

VISION

*To see strengths and unique potential in every person.
To inspire people to make the courageous choice to learn, grow, and serve.*

MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.

VALUES

*Learning
Excellence
Diversity
Opportunity
Innovation
Relationships*

TOMPKINS CORTLAND COMMUNITY COLLEGE

BOARD OF TRUSTEES
THURSDAY, DECEMBER 8, 2016
RONALD W. SPACE BOARD ROOM – 5:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes – November 10, 2016, Special Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): No presentation.
9. College-wide Goal – Student Success
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
 - a. Student Success – None.
 - b. Organizational Capacity – None.
10. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives)

11. Information Items:
 - a. Human Resources Updates
 - b. Board Policy – Maintenance of Public Order – Discussion
12. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Disposal of Surplus Property
13. Standing Reports:
 - a. College Forum – Sheila Abbey and Kori Post, Co-Chairs
 - b. Faculty Student Association – John Bradac
 - c. Tompkins Cortland Community College Foundation, Inc. – Elizabeth Burns
 - d. Chairperson’s Report – Elizabeth Burns
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Manpreet Kaur
 - h. President’s Report
14. Board Dialogue – Emerging Trends/High School Curricula (PTEC/New Tech)
15. Executive Session (to discuss a personnel issue – no action to be taken)
16. Upcoming Events:
 - a. December Graduate Recognition Ceremony – December 9, 2016
 - b. College Holiday – College Closed – December 23, 2016 to January 1, 2017
 - c. College Holiday – College Closed – January 16, 2017
 - d. Faculty Return – January 19, 2017
 - e. Next Meeting – January 19, 2017
 - f. Classes Begin – January 25, 2017
17. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
SPECIAL MEETING
BOARD OF TRUSTEES
NOVEMBER 10, 2016
RONALD W. SPACE BOARD ROOM**

BOARD MEMBERS

PRESENT: Roxann Buck, Elizabeth Burns, Chad Coates, Judy Davison, Dammi Herath, Manpreet Kaur, Matt McSherry, Ray Schlather and Bruce Tytler

EXCUSED: Arthur Kuckes

LIAISONS: None

STAFF: John Bradac, John Connors, Carl Haynes, Cathy Northrop, Bruce Ryan, Blixly Taetzsch, Jim Turner; Khaki Wunderlich

GUESTS: None

1. **Call to Order:** The meeting was called to order at 2:08 p.m. by Chairperson Burns.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Ms. Davison moved that the agenda be approved as presented; seconded by Ms. Buck; carried unanimously.
5. **Public Comment:** President Haynes reported that the Continuing Education Association of New York is recognizing our new online registration system and website with the James C. Hall Exemplary Marketing Plan Award. He also mentioned that Tompkins Cortland was one of 10 colleges who were awarded additional workforce funds from SUNY. President Haynes shared that Professor Scott Ochs is the recipient of the 2016 Richard Lewis Award. The Lewis Award is given by the Criminal Justice Educators Association of New York State (CJEANYS), a state-wide organization whose mission is to promote excellence in criminal justice higher education. President Haynes also highlighted the Strategic Priorities Action Plan update report that was distributed.
6. **Approval of Minutes – October 13, 2016 Regular Meeting:** Dr. Coates moved that the minutes of the October 13, 2016 regular meeting be approved as presented; seconded by Mr. Schlather; carried unanimously.
7. **Action Items:**
 - a. **Capital Payments** – Mr. McSherry moved that the Capital Payments be approved as presented; seconded by Ms. Davison; carried unanimously. No discussion.

- b. Approval of Board Policy Manual** – Ms. Davison moved that the Board Policy Manual be approved; seconded by Ms. Buck; President Haynes summarized the policy concerns brought up at the last Board meeting and addressed the “Sponsorship Policy” and the “Policy for Naming Physical Facilities.”

Mr. Schlather moved to amend the last sentence of the “Sponsorship Policy” to state “The Board of Trustees of Tompkins Cortland Community College shall approve all sponsorship agreements of \$10,000 or more, regardless of duration;” seconded by Mr. McSherry; carried unanimously.

Mr. Schlather moved to remove “or criminal conviction” from the Equal Opportunity/Affirmative Action Policy and the Policy Against Discrimination and Harassment; seconded by Mr. McSherry, carried unanimously.

There was discussion of allowing possession of alcoholic beverages for students age 21 and over who live in residence life. This is a Foundation Board matter. The Board of Trustees were split on this issue and asked that this issue be taken to the Foundation Board for discussion. Therefore, there is no change to the “Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs.”

Ms. Davison moved that the policy manual be approved, except for the “Maintenance of Public Order” and “Political Activities on Campus” policies, as presented with the previously approved amendments; seconded by Ms. Buck; carried unanimously.

Mr. Schlather moved, as a one-time exception to the Policy for Naming Physical Facilities, that the board allow and prospectively approve the naming opportunities of less than \$50,000 that are currently listed in promotional materials for the Child Care Center funding campaign; seconded by Mr. McSherry; carried unanimously.

- c. Main Building Roof Replacement Bid Award – Plumbing** – Mr. Turner reported that no bids had been received for the plumbing contract for the installation of new roof drains and that the College attorney had advised that the price for this work could be secured from the other contractors that were successful bidders. The existing roof drains that are being replaced are under penthouses where the ductwork is located. We are moving them out from that space which will work better in keeping the water off the roof. Even with this, the cost of the roof replacement will still be under \$3 million. Mr. McSherry moved that Resolution #2016-2017-21, Main Building Roof Replacement Bid Award – Plumbing be approved; seconded by Ms. Davison; carried unanimously.
- d. Approval of Position Description – Senior Officer of Global Initiatives** – President Haynes mentioned that the only change to this position description is noted in the resolution to delete “Fluency in Spanish” and replace with “Conversant in Spanish.” Ms. Davison moved that Resolution #2016-2017-22,

Approval of Position Description – Senior Officer of Global Initiatives be approved; seconded by Ms. Buck; carried unanimously.

- e. **Approval of Position Description – President** – Chairperson Burns mentioned that the Presidential Search Committee had a very engaged discussion and developed the attached job description for the President. Some of the essential duties and responsibilities are taken directly from SUNY and State Ed requirements. Mr. McSherry moved that Resolution #2016-2017-23, Approval of Position Description – President, be approved; seconded by Mr. Tytler; carried unanimously.

8. Other Business:

Chairperson Burns discussed the costs and the publications where the Presidential Search advertisement will be placed and asked for approval to move forward with the advertisements. Mr. Tytler moved that the cost for advertisement for the Presidential Search, which will be placed both in print and on the websites for *The Chronicle of Higher Education*, *Diverse Issues*, *Hispanic Outlook*, and the *Community College Journal AACC*, be approved; seconded by Ms. Buck; carried unanimously.

President Haynes provided a brief update on the budget. The \$600,000 deficit has essentially been addressed. There will be a hold/freeze on budgets. There was a \$150,000 savings in electrical services last year that will help to address the deficit. President Haynes said he will ask Mr. Turner to come to a future Board meeting to give details on the credits we are receiving in utility bills. There is still approximately \$66,000 of the deficit that has not been completely addressed. This will be reviewed after there is a better idea of spring enrollment. President Haynes did mention that we have not cut any funding for equipment as there is a strong consensus among the Deans and Directors that we need updates in our technology area.

9. **Adjournment:** Dr. Coates moved that the meeting be adjourned; seconded by Dr. Herath; carried unanimously. The meeting adjourned at 3:41 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Connors

Date: November 30, 2016

Re: November Report

Faculty search: Sustainable Farming and Food Systems – In my October report, I noted that because of the unique nature of this degree program, a full-time faculty member assigned to it would be in a position that does not fit perfectly either the 10-month or 12-month positions as currently defined in our Faculty Association contract. In November, I met with the Faculty Association leadership to discuss the contours of such a position. We have agreed in principle and now Blix Taetzsch and Sharon Dovi will work with the union's leaders to finalize wording of the agreement, which they should finish soon. As a result, we are indeed going forward with recruitment for this position, along with the two others I have mentioned in the past.

COACHE survey – SUNY Systems Administration has expressed significant interest in having all campuses participate in the Collaborative on Academic Careers in Higher Education, sponsored by the Harvard Graduate School of Education. Specifically, as a participating campus, we will have our tenured and tenure-track faculty participate in the COACHE survey in the Spring semester. In planning this activity, I have worked with the Faculty Association leadership. Any information collected will be shared with SUNY; Harvard has provided assurance that all such information will be aggregated so that no participant's identity will be discernible.

Utilities savings – During our recent work to balance the budget in light of the Fall semester enrollment shortfall, one of the most significant elements supporting us was a projected additional savings in utilities costs of over \$150,000 annually. This comes after a decade of other savings we have realized through many initiatives overseen by Jim Turner. In short, the College's partnership that has led to the construction and use of the solar array near Bahar Drive has been very successful both in reducing costs and in supporting our goal of using sustainable energy.

Global Initiatives – Over 40 students will begin participating in the Global Disney program in January. At this point, we expect two groups to participate in the summer Intensive ESL Program. Also, discussions are proceeding concerning a possible program to enroll over 150 students from China in a program combining ESL and the College's degree programs; this is still in the early stages, so greater levels of detail will come in the future. Finally, International Week was a great success, including a panel discussion led by international students, a Global Showcase featuring cultures from around the

world, and a photo booth to capture images to demonstrate how diverse our campus community is.

Diversity Initiatives – Seth Thompson met with the Presidential Search Committee at its November 14 meeting to offer a session on diversity and inclusion in search processes. Also, he has been given an extension by SUNY for submission of the College's diversity plan and is using the additional time to revise and refine the document and to review it in greater detail with campus constituencies.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of November 22, 2016

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Coordinator of Global Programming	September 2016	July 27, 2016	Immediately	Hired: Merryn Clay (10/10/16)
Instructional Technology Associate	Fall 2016	September 27, 2016	Immediately	Reviewing Applications
Instructor of Biology	August 16, 2017	November 18, 2016	January 19, 2017	Accepting Applications
Instructor of Human Services	August 16, 2017	November 18, 2016	January 19, 2017	Accepting Applications
Instructor of Sustainable Farming and Food Systems	August 16, 2017	November 18, 2016	January 19, 2017	Accepting Applications
Marketing Project Manager	October 2016	September 27, 2016	Immediately	Hired: Joyce Burk (10/12/16)
Registrar	December 5, 2016	September 27, 2016	November 3, 2016	Scheduling Interviews
Senior Officer of Global Initiatives	December 2016	September 14, 2016	October 20, 2016	Scheduling Interviews

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Campus Peace Officer (1.0 FTE Temp.)	Public Safety	September 2016	Canvassing Civil Service List
Campus Peace Officer (0.75 FTE)	Public Safety	October 2016	Finalizing Offer
Cleaner (1.0 FTE)	Buildings & Grounds	December 2016	Canvassing Civil Service List

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	November 2016	Accepting Applications
Temporary Senior Office Assistant	Residence Life	November 2016	Hired: Katherine Lowden

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	November 2016	Accepting Applications Hired: Jacob Buczewski Liuqing Rowell Audriana Ruiz John Southern
Banquet Bartender	TC3 Bistro	November 2016	Accepting Applications Hired: Jacob Buczewski John Sothern
Banquet Supervisor	TC3 Bistro	November 2016	Accepting Applications
Server	TC3 Bistro	November 2016	Hired: Jacob Buczewski
Dishwasher	TC3 Bistro	November 2016	Hired: Angel Gonzalez
Bartender	TC3 Bistro	November 2016	Hired: Jacob Buczewski John Southern
Banquet Chef	TC3 Bistro	November 2016	Hired: Elliott Anderson

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of November 22, 2016

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

FACULTY ASSOC.

PAA

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

	AMOUNT	SUBTOTAL	GRAND TOTAL
ROOF REPLACEMENT PROJECT			
Environmental Remediation			
SJB Sevices (PO #31328) Asbestos Monitoring, Invoice #CORT-16-499	\$600.00		
Total Environmental Remediation		\$600.00	
General Contractor			
Hale Contracting, Inc. (PO #31210) Application #2	\$15,865.00		
Total General Contractor		\$15,865.00	
Mechanical			
King & King Mechanical, Inc. Application #1	\$4,987.50		
Total Mechanical		<u>\$4,987.50</u>	
TOTAL ROOF REPLACEMENT PROJECT			<u>\$21,452.50</u>
TOTAL CAPITAL PAYMENTS			<u><u>\$21,452.50</u></u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-25**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
8th day of December 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 8th day of
December 2016.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, November 22, 2016
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Carr, Kyle	COMM112 M01 COMM265 M01 COMM120 M01 COMM120 M02 COMM111 M01	Adjunct	\$7,668.04	8/24/2016 To 12/16/2016
Carr, Kyle	COMM120 M02 COMM111 M01 COMM112 M01 COMM265 M01 COMM120 M01	Adjunct	\$7,668.04	8/24/2016 To 12/16/2016
Edgecomb, Patricia	CAPS123 BL1 CAPS131 BL2 CAPS131 BL1 CAPS133 BL1 CAPS131 BL5 CAPS133 BL2 CAPS123 BL2	Adjunct	\$9,271.82	8/24/2016 To 12/16/2016
Edgecomb, Patricia	CAPS131 BL5 CAPS123 BL1 CAPS133 BL1 CAPS131 BL1 CAPS133 BL2 CAPS131 BL2 CAPS123 BL2	Adjunct	\$9,271.82	8/24/2016 To 12/16/2016
Strauf, Dale	HLTH126 M02 HLTH126 M01 FITN121 M01 FITN120 M01	Adjunct	\$3,710.00	8/24/2016 To 12/16/2016
Wells, Frances	CAPS121 BL5 CAPS111 M03 CAPS111 BL4 CAPS121 M01 CAPS111 BL5 CAPS131 M02 CAPS121 BL4 CAPS111 BL3	Adjunct	\$10,596.36	8/24/2016 To 12/16/2016
Wells, Frances	CAPS111 BL5 CAPS121 BL5 CAPS121 BL4 CAPS111 BL4 CAPS111 BL3 CAPS111 M03 CAPS121 M01 CAPS131 M02	Adjunct	\$10,596.36	8/24/2016 To 12/16/2016
McIntyre, David	HRMG105 V04 HRMG105 V03 HRMG105 V01 HRMG105 V02	Adjunct	\$3,700.00	8/27/2016 To 11/11/2016
McIntyre, David	HRMG105 V04 HRMG105 V02 HRMG105 V03 HRMG105 V01	Adjunct	\$3,700.00	8/27/2016 To 11/11/2016
September				
Crane, Nancy	CollegeNow Faculty Liaison-FREN/SPAN courses	Adjunct	\$479.97	09/01/2016 To 10/28/2016
DeGaetano, Margaret	CollegeNow Faculty Liaison-METR courses	Adjunct	\$266.65	09/01/2016 To 10/28/2016
Farah, Fred	CollegeNow Faculty Liaison-ENVS courses	Adjunct	\$213.32	09/01/2016 To 10/28/2016
Ross, Jessica	CollegeNow Faculty Liaison-SOCI courses	Adjunct	\$213.32	09/01/2016 To 10/28/2016
Ruoff, Guy	CollegeNow Faculty Liaison-POSC courses	Adjunct	\$53.33	09/01/2016 To 10/28/2016
Stremlin, Tatiana	CollegeNow Faculty Liaison-MUSI courses	Adjunct	\$53.33	09/01/2016 To 10/28/2016
Sutton, Levi	CollegeNow Faculty Liaison-DRAF courses	Adjunct	\$53.33	09/01/2016 To 10/28/2016
Westlake, Winfield	CollegeNow Faculty Liaison-BUAD courses	Adjunct	\$799.95	09/01/2016 To 10/28/2016
Whitecraft, Michele	CollegeNow Faculty Liaison-CHEM courses	Adjunct	\$53.33	09/01/2016 To 10/28/2016
Young, Tammi	CollegeNow Faculty Liaison-HLTH courses	Adjunct	\$1,119.93	09/01/2016 To 10/28/2016
Crane, Nancy	Master course syllabus revisions (SPAN 101, 102, 201, 202)	Adjunct	\$142.20	09/20/2016
October				
Park, Lonnie	Speaking w/ students in FSS and COMM101 re: recording industry from perspective of a Grammy nominated musician	Adjunct	\$100.00	10/03/2016 To 10/03/2016
Hopkins, Linda	Counselor / PT-Temp. - CCTS	Adjunct	\$3,132.36	10/06/2016 To 12/09/2016
Clay, Merryn	Coordinator of Global Programming	Instructor	\$58,077.00*	10/10/2016
Dickerson, Nancy	Preparation and conduction of 2-hour Fall Day session	Adjunct	\$162.15	10/11/2016
Burk, Joyce	Marketing Project Manager	Grade 2	\$60,021.00*	10/12/2016
Young, Tammi	Independent Study - RECR285-M49C (D. DeMatteo)	Adjunct	\$516.00	10/13/2016 To 12/16/2016

Employee	Department		Title/Rank	Salary	Employment Dates
		November			
Wright, Rachel	NURS110-M34		Adjunct	\$1,387.50	11/11/2016 To 12/08/2016
Pike, Heidi Jo	Cleaner		Grade B	\$36,155.03*	11/14/2016
Cornish, Erin	Borg Warner Math Review		Adjunct	\$125.00	11/29/2016

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

December 8, 2016

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Jamie Epp	09/26/16	Terminated
Julianne Avery	10/14/16	Resignation

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2016-2017-24**

DISPOSAL OF SURPLUS PROPERTY

WHEREAS, Tompkins Cortland Community College desires to dispose of its surplus property, and

WHEREAS, the Administration has identified the equipment on the list attached to this resolution as obsolete, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes the administration to dispose of the equipment according to appropriate College policies and legal requirements.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

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

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

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 8th day of December 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 8th day of December 2016.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TO: Blixy Taetzsch
FROM: Kevin Caveney
DATE: December 1, 2016
RE: Disposal of Surplus Items Report

Upon advisement from and in coordination with the Buildings and Grounds Department and the “using department(s),” due to non-use and declined condition, age, wear, breakage and/or replacement upgrades, the following items were determined to be obsolete and of no further use to the College. The items have been disposed of and removed from the College’s inventory.

Disposed:
1 Cafeteria Chair
4 Misc. Chairs
1 Office Chair
1 Television
1 Desk

Upon advisement from Campus Technology, due to equipment upgrades the following equipment has been determined to be obsolete and/or non-functioning and of no further use to the College. Equipment determined to have any useful value outside of its original purpose with the College is normally designated for auction or placement with non-profit agencies if feasible. The remaining items are designated for e-waste/recycling with Regional Computer Recycling and Recovery. Prior to disposal, proper security measures are completed and documented. Designated drives are destroyed and the items to be recycled are done so following appropriate compliance in relation to security and environmental concerns. Upon disposal, items are removed from the College’s inventory.

Auctioned (total amount received \$480):
Lot 1 Studio Lighting
Lot 2 Studio Camera Equipment Package

Disposed:

4 Projectors	1 Test Signal Generator
1 Video Cassette Recorder	2 Wave Form Monitors
3 Editing Controllers	1 CRT Monitor
2 Cassette Recorders	3 TV Monitors
1 Video Switch Board	1 TV Camera
3 VCR Players	1 Teleprompter System
2 Tape Decks	9 Computers
3 Televisions	6 Monitors
1 TV Deck	1 Scanner

Blix Tetzsch
December 1, 2016
Page 2

Upon advisement from and in coordination with the Fitness Center, due to age, wear, and/or non-function, and replacement upgrades; the following items were determined to be of no further use to the college. The items have been auctioned and sold to the lowest bidders for a total amount received of \$999.50. The items will be removed from the college's inventory.

Auctioned:

5 Cybex Treadmills
4 Precor Treadmills
1 Tectrix Stepper

Upon advisement from and in coordination with the Photography and Buildings and Grounds Departments, due to non-use, obsolescence and/or replacement upgrades; the following items were determined to be of no further use to the college. The items have been donated to the Ithaca High School Photography program and removed from the college's inventory.

Donated:

6 Saunders/LPL670MLX Enlargers