-47 – Continuing Education Workshops and Seminars

5/10/2007

11/10/2016

## **CURRICULUM, ASSESSMENT OF**

All degree programs shall be reviewed and evaluated every five years, according to a schedule established by an agreement between the College and SUNY, and in accordance with SUNY's guidelines for review of the major. The College will, moreover, engage in all General Education course review according to the schedule established by an agreement between the College and SUNY.

All additions and deletions of academic programs will be made in conformity with the State University and State Education Department guidelines.

4/24/86

5/10/2007

11/10/2016

## DEAN'S LIST AND PRESIDENT'S CITATION

### Dean's List

At the end of each semester, the Provost and Vice President of the College recognizes students who have demonstrated high academic achievement by naming them to the Dean's List. These students must have completed at least 12 credit hours in residence during the semester, or in the case of part-time students, have completed a block of twelve hours (e.g.: 12, 24, 36, 48, 60). The student must be matriculated in a program of study and must have achieved a grade point average of 3.5 or better. During the time period upon which the award is based, the student must have earned grades of C or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an "I" grade will not immediately be eligible for the Dean's List, but may petition the **Provost** for consideration after the successful completion of the "I" grade. Only courses providing college credit will be included in the calculation of the grade point average.

### President's Citation

At the end of each semester, the President designates those students who have, by their performance in academic course work, shown themselves worthy of receiving the President's Citation. This award will be granted only once to students meeting the following criteria. The student must be matriculated in a program of study, must have completed at least 30 credit hours in residence and have maintained a grade point average of 3.8 or better. During the time period upon which the award is based, the student must have earned grades of C or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an "I" grade will not immediately be eligible for the President's Citation, but may petition the **Provost** and the President for consideration after the successful completion of the "I" grade. Only courses providing college credit will be included in the calculation of the grade point average.

12/16/71

4/24/86

5/20/93 – Resolution #1992-93-52 – Dean's List/President's Citation Policy

5/10/2007

11/10/2016

## **DISTRIBUTION AND POSTING OF NON-CAMPUS RELATED MATERIALS**

Non-campus related materials designed for posting or distribution at Tompkins Cortland Community College are guaranteed First Amendment protection, except when such materials interfere with the academic process. Materials which promote drug and/or alcohol abuse or unlawful activities will not be accepted for posting or distribution.

The Board of Trustees authorizes the administration of the College to implement this policy.

5/19/94 – Resolution #1993-94-78 – Policy-Distribution and Posting of Non-campus Related Materials

5/10/2007

11/10/2016

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY**

Tompkins Cortland Community College is an equal opportunity employer and institution.

It shall not discriminate on any basis prohibited by applicable Federal and/or State law including race, color, religion, national origin, sex, sexual orientation, **gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction, or any other protected status** with respect to recruitment, employment, promotion, compensation, benefits, educational opportunity or training. This equal opportunity/affirmative action policy shall be carried out and enforced throughout the College. It is the responsibility of all departments and personnel to assure compliance.

Separate detailed policies and procedures have been established, published and distributed in order to implement and enforce the College's equal employment opportunity/affirmative action policy. These policies and procedures also ensure that applicants, employees and students are aware of the procedure to follow in order to report violations and to seek fair redress as a consequence of any such violation.

11/17/77

3/20/86

4/24/86

12/15/88

3/17/94 – Resolution #1993-94-60 – Modification to the Equal Opportunity/Affirmative Action Policy Statement

5/10/2007

11/10/2016

## **ESTABLISHMENT OF DESIGNATED NET POSITION ACCOUNTS**

The Board of Trustees authorizes the administration of the College, to establish Board Designated Operating Fund Reserves and that expenditure of funds from and future additions to the Board Designated Operating Fund Reserves must have prior approval by the President of the College.

2/18/2016  
11/10/2016

## **FACILITY USE**

The Board of Trustees, in conformance with State law, authorizes the College Administration to make available college facilities for any responsible community use, after fulfilling the needs of its students.

Appropriate procedures will be established by the administration.

5/10/2007  
11/10/2016

## **FACULTY STUDENT ASSOCIATION**

The Tompkins Cortland Community College Board of Trustees authorizes the President to enter into an agreement with the Faculty Student Association to provide such services as are determined to be mutually beneficial to the College and its students.

These services include the following, but are not limited to, student activities, clubs, organizations, athletics, recreation, residence life, child care services, health center, bookstore, and one-card program.

Students will be assessed a fee to be determined by the Faculty Student Association on an annual basis to support the costs of such programs and services.

The College will provide, as agreed to in an annual agreement, facilities, maintenance, cleaning, utilities, and other support as deemed necessary to support the programs and services provided by the Faculty Student Association.

These services may be modified as necessary by mutual agreement between the College and the Faculty Student Association as indicated in the agreement, to be reviewed and signed on an annual basis.

5/10/2007  
11/10/2016

## **FINANCIAL ASSISTANCE POLICY**

Tompkins Cortland Community College Board of Trustees recognizes that financial aid is an **integral component of its educational offerings as it serves to reduce economic barriers that may restrict the educational development of students.**

- A. The College will seek to participate in federal and state student aid programs for which it may be qualified when the purposes and objectives of such programs are consistent with those of the College, provided that the commitment of required College resources is reasonable in the judgment of the College Administration. The terms of such financial aid will be determined by the legislation which created the fund and other government regulations.
- B. The College will cooperate with outside agencies and organizations which furnish direct aid through scholarships and loans to students of their selection and will insure, as far as possible, that the agencies' and organizations' standards and objectives are observed. It is understood that the selection criteria used will be consistent with the general policies and procedures of the College.
- C. The Board of Trustees of the College has authorized the establishment of the TC3 Foundation, Inc. for the purpose of providing support to Tompkins Cortland Community College. Support may be in the form of scholarships, loans, and awards to benefit the students of the College. The administration of non-governmental scholarships, loans, student employment, and other aid programs will be in accord with the general policy of the College.

5/17/84 – Financial Aid Policy, Dryden, New York – no resolution number  
4/24/86  
5/10/2007  
11/10/2016

## **FRIEND OF THE COLLEGE**

The Board of Trustees of Tompkins Cortland Community College intends to recognize the contributions of members of the community through an annual award known as "Friend of the College Award." This award is to be presented to individuals who have provided exceptional service to the College.

2/24/86  
9/18/86 – Minutes – Friend of the College Award – page 5 – no resolution number  
8/20/87  
5/10/2007  
11/10/2016

## **FULL OPPORTUNITY PROGRAM**

The Board of Trustees adopts the State of New York Full Opportunity Program and the regulations set forth therein, effective September 1, 1971, and is committed to participation in the Program within the resources of the community.

Resolution 1970-71-43

3/19/71 – Resolution #1970-71-43 – Full Opportunity Program

4/24/86

5/10/2007

11/10/2016

## **GOVERNANCE, INSTITUTIONAL SYSTEM**

The Board of Trustees of Tompkins Cortland Community College hereby adopts its College Governance with the approval of the Bylaws for the College Forum and hereby authorizes the College leadership to facilitate the implementation of this revised Governance system.

4/19/84 – Institutional Governance Council – no resolution number

4/24/86

5/21/98 – Resolution #1997-98-53 – Bylaws for College Governance

5/10/2007

6/17/2010 – Resolution #2009-2010-59 – Revised College Forum Bylaws

9/12/2013 – Resolution #2013-2014-12 – Amended College Forum Bylaws

11/10/2016

## GPA RECALCULATION POLICY

The Internal Transfer Policy has been revised and will henceforth be known as the GPA Recalculation Policy. Under the revised policy, students whose Grade Point Average (GPA) and/or Earned/Attempted Ratio has been below the minimum standards for the two most recent semesters and who wish to change their program may petition the Dean of Instruction to discount the credits and grades in certain courses that are not required in their new program. A petition to discount grades will be granted only once to a student. If the petition is granted, all grades of F in courses not required in the new program will be discounted in the cumulative GPA and Earned/Attempted Ratio and grades of D-, D, and D+ or grade notations of W, WP, AW, WF, and MW will be considered for discount. Credit is not retained for courses for which the grade has been discounted. For the purpose of honors recognition, discounted grades and credits will be included in the cumulative GPA unless the course has been repeated.

6/15/89 – Resolution #1988-89-97 – Internal Transfer Policy

6/21/90 – Resolution #1989-90-78 – Internal Transfer Policy

5/16/96 – Minutes – no resolution “...Administration extend the suspension of the Internal Transfer Policy through December 1996 pending review of compliance with new federal financial aid regulations.”

12/12/96 – Resolution #1996-97-34 – Revision of Internal Transfer Policy/GPA Recalculation Policy

5/10/2007

11/10/2016

## HUMAN SUBJECT RESEARCH GUIDELINES

The primary responsibility for protecting the rights and welfare of human subjects rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing, or other involvement of another person to obtain information for use by a student, faculty or other staff member, or any external person.

All projects proposing to recruit student participants must make clear the voluntary nature of their participation. Under the SUNY Board of Trustees policy, students may not be required, as a course requirement, to participate as subjects in any research project or in the pilot-testing of any research instruments.

All student researchers must have a **Tompkins Cortland** faculty or staff supervisor who has accepted responsibility for monitoring the project. Supervisors are responsible to provide information to students regarding ethical principles involved in using human subjects for research, including, but not limited to, privacy and confidentiality of response data.

A request made to any member of the **Tompkins Cortland** community by an external researcher for the use of **Tompkins Cortland** records or student or staff subjects shall be forwarded to **Tompkins Cortland's Associate Dean of Institutional Research and Organizational Learning**.

If subjects are to be drawn from an external population, notice of the project shall be given to the **Associate Dean of Institutional Research and Organizational Learning** prior to collection of any data.

If subjects are minors or are drawn from an institution or organization which has responsibility for the subjects, appropriate consents must be secured in addition to approval from the **Associate Dean of Institutional Research and Organizational Learning**.

Written notice of any project that will involve intervention with or manipulation of a human subject's physical or mental state must be provided to the Associate Dean of Institutional Research and Organizational Learning at an early stage in planning (i.e., prior to the collection of any data) to allow determination of need for compliance with federal or state statutes or regulations related to non-exempt "human subject research."

Approved by College Forum December 13, 1999

3/23/2000 – Resolution #1999-2000-44 – Human Subject Research Guidelines

5/10/2007

11/10/2016



## INVESTMENT POLICY

### I. **Scope**

This investment policy applies to all monies and other financial resources available for investment in Tompkins Cortland Community College's own behalf or on the behalf of any other entity or individual for which the College may hold funds as an agent.

### II. **Objectives**

The primary objectives of the College's investment activities are:

- To conform with all applicable federal, state and other legal requirements.
- To adequately safeguard assets.
- To provide sufficient liquidity to meet all operating requirements.
- To obtain a reasonable rate of return.

### III. **Delegation of Authority**

The Board of Trustees' responsibility for administration of the investment policy is delegated to the Budget and Finance Director.

### IV. **Prudence**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Tompkins Cortland Community College.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### V. **Authorized Signatures for Checking, Withdrawal or Transfer of Funds**

The Treasurer of the Board of Trustees will be the primary authorized signer on all College operating, payroll, federal, grant and capital accounts. The College Budget and Finance Director will be the primary authorized signer for the emergency fund account and student loan account. Original and facsimile signatures are acceptable for all primary signers.

The following accounts will have a second signer as a back up to the primary signer when he/she is unavailable: HSBC Foreign Student Account (operating), First National Bank of Dryden Emergency Fund Account, and the Tompkins Trust Company Student Loan Account. The second signer on the foreign student account will be the College Budget and Finance Director. The second signer on the emergency fund and student loan accounts will be the Assistant Director of Budget and Finance with tertiary signer to be the **Dean of Operations and Enrollment Management**.

## **VI. Internal Controls**

It is the policy of the College for all moneys collected by any officer or employee of the College to transfer those funds to the Budget and Finance Director within 3 days of receipt, or within the time period specified by law, whichever is shorter.

The Budget and Finance Director is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

For the purposes of carrying out the daily operations of the College, the Treasurer of the Board of Trustees authorizes the use of his/her facsimile signature. The Clerk of the Board of Trustees will be responsible for the appropriate use of the Treasurer's facsimile signature. Documentation of payments made by the College from operating, payroll, federal, grant, and capital accounts will be made available to the Treasurer for periodic review.

## **VII. Designation of Depositories**

The following banks and trust companies are authorized for the deposit of monies:

- First National Bank of Dryden
- Tompkins Trust Company
- HSBC Bank USA
- Manufacturers and Traders Trust Company (M&T)
- NBT Bank
- Citizens Bank

## **VIII. Collateralizing of Deposits**

In accordance with General Municipal Law, Section 10, all deposits of Tompkins Cortland Community College, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of

the Federal Deposit Insurance Act shall be secured by a pledge of eligible securities with an aggregate market value as provided by GML Section 10, equal to the aggregate amount of deposits.

**IX. Safekeeping and Collateralization**

Eligible securities used for collateralizing deposits shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure College deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the College to exercise its rights against such pledged securities. In the event that the securities are not registered or inscribed in the name of the College, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the College or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the College, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the College a perfected interest in the securities.

**X. Permitted Investments**

As authorized by General Municipal Law, Section 11, Tompkins Cortland Community College authorizes the Budget and Finance Director to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts
- Certificates of Deposits
- Public Funds Money Market Account
- Obligations of the United States of America
- Obligations of the State of New York
- The Bancorp Bank

All investment obligations shall be payable or redeemable at the option of the College within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided.

**XI. Purchase of Investments**

The Budget and Finance Director is authorized to contract for the purchase of investments. All purchased obligations, unless registered or inscribed with the name of the College, shall be purchased through, delivered to and held in the custody of a bank or trust company.

**XII. Repurchase Agreements**

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

8/25/94 – Resolution #1994-95-26 – Investment Policy  
11/29/01 – Resolution #2001-2002-35 – Amended Investment Policy  
3/16/06 – Resolution #2005-2006-34 – Amended Investment Policy  
11/10/2016

**LIAISON TC3 FOUNDATION, INC.**

The Board of Trustees wishes to maintain a continuous, close working relationship with the TC3 Foundation, Inc. and invites a designated liaison from the Foundation to attend all public meetings of the Board of Trustees. The designee may participate in discussions and present materials, but shall not have a vote.

9/20/84 – 1984-85-16 – Request for Liaison from the TC3 Foundation, Inc.  
4/24/86  
11/10/2016

## **MAINTENANCE OF ACADEMIC STANDARDS POLICY**

It is the policy of the Board of Trustees that Tompkins Cortland Community College is committed to the maintenance of high academic standards while at the same time offering students every practical opportunity to accomplish their individual academic goals and succeed in the college program of their choice.

The College administration is charged with the development and implementation of appropriate academic standards guidelines.

7/21/88 – Resolution #1988-89-12 – Maintenance of Academic Standards Policy  
12/2/93 – Resolution #1993-94-29 – Maintenance of Academic Standards – Revisions  
Resolution #1994-95-76 – Maintenance of Academic Standards – Revisions  
Resolution #2002-2003-38 – Maintenance of Academic Standards – Revisions  
11/10/2016

## **MAINTENANCE OF PUBLIC ORDER**

An academic institution cannot function properly in its search for knowledge and truth in an atmosphere which is not open. A college must continue to function if the search is to be meaningful. Any demonstration or dissent that interferes with the operation of this college thereby interferes with the freedom of expression and inquiry and is a threat to the academic community. Such interference will be considered a matter of serious concern to be dealt with internally unless external intervention is required to preserve public order.

1. A disruptive activity is one which interferes with the educational function of this institution. Any activity which jeopardizes lives or property is considered disruptive.
2. In the event of a disruptive activity, the college will attempt to resolve the matter internally utilizing procedure already developed. These procedures insure the right of due process. It is impossible to resolve disruptive situations unless members of the academic community comply with the reasonable request of an appropriate administrative officer to cease the disruption. Administrative officers will attempt to resolve disruptive situations in the following manner.
  - a) An administrative officer of the college will discuss the disruption and the issues involved with the participants and encourage them to cease the disruption and to resolve the issues utilizing existing procedures.

- b) Upon failure to cease the disruption, the administrative officer will indicate that failure to respond to his/her request will be considered an offense to be dealt with utilizing normal procedures. Specifically, failure to respond could result in disciplinary action up to and including suspension and dismissal. **The assistance of the College Campus Police will also be considered.**
3. Continued failure to cease disruption may require a request for off-campus assistance. Such assistance may include the use of an injunction or the calling **in of the College Campus Police and possibly civil authorities** to eject all violators from the campus. Those involved will be subject to civil and criminal penalties.
  4. The above policy is related to all members of the academic community (administration, faculty, staff, and students) and official guests and visitors of the institution. Participants who are not members of the academic community will be dealt with **by the College Campus Police and off-campus authorities.**
  5. The practice commonly known as “hazing” will not be permitted on the Tompkins Cortland Community College campus; that is, no recognized student organization may practice an initiation rite or require it as a condition for membership or affiliation **that involves reckless or intentional acts which create risk to** the health, well-being, and lives of individuals. Individuals may not be harassed, humiliated, or abused and may not be forced to consume liquor or drugs for the purpose of initiation into or affiliation with an organization.

The charter of all recognized student organizations shall contain a statement prohibiting hazing and all new students shall be made aware of the college position relative to hazing.

Individuals or organizations involved in hazing practices shall be subject to college disciplinary procedures, as well as to applicable local, state, or federal laws.

6. The Board of Trustees of Tompkins Cortland Community College requires the president of the college, or his **or her** delegate, to enforce these regulations.

6/19/69 – 2<sup>nd</sup> Working draft/regulation of conduct of TC3 campus memorandum – no resolution number

4/24/86

11/10/2016

## **MINORITY AND WOMEN-OWNED BUSINESSES**

Tompkins Cortland Community College is committed to doing business with capable minority- and women-owned businesses when the College determines that such business can provide the College with quality goods and/or services at a competitive price. **A minority- and women-owned business may be given preference over another provider/vendor in a case of otherwise equal proposals.**

10/24/85 – 1985-86-19 – Purchasing Policy for Minority and Women-owned Business  
4/26/86  
11/10/2016

## **OFF CAMPUS ACTIVITY CONTROL**

It is the policy of the College that only responsible and competent individuals shall be permitted to organize and conduct off-campus activities, or transport people to and from such activities.

In such cases where transportation is to be undertaken, all drivers must successfully complete the van/driver training program.

Any student-related activity conducted off-campus in connection with or under the auspices of the College or any academic course offered thereby, shall be subject to the review of the individual so designated in the regulations.

No such activity shall be scheduled or conducted unless the organizer thereof complies with the regulations and procedures as approved by the President of the College and all such activities occurring off-campus shall be covered by the Student Code of Conduct.

6/19/86 – Resolution #1985-86-18 – Off-Campus Activity Control Policy  
11/10/2016

## **POLICY AGAINST DISCRIMINATION AND HARASSMENT**

Unlawful discrimination or harassment based on including race, color, religion, national origin, sex, sexual orientation, **gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction**, or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, religion, national origin, sex, sexual orientation, **gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction**, or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because he or she has opposed any illegal discriminatory practices or because he or she has complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

### **Sexual Harassment**

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even non-employees of the College (i.e., vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or educational environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.



**“Quid pro quo” harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:**

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

**Examples of this form of sexual harassment would include but are not limited to:**

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual’s body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that his/her refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual’s conduct has the purpose or effect of unreasonably interfering with another individual’s education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person’s ability to participate in or benefit from the college’s programs.

**Examples of this type of sexual harassment include, but are not limited to:**

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).
- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person’s body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of his/her gender.

**Other Unlawful Discrimination/Harassment**

These same guidelines also apply to unlawful discrimination or harassment based on race, color, religion, national origin, sex, sexual orientation, **gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction**, or any other protected status.

**Examples of such hostile environment, discrimination, or harassment include but are not limited to:**

- Transfer, demotion or termination of employees on the basis of race, color, religion, national origin, **sex, sexual orientation, gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction**, or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, religion, national origin, **sex, sexual orientation, gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction**, or any other protected status.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, religion, national origin, **sex, sexual orientation, gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction**, or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, religion, national origin, **sex, sexual orientation, gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction**, or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, religion, national origin, **sex, sexual orientation, gender identity or expression**, age, disability, citizenship status, **military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction**, or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Dovi, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, [dovis@tompkinscortland.edu](mailto:dovis@tompkinscortland.edu).

3/13/04

5/10/2007

7/16/09 – Resolution #2009-2010-7: Policy Against Discrimination and Harassment

12/08/11 – Resolution #2011-2012-17

11/10/2016

### **POLICY FOR COORDINATED DEVELOPMENT EFFORTS**

The Board of Trustees of Tompkins Cortland Community College approves a coordinated development effort.

All actions to request or receive external resources, both public and private, will be coordinated through the Development Office and must have prior approval of the College President.

1/23/92 – Resolution #1991-92-55 – Policy for Coordinated Development Efforts

11/10/2016

### **POLICY FOR FLYING THE COLLEGE FLAG AT HALF STAFF**

1. The college flag cannot fly higher than the national and state flags. Whenever the college is instructed to fly either the national or state flag at half-staff, the college flag will also be flown at half-staff.
2. On the death of any member of the current college community, the college flag will be flown at half-staff starting immediately upon notification of decease and will continue to be so flown for the next 3 full days. Current members of the college community are: **members of the Board of Trustees; members of the Board of the TC3 Foundation; faculty (full-time and adjunct), administrative and support staff; FSA staff; full-time and part-time students enrolled in credit-bearing courses; support service staff of the bookstore and cafeteria.**

3. The President has discretionary powers to order the flying of the college flag at half-staff in exceptional cases not covered by #2 above, e.g. to honor the passing of a former president of the college or any other person who in the past has offered exceptional service to the college.

12/12/2002 – Resolution #2002-2003-16 – Policy for Flying the College Flag at Half Staff  
11/10/2016

### **POLICY FOR NAMING PHYSICAL FACILITIES**

The Board of Trustees of Tompkins Cortland Community College supports the naming of physical facilities with at least a minimum gift of \$50,000. **The Board of Trustees must approve all naming opportunities.** The naming opportunities are a permanent recognition.

7/21/2005 – Resolution #2005-2006-6 – Policy for Naming Physical Facilities  
11/10/2016

### **POLICY ON CAMPUS CRIME AND SECURITY**

The Board of Trustees of Tompkins Cortland Community College directs the President of the College to comply with the federal law, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) 20 USC §1092 (f). The Clery Act, formerly known as the Crime Awareness and Campus Security Act, requires colleges and universities across the United States to disclose information about crime on and around their campuses.

In compliance with the Clery Act, the College will provide timely warnings of crimes that represent a threat to the safety of students or employees and will make our campus security policies available to the public. The college will also collect, report and disseminate crime data to everyone on campus and to the Department of Education annually. In order to be in full compliance, the College will:

- Publish and distribute an Annual Campus Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.

- Provide students and employees with timely warnings of crimes that represent a threat to their safety. The **Campus Police Office** will keep a detailed public crime log of all crimes reported to them in the past 60 days.
- Keep the past three years of crime statistics detailing crimes that have occurred on campus, in residential facilities, and in public areas on or near campus.
- Report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

5/10/2007

11/10/2016

## **POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS AND DRUG ABUSE EDUCATION PROGRAMS**

The United States Congress has enacted the Crime Awareness and Campus Security Act; and

The Board of Trustees of Tompkins Cortland Community College intends to comply with the requirements of that Act; and

The Board of Trustees recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs and intends to abide by and strictly enforce all state and federal law governing possession, use, and sale of alcoholic beverages and illegal drugs including but not limiting to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989.

Therefore, the Board of Trustees adopts the following policy:

- a. Students and employees are prohibited from possessing or using alcohol or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use rule may be made by direction of the president or his/her designee in specific circumstances and designated campus areas.
- b. The Dean of Student Life and Campus Police Office shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on and off campus at college activities and prepare educational programs on alcohol or drug abuse.
- c. Students who violate the state or federal law or the college alcohol or drug policy on campus or at college activities off campus are subject to prosecution by local state and federal officials and are subject to discipline under the Student Code of Conduct. Moreover, where appropriate, students will be informed of opportunities for counseling.
- d. Employees who violate state or federal law or the college alcohol and drug policy while on campus or at college activities off campus are subject to prosecution by local state or federal officials and are subject to discipline under collective bargaining agreements, campus policies and where appropriate, reference to counseling.
- e. All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of 25,000 and students who are Pell Grant recipients must notify the college within five days of any criminal drug statute conviction for a violation occurring on or off college premises while conducting

college business or activities. The college shall, within ten days after receiving such notice, inform the federal agency providing the grant of such conviction within 30 days following the notification of the conviction, appropriate disciplinary action shall be taken against such employees or students. Employees or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

The Board authorizes the administration to develop appropriate procedures and guidelines for the consumption of alcoholic beverages at approved College events.

5/10/2007

11/10/2016

## **POLITICAL ACTIVITIES ON CAMPUS**

Tompkins Cortland Community College has a responsibility to develop its students as fully participating citizens, including the development of political literacy. The College is responsible for the sponsoring of forums, assemblies, and convocations focused on differing political ideas and issues. It has been determined that these are appropriate means for augmenting curricular offerings, enriching the cultural background of students, and providing contacts with leaders outside the College staff.

It is important, however, that both in the classroom and in the selection of campus speakers, College participation in the political process in no way implies support by the College for a particular political party or candidate.

On-campus political activities will normally fall into the following two categories:

- 1.) Literature: The posting of political posters and the distribution of political literature is permitted on campus with prior approval by the **Dean of Student Life**. The **Dean of Student Life** shall ensure that all activities in this area are in compliance with appropriate College procedures. Stated areas for posting and distributing such literature shall be made available to all appropriate legal political parties providing, in the opinion of the College, that such posters and/or distribution of literature will not contribute to any undue disturbance on campus.
- 2.) Speakers: Political speakers (in terms of persons campaigning for office or campaigning on behalf of someone seeking office) may be invited to participate in campus discussions and programs under the following conditions:
  - a. If the speaker is involved with a classroom program, the faculty member should, for informational purposes only, inform the appropriate dean. This will allow for a broader information base.
  - b. If the speaker is to participate in a program sponsored by the Student Government Association, prior permission by the Dean of Student Life shall be necessary. Such approval shall be given consistent with the spirit and intent of the conditions outlined in this policy.

- c. It should be noted that scheduled on-campus programs, whether sponsored by a campus group or not sponsored by such group, shall in no way interfere with the regular operations of the College. Appearances by speakers who desire to appear on campus who are not sponsored by an approved College organization or who are not appearing as part of an academic area, shall be considered an “outside function” for the purposes of planning and approval and arrangements for such an appearance will be in accordance with procedures established for such groups.

The President shall be charged with the overall responsibility to assure that all political parties have an equal opportunity to express their views on campus. Consistent with State University policy, the President of the College is empowered to disallow the appearance of any political candidate on campus, if the President deems that such an appearance could result in causing undue disturbances on campus.

Tompkins Cortland Community College welcomes and encourages meetings of this kind. The Board of Trustees directs the administration to develop appropriate guidelines for implementation of this policy.

10/27/88 – Resolution #1988-89-48 – Political Activities on Campus  
5/10/2007  
11/10/2016

### **PRESIDENTIAL SCHOLARSHIP**

The Tompkins Cortland Community College administration is authorized to develop appropriate procedures and implement a Presidential Scholarship Program that would waive the non-resident portion of tuition in support of students from countries with poor economic circumstances and/or a serious political or military environment.

3/16/2006 – Resolution #2005-2006-39 – Presidential Scholarship  
5/10/2007  
11/10/2016



## **PREVENTION OF WORKPLACE VIOLENCE POLICY**

### **Policy Statement**

Tompkins Cortland Community College is committed to creating and maintaining a workplace and learning environment where violence or threats directed towards any person will not be tolerated. The College will actively work to prevent and eliminate violence, threatening behavior, and harassment on campus. The College will respond promptly and decisively to violence, threatening behavior, and harassment on campus.

Any and all forms of violence, threatening behavior or harassment which involve or affect the College or which occur on the College campus is prohibited by this policy. For purposes of this policy, "the campus" is collectively defined as the College's premises, any off-campus location where an employee is on official duty or travel status and related facilities such as residence halls. This includes threatening behavior, violent actions, and harassment among and between all persons on campus, such as; College employees directed against supervisors, by employees directed against other employees, by employees directed against students, or visitors, and by visitors directed against College employees or students.

Engaging in violent, threatening behavior or harassment has been and is considered a serious form of employee or student misconduct. Reports of such acts will be promptly investigated and action will be taken, as necessary, to appropriately address each incident. The College will take action which may include the termination of an employee(s) involved in such acts, disciplining students, and the timely involvement of Campus Police and other law enforcement agencies, when appropriate. Actions may also include removal of third party vendors from campus or termination of contracts with such vendors.

### **Definitions**

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the College's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

- Disruptive behavior is defined as the intent to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
- Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a

reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.

- Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials. No one within the College community shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to College property. This regulation is in compliance with NYS Law, covered under Section 256.01 and 265.00 of the Penal Law and regulations passed by the NYS Legislature. **Law enforcement officers are exempted. Students wishing to bring legal weapons on campus must receive written authorization from the Director of Campus Police.**

### **General Reporting Responsibilities**

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the College community. Employees should alert their supervisors, representatives of **the Office of Campus Police**, or the Human Resources Department of any suspicious workplace activity or situations that they observe or of which they are aware, such as threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or the presence of weapons on College property. Each person to whom such a report is made shall immediately refer the report to the Human Resources Department.

Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The College will not condone any form of retaliation against any employee for making a report under this policy. It is important that all members of the College community take this responsibility seriously to effectively maintain a safe working and learning environment

### **Implementation**

To ensure the awareness and compliance of this policy, the College will develop and implement a “Workplace Violence Prevention Program” in accordance with the NYS Workplace Violence Prevention Act (Labor Law Section 27b). This law requires employers to proactively: (1) evaluate the safety of their workplaces; (2) develop and implement workplace violence prevention programs; and (3) provide workplace safety training to all employees. The Workplace Violence Prevention Act also provides guidance to employers in carrying out their workplace safety obligations. For further information, please contact the Campus Police Office.

### **Employees Assistance Program (EAP)**

The College’s employees assistance program (EAP) provides support for this policy. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Board, in its sole discretion, deems offensive or inappropriate, will be referred to the EAP for counseling or other appropriate treatment.

12/3/98 – Resolution #1998-99-43 – Prevention of Workplace Violence Policy.  
5/10/2007  
11/10/2016

## PROFESSOR EMERITUS/EMERITA DESIGNATION – CRITERIA

To be considered for the rank of Professor Emeritus/Emerita, an individual must satisfy the minimum criteria stipulated by the Board of Trustees and must demonstrate outstanding work both in category #1 and in at least two of the other categories listed below. Those eligible must have either retired or passed away having attained the rank of Professor.

1. **Excellence in teaching, librarianship, or counseling** – affirmed by evaluations and/or awards or nominations for awards; includes innovations in curriculum and instruction, and commitment to student learning.
2. **Academic degrees and professional certifications** – attainment of degrees or professional certifications (e.g., CPA) beyond the minimum requirements of the position.
3. **Contribution to the body of knowledge in a field** – including publications, artistic creations, conference presentations, positions of responsibility in professional organizations.
4. **Service to the College** – advisement, committee service, leadership positions, work with student organizations, accomplishments outside the realm of teaching.
5. **Service to the community** – special projects, notable accomplishments, offices held, and service to community organizations.

### General guidelines:

#### Eligibility:

- Those who are eligible must consent to review of their personnel files.
- The committee will consider only half of those eligible in 2006-2007, with the others to be reviewed in 2007-2008.
- For those retiring after 2007-2008, we will require a minimum of two years to pass before a person may be considered, and the decisions will be made every third year.
- There will be no limit to the number of those who may receive this honor.
- Candidates will be given the opportunity to provide information to support their candidacy, but only their accomplishments while employed at the College will be considered.
- Alumni will be invited to participate in this process by providing support for candidates.

- Moral conduct may be a factor in the decisions.

Special designation:

- Those selected for this honor who were part of the College's founding years will be placed in a special category, "Founding Professors Emeritus." To be eligible for this designation, one must have taught full-time on the Groton campus.

Possible benefits to be given to recipients:

- office space with phone, computer, and secretarial support
- a banquet, hosted by the Board of Trustees, to honor new Professors Emeritus
- a special display on campus, including their photos
- access to campus resources such as the library
- invitation to Commencement and a special recognition during the ceremony
- an opportunity to serve on campus committees

6/20/91 – Resolution #1990-91-90 – Policy on Professor Emeritus Status

5/10/2007

11/10/2016

## **RECORDS RETENTION AND DISPOSITION SCHEDULE MI-1**

The State Archives, State Department, pursuant to section 57.25 of the Arts and Cultural Affairs Law, and Part 8 of the *Official Compilation of Codes, Rule, and Regulations of the State of New York*, has requested for the legal disposition of office records and adoption of Disposition Schedule MI-1.

The Board of Trustees of Tompkins Cortland Community College thereby adopts the Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57.25 of the Arts and Cultural Affairs Law and Part 8 of the *Official Compilation of Codes, Rule, and Regulations of the State of New York*, which contain the minimum retention periods for public community college records for use by all college officers in disposing of public community college records listed therein.

1. Ensure that records are retained as long as needed for administrative, legal, and financial purposes;
2. Ensure that state and federal record retention requirements are met;
3. Ensure that record series with enduring historical and other research value are identified and retained permanently; and
4. Encourage and facilitate the systematic disposal of unneeded records.

3/18/76 – Resolution #1975-76-23 – Records Retention and Disposition

4/24/86

3/23/89 – Resolution #1988-89-68 – Records Retention and Disposition Schedule CC-1

5/10/2007

11/10/2016

## **RECYCLING POLICY**

Tompkins Cortland Community College is committed to the reduction of waste and to the recycling of materials to the maximum extent possible. The College's purchasing and acquisition practices will be developed so as to minimize the receipt of materials that are not essential to the functions of the College and will promote the acceptance of materials that can more easily be recycled. Whenever practical, the College will seek to acquire products made of recycled material.

The College will recycle all materials accepted by the Tompkins County transfer station.

The Board of Trustees directs the administration of the College to develop guidelines and procedures for recycling at the College.

5/20/93 – Resolution #1992-93-68 – Recycling Policy

5/10/2007

11/10/2016

## **SATISFACTORY ACADEMIC PROGRESS**

The Board of Trustees expects students receiving financial aid to maintain satisfactory academic progress according to minimum standards set by the approving agency. Annual reports shall be provided by the **Dean of Student Life**.

5/17/84 – Interim Guidelines Regarding Satisfactory Academic Process – no resolution  
4/24/86  
5/10/2007  
11/10/2016

## **SMOKING POLICY**

No smoking is permitted in any buildings per New York State law. Smoking is permitted adjacent to campus or campus-related buildings only in designated areas. These areas are designated by signage. Any stricter local laws or other regulations will supercede this policy.

9/17/81  
4/24/86  
8/18/88  
6/16/11  
11/10/2016

## **SPONSORSHIP POLICY**

Tompkins Cortland Community College will not approve **external sponsorship** contracts that do not meet minimum standards of quality and/or good taste or are judged to be dangerous or carry high product liability. The College will not approve sponsorships to promote the following: tobacco, controlled substances, sexually oriented products, or games of chance. **The Director of Athletics is authorized to execute sponsorship agreements under \$2,500 and with a duration of less than six months.** The College President shall execute **all** sponsorship agreements **with a duration of six months or longer.** The Board of Trustees of Tompkins Cortland Community College shall approve all sponsorship agreements of **\$2,500 or more, regardless of duration.**

7/21/2005 – Resolution #2005-2006-7 – Sponsorship Policy  
5/10/2007  
11/10/2016



## **STUDENT EMPLOYEE WAGE RATE POLICY**

For any scheduled increase in the federal or state minimum wage, the College will automatically adjust its wage scale to whichever of the two is greater.

The Board of Trustees of Tompkins Cortland Community College hereby authorizes the College administration to adjust automatically the student wage scale as appropriate in relation to the federal or state minimum wage rate.

5/17/90 – Resolution #1989-90-76 – Student Employee Wage Rate Policy

5/10/2007

7/17/14 – Resolution #2014-2015-8

11/10/2016

## **STUDENT LEAVE OF ABSENCE POLICY**

Currently enrolled matriculated students will be automatically granted a leave of absence for the next consecutive semester (not including summers). A leave of absence means that matriculation status will be maintained when a student returns to the College. A student who does not enroll in the semester immediately following his/her leave must re-apply for admissions to the College. **The Provost is authorized to develop and implement a medical leave policy for a period of two semesters.**

9/19/91 – Resolution #1991-92-28 – Student Leave of Absence Policy

5/10/2007

11/10/2016



## **STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT**

Tompkins Cortland Community College recognizes its obligation to offer the opportunity for freedom of inquiry and expression to all members of the college community. It encourages students to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Free inquiry and free expression are indispensable to the attainment of these goals. It is also the obligation of students to conduct themselves in such a manner so as not to interfere with the rights of others in the college community and to comply with all rules and regulations established by the College.

The President is authorized to establish rules, regulations, and procedures clearly defining rights, responsibilities and obligations for all members of the student body. Generally, student conduct will refer to that which occurs on-campus or at college-sponsored events and activities. However, jurisdiction and discipline may also be applied at the discretion of the College for conduct which occurs off-campus and which adversely affects the College, the college community, or the interests and mission of the College.

5/10/2007  
11/10/2016

## **STUDENT TRUSTEE**

There shall be one student trustee who is currently enrolled in this College, elected by the student body. He or she shall serve a term not to exceed one year.

4/24/86  
5/10/2007  
11/10/2016

## **SURPLUS PROPERTY, PURCHASE OF**

To take advantage of low prices of surplus government equipment and supplies which become available on short notice, the Board authorizes the President of the College to purchase surplus property, not to exceed the monetary limitations set by the Board from time to time by resolution.

4/24/86

5/10/2007

11/10/2016

## **TC3 EQUIPMENT CAPITALIZATION POLICY**

Under the Government Accounting Standards Board Pronouncement No. 34, Tompkins Cortland Community College will be required to capitalize and depreciate all equipment purchases. SUNY Requires the College to implement these new procedures effective September 1, 2001. The College recommends a new threshold for the purpose of capitalization and Board of Trustees' approval for equipment of \$5,000. The College administration recognizes the importance of inventory control over all tangible assets to minimize risk of loss. Therefore, it is recommended that a physical inventory be maintained for all tangible assets with a useful life greater than two years. The Board of Trustees of Tompkins Cortland Community College hereby adopts a new equipment classification of \$5,000 and inventory control procedures as recommended by the College administration.

8/23/2001 – Resolution #2001-2002-10 – TC3 Equipment Capitalization Policy

5/10/2007

11/10/2016

## TRUSTEE EMERITUS STATUS

The Board of Trustees of Tompkins Cortland Community College wishes to recognize outstanding Board members upon completion of their term(s) as a Board of Trustee member.

Criteria – The criteria for selection as Trustee Emeritus may include but is not limited the following:

- a minimum of one complete term as a Board member
- offices held
- programs sponsored
- length of service
- contribution to the Board meetings
- involvement in the community at large
- support for Tompkins Cortland Community College activities
- dedication to the mission of the College

Current members of the Board of trustees may propose Trustee Emeritus status for a past member of the Board of Trustees to be approved by a two-thirds majority vote of the Board.

Privileges associated with Trustee Emeritus status include notification of all regular board meetings, receipt of newsletters, information and annual reports sent to current Board members, and attendance at Board meetings without voting rights.

2/26/98 – Resolution #1997-98-39 – Policy on Trustee Emeritus

5/10/2007

11/10/2016

## TUITION AND FEE REFUND POLICY – Revised

The state-wide refund policy will be applied to all students in accordance with the following schedule:

Prior to start of classes	100%
During the first week of classes	75%
During the second week of classes	50%
During the third week of classes	25%
After the third week of classes	0%

Certain fees will not be refunded. They are related to services already provided and will be specified on the College tuition and Fee Schedule.

8/19/93 – Resolution #1993-94-12 – Amended Tuition and Fee Refund Policy  
5/16/96 – Resolution #1995-96-74 – Revised Tuition and Fee Refund Policy  
7/22/98 – Resolution #1998-99-3 – Revised Tuition and Fee Refund Policy  
6/19/2000 – Resolution #1999-2000-64 – Revised Tuition and Fee Refund Policy  
5/10/2007  
11/10/2016

## TUITION/FEE DEFERMENT POLICY

Tuition deferments shall be granted to students when required by public law. The collection of delinquent accounts shall be the responsibility of the **Dean of Operations and Enrollment Management**, assisted by the Enrollment Services Center staff.

4/24/86  
5/10/2007  
11/10/2016

## **TUITION RATES FOR VETERANS AND FAMILIES**

The Board of Trustees of Tompkins Cortland Community College authorizes the administration to develop procedures to assess tuition for qualified active duty military personnel, veterans, dependents and spouses at the in-state tuition rate.

11/10/2016

## **TUITION WAIVER PROGRAM**

The Board of Trustees authorizes a tuition waiver program to recognize agencies which provide field placement and supervision for student interns. The program shall provide to the agency a waiver of tuition for one Tompkins Cortland Community College course for the field placement supervisor or other designated employee, such waiver to be valid for a period of time specified by the College.

8/22/85 – Resolution #1985-86-12 – Tuition Waiver Program

4/24/86

5/10/2007

11/10/2016

TO: Board of Trustees

FROM: Carl E. Haynes, Ph.D., President

DATE: November 4, 2016

SUBJECT: Board Policy Manual Changes

At the October Board of Trustees' meeting we had extensive discussions regarding several of the policies in the proposed Board Policy Manual. As a result of these discussions/recommendations and follow-up meetings with appropriate staff on campus, the policies in color text in the attached manual reflect those recommendations and suggestions.

The following highlights those policies where members of the Board suggested changes and briefly describes those changes that are further detailed in the manual itself. Hopefully this brief summary will be helpful as we have further review of the Board Policy Manual at the special meeting of the Board of Trustees on November 10, 2016, when we will be seeking Board approval.

Not included on this list are those policies where there was simply an update in the appropriate title for the position that was referenced. Please note that "Provost and Vice President of the College" has been changed in several areas to "Provost" to refer to the function of the position, and that any notations specifying the "president and his" has been changed to "president and his/her." Also, TC3 has been changed in several areas to Tompkins Cortland.

<b>Policy</b>
Attendance Policy – last sentence changed to say "In all cases, the student is responsible for material covered in class."
Child Protection Policy – definitions were moved to the front of the policy – title "physical abuse" was changed to "abuse". The numbered responsibility paragraphs: 1 the word "covered" was added; 2 clarified that it is applicable to persons engaged in covered activities; 3 clarified that it is applicable to persons engaged in covered activities; 7a added that covered persons shall not permit anyone else to be alone with the child; 7c added or be under the influence of legal drugs to the extent that his or her ability is impaired.
Equal Opportunity/Affirmative Action Policy –final list of identified classes are "race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or criminal conviction, or any other protected status" – also clarified about military status.

<p>GPA Recalculation Policy – further conversation was held with appropriate staff and it was agreed that the policy needed to refer to the earned/attempted ratio standard that was put in place by the Board in 2011 and add potential discounting of the various withdrawal grade notations.</p>
<p>Maintenance of Public Order – Paragraph 5 changed to “The practice commonly known as “hazing” will not be permitted on the Tompkins Cortland Community College campus; that is, no recognized student organization may practice an initiation rite or require it as a condition for membership or affiliation that involves reckless or intentional acts which create risk to the health, well-being, and lives of individuals. Individuals may not be harassed, humiliated, or abused and may not be forced to consume liquor or drugs for the purpose of initiation into or affiliation with an organization.” To clarify the word hazing and to make clear prohibited conduct.</p>
<p>Policy Against Discrimination and Harassment – now incorporates the same list of classes that was used in the Equal Opportunity/Affirmative Action Policy are now included in paragraph 1, 2, in the description of other unlawful discrimination/harassment, and the included examples.</p>
<p>Policy for Flying the College Flag at Half Staff – deleted the non-existent Alumni Board.</p>
<p>Policy for Naming Physical Facilities – following Board discussion and further discussion with staff, including the director of advancement, proposal now requires a minimum gift of \$50,000 and provides for Board of Trustees’ approval of all naming opportunities.</p>
<p>Prevention of Workplace Violence Policy - following discussion at the Board meeting and additional conversation with Beau Saul, proposed language now simply exempts all law enforcement officers, and permission to bring legal weapons on campus must be approved by the Director of Campus Police (omits president).</p>
<p>Sponsorship Policy – following Board discussion and further discussion with staff, including the Director of Athletics and the Director of Advancement, the proposed policy allows the Director of Athletics to execute sponsorship agreements under \$2,500 and with a duration of less than 6 months. All sponsorship agreements with a duration of 6 months or longer must be executed by the president. All sponsorship agreements of \$2,500 or more, regardless of duration, must be approved by the board of trustees.</p>
<p>Student Leave of Absence Policy – language referring to suspended or otherwise dismissed students is deleted and additional language authorizes the Provost to develop and implement a medical leave policy for two semesters.</p>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2016-2017-21**

**MAIN BUILDING ROOF REPLACEMENT BID AWARD – PLUMBING**

**WHEREAS**, there is a need for Plumbing Services for the Replacement of the Main Building Roof, and

**WHEREAS**, the College complied with General Municipal Law Section 103 and solicited sealed bids for Main Building Roof Replacement – Plumbing, and

**WHEREAS**, no bids were received for the plumbing contract for the installation of new roof drains, and

**WHEREAS**, Thomas Smith of Harris Beach, PLCC advised that the price for this work could be secured from the other contractors that were successful bidders, and

**WHEREAS**, pricing was requested from Hale Contracting, Inc., and King and King Mechanical, Inc., to complete the work as designed, and

**WHEREAS**, bids were received from each of these firms and the low bid is consistent with the roof replacement budget per Board of Trustees Resolution #2015-2016-64 – Roof Replacement Project, and subsequently approved by both County sponsors and the SUNY Office of Capital Facilities, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College authorizes a change order to King and King Mechanical, Inc. for the installation of roof drains per their low bid in the amount of \$206,736, subject to the fulfillment of all necessary and appropriate contingencies, and be it further

**RESOLVED**, that the Board of Trustees hereby authorizes the Administration to approve any change orders for work that may be necessary to complete this project as long as the changes do not exceed 10% of this work.

**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** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a special meeting of said Board on the 10<sup>th</sup> of November, 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 10<sup>th</sup> day of November, 2016.

Clerk of the Board of Trustees  
Tompkins Cortland Community College