

## **VISION**

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

## **MISSION**

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

## **VALUES**

*Learning  
Excellence  
Opportunity  
Innovation  
Relationships  
Diversity*



## **BOARD OF TRUSTEES**

**THURSDAY, FEBRUARY 16, 2017**

**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 – January 19, 2017
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): None
9. College-wide Goal – Student Success  
(There will be one or two short presentations per Board meeting on the College-wide Goal to focus on one or both of these topics. The major purpose is to provide the Board with updates on how the College is progressing to achieve Student Success)
  - a. Student Success – None.
  - b. Organizational Capacity – Middle States SubCommittees – Standard VII and Compliance
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. Professional Development Report
  
12. Consent Agenda (Action Items):
  - a. Capital Payments
  - b. Appointment of Personnel
  - c. Treasurer's Report – December 31, 2016
  - d. Maintenance of Public Order Policy
  
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 – Career-Focused Programs
  
15. Executive Session (to discuss a personnel issue – no action to be taken)
  
16. Events:
  - a. Joint Board and Foundation Board Retreat – Coltivare – March 1, 2017
  - b. College-wide Mid-Winter Day Retreat – March 2, 2017
  - c. Tentative Presidential Candidate On-Campus Interviews:
    - i. March 6/7, 2017
    - ii. March 9/10, 2017
    - iii. March 13/14, 2017
    - iv. March 16/17, 2017
  - d. Next Board Meeting – March 16, 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  
BOARD OF TRUSTEES  
JANUARY 19, 2017  
RONALD W. SPACE BOARD ROOM**

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

**EXCUSED:** Raymond Schlather

**ABSENT:** None

**COUNTY**

**LIAISONS:** Michael Lane and John Troy

**STAFF:** Sheila Abbey, John Bradac, John Conners, LaSonya Griggs, Carl Haynes, Cathy Northrop, Kori Post, Blixxy Taetzsch, Travis Vande Berg, Peter Voorhees, Khaki Wunderlich

**GUESTS:** Craig Stevens, Partner, and Michelle Bundy, Principal, from The Bonadio Group; Olu Roberts, 2015-2016 Student Trustee

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chairperson Burns in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Burns welcomed guests.
4. **Approval of Agenda:** Mr. McSherry moved that the agenda be approved as presented; seconded by Ms. Davison; carried unanimously.
5. **Public Comment:** Olu Roberts attended the meeting to say hello to the Board members.
6. **Approval of Minutes – December 8, 2016:** Ms. Davison moved that the minutes of the December 8, 2016, meeting be approved as presented; seconded by Mr. McSherry; carried unanimously.
7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) – 2015-2016 Audit:** Craig Stevens, Partner, and Michelle Mundy, Principal, from The Bonadio Group, spoke about the results of the 2015-2016 College audit. The College received a clean/unmodified opinion. He mentioned that equally as important is the results of the review of the internal control structure, and they did not identify any material weaknesses in internal controls. There were no audit adjustments needed and the books/records were clean. Mr. Stevens and Ms. Mundy provided an overview of the

process and results. President Haynes thanked Mr. Stevens, Ms. Mundy, Dean Taetzsch, Sue Dewey, and LaSonya Griggs and their respective staff for the great work.

**9. College-wide Goals:**

**a. Student Success:** None.

**b. Organizational Capacity:** Provost Connors introduced Dr. Travis Vande Berg, Professor and Co-Chair of the Middle States Self-Study Committee, to provide information about our Middle States Self-Study process. Dr. Vande Berg reported that there are eight subcommittees which are working on the seven standards of performance with the eighth subcommittee working on compliance of federal mandates. Over the next few months, the subcommittee co-chairs will attend Board meetings to address their respective chapters/standards and their preliminary findings. The work on the Self-Study is an activity that is carried on by the workforce of the College with a faculty member and an administrator co-chairing the Self-Study Committee, as well as each of the subcommittees. During the process, issues do emerge, which the subcommittees work to address as they arise. During the presentation to the Board, the subcommittees will provide an overview of what the Self-Study is, where the subcommittee is in the process, and then provide information as to what Middle States is looking for with each of the standards. The Self-Study is a document that is submitted to Middle States and our financial aid eligibility is tied to the outcome of the process. We use the document to make improvements on what we do, how we do it, and how we think about and use what we find during the process. The goal is to expose the information to as many people in the College community as we can so we can be sure that everything is covered/reviewed and that we have not missed anything. Our Middle States Liaison has led us to believe that we are on track at this point in the process. Dr. Vande Berg spoke about the standards and he stated that Middle States serves as a liaison between the College and the federal government. Lyn Thompson has developed an electronic “library” with an immense number of documents to be reviewed by the Middle States team. Dr. Altucher, also Co-Chair with Dr. Vande Berg has served as a Middle States team member for visits at other colleges and she uses what she has learned from other team members about what they look for in a Self-Study. Mr. Lane mentioned that there will be opportunities for the Board members to speak with the team members and provide input during the team visit. During our Mid-Winter Day College-wide retreat, we will also provide the opportunity for everyone in the College community to attend three of the subcommittee reports during which the Co-Chairs will share a summary of their main findings and recommendations.

**10. Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives):** Provost Connors spoke to his written report. He mentioned that Carl Penziul had submitted his intent to retire, which provided the opportunity to review the job description for the Dean of Instruction, with a slightly revised job description being brought to the Board for action at this meeting. This revised job description removes the responsibilities for the global program and adds more specific responsibilities about outcomes assessment. John Bradac, Dean of Student Life, and

Lisa Ford, Professor, will Co-Chair the Search Committee for the Dean of Instruction. The revision on the job description will have no impact on the budget.

## 11. Information Items:

- a. **Human Resources Updates** – No discussion.
- b. **Board Policy – Maintenance of Public Order – Discussion** – President Haynes mentioned that Deans Bradac and Wunderlich, the Executive Council, as well as the College attorney, have reviewed this policy, and what is presented is for discussion/input only. The policy will then be taken to the College Forum for action and then back to the Board for action at the February meeting. There was also a conference call with Chairperson Burns to ensure that the concerns that had been raised at the December Board meeting were addressed. All Board members present agreed with the proposed policy. President Haynes said there will also be two additional policies brought to the Board in the spring. One policy will be on social media and the other will be a policy prohibiting commercial solicitation.

## 12. Consent Agenda (Action Items):

Highlights of the Consent Agenda were discussed during the meeting. Mr. McSherry moved that the Consent Agenda be approved as presented; seconded by Mr. Tytler; carried unanimously.

- a. **Capital Payments** – No discussion.
- b. **Treasurer's Report – September 30, 2016** – No discussion.
- c. **Treasurer's Report – October 31, 2016** – No discussion.
- d. **Treasurer's Report – November 30, 2016** – No discussion.
- e. **2015-2016 Audit** – There was discussion during the presentation earlier in the meeting.
- f. **Appointment of Personnel** – No discussion.
- g. **Professor Emeritus Designation** – No discussion.
- h. **Approval of Position Description – Dean of Instruction** – Provost Connors spoke to this during his report.
- i. **Approval of Position Description – Social Media and Marketing Coordinator** – Dean Taetzsch spoke about the need for a communications and social media position at Coltivare, and mentioned that one of the top candidates now works in our admissions office. Several people spoke with this individual and came up with this position that will be paid half by Coltivare and the other half by the College. This position will report to Dean Ryan.
- j. **Approval of Position Description – Admissions Advisor** – Because of the transfer of the employee from the admissions office to the position of Social Media and Marketing Coordinator, the admissions office is in need of an entry-level traveling admissions person to help grow enrollment and revenue.
- k. **Approval of Position Description – Vector Scholars Program Coordinator** – This position expands an adjunct coordinator role to full-time with some teaching responsibilities and is funded through donations from Arthur Kuckes. Dean Wunderlich provided an update on this year's program including the addition of some meal support to address issues of food security and the very successful academic outcomes for this year's group. The academic success rate for all FTFT students last Fall was 64.5% (a 2% increase over the prior year) and was 75% for the Vector

Scholars. The success rate for a comparison group of demographically-similar students to those in the program was only 52%.

**I. Increase in Board Designated Reserves – No discussion.**

**13. Standing Reports:**

- a. College Forum** – Co-Chair Kori Post reported that the Forum met on December 9<sup>th</sup> at which President Carl Haynes spoke about the approval of the Board of Trustee policy manual with the exception of 2 policies which were pulled for further discussion by the Trustees. There was discussion of the most recent Middle States survey results regarding the Forum and its purpose. President Haynes provided information about the history and purpose of the Forum and stressed the importance of this form of governance. President Haynes mentioned that with this type of governance structure, topics for discussion/consideration will vary over the years. John Conners will attend the February 17<sup>th</sup> meeting to discuss Middle States. Beau Saul will attend the March 31<sup>st</sup> meeting to discuss Active Shooter topics. Dates for upcoming meetings: February 17 – Middle States, March 17, March 31 – Active Shooter, April 7, April 21, May 5, and May 19 – year end luncheon. Mr. Tytler said he would be interested in learning how the College is sharing our Active Shooter initiatives with the local schools.
- b. Faculty Student Association** – Dean Bradac had no report as the FSA Board has not met since the last Board of Trustees’ meeting. The next meeting will be just prior to the next Board of Trustees meeting.
- c. Tompkins Cortland Community College Foundation, Inc.** – Chairperson Burns reported that President Haynes and Paul Brenner continue to meet with potential donors for the Childcare Center Campaign. The investment committee met on January 17 and a finance committee meeting is scheduled for January 24. The next Board meeting is scheduled for March 7, 2017.
- d. Chairperson’s Report** – Chairperson Burns mentioned that the next meeting of the Presidential Search Committee will be January 30.
- e. Liaison Report (Cortland County)** – Mr. Troy reported the Legislature will be holding their first meeting of the year next week. A new treasurer has been hired. They are continuing work on the landfill issue and jail project. They expect cost estimates for the jail project to be available in March. There was a decrease in sales tax last year and it is felt that the mild weather played a large part in that, with people not visiting the area for skiing and winter activities.
- f. Liaison Report (Tompkins County)** – Mr. Lane reported that he has again been elected as Chair of the Legislature, with Daniel Klein as Vice Chair, and Jim Dennis as Chair of the Budget, Capital, and Personnel Committee. He stated that they are estimating a decrease of approximately \$800,000 in the revenue from sales tax for last year. He said they will be asking the Comptrollers’ Office to audit the sales tax receipts to find where the loss seems to be coming from.

**g. Student Trustee's Report** – Ms. Kaur reported that she had participated in a study abroad trip to Nicaragua. She said it was an amazing experience and she was extremely grateful to be able to go on the trip.

**h. President's Report** – President Haynes spoke to his written report. He also shared his 2015-2016 annual report. He stated that this, together with Provost Conners' year-end report, will provide a rich resource of information for the new president. The brochure version of the annual report is being developed and it will be taken to the legislatures when President Haynes provides his State of the College report (February in Tompkins County and March in Cortland County). President Haynes also provided information on the Governor's proposed budget for community colleges (and \$1.5 million is in the proposed budget for our Childcare Center) and said he will keep the Board members apprised of the results of the lobbying efforts over the next 3 months.

**14. Executive Session for Discussion of a Personnel Matter (no action to be taken)** – Ms. Buck moved that the meeting convene in executive session for discussion of a personnel matter, with no action to be taken; seconded by Mr. McSherry; carried unanimously. The meeting convened into executive session at 7:12 p.m.

The meeting reconvened in regular session at 7:30 p.m.

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

**16. Adjournment:** Dr. Coates moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 7:31 p.m.

Respectfully submitted,

Cathy A. Northrop  
Clerk of the Board of Trustees

## MIDDLE STATES EXECUTIVE SUMMARY

### STANDARD VII – LEADERSHIP, GOVERNANCE AND ADMINISTRATION

The Board of Trustees at Tompkins Cortland Community College (the College) is the body responsible for establishing governing policy for the College and then delegating responsibility for the administration and execution of those policies to the College President. The Board is comprised of 10 voting members. Four trustees are appointed by the New York State Governor; two trustees are appointed by the Cortland County Legislature; three trustees are appointed by the Tompkins County Legislature; and the student trustee is elected by the student body. The Board of Trustees meets every month with the exceptions of August and November. The Board also has an annual retreat in the early fall and most recently has added one in the spring. The last several retreat agendas have provided an opportunity for a facilitator to work with the Board in preparation for the President's retirement announcement.

The Board assumes an important advisory role in academic matters. It delegates considerable responsibility to the President and to the Provost and Vice President of the College, who present an update at each Board meeting. The Board is also extensively involved in financial management, reviewing major expenditures, conducting annual budget hearings, and approving the annual budget. Finally, the Board plays a vital part in the College's goal-setting and planning process, having recently dedicated internal dialogue sessions to the College's Strategic Priorities, conducting an annual self-assessment and an assessment of the College President, and hearing monthly presentations focused on the College's main goal of student success.

Tompkins Cortland Community College's chief executive officer is the President, who is appointed by, evaluated by, and reports to the Board of Trustees. The President has the authority and autonomy required to fulfill the responsibilities of the position, as detailed in the Board of Trustees Policy Manual and Bylaws, including developing and implementing institutional plans, staffing the organization, identifying and allocating resources, and directing the institution toward attaining the goals and objectives set forth in its mission. At the July 21, 2016 Board of Trustees meeting, President Carl Haynes announced his intentions to retire in August 2017. The Board has been planning for this for some time, and a search is underway.

Since 2008, the College has utilized a decentralized administrative structure that facilitates a fluid decision-making process. Currently, the College has one President, one Provost and Vice President of the College, five Deans, and one Dean-level position titled Chief Information Officer. All of these individuals, as well as other staff as needed, meet regularly in two configurations: the Executive Council, chaired by the President, which primarily focuses on external affairs, and the Provost Council, chaired by the Provost and Vice President of the College, which focuses primarily on internal affairs. Administrative Departments are assessed annually through the Department Plan process and all employees are individually evaluated through various evaluation/performance dialogue processes. In addition, a Faculty and Staff Survey is administered biannually.



The College has a clearly articulated and transparent governance structure, a group of entities that have overlapping but clearly delineated areas of responsibility. These entities are as follows:

- **College Forum** An elected, college-wide committee whose meetings are open to all members of the College community, the Forum's purpose is to provide a structure for recommending and influencing institutional policy. The Forum provides an opportunity for discussion of issues of broad institutional concern and provides input on such issues to decision makers. Forum recommendations are submitted to the President of the College, and any policy matters are subsequently presented to the Board of Trustees. The Co-Chairs of the Forum meet with the President every month before the Board meeting and regularly make a report to the Board.
- **Curriculum Committee** The Curriculum Committee, a permanent subcommittee of the Provost and Vice President of the College, is charged with the consideration of all proposals for additions or changes to the curriculum of the College. Members are responsible for disseminating information to and collecting feedback from program/department faculty about new and revised curricula. Any changes defined as having broad curricular impact – new programs or changes to broad-based curricular requirements – are brought before the entire full-time faculty for a written-ballot vote.
- **Student Government Association** The primary entity for student governance is the Student Government Association (SGA). Each year, through an application process, the college and the SGA select a student representative to the Board of Trustees who is also a non-voting ex officio member of the SGA and the SGA executive committee. The SGA also provides student representation to the College Forum, is responsible for providing student representatives to the Faculty Student Association (FSA), and supports a Student Finance Committee, which executes a fund allocation process for student clubs and organizations.
- **Faculty Student Association** The Faculty Student Association (FSA) also offers opportunities for student involvement. The FSA is an independent, non-profit corporation providing educational and co-curricular opportunities, as well as services to students and faculty in support of the goals of the College. It administers programming and services to support cultural and recreational student needs and is funded by the mandatory activity fee.
- **Diversity & Equity Council** The Diversity & Equity Action Council (DEAC) plays an integral part in ensuring that diversity and equity are continually considered in the operations of the College, focusing on ensuring an inclusive climate and on programs and professional development for students and staff. An institutional diversity and inclusion profile and bias-related conduct and prevention strategies are being developed. Finally, in conjunction with the Institutional Research Department, DEAC produces a State of Diversity report annually.

To: Board of Trustees

From: John R. Conners

Date: February 8, 2017

Re: February report

**Faculty searches** – Because of the College's financial challenges, we have decided to complete the three faculty searches but delay filling the positions for at least one year. I have enclosed a memo with further details.

**Information literacy** – Our Middle States team has affirmed that we have an effective and long-standing process for assessing both program-specific and course-based general education learning outcomes. The team has, however, identified a need for us to do a more systematic job of assessing our outcomes in two general education areas that are not typically confined to a student's learning in a single course: information literacy and critical thinking. With that in mind, we are turning our attention to the former this year and the latter next year. With the expert guidance of librarians, every chair of a degree program will both define the information literacy outcomes of his or her program and assess our effectiveness in achieving our goals. Many programs have already accomplished much of this objective, while others will focus on it immediately.

**WiFi** – Because of the volume of wireless activity on campus and the dramatic increase in the number of connected devices in use, we have been challenged to provide the type of high-speed internet service needed by students, faculty, and staff. This challenge was emphasized by the results of the most recent student opinion survey, in which our WiFi service received relatively low marks. Tim Densmore has been investigating cost-effective solutions with his colleagues. We anticipate implementing upgrades soon that will address the problem.

**SARA** – Last month, I reported on our application to participate in the multi-state reciprocity agreement system, with the assistance of SUNY and the State Education Department. I am happy to inform you that we have completed the process and are now part of this system.

**Global Initiatives** – We are in the midst of on-campus interviews of the three finalists for the Senior Global Officer position, with hopes of concluding the search within the next few weeks.

**Diversity initiatives** – Plans are underway for forming a partnership with Cornell's School of Human Ecology to provide internship opportunities for our students, with the goal of increasing Cornell's ability to develop a more diverse staff.

To: The faculty

From: John R. Conners

Date: February 3, 2017

Re: Faculty search update

In light of the College's severe financial challenges, we will be making some significant modifications in our current searches for new full-time faculty members. I have met today with the chairs of all three searches and have agreed with them on a course of action. Each has been very helpful and agreeable, and I want to express my appreciation for their flexibility.

My recommendation to President Haynes has been that instead of simply discontinuing these searches because of our budget challenge, we conclude them with the understanding that those selected will begin their work in a semester subsequent to Fall 2017. That is, we will make an offer but will defer the starting date. It is very difficult for me to imagine that we could bring people in as early as Spring 2018, but we will make every effort to have them begin at some point in the 2018-2019 academic year.

There will, of course, be a number of variables that will influence the eventual starting date for each position. As Carl noted at the College-wide meeting, factors such as enrollment, out-of-county chargeback revenue, and state support are key variables that will always determine our level of financial flexibility. Another factor that will affect this situation will be the response to the early retirement incentive in each of our labor contracts, particularly with respect to the teaching faculty. Once we know which of our colleagues will be retiring and when, we will be able to make projections concerning the budget available to fill these positions. Obviously, if we have more full-time faculty vacancies relatively soon, our ability to advance the hiring date of a candidate who is "on hold" will be greater.

All three searches have proceeded smoothly to this point, with the expectation that the first round of interviews will occur soon. In light of my discussions with the search chairs, Sharon Dovi will be informing all candidates next week about the recent decision concerning the starting date so that they will be well-informed and can make decisions about their continuing candidacy. Again, I want to express my thanks to everyone involved in this decision – Carl, Sharon, the committee chairs – and to the search committee members for helping us to address this challenge effectively.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of February 3, 2017

**UNCLASSIFIED STAFF**

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Associate Director of Campus Police	Spring 2017	January 24, 2017	February 24, 2017	Accepting Applications
Dean of Instruction	May 2017	January 23, 2017	March 1, 2017	Accepting 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	Reviewing Applications
Instructor of Sustainable Farming and Food Systems	August 16, 2017	November 18, 2016	January 19, 2017	Reviewing Applications
Senior Officer of Global Initiatives	December 2016	September 14, 2016	October 20, 2016	On-Campus Interviews
Student Success Advisor	March 2017	December 20, 2016	January 30, 2017	Accepting Applications
Vector Scholars Coordinator	April 2017	January 30, 2017	March 1, 2017	Accepting Applications

**CLASSIFIED STAFF**

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer (1.0 FTE Temp.)	Public Safety	September 2016	Concluded not to fill.
Campus Security Officer (1.0 FTE Temp.)	Public Safety	December 2016	Hired: Nikolas Lopez (12/14/16)

## FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	February 2017	Accepting Applications
Teacher Aide	Childcare Center	February 2017	Hired: Christina Horton
Assistant Golf Coach	Athletics & Recreation	February 2017	Hired: Patrick Collins

## BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	February 2017	Hired: Anne Graham
Banquet Supervisor	TC3 Bistro	February 2017	Hired: Anne Graham
Busser/Food Runner	TC3 Bistro	February 2017	Accepting Applications
Dishwasher	TC3 Bistro	February 2017	Accepting Applications
Hostess	TC3 Bistro	February 2017	Hired: Nancy Gonzalez
Line Cook	TC3 Bistro	February 2017	Accepting Applications
Sous Chef	TC3 Bistro	February 2017	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates  
Status of Grievances  
as of February 3, 2017

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

**FACULTY ASSOC.**

**PAA**

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**PROFESSIONAL DEVELOPMENT REPORT**

July 1, 2016 - December 31, 2016

**LEADERSHIP SKILLS/DEVELOPMENT** - programs primarily geared toward supervisors, department heads, and faculty such as formal leadership development programs, supervisory training, etc.

DATE	EMPLOYEE	PROGRAM	LOCATION
Fall 2016	Gerg, Julie	PEAKS Leadership Consortium	Various locations
Fall 2016	Hector, Sharon-Kaye	PEAKS Leadership Consortium	Various locations
Fall 2016	O'Loughlin, Lisa	PEAKS Leadership Consortium	Various locations
Fall 2016	Shanks, Christine	PEAKS Leadership Consortium	Various locations
Fall 2016	Sidle, Jason	PEAKS Leadership Consortium	Various locations
Fall 2016	Thompson, Lyn	PEAKS Leadership Consortium	Various locations
Fall 2016	Van Sant, Susanna	PEAKS Leadership Consortium	Various locations
Fall 2016	Hubbard, Martha	Leadership Cortland- various presentations including Emotional Intelligence and Communication	Cortland, NY
Fall 2016	Seyfried, Lisa	Chancellor's/Trustees' Award of Excellence - Adjunct & Faculty Service	Tompkins Cortland CC
06/22/16	Young, Tammi	Certified ARC FA/CPR/AED Instructor	Ithaca
09/01/16	Dengel, Alexis	Joined Women's Opportunity Center Board	
09/01/16	Dengel, Alexis	Joined College Teaching Center Board	
09/01/16	Dengel, Alexis	Point person for Offender Aid Restoration's (OAR) college initiative program	
10/16/16	Zeppelin, Victoria	NACEP (National Alliance of Conc. Enr. Partnerships) Accreditation Institute	Louisville.KY
10/19/16	Hubbard, Martha	Physician's Engagement Program	Cortland, NY
10/19/16	Tvaroha, Patricia	NYSUT Executive funds training	Dewitt, NY
11/18/16	Boulay, Amber	Discrimination & Harassment Hearing Panel Training	Tompkins Cortland CC
11/18/16	Doskal, Darese	Discrimination & Harassment Hearing Panel Training	Tompkins Cortland CC
11/18/16	O'Loughlin, Lisa	Discrimination & Harassment Hearing Panel Training	Tompkins Cortland CC
12/02/16	Nissi, Maria	NYCEP (NY Concurrent Enrollment Partnerships) Fall Meeting	Tompkins Cortland CC
12/02/16	Zeppelin, Victoria	NYCEP (NY Concurrent Enrollment Partnerships) Fall Meeting	Tompkins Cortland CC
12/06/16	Doskal, Darese	Staff Investigation Training	Ithaca Country Club
12/12/16	Doskal, Darese	SUNY Violence Prevention Title IX Webinar	Online
<b>Summary - Leadership Skills/Development</b> # of events - 22 # of employees - 16 <ul style="list-style-type: none"> <li>• 1 Bistro</li> <li>• 1 Classified Staff</li> <li>• 3 FSA</li> <li>• 3 Non-teaching Faculty</li> <li>• 6 PAA</li> <li>• 2 Teaching Faculty</li> </ul>			

<b>CONFERENCE/SEMINARS</b> - includes internal and external conferences, seminars, and workshops.			
<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Summer 16	Shanks, Christine	Led College Now conference for faculty at concurrent enrollment high schools	Tompkins Cortland CC
Fall 2016	Flaten, David	Tompkins County Health Consortium Observer	Ithaca, NY
Fall 2016	Smith, Tammy	CC Cybersecurity Summit	CC of Allegheny Cty, Pittsburgh, PA
07/01/16	Cameron, Jeanne	Inquiry into Essay - week long workshop	Bard College Institute
07/07/16-07/08/16	Oliver, Tammy	PowerFAIDS Conference	Washington, DC
07/12/16	Zeppelin, Victoria	NACEP Webinar: New Instructor Orientation Best Practices	Online
07/13/16	Ansbro, Mimi	GeoBlue International Student Insurance Seminar	Syracuse
07/13/16	Wright, Lauren	Preservation of Electronic Records	Webinar-NYS Archives
07/13/16-07/16/16	Webb, Marilyn	Carnegie Pathways Conference	San Francisco, CA
07/13/16-07/17/16	Sheldon, Mary	Pathways 2016 National Forum	San Francisco, CA
07/14/16	Zeppelin, Victoria	Conference on Dual and Concurrent Enrollment in the Mid-Atlantic Region	CC of Philadelphia
07/15/16	Boone, Carolyn	On Point	MVCC - Utica, NY
07/15/16	Tvaroha, Patricia	Student Completion Conference	MVCC
07/15/16-07/17/16	Campbell, Katrina	Carnegie Math Pathways National Forum (Quantway training)	San Francisco, CA
07/18/16-07/21/16	Flaten, David	Delegate to the American Federation of Teachers Convention	Minneapolis, MN
07/27/16-07/29/16	Kiehl, Gregg	IDS Project Annual Conference for 2016	Albany, NY
07/27/16-07/29/16	Yang, Lucy	IDS Project Annual Conference for 2016	Albany, NY
07/29/16	Voorhees, Amy	Upping the Anti: rotational and anti-rotational techniques	Online
08/03/16	Zeppelin, Victoria	NACEP Webinar: Ongoing Professional Development for Concurrent Enrollment Instructors	Online
08/18/16	Flaten, David	NYSUT Leadership Workshop	East Syracuse, NY
08/19/16	Nissi, Maria	CollegeNow Professional Development Day	Tompkins Cortland CC
08/19/16	Zeppelin, Victoria	CollegeNow Professional Development Day	Tompkins Cortland CC
08/23/16	Webb, Marilyn	Observation of Mary Crawford-Mohat's 1st Quantway class of the semester	Onondaga CC
09/12/16	Brunner, Tracey	Tolerance is Like a Pebble in your Shoe	Ithaca, NY
09/12/16	Huff, Tackie	Tolerance is Like a Pebble in your Shoe	Ithaca, NY
09/12/16	Thompson, Seth	Tolerance is Like a Pebble in your Shoe	Ithaca, NY
09/13/16	Voorhees, Amy	International Journal of Athletic Therapy and Training	Online
09/16/16	Boone, Carolyn	Advanced Career Coach training	Tompkins Cortland CC
09/16/16	Thompson, Seth	SUNY Diversity Institute - Building Institutional Capacity for Latina/o Leadership in Higher Education	Albany, NY
09/29/16	Conroy, Colleen	NYSFAAA Region 3 Meeting	Oswego, NY
09/29/16-09/30/16	Ansbro, Mimi	Gallup EP-10 Entrepreneurial Talents Coaching workshop	Coltivare
09/29/16-09/30/16	Campbell, Katrina	SICAS Summit	Callicoon, NY
10/05/16	Nissi, Maria	Zoom Webinar: "Supporting Student Success and Retention"	Online
10/05/16-10/07/16	Wright, Lauren	SUNYRA Fall Conference	Saratoga Springs, NY
10/07/16	Colletto, Marlo	SUNY Op-Inform	Schenectady Community College
10/07/16	Pastorello, Karen	NY Women's Suffrage Centennial Conference	Waterloo, NY
10/10/16-10/14/16	Conroy, Colleen	National Student Employment Conference	Pittsburg, PA
10/11/16	Abbey, Sheila	Fall Day	Tompkins Cortland CC
10/11/16	Allen, Shannon	Fall Day	Tompkins Cortland CC
10/11/16	Altucher, Kris	Fall Day	Tompkins Cortland CC
10/11/16	Armstrong, Colleen	Fall Day	Tompkins Cortland CC
10/11/16	Boulay, Amber	Fall Day	Tompkins Cortland CC
10/11/16	Brenner, Paul	Fall Day	Tompkins Cortland CC



10/11/16	Campbell, Katrina	Fall Day	Tompkins Cortland CC
10/11/16	Colletto, Marlo	Fall Day	Tompkins Cortland CC
10/11/16	Doskal, Darese	Fall Day	Tompkins Cortland CC
10/11/16	Drumluk, Sandy	Fall Day	Tompkins Cortland CC
10/11/16	Gerg, Julie	Fall Day	Tompkins Cortland CC
10/11/16	Heffner, Bill	Fall Day	Tompkins Cortland CC
10/11/16	Isaacs, Gio	Fall Day	Tompkins Cortland CC
10/11/16	Keep, Mary Sue	Fall Day	Tompkins Cortland CC
10/11/16	Lopez, Michele	Fall Day	Tompkins Cortland CC
10/11/16	Mix, Teresa	Fall Day	Tompkins Cortland CC
10/11/16	Nissi, Maria	Fall Day	Tompkins Cortland CC
10/11/16	Payne, Lisa	Fall Day	Tompkins Cortland CC
10/11/16	Snyder, Kyle	Fall Day	Tompkins Cortland CC
10/11/16	Thompson, Lyn	Fall Day	Tompkins Cortland CC
10/11/16	Tvaroha, Patricia	Fall Day	Tompkins Cortland CC
10/11/16	Webb, Marilyn	Fall Day	Tompkins Cortland CC
10/11/16	Van Sant, Susanna	Fall Day	Tompkins Cortland CC
10/11/16	Zeppelin, Victoria	Fall Day	Tompkins Cortland CC
10/11/16-10/12/16	Ansbro, Mimi	Gallup Successful Strengths Coaching workshop	Washington, DC
10/13/16	Yang, Lucy	IDS Western Users Group Workshop	Ithaca, NY
10/14/16	Arsenault, Sarah	Adult Immunization Coalition	Syracuse, NY
10/14/16	Colletto, Marlo	SUNY Op-Inform	Fashion Institute of Technology
10/16/16	McCabe, Tim	NACCE Conference	Sacramento, CA
10/16/16-10/19/16	Dewey, Susan	EACUBO Annual Meeting	Washington, DC
10/16/16-10/19/16	Taetzsch, Blix	EACUBO Annual Meeting	Washington, DC
10/17/16	Drumluk, Sandy	SUNY Op-Inform	SUNY Cortland
10/17/16-10/18/16	Nissi, Maria	NACEP Conference	Louisville, KY
10/17/16-10/18/16	Zeppelin, Victoria	NACEP Conference	Louisville, KY
10/17/16-10/19/16	Kiehl, Gregg	SUNY Council of Library Directors: Fall Conference	Latham, NY
10/18/16-10/20/16	Conroy, Colleen	NYSFAAA Conference	Verona, NY
10/18/16-10/20/16	Griggs, LaSonya	NYSFAAA Conference	Verona, NY
10/18/16-10/20/16	Oliver, Tammy	NYSFAAA Conference	Verona, NY
10/19/16	Flaten, David	NYSUT Financial Leadership Workshop	East Syracuse, NY
10/19/16-10/21/16	Bradac, John	SUNY Dean of Students Conference	Clayton, NY and Jefferson CC
10/21/16	Donovan, Joan	New York State Career Summit	Skaneateles, NY
10/21/16	Sandy Drumluk	SUNY Op-Inform	Sufflok Community College
10/21/16	Flaten, David	LUMEN Learning Workshop	Tompkins Cortland CC
10/21/16	Yang, Lucy	LUMEN Learning Workshop	Tompkins Cortland CC
10/23/16-10/26/16	Ansbro, Mimi	NAFSA (Assn. of Intl Educators) Region X Conference	Lake Placid
10/24/16-10/26/16	Clay, Merryn	NAFSA Region X Conference	Lake Placid, NY
10/24/16-10/28/16	Kiehl, Gregg	SUNY Open Access week webinar series	Online
10/25/16	Stafford, Sue	NYATEP Fall Conference	Albany, NY
10/25/16-10/27/16	Hicks, Sarah	NYSFAAA Conference	Verona, NY
10/26/16-10/28/16	Ryan, Bruce	SUNYCON	New York City
10/27/16-10/28/16	Khaki Wunderlich	SUNYCON 2016 Degrees of Influence: The Forces Shaping the Future of Higher Education	New York City
10/28/16-10/30/16	Campbell, Katrina	Phi Theta Kappa Regional Conference	Rochester, NY
10/28/16-10/30/16	Tvaroha, Patricia	NYSUT Conference	Saratoga Springs, NY
11/01/16	Cameron, Jeanne	Reader as Writer - day long workshop	Bard College Institute



<b>JOB SPECIFIC EDUCATION</b> - Includes technical/Computer training, customer service training, legal/compliance training and other job specific programs.			
<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
	VandeBogart, Patty	ITIL Foundation Certificate in IT Service Management	Online
Fall 2016	Seyfried, Lisa	Co-advisor for Nursing Club	Tompkins Cortland CC
Fall 2016	VandeBogart, Patty	Online Learning, Techniques, Technology & Opportunities	SUNY Poly
06/07/16	Thompson, Lyn	VFA User group webinar	Web
07/05/16	Gerg, Julie	Raiser's Edge - Increasing Donor Retention	WebEx
07/06/16	Young, Tammi	NETA-New Ideas for today's Yoga classes CEC's	Online
07/12/16	Whitmore, Carrie	UGOTCLASS Administrative Site Training	Webinar
07/13/16	Abbey, Sheila	Raiser's Edge - Best Practices - Board Management	WebEx
07/13/16	Young, Tammi	NETA-Exercises for Knee and Hip Replacement CEC's	Online
07/14/16	Lopez, Michele	Starting Off on the Right Foot: How to Engage Young Alumni Early to Maximize Fundraising Success	WebEx
07/16/16	Young, Tammi	NETA- Personal Training Recertification	Online
07/16/16	Young, Tammi	NETA-Yoga Instructor Recertification	Online
07/17/16	Seyfried, Lisa	Security Awareness Training	Tompkins Cortland CC
07/19/16	Zeppelin, Victoria	NACEP Webinar: Navigating FERPA when Working with Concurrent Enrollment Programs	Online
07/20/16	Whitmore, Carrie	Computer Security Training	Webinar
07/22/16	Ray, Juliene	FERPA 201: Data Sharing	Webinar
07/25/16	Boone, Carolyn	Pregnant and Parenting Students (Title IX) teleconference	Tompkins Cortland CC
07/28/16	Seyfried, Lisa	Upstate Clinical Instructor Review Conference	Upstate Medical, Syracuse, NY
07/29/16	Abbey, Sheila	Raiser's Edge - Best Practices - Building Engagement	WebEx
08/01/16	Seyfried, Lisa	TC3 College Forum Committee	Tompkins Cortland CC
08/05/16	Maroney, Alicia	Licensed Clinical Social Worker	
08/18/16	Smith, Tammy	DegreeWorks refresher/training	Tompkins Cortland CC
08/23/16	Whitmore, Carrie	Embracing Millennials: Closing the Manufacturing Skills Gap and Gaining a Competitive Advantage	Webinar
08/30/16	Ray, Juliene	Information Security Awareness Training	Webinar
09/08/16	Seyfried, Lisa	Simulation Demonstration at Fall Day	Tompkins Cortland CC
09/15/16	Ray, Juliene	FERPA for Colleges and Universities	Webinar
09/16/16	Ahola, Ashley	Career Coach Advanced Training	Tompkins Cortland CC
09/16/16	Altucher, Kris	Career Coach - Advanced Training	Tompkins Cortland CC
09/16/16	Turner, James	Building Modeling	Albany, NY
09/16/16	Collins, James	Building Modeling	Albany, NY
09/16/16	Nissi, Maria	Career Coach - Advanced Training	Tompkins Cortland CC
09/16/16	Payne, Lisa	Career Coach - Advanced Training	Tompkins Cortland CC
09/29/16	Lopez, Michele	Alumni Cultivation: The Best Ways to Communicate with Your Alumni to Turn Them Into Lifelong Donors	WebEx
09/29/16-09/30/16	Altucher, Kris	Gallup EP 10 training	Coltivare
09/30/16	Abbey, Sheila	Raiser's Edge - Tips, Tricks, and Time Savers	WebEx
10/12/16	Abbey, Sheila	Raiser's Edge - Mail 2	WebEx
10/16/16-10/19/16	Taetzsch, Blix	EACUBO Annual Conference	Washington DC
10/21/16	Tvaroha, Patricia	OER Classroom Training	Tompkins Cortland CC
10/21/16	DeFranco, Tony	Lumen Learning OER Workshop	Tompkins Cortland CC

10/21/16	VandeBogart, Patty	Lumen Learning OER Workshop	Tompkins Cortland CC
10/22/16	Mercer, Patrick	Outdoor Leadership Skills Training	Lime Hollow, Cortland, NY
10/26/16	Whitmore, Carrie	Learning from Winners	Webinar
11/02/16	Seyfried, Lisa	Annual Nursing Skills Training Day	Tompkins Cortland CC
11/03/16	Payne, Lisa	VFA User Group Meeting	webinar
11/03/16	Payne, Lisa	Introduction to COACHE survey	webinar
11/03/16	Seyfried, Lisa	TC3 BIZ presentation on Dealing with What to Say in Your Most Challenging Situations	Tompkins Cortland CC
11/03/16	Thompson, Lyn	VFA User group webinar	Web
11/03/16	Thompson, Lyn	Introduction to COACHE	Web
11/18/16	Van Sant, Susanna	Gale Researcher	Webinar
12/06/16	Boone, Carolyn	Sexual Assault Investigations (Title IX)	Ithaca, NY
12/07/16	Ansbro, Mimi	International Students Govt. Interagency Webinar for Community Colleges	Webinar
12/07/16	DeFranco, Tony	OSCQR Reviewer-Program to become reviewer for Open SUNY courses	Webinar
12/07/16	Nissi, Maria	Career Coach Webinar	Online
12/07/16	Whitmore, Carrie	UGOTCLASS 2017 Plans and News	Webinar
12/13/16	O'Loughlin, Lisa	National Credit Management Webinar - Bankruptcy and the Student Loan Office	Online
12/14/16	Abbey, Sheila	Raiser's Edge - Moves Management and Retention	WebEx
12/16/16	Webb, Marilyn	Advisor Training	Tompkins Cortland CC
Summary - Job Specific Education			
# of events - 57			
# of employees - 28			
• 6 Classified Staff			
• 1 Executive			
• 1 FSA			
• 6 Non-teaching Faculty			
• 11 PAA			
• 3 Teaching Faculty			

<b>DEGREE RELATED PROGRAMS</b> - list individuals pursuing formal degree programs at TC3 or other institutions.			
<b>DATE</b>	<b>EMPLOYEE</b>	<b>PROGRAM</b>	<b>LOCATION</b>
Summer 16	Wendel, Jennifer	HUMS 105 Intro to Human Services	Tompkins Cortland CC
Summer 16	McMullen, Tamara	BIOL 114 Essentials of Nutrition	Tompkins Cortland CC
Fall 2016	Ahola, Ashley	Public and Social Policy M.A. - Fall Courses: Ethical Issues in Social Policy	SUNY Empire State
Fall 2016	Ahola, Ashley	Non-Profit Management Certificate - Fall Courses: High Performance Management	SUNY Empire State
Fall 2016	Cochran, Heidi	HIST 201 American History to 1877	Tompkins Cortland CC
Fall 2016	Huff, Tackie	M.S. Organizational Leadership	Western Governors- Online
Fall 2016	MacLean, Megan	MATH 90 Pre Algebra	Tompkins Cortland CC
Fall 2016	MacLean, Megan	PSYCH 103 Introduction to Psychology	Tompkins Cortland CC
Fall 2016	McMullen, Tamara	MATH 109 Statistical Literacy	Tompkins Cortland CC
Fall 2016	Oralls, Eric	Recreation Play Across Cultures	Tompkins Cortland CC
Fall 2016	Oralls, Eric	Introduction to Recreation	Tompkins Cortland CC
Fall 2016	Oralls, Eric	Recreation Expression & Art	Tompkins Cortland CC
Fall 2016	Oralls, Eric	Spanish	Tompkins Cortland CC
Fall 2016	Paucke, Mellora	Econ 120 - Principles of Microeconomics	Tompkins Cortland CC - Online
Fall 2016	Weaver, Ray	MS Communication - Digital Communication Strategies - 3 credits	Syracuse, NY
Fall 2016	Weaver, Ray	MS Communication - PR Campaign & Execution - 3 credits	Syracuse, NY
Fall 2016	Wendel, Jennifer	MATH 109 STATISTICAL LITERACY	Tompkins Cortland CC
07/16/16	Tvaroha, Patricia	Master's in Adult Education Classes	Buffalo State College
08/2016 - 12/2016	Tvaroha, Patricia	Master's in Adult Education Classes	Buffalo State College
11/18/16	Payne, Lisa	Discrimination and Harassment Hearing Panel Pool member training	Tompkins Cortland CC
<b>Summary</b>			
3 classified staff participated in 7/20 degree related programs			
2 non-teaching faculty participated in 3/20 degree related programs			
2 PAA participated in 3/20 degree related programs			
4 FSA staff participated in 7/20 degree related programs			

OTHER DEVELOPMENT ACTIVITIES - various other programs attended by employees.			
DATE	EMPLOYEE	PROGRAM	LOCATION
Fall 2016	Flaten, David	SPAN 201 Intermediate Spanish, in support of annual Colombia trek	Tompkins Cortland CC
Fall 2016	Pastorello, Karen	History Center Board of Trustees member - compiles woman suffrage in NYS timeline and attend monthly BOT meetings	
Fall 2016	Pastorello, Karen	Vision Grant Application - advisor to Diane Pamel for planning process for suffrage related activities in Tompkins County	
Fall 2016	Pastorello, Karen	Book_ Continued work on <i>The Very Greatest Victory: Winning Women's Right to Vote in New York State</i>	
Fall 2016	Pastorello, Karen	Book reviews - (2) for Review of Women's History	
Fall 2016	Seyfried, Lisa	Healthstream - required competencies to maintain position at CRMC as an RN	Online through Healthstream learning
Fall 2016	Seyfried, Lisa	Monthly complete 14.5 CEU's for CRMC and Maternal/newborn National certification	On line through University of Rochester
07/27/16	Seyfried, Lisa	CNYAHEC Mash Camp Mock Accident	Cortland Regional Med. Center
07/27/16-7/28/16	Griggs, LaSonya	NYSFAAA Executive Council Members Retreat	Verona, NY
08/15/16	Van Sant, Susanna	NYS Libraries at The State Fair	Conference Call
08/17/16	Griggs, LaSonya	NYSFAAA Executive Council Members Remote Meeting	Remote
08/25/16-12/15/16	Brenner, Paul	Fitness 170	Dryden, NY
09/16/16	Sheldon, Mary	Quantway Presentation - Faculty Meeting	Tompkins Cortland CC
09/19/16	Griggs, LaSonya	Speaker at SUNY Oneonta sponsored Guidance Counselors Meeting	Oneonta, NY
10/10/16	VandeBogart, Patty	TC3 Fall Day	TC3
10/17/16-10/18/16	Griggs, LaSonya	NYSFAAA Executive Council Members Meeting	Verona, NY
10/24/16	Seyfried, Lisa	College Fair - Guest Presenter	Dryden High School, Dryden
11/04/16	Griggs, LaSonya	Speaker at Broome County area Guidance Counselors Meeting	Binghamton, NY
11/17/16	Griggs, LaSonya	Speaker at Onondaga County area Guidance Counselors Meeting	Syracuse, NY
12/29/16	Taetzsch, Blix	FASB, SSARS, and SAS Updates	Self Study, 24 credits
12/29/16	Taetzsch, Blix	Revenue Recognition - New Guideline	Self Study, 3 credits
12/29/16	Taetzsch, Blix	Professional Ethics	Self Study, 4 credits
<b>Summary</b>			
4 teaching faculty participated in 10/22 other development activities			
1 non-teaching faculty participated in 1/22 other development activities			
3 PAA participated in 8/22 other development activities			
1 executive staff participated in 3/22 other development activities			

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL PAYMENTS  
JANUARY 2017**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<b>Master Plan</b>			
FF&E			
Fire, Security & Sound South (PO #31487) Mass Notification System Upgrade Invoice #2284	\$62,160.00		
Total FF&E		<u>\$62,160.00</u>	
<b>Total Master Plan</b>			\$62,160.00
 <b>Roof Replacement Project</b>			
Plumbing			
King & King Mechanical, Inc. (PO #31212) Plumbing, Application #3	\$98,627.10		
Total Plumbing		\$98,627.10	
 Roofing Construction			
Hale Roofing Contractors (PO #31210) Roofing Construction, Application #3	\$100,320.00		
Total Roofing Construction		<u>\$100,320.00</u>	
<b>TOTAL ROOF REPLACEMENT PROJECT</b>			<u><b>\$198,947.10</b></u>
<b>TOTAL CAPITAL PAYMENTS</b>			<u><u><b>\$261,107.10</b></u></u>





**Appointment of Personnel**  
**Monday, February 06, 2017**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Francisco, Erin	Access & Equity Staff & Professional Tutor	Adjunct	\$11,634.48	01/02/2017 To 05/22/2017
Anderson, Margaret	Temporary Adjunct Librarian	Adjunct	\$3,604.51	01/19/2017 To 05/19/2017
Miranda, Tracy	Para-Professional Tutor	Adjunct	\$3,870.72	01/19/2017 To 05/22/2017
McCabe, Thomas	ENGL101 BL5 ENGL101 BL2	Adjunct	\$6,360.00	01/20/2017 To 05/19/2017
Caroompas, Alice	Participation in Vector Scholars Program as Faculty Mentor for assigned participants	Adjunct	\$3,300.00	01/23/2017 Tp 05/19/2017
Caughey, Elizabeth	Participation in Vector Scholars Program as Faculty Mentor for assigned participants	Adjunct	\$3,300.00	01/23/2017 Tp 05/19/2017
Price, Colleen	EMT 220 ME73	Adjunct	\$8,415.00	01/23/2017 Tp 05/19/2017
Price, S. Lee	EMT 729-ME73, EMT - Critical Care Refresher	Adjunct	\$750.00	01/23/2017 Tp 05/19/2017
Smith, Nancy	EMG170-ME73, EMT Basic Refresher	Adjunct	\$750.00	01/23/2017 Tp 05/19/2017
Ahmed, Ahmed	CHEM107 ME50 CHEM206 ME50 CHEM107H ME50	Adjunct	\$11,066.25	01/25/2017 To 05/19/2017
Almann, Nancy	BIOL114 M02 BIOL114 M01	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Altmann, Herman	BIOL102 M02 BIOL102 M01	Adjunct	\$7,945.00	01/25/2017 To 05/19/2017
Archer, Pamela	CAPS111 M02 BUAD203 M01	Adjunct	\$4,125.33	01/25/2017 To 05/19/2017
Arnold, Melanie	COMM110 M01 COMM298 M01 COMM115 M01	Adjunct	\$8,127.02	01/25/2017 To 05/19/2017
Ashton, Ryan	Professional MSC Tutor	Adjunct	\$1,926.65	01/25/2017 To 05/22/2017
Ashton, Ryan	PHSC105 M01 PHSC213 M01	Adjunct	\$7,830.00	01/25/2017 To 05/19/2017
Aspinwall, Breck	BIOL100 M02 BIOL100 M01	Adjunct	\$6,930.00	01/25/2017 To 05/19/2017
Asta, Tazio	Para Professional Tutor - WRC	Adjunct	\$3,144.96	01/25/2017 To 05/22/2017
Barker, Jaime	BIOL202 ME50 BIOL132 M01	Adjunct	\$11,130.00	01/25/2017 To 05/19/2017
Barker, Ryan	BIOL131 ME50	Adjunct	\$4,856.25	01/25/2017 To 05/19/2017
Bechtold, Charles	MATH100 M08	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
Bennett, Chauncey	COMM227 M01	Adjunct	\$3,045.00	01/25/2017 To 05/19/2017
Booth, Mark	CHEM101 HY1	Adjunct	\$1,590.00	01/25/2017 To 05/19/2017
Buchanan, Patricia	ENGL201 M04 ENGL201 M01 ENGL201 M03	Adjunct	\$10,215.00	01/25/2017 To 05/19/2017
Byrne, Kristin	Provide supervision to NURS225-M32 FLD students while administering medications	Adjunct	\$1,864.50	01/25/2017 To 05/19/2017
Caballero, Rick	CULI101 V02	Adjunct	\$6,435.00	01/25/2017 To 05/19/2017
Cambridge, Jessica	ENGL100 M07 ENGL100 M05	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Carey, Christopher	ENGL100 M10	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Caroompas, Alice	Professional Tutor	Adjunct	\$4,623.96	01/25/2017 To 05/22/2017
Carr, Kyle	Provide coverage for Communications Cage/Tutoring	Adjunct	\$3,786.25	01/25/2017 To 05/19/2017
Carr, Kyle	COMM140 M02 COMM120 M01	Adjunct	\$3,710.00	01/25/2017 To 05/19/2017
Cason, Theoria	SOCI101 I30	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Caughey, Elizabeth	ENGL101 M07 ENGL100 M04 ENGL101 M05	Adjunct	\$8,325.00	01/25/2017 To 05/19/2017
Chapman, Robert	POSC104 M01	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Christofferson, Martin	CAPS111 HY2 CAPS121 HY1 CAPS131 HY1	Adjunct	\$3,973.64	01/25/2017 To 05/19/2017
Cicciarelli, Richard	BIOL101 M02 BIOL101 M01	Adjunct	\$6,475.00	01/25/2017 To 05/19/2017
Coleman, Cynthia	SOCI101 M07 SOCI101 BL1	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Cooper, Joanne	MATH095 M02 MATH109 M05	Adjunct	\$6,930.00	01/25/2017 To 05/19/2017
Cornish, Erin	MATH109 ME50 MATH095 M05 MATH095 M06	Adjunct	\$11,660.00	01/25/2017 To 05/19/2017
Corrales, Raymundo	NURS225-M33 FLD	Adjunct	\$10,175.00	01/25/2017 To 05/19/2017

Employee	Department	Title/Rank	Salary	Employment Dates
Cowan, Richard	MATH200 M03	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
Crane, Nancy	SPAN101 M02 SPAN102 M01	Adjunct	\$7,945.00	01/25/2017 To 05/19/2017
Curtis, Benjamin	CONT115 M21 CONT208 M01	Adjunct	\$6,242.50	01/25/2017 To 05/19/2017
Cute, Jessica	ENGL100 BL3	Adjunct	\$2,970.00	01/25/2017 To 05/19/2017
Dann, Chad	COMM140 M02	Adjunct	\$1,522.50	01/25/2017 To 05/19/2017
DeGaetano, Margaret	METR101 BL1	Adjunct	\$3,972.50	01/25/2017 To 05/19/2017
DeGaetano, Margaret	Professional MSC Tutor	Adjunct	\$10,215.45	01/25/2017 To 05/22/2017
Devlen, Dan	COMM210 M02 COMM210 M01	Adjunct	\$6,475.00	01/25/2017 To 05/19/2017
DiBartolo, Debra	NURS225-M32 FLD	Adjunct	\$10,890.00	01/25/2017 To 05/19/2017
Dickerson, Nancy	SOCI201 M01	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
Doane, Eric	CRJU110 M01	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Dodge, Teresa	Provide supervision to NURS120-M37 FLD students while administering medications	Adjunct	\$1,864.50	01/25/2017 To 05/19/2017
Drumluk, Amy	PSYC103 ME50	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Dunham, Donald	CULI270 V01	Adjunct	\$1,957.50	01/25/2017 To 05/19/2017
Dzikovski, Holly Archer	Professional Tutor and Tutoring Coordinator	Adjunct	\$6,144.98	01/25/2017 To 05/22/2017
Earley, Bernard	ENGL100 BL2 ENGL100 BL1	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Eastman, Vanessa	Provide supervision to NURS120-M36 FLD students while administering medications	Adjunct	\$1,864.50	01/25/2017 To 05/19/2017
Eaves, Robert	MATH109 M01	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Echevarria, Richard	FITN230 M20 BUAD290 M01 BUAD106 M03 FITN130 M10	Adjunct	\$3,915.00	01/25/2017 To 05/19/2017
Eckert, Regina	HSTY202 M04 HSTY101 M02 HSTY201 M02	Adjunct	\$8,325.00	01/25/2017 To 05/19/2017
Eisenberg, Seth	PARA216 BL1 PARC216 BL1 CRJU215 BL1	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
Emmart, Michael	HUMS200 M02 CRJU105 BL1 HUMS212 M01 CRJU212 M01	Adjunct	\$9,540.00	01/25/2017 To 05/19/2017
Estep, Nancy	ECHD125 M01 ECHD125 BL1 ECHD225 BL1 HUMS125 BL1 HUMS225 BL1 HUMS125 M01	Adjunct	\$8,910.00	01/25/2017 To 05/19/2017
Esworthy, Barrett	HSTY202 M02 HSTY202 M01 HSTY101 M01	Adjunct	\$9,540.00	01/25/2017 To 05/19/2017
Evans, Christine	ESL 110 M01 ESL 112 M01 ESL 111 M01	Adjunct	\$8,480.00	01/25/2017 To 05/19/2017
Farah, Fred	PHSC104 ME50 GEOL125 M01 BIOL125 M01	Adjunct	\$11,066.25	01/25/2017 To 05/19/2017
Feavearyear, Jody	MATH095 M03 ASTR101 IE62	Adjunct	\$7,945.00	01/25/2017 To 05/19/2017
Ferguson, Adam	ENGL102 ME50 ENGL201 C33	Adjunct	\$5,550.00	01/25/2017 To 05/19/2017
Foote, Sandra	MATH200 ME50	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Fussner-Kelly, Shirley	MATH095 ME50	Adjunct	\$3,700.00	01/25/2017 To 05/19/2017
Galezo, David	PHIL201 M01 PHIL101 BL1	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Gilbert, Mary	ENGL102 BL3 ENGL204 BL1 ENGL204 BL2	Adjunct	\$10,215.00	01/25/2017 To 05/19/2017
Gillis, Andrew	ART 111 M03 ART 222 M01	Adjunct	\$7,945.00	01/25/2017 To 05/19/2017
Goldsberry, Evenlyn	NURS225-M31 FLD	Adjunct	\$10,175.00	01/25/2017 To 05/19/2017
Granison, Henry	PARA101 BL1 PARC101 BL1 BUAD202 BL1	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Green, Rachel	ECHD110 ME50	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Grimm, Mark	ART 254 M01	Adjunct	\$1,855.00	01/25/2017 To 05/19/2017
Ha, Lien	DRAF118 M01	Adjunct	\$3,931.25	01/25/2017 To 05/19/2017
Haaland, Andrew	CAPS121 BL3 CAPS111 BL1 CAPS121 BL1 CAPS121 BL2 CAPS111 BL2 CAPS131 BL2 CAPS131 BL3 CAPS111 BL3	Adjunct	\$10,596.36	01/25/2017 To 05/19/2017
Hallas, Katherine	ENVS101 M03 ENVS101 M02	Adjunct	\$6,090.00	01/25/2017 To 05/19/2017
Hallas, Katie	WRC Writing Partner	Adjunct	\$1,864.50	01/25/2017 To 05/22/2017
Han, Man-Young	SPMT270 M01	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Hartnett, Gerri-Ann	PSYC103 CE66	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Haynes, Susan	ACCT101 M01 ACCT101 M02	Adjunct	\$9,080.00	01/25/2017 To 05/19/2017
Hemingway Jones, Kat	ENGL101 M02 ENGL101 M01	Adjunct	\$5,940.00	01/25/2017 To 05/19/2017
Hillis, Patrick	PSYC207 M01 PSYC103 IE62	Adjunct	\$5,940.00	01/25/2017 To 05/19/2017

Employee	Department	Title/Rank	Salary	Employment Dates
Hingston, Charlene	Provide supervision to NURS225-M34 FLD students while administering medications	Adjunct	\$1,864.50	01/25/2017 To 05/19/2017
Hogben, Bernard	HUMS111 BL1	Adjunct	\$2,970.00	01/25/2017 To 05/19/2017
Hollenbeck, Charles	ENGL101 HY1 ENGL100 BL4	Adjunct	\$5,550.00	01/25/2017 To 05/19/2017
Iacobucci, Christine	CTC Adjunct Services Coordinator	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Iacobucci, Christine	ANTH202 M02	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Inderwies, Heidi	Para-Professional Tutor	Adjunct	\$4,017.60	01/25/2017 To 05/22/2017
Johnson, John	COMM225 M01 COMM140 M01	Adjunct	\$4,625.00	01/25/2017 To 05/19/2017
Jones, Maxine	MATH100 M01	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Jones, Paula	BIOL114 CE43	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Josef, Keith	CHEM101 M02 CHEM102 HY1 CHEM101 M01	Adjunct	\$10,395.00	01/25/2017 To 05/19/2017
Kapusta, Patricia	CAPS121 BL4 CAPS131 BL1	Adjunct	\$2,649.09	01/25/2017 To 04/14/2017
Kennedy-Smith, Maura	PARA215 BL1 PARC215 BL1	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Kidder, Jennifer	GEOL101 M02 GEOL101 M01	Adjunct	\$7,685.00	01/25/2017 To 05/19/2017
Kidder, Jennifer	Developmental Math Support Staff	Adjunct	\$3,286.47	01/25/2017 To 05/22/2017
Kjellander-Cantu-Cynthi	Professional Tutor	Adjunct	\$6,144.98	01/25/2017 To 05/22/2017
Klimaszewski, Nicolai	ART 111 M01 ART 112 M01	Adjunct	\$7,945.00	01/25/2017 To 05/19/2017
Kobre, Michael	BIOL132 ME50 BIOL114 BL1	Adjunct	\$12,768.75	01/25/2017 To 05/19/2017
Kyle, John	CAPS131 M05 CAPS111 M03 CAPS131 M03 CAPS121 M03 CAPS131 M04 CAPS121 M04 CAPS111 M04 CAPS111 M05 CAPS121 M05	Adjunct	\$11,920.91	01/25/2017 To 05/19/2017
Lamey, Timothy	FITN213 ME50	Adjunct	\$1,590.00	01/25/2017 To 05/19/2017
Lee, In Shik	ART 120 M02 ART 110 M01 ART 114 M02	Adjunct	\$11,917.50	01/25/2017 To 05/19/2017
Leopardi, Dino	CIS 132 BL1	Adjunct	\$3,972.50	01/25/2017 To 05/19/2017
Less, Deborah	ENGL201 M08 ENGL201 M07	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Lillard, Marketa	CHEM102 HY1 CHEM101 HY1	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Lipa, Thomas	CDSC200 HY1 CDSC101 BL1 CDSC220 HY1	Adjunct	\$5,675.00	01/25/2017 To 05/19/2017
Loop, Jill	ENGL201 IE62 ENGL204 BL3	Adjunct	\$8,910.00	01/25/2017 To 05/19/2017
Love, Michael	CULI160 V01	Adjunct	\$3,045.00	01/25/2017 To 05/19/2017
Manning, Kaeti	PHIL101 M02 PHIL101 M01	Adjunct	\$5,940.00	01/25/2017 To 05/19/2017
Marie, Jill	ENGL103 HY1	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
McCracken, Kathleen	COMM120 M01	Adjunct	\$1,618.75	01/25/2017 To 05/19/2017
McDaniel, Michael	FITN230 M25 FITN130 M15	Adjunct	\$1,590.00	01/25/2017 To 05/19/2017
McGee, Louise	NURS225 Clinical (FLD) Community	Adjunct	\$12,485.00	01/25/2017 To 05/19/2017
McLane, Todd	ENVS140 F02 ENVS140 F01	Adjunct	\$4,455.00	01/25/2017 To 05/19/2017
McMahon, Maria	ART 115 ME50 ART 116 ME50	Adjunct	\$3,465.00	01/25/2017 To 05/19/2017
McMullin, Zachary	FITN230 M26 FITN130 M16	Adjunct	\$1,305.00	01/25/2017 To 05/19/2017
Meddaugh, Arlene	NURS120-M33 FLD	Adjunct	\$9,570.00	01/25/2017 To 05/19/2017
Meyer, Denise	ART 130 ME50 ART 130 M01 ART 130 M02	Adjunct	\$11,917.50	01/25/2017 To 05/19/2017
Millman-Brown, Randi	ART 104 ME50	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Moody, Frank	BUAD261-GC1	Adjunct	\$3,263.13	01/25/2017 To 05/30/2017
Moody, Frank	BUAD203 BL1	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
Moricette, Janita	BUAD106 M03 BUAD290 M01	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Moss, Gregory	HUMS200 M01	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Myers, Deborah	Provide supervision to NURS120-M32 & M34 FLD students while administering medications	Adjunct	\$3,729.00	01/25/2017 To 05/19/2017
Nakhabenko, Yelena	Provide supervision to NURS225-M31 FLD students while administering medications	Adjunct	\$1,864.50	01/25/2017 To 05/19/2017
Ndiaye, Mame	Para-Professional Tutor	Adjunct	\$3,888.00	01/25/2017 To 05/22/2017
Need, Barbara	ENGL102 M04 SPAN101 M01	Adjunct	\$7,420.00	01/25/2017 To 05/19/2017
O'Connor, A.L.	PARA220 BL1 PARC220 BL1	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Okaru, Alfred	FITN102 M01	Adjunct	\$1,387.50	01/25/2017 To 02/28/2017

Employee	Department	Title/Rank	Salary	Employment Dates
Park, Leonard	COMM235 ME50	Adjunct	\$3,237.50	01/25/2017 To 05/19/2017
Parks, Paul	ART 102 M01 HUMN232 M01	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Payton, L. Christine	NURS225-M35 FLD	Adjunct	\$10,175.00	01/25/2017 To 05/19/2017
Piery, Miguel	SPAN101 IE35	Adjunct	\$4,240.00	01/25/2017 To 05/19/2017
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Pilosoi, Lori	RECR201 BL1	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Pittsley, Jaclyn	ENGL100 M14 ENGL102 M05	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Quick, Raymond	BUAD204 BL1 BUAD219 BL1	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Radin, Rebekah	CULI101 V02 CULI102 V01	Adjunct	\$5,220.00	01/25/2017 To 05/19/2017
Raethka, Timothy	HLTH205 M01	Adjunct	\$2,970.00	01/25/2017 To 05/19/2017
Reardon, Emily	Professional Writing Tutor	Adjunct	\$991.13	01/25/2017 To 05/22/2017
Reardon, Emily	BIOL101 M04 BIOL114 IE62 BIOL101 M03	Adjunct	\$9,250.00	01/25/2017 To 05/19/2017
Reid, Taylor	BIOL102 M03 ENV5140 F01 ENV5140 F02 ENV5110 M01	Adjunct	\$5,445.00	01/25/2017 To 05/19/2017
Reid, Taylor	Program Chair - Sustainable Farming & Food Systems program	Adjunct	\$1,312.50	01/25/2017 To 05/19/2017
Richards, David	POSC103 M01 COMM225 M01	Adjunct	\$5,107.50	01/25/2017 To 05/19/2017
Ritz Deutch, Ute	ANTH202 M01	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Rombach, Kathleen	MATH100 IE62	Adjunct	\$2,970.00	01/25/2017 To 05/19/2017
Rosekrans, Linda	ENGL101 BL4 ENGL101 BL3	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Ross, Jessica	SOCI101 M06T SOCE201 M01 SOCI101 M04 SOCI101 M04T SOCI101 M06	Adjunct	\$9,540.00	01/25/2017 To 05/19/2017
Ross, Ronald	BUAD106 M01 BUAD109 M01	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Rukavena, Peter	BUAD106 M02 BUAD111 M01	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Ruoff, Guy	HSTY101 C43 HSTY201 C33	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Ryan, Patrick	PSYC101 BL1	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
Sabol, Zenta	ACCT101 M04 ACCT120 BL1 ACCT102 M01	Adjunct	\$12,768.75	01/25/2017 To 05/19/2017
Sabol, Zenta	Access & Equity Specialist	Adjunct	\$1,556.64	01/25/2017 To 05/22/2017
Sandifer, Phil	Professional WRC Tutor	Adjunct	\$9,831.96	01/25/2017 To 05/22/2017
Savoie, Raymond	ENGL101 M04 ENGL102 M01 ENGL102 M03	Adjunct	\$10,215.00	01/25/2017 To 05/19/2017
Schaffer, Patricia	NURS120-M34 FLD	Adjunct	\$11,660.00	01/25/2017 To 05/19/2017
Schat, Marjolein	BIOL105 ME50 ENV5101 M01	Adjunct	\$8,093.75	01/25/2017 To 05/19/2017
Schmid, Joseph	ACCT102 BL1	Adjunct	\$4,540.00	01/25/2017 To 05/19/2017
Schrag, Kimberly	ART 122 M02 ART 114 M01 ART 122 M01	Adjunct	\$11,917.50	01/25/2017 To 05/19/2017
Schultz, Shirley	SOCI101 M03 SOCI101 BL3	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Searing, Robert	HSTY201 M03	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Sewell, Patrick	POSC107 M01 ENV5111 M01 ENV5107 M01 ENV5105 M01	Adjunct	\$8,480.00	01/25/2017 To 05/19/2017
Seyfried, Matthew	SPMT260 HY1 ENGL102 BL1 ENGL102 BL2	Adjunct	\$10,215.00	01/25/2017 To 05/19/2017
Sheehan, John	HSTY111 BL1 HSTY201 BL1	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Sinclair, Lorraine	ENGL101 M16 ENGL101 M10 ENGL101 M11	Adjunct	\$10,215.00	01/25/2017 To 05/19/2017
Singh, Ana Pamela	Para-Professional ABC Tutor	Adjunct	\$6,220.80	01/25/2017 To 05/22/2017
Sloan, Cindy	SOCI101 MLC2 SOCI101 BL2	Adjunct	\$9,080.00	01/25/2017 To 05/19/2017
Smith, Richard	ACCT101 CE66	Adjunct	\$4,540.00	01/25/2017 To 05/19/2017
Smith, Susan	ENGL220 ME50	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017
Snyder, Stephen	BIOL101 HY1	Adjunct	\$3,710.00	01/25/2017 To 05/19/2017
Starmer, Ronald	ENGL102 M09 ENGL102 M07	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Steenburg, Jennifer	Provide supervision to NURS225-M33 & M36 FLD students while administering medications	Adjunct	\$3,964.50	01/25/2017 To 05/19/2017
Stevens, Ryan	FITN230 M24 FITN130 M14	Adjunct	\$1,305.00	01/25/2017 To 05/19/2017
Stevenson, David	FITN230 M23 FITN130 M12 FITN130 M13 FITN230 M22	Adjunct	\$3,180.00	01/25/2017 To 05/19/2017

Employee	Department	Title/Rank	Salary	Employment Dates
Stevenson, Rose	Provide supervision to NURS120-M35 FLD students while administering medications	Adjunct	\$1,864.50	01/25/2017 To 05/19/2017
Stivers, Joan	HLTH207 M01 HLTH208 M01	Adjunct	\$6,810.00	01/25/2017 To 05/19/2017
Stone, Kathryn	ENGL100 IE62 ENGL101 M15	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Stremlin, Tatiana	MUSI101 M01	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
Tambascio, Theresa	RDNG099 M02	Adjunct	\$3,700.00	01/25/2017 To 05/19/2017
Taylor-Stanley, Ariana	ENVS111 IE62	Adjunct	\$1,850.00	01/25/2017 To 05/19/2017
Thomas, Seneca	BIOL112 M02 BIOL112 M01	Adjunct	\$6,930.00	01/25/2017 To 05/19/2017
Thompson, Jacqueline	Provide supervision to NURS120-M31 & M33 FLD students while administering medications	Adjunct	\$3,964.50	01/25/2017 To 05/19/2017
Trombley, Jeremy	ANTH202 BL3	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Tucci, Tirzah-Jo	RECR150 ME50 SOCE150 ME50	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
VanGorder, Esther	SOCE150 M02 SOCE150 M01 RECR150 M01 RECR150 M02	Adjunct	\$5,220.00	01/25/2017 To 05/19/2017
Vazenios, George	MATH109 M03 BUAD103 BL1 MATH109 M02	Adjunct	\$9,540.00	01/25/2017 To 05/19/2017
Waffner, Marcia	BUAD212 M01 BUAD212 BL1 HRMG101 BL1	Adjunct	\$8,910.00	01/25/2017 To 05/19/2017
Weatherby, Gregg	ENGL101 M14 ENGL101 M12	Adjunct	\$6,360.00	01/25/2017 To 05/19/2017
Wee, Chia	HUMS105 BL1	Adjunct	\$2,610.00	01/25/2017 To 05/19/2017
Weed, Steve	ENGL101 M17 ENGL100 M16	Adjunct	\$5,940.00	01/25/2017 To 05/19/2017
Wells, Frances	CAPS121 M01 BUAD203 BL2 CAPS111 M01 CAPS131 M01	Adjunct	\$7,378.64	01/25/2017 To 05/19/2017
Westlake, Winfield	PSYC101 M03 GEOG120 M01 PSYC101 M02	Adjunct	\$10,215.00	01/25/2017 To 05/19/2017
Whitaker, John	MATH090 M02 MATH090 M01	Adjunct	\$7,400.00	01/25/2017 To 05/19/2017
Whitcraft, Michele	CHEM101 ME50	Adjunct	\$5,107.50	01/25/2017 To 05/19/2017
Williams, Diane	BIOL101 ME50	Adjunct	\$3,972.50	01/25/2017 To 05/19/2017
Williams, Heather	Professional Tutor	Adjunct	\$2,378.70	01/25/2017 To 05/22/2017
Williamson, Mark	ART 102 M02	Adjunct	\$3,405.00	01/25/2017 To 05/19/2017
Wilson, Valerie	Provide supervision to NURS225-M35 FLD FLD students while administering medications	Adjunct	\$2,271.75	01/25/2017 To 05/19/2017
Wolff, Christopher	ART 200 M01 ART 120 M01	Adjunct	\$7,945.00	01/25/2017 To 05/19/2017
Wolff, Sarah	ENGL101 M06 ENGL101 IE62 ENGL101 M03	Adjunct	\$8,325.00	01/25/2017 To 05/19/2017
Woods, Timothy	MATH090 M04	Adjunct	\$4,540.00	01/25/2017 To 05/19/2017
Wright, Rachel	NURS120-M35 FLD	Adjunct	\$10,890.00	01/25/2017 To 05/19/2017
Wyatt, Simon	Para-Professional MSC Tutor	Adjunct	\$6,428.16	01/25/2017 To 05/22/2017
Yavits, Robert	CAPS152 BL1	Adjunct	\$1,324.55	01/25/2017 To 03/17/2017
Young, Tammi	RECR232 M01 FITN170 M01 FITN215 M01	Adjunct	\$5,550.00	01/25/2017 To 05/19/2017
Zaman, Hanan	ENGL101 M09	Adjunct	\$2,775.00	01/25/2017 To 05/19/2017
Zilliox, Roger	FITN109 M01	Adjunct	\$1,305.00	01/25/2017 To 03/17/2017
Dickerson, Nancy	.biz DASA Workshops	Adjunct	\$1,800.00	01/28/2017 To 08/25/2017
Garvey, Meg	Provide services for students in CCTS	Adjunct	\$7,633.08	01/30/2017 To 05/12/2017
Hesse, Ralph	PSYC103-D92 (OCM BOCES to reimburse Tompkins Cortland)	Adjunct	\$3,405.00	01/31/2017 To 05/31/2017

### February

Puukila, Divina	Vector Scholars Program Coordinator	Adjunct	\$7,222.50	02/01/2017 To 05/19/2017
Carr, Jack	ENGL102-D92 (OCM BOCES to reimburse Tompkins Cortland)	Adjunct	\$3,405.00	02/02/2017 To 06/08/2017

### April

Dickerson, Nancy	.biz Identification and Reporting of Child Abuse Workshop	Adjunct	\$100.00	04/20/2017
Dickerson, Nancy	.biz SAVE Workshop	Adjunct	\$100.00	04/20/2017

Employee	Department	Title/Rank	Salary	Employment Dates
<b>October</b>				
Carey, Christopher	CollegeNow Faculty Liaison-ENGL courses	Adjunct	\$1,066.60	10/31/2016 To 01/06/2017
Crane, Nancy	CollegeNow Faculty Liaison-SPAN courses	Adjunct	\$266.65	10/31/2016 To 01/06/2017
Farah, Fred	CollegeNow Faculty Liaison-ENVS/PHSC courses	Adjunct	\$1,013.27	10/31/2016 To 01/06/2017
Reid, Taylor	CollegeNow Faculty Liaison-ENVS courses	Adjunct	\$53.33	10/31/2016 To 01/06/2017
Ruoff, Guy	CollegeNow Faculty Liaison-POSC courses	Adjunct	\$53.33	10/31/2016 To 01/06/2017
Stremlin, Tatiana	CollegeNow Faculty Liaison-MUSI courses	Adjunct	\$213.32	10/31/2016 To 01/06/2017
Westlake, Winfield	CollegeNow Faculty Liaison-BUAD courses	Adjunct	\$533.30	10/31/2016 To 01/06/2017
Young, Tammi	CollegeNow Faculty Liaison-HLTH courses	Adjunct	\$1,653.23	10/31/2016 To 01/06/2017
<b>December</b>				
Gilbert, Mary	Independent Study-ENGL102-BL1 (J. Foote, B. Mouillesseaux, T. Wildenstein)	Adjunct	\$1,548.00	12/20/2016 To 1/23/2017
Lipa, Thomas	Independent Study-HLTH207-BL1 (A. Caraballo, A. Jaffee, E. Warner)	Adjunct	\$1,548.00	12/20/2016 To 1/23/2017
Ryan, Patrick	Independent Study-PSYC101-BL1 (A. Beck, F. Geier, M. Grey)	Adjunct	\$1,548.00	12/20/2016 To 1/23/2017

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

February 16, 2017

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Carol Sammis	06/01/17	Retirement
Carl Penziul	06/17	Retirement

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**TREASURER'S REPORT**

**DECEMBER 31, 2016**



**TOMPKINS CORTLAND COMMUNITY COLLEGE**

**INDEX TO TREASURER'S REPORT**

**DECEMBER 31, 2016**

<b>NARRATIVE HIGHLIGHTS</b>	<b>PAGE 1</b>
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<b>APPROPRIATIONS</b>	<b>PAGE 3-4</b>
<b>REVENUES</b>	<b>PAGE 5</b>
<b>CASH FORECAST</b>	<b>PAGE 6</b>
<b>CAPITAL FUND SUMMARY</b>	<b>PAGE 7</b>

CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$668,214 in a money market savings account averaging .20% interest earnings for December. \$2,681,527 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,700,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$10,764,059 is a increase from \$10,245,451. Student receivables are underwritten by various funding agencies such as TAP, PELL, TRA, Student Loan and local employers.

DUE FROM OTHER GOVERNMENTS AND FUNDS - (PAGE 3)

Out of county chargebacks have an outstanding balance of \$994,631. The interfunds account balance of \$2,104,728 consists of federal, state grant and capital payments made by the current operating fund. Reimbursement from other funds is in transit at the end of each period.

LIABILITIES - (PAGE 3)

Payroll Liabilities include amounts due to retirement systems (New York State Retirement and the TIAA-CREF), governmental agencies for payroll-related liabilities, and accrued vacation. Student Financial Aid Liabilities primarily consists of NYS TAP rosters received, and not yet disbursed. Accrued Liabilities represents miscellaneous liabilities such as amounts due to FSA, and various reserves. Due to State governments represents overpayment of state aid in the prior year.

FUND BALANCE - (PAGE 3)

The current fund balance represents surplus revenues over expenditures from prior years.

TOTAL EXPENDITURES - (PAGES 4-6)

As of December 31, total expenditures amounted to \$13,651,221 or 32.81% of the 2015-2016 budget. Comparable expenditures for period four last year were \$12,780,119 or 32.6% of the 2014-2015 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$22,255,826 are 53.5% of the revenue budget. Prior year revenues were \$22,383,559 are 57.3% of total budgeted revenue

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
BALANCE SHEET  
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2016**

	Current Month 12/31/2016	Previous Month 11/30/2016	Previous Year 12/31/2015
<b>ASSETS</b>			
Cash in Demand Deposit	\$ 668,214	\$ 959,101	\$ 745,342
Cash in Time Deposits	\$ 2,681,527	\$ 1,788,346	\$ 803,506
Petty Cash	\$ 1,729	\$ 1,729	\$ 1,729
Accounts Receivable--Students	\$ 10,764,059	\$ 10,245,451	\$ 10,867,716
Accounts Receivable--Misc.	\$ 5,527,322	\$ 5,669,809	\$ 152,445
Prepaid Expenses	\$ 637	\$ (4,454)	\$ (1,734)
Due From Other Funds	\$ 2,086,875	\$ 1,967,000	\$ 2,489,264
Due From Sponsor Governments	\$ -	\$ -	\$ -
Due From State Governments	\$ -	\$ 1,039	\$ 2,591,434
Due From Other Governments	\$ 994,631	\$ 1,154,340	\$ 577,575
<b>TOTAL ASSETS</b>	<b>\$ 22,724,994</b>	<b>\$ 21,782,361</b>	<b>\$ 18,227,277</b>
<b>LIABILITIES AND SURPLUS</b>			
Vouchers Payable	\$ 76,149	\$ 76,149	\$ 6,549
Payroll Liabilities	\$ 1,576,826	\$ 1,775,229	\$ 2,537,092
Student Financial Aid Liabilities	\$ 210,467	\$ 152,651	\$ 299,979
Accrued Liabilities	\$ 6,113,882	\$ 6,032,938	\$ 699,084
Due to Other Funds	\$ 4,177,404	\$ 3,821,150	\$ 3,342,761
Due to State Governments	\$ -	\$ -	\$ -
Student Tuition Collected in Advance	\$ -	\$ -	\$ -
Restatement of Net Position	\$ 237,944	\$ 237,944	\$ -
Board Designated Fund Balance	\$ 1,180,343	\$ 1,180,343	\$ 1,330,364
Undesignated Fund Balance	\$ 1,464,461	\$ 1,464,461	\$ 1,455,644
Revenue Over (Under) Expenditures	\$ 7,687,518	\$ 7,041,496	\$ 8,555,804
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>\$ 22,724,994</b>	<b>\$ 21,782,361</b>	<b>\$ 18,227,277</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2016-2017  
 FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2016**

	PER CENT YEAR					33.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>Instruction</b>						
Personal Services	\$ 9,539,675	\$ 9,533,414	\$ 3,531,842	\$ 6,001,572	37.05%	
Equipment	\$ 12,900	\$ 15,374	\$ 599	\$ 14,775	0.00%	
Contractual Expenses	\$ 7,730,119	\$ 7,727,645	\$ 2,878,755	\$ 4,848,890	37.25%	
Employee Benefits	\$ 4,078,764	\$ 4,062,373	\$ 1,120,215	\$ 2,942,158	27.58%	
<b>Total Instruction</b>	<b>\$ 21,361,458</b>	<b>\$ 21,338,806</b>	<b>\$ 7,531,411</b>	<b>\$ 13,807,395</b>	<b>35.29%</b>	
<b>Academic Support</b>						
Personal Services	\$ 1,430,456	\$ 1,470,349	\$ 465,565	\$ 1,004,784	31.66%	
Equipment	\$ 132,823	\$ 132,823	\$ 2,695	\$ 130,128	0.00%	
Contractual Expenses	\$ 251,333	\$ 251,333	\$ 45,125	\$ 206,208	17.95%	
Employee Benefits	\$ 600,117	\$ 597,705	\$ 147,786	\$ 449,919	24.73%	
<b>Total Academic Support</b>	<b>\$ 2,414,729</b>	<b>\$ 2,452,210</b>	<b>\$ 661,171</b>	<b>\$ 1,791,039</b>	<b>26.96%</b>	
<b>Libraries</b>						
Personal Services	\$ 470,541	\$ 474,576	\$ 169,624	\$ 304,952	35.74%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 178,446	\$ 178,446	\$ 79,342	\$ 99,104	44.46%	
Employee Benefits	\$ 198,859	\$ 198,060	\$ 54,280	\$ 143,780	27.41%	
<b>Total Libraries</b>	<b>\$ 847,846</b>	<b>\$ 851,082</b>	<b>\$ 303,246</b>	<b>\$ 547,836</b>	<b>35.63%</b>	
<b>Student Services</b>						
Personal Services	\$ 3,254,911	\$ 3,268,730	\$ 1,051,818	\$ 2,216,912	32.18%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 1,462,337	\$ 1,462,337	\$ 397,951	\$ 1,064,386	27.21%	
Employee Benefits	\$ 1,335,383	\$ 1,330,017	\$ 336,980	\$ 993,037	25.34%	
<b>Total Student Services</b>	<b>\$ 6,052,631</b>	<b>\$ 6,061,084</b>	<b>\$ 1,786,749</b>	<b>\$ 4,274,335</b>	<b>29.48%</b>	
<b>Maintenance and Operation of Plant</b>						
Personal Services	\$ 2,256,328	\$ 2,252,328	\$ 692,296	\$ 1,560,032	30.74%	
Equipment	\$ 500	\$ 500	\$ -	\$ 1,021,788	0.00%	
Contractual Expenses	\$ 1,021,788	\$ 1,021,788	\$ 207,012	\$ 739,090	0.00%	
Employee Benefits	\$ 949,919	\$ 946,102	\$ 221,787	\$ 724,315	23.44%	
<b>Total Maintenance and Operation of Plant</b>	<b>\$ 4,228,535</b>	<b>\$ 4,220,718</b>	<b>\$ 1,121,095</b>	<b>\$ 4,045,225</b>	<b>26.56%</b>	
<b>Institutional Support</b>						
Personal Services	\$ 1,661,065	\$ 1,605,288	\$ 565,219	\$ 1,040,069	35.21%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 307,458	\$ 307,458	\$ 93,374	\$ 214,084	30.37%	
Employee Benefits	\$ 712,775	\$ 709,911	\$ 180,870	\$ 529,041	25.48%	
<b>Total Institutional Support</b>	<b>\$ 2,681,298</b>	<b>\$ 2,622,657</b>	<b>\$ 839,463</b>	<b>\$ 1,783,194</b>	<b>32.01%</b>	

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
 APPROPRIATIONS 2016-2017  
 FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2016**

	PER CENT YEAR					33.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
<b>General Institutional Services</b>						
Personal Services	\$ 2,003,794	\$ 2,012,085	\$ 666,851	\$ 1,345,234	33.14%	
Equipment	\$ 56,311	\$ 56,311	\$ 38,717	\$ 17,594	0.00%	
Contractual Expenses	\$ 1,122,624	\$ 1,122,624	\$ 480,170	\$ 642,454	42.77%	
Employee Benefits	\$ 833,864	\$ 865,513	\$ 222,348	\$ 643,165	25.69%	
<b>Total General Institutional Services</b>	<b>\$ 4,016,593</b>	<b>\$ 4,056,533</b>	<b>\$ 1,408,086</b>	<b>\$ 2,648,447</b>	<b>34.71%</b>	
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 41,603,090</b>	<b>\$ 41,603,090</b>	<b>\$ 13,651,221</b>	<b>\$ 28,897,471</b>	<b>32.81%</b>	

**2016-2017 APPROPRIATIONS  
SCHEDULE OF EMPLOYEE BENEFITS**

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Retirement Incentives	\$ 330,000	\$ 330,000	\$ 126,394	\$ 203,606	0.00%	
State Employee's Retirement	\$ 1,050,000	\$ 1,015,000	\$ 507,975	\$ 507,025	50.05%	
State Teacher's Retirement	\$ 385,000	\$ 385,000	\$ 103,150	\$ 281,850	26.79%	
Optional Retirement Fund	\$ 1,120,500	\$ 1,120,500	\$ 375,346	\$ 745,154	33.50%	
Social Security	\$ 1,529,530	\$ 1,529,530	\$ 524,043	\$ 1,005,487	34.26%	
Workers Compensation	\$ 180,000	\$ 180,000	\$ 160,655	\$ 19,345	89.25%	
Misc Employee Benefits	\$ 92,000	\$ 92,000	\$ 29,602	\$ 62,398	32.18%	
Disability Insurance	\$ 13,713	\$ 13,713	\$ 3,458	\$ 10,255	25.22%	
Hospital and Medical Insurance	\$ 3,805,000	\$ 3,805,000	\$ 1,292,242	\$ 2,512,758	33.96%	
Employee Tuition Benefits	\$ 104,959	\$ 104,959	\$ 67,752	\$ 37,207	64.55%	
Life Insurance	\$ 10,000	\$ 10,000	\$ 4,261	\$ 5,739	42.61%	
Vacation Benefits	\$ 100,000	\$ 100,000	\$ 32,000	\$ 68,000	32.00%	
Unemployment Insurance	\$ 32,300	\$ 32,300	\$ 3,747	\$ 28,553	0.00%	
<b>Total Employee Benefits</b>	<b>\$ 8,753,002</b>	<b>\$ 8,718,002</b>	<b>\$ 3,230,625</b>	<b>\$ 5,487,377</b>	<b>37.06%</b>	

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

**PER CENT YEAR 33.00%**

	<b>Budget Adopted</b>	<b>Modified Budget</b>	<b>Realized To Date</b>	<b>To Be Realized</b>	<b>% Realized</b>
<b>Tuition</b>					
Fall & Spring	\$ 16,937,902	\$ 16,937,902	\$ 11,840,104	\$ 5,097,798	69.90%
Winter	\$ 103,400	\$ 103,400	\$ 68,456		
Summer	\$ 1,274,895	\$ 1,274,895	\$ -	\$ 1,274,895	0.00%
Nonresident Tuition	\$ 1,152,474	\$ 1,152,474	\$ 1,962,348	\$ (809,874)	170.27%
Student Fee Revenue (Tech Fee)	\$ 1,561,840	\$ 1,561,840	\$ 1,208,030	\$ 353,810	77.35%
<b>Total Tuition</b>	<b>\$ 21,030,511</b>	<b>\$ 21,030,511</b>	<b>\$ 15,078,938</b>	<b>\$ 5,916,629</b>	<b>71.70%</b>
<b>Government Appropriations</b>					
New York State	\$ 10,528,902	\$ 10,528,902	\$ 5,223,196	\$ 5,305,706	49.61%
Local Sponsors	\$ 4,650,364	\$ 4,650,364	\$ -	\$ 4,650,364	0.00%
Appropriated Cash Surplus	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	
Charges to Other Counties	\$ 4,212,000	\$ 4,212,000	\$ 1,724,705	\$ 2,487,295	40.95%
Board Designated Reserves	\$ 337,000	\$ 337,000	\$ -	\$ 337,000	0.00%
<b>Total Government Appropriations</b>	<b>\$ 19,823,266</b>	<b>\$ 19,823,266</b>	<b>\$ 6,947,901</b>	<b>\$ 12,875,365</b>	<b>35.05%</b>
<b>Other Revenues</b>					
Service Fees	\$ 109,191	\$ 109,191	\$ 19,401	\$ 89,790	17.77%
Interest Earnings	\$ 3,000	\$ 3,000	\$ 1,602	\$ 1,398	53.40%
Rental of Real Property	\$ 7,000	\$ 7,000	\$ 2,090	\$ 4,910	29.86%
Contract Courses	\$ 95,000	\$ 95,000	\$ 122,163	\$ (27,163)	128.59%
Noncredit Tuition	\$ 326,007	\$ 326,007	\$ 41,342	\$ 284,665	12.68%
Grant Offsets	\$ 142,828	\$ 142,828	\$ 19,178	\$ 123,650	13.43%
Unclassified Revenues	\$ 66,286	\$ 66,286	\$ 23,211	\$ 43,075	35.02%
<b>Total Other Revenues</b>	<b>\$ 749,312</b>	<b>\$ 749,312</b>	<b>\$ 228,987</b>	<b>\$ 520,325</b>	<b>30.56%</b>
<b>TOTAL REVENUES</b>	<b>\$ 41,603,089</b>	<b>\$ 41,603,089</b>	<b>\$ 22,255,826</b>	<b>\$ 19,312,319</b>	<b>53.50%</b>

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
FINANCIAL REPORT FOR THE PERIOD ENDING D**

**CASH BALANCE - BEGINNING OF PERIOD**

**RECEIPTS**

**Student Accounts Receivable  
Student Financial Aid  
Sponsor Payments  
Chargebacks to Other Counties  
State Aid  
Repayment of Grant Fund Advances  
Repayment of Capital Fund Advances  
Other Receipts**

**Projected Cash Receipts**

**DISBURSEMENTS**

**Payments to Students  
Accounts Payable  
Payroll and Fringe Benefits  
Grant Fund Advances  
Capital Fund Advances**

**Projected Cash Disbursements**

**PROJECTED CASH BALANCE - END OF PERIOD**

**MONEY MARKET/ SAVINGS**

**CASH IN TIME DEPOSITS**

**TOTAL CASH IN TIME DEPOSITS**

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
CAPITAL FUND SUMMARY  
FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2016**

	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<b><u>CAPITAL CONSTRUCTION 2013-2018</u></b>					
Design/Administrative	\$ 492,433	\$ 552,813	\$ -	\$ 552,813	\$ -
Civil Construction	\$ 452,100	\$ 564,191	\$ -	\$ 564,191	\$ -
General Construction	\$ 2,798,700	\$ 3,185,165	\$ -	\$ 3,185,165	\$ -
Mechanical/HVAC	\$ 727,900	\$ 699,918	\$ -	\$ 699,918	\$ -
Electrical	\$ 419,952	\$ 472,913	\$ -	\$ 472,913	\$ -
Plumbing	\$ 139,000	\$ 146,513	\$ -	\$ 146,513	\$ -
Network Upgrade/FFE	\$ 2,019,915	\$ 1,091,720	\$ -	\$ 1,091,720	\$ -
<b>TOTAL</b>	<b>\$ 7,050,000</b>	<b>\$ 6,713,233</b>	<b>\$ -</b>	<b>\$ 6,713,233</b>	<b>\$ 336,767</b>

<b><u>EMERGENCY ROOF PROJECT</u></b>					
Design/Administrative	\$ 130,000	\$ 94,084	\$ 7,283	\$ 101,367	\$ -
Environmental Remediation	\$ 8,000	\$ 2,400	\$ 1,400	\$ 3,800	\$ -
General Construction	\$ 2,528,540	\$ 461,016	\$ -	\$ 461,016	\$ -
Mechanical/HVAC	\$ 243,873	\$ 4,988	\$ -	\$ 4,988	\$ -
Electrical	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 605	\$ 605	\$ -	\$ 605	\$ -
<b>TOTAL</b>	<b>\$ 2,923,018</b>	<b>\$ 563,093</b>	<b>\$ 8,683</b>	<b>\$ 571,776</b>	<b>\$ 2,351,242</b>

**CAPITAL CASH SUMMARY**

**CASH BALANCE -DECEMBER 1, 2016**

Campus Master Plan MM	\$ 695,059
Cash in time Deposits	\$ 507,587
	<b>\$ 1,202,646</b>

**CASH RECEIPTS**

County Payment - Campus MP	\$ -
State Aid (DASNY)	\$ 252,004
Reimburse from interfunds	\$ -
Investment Income - Savings	\$ 22
Investment Income - CMP	\$ 140
Chargeback Revenue	\$ 15,640
	<b>\$ 267,806</b>

**DISBURSEMENTS**

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

**CASH BALANCE -DECEMBER 31, 2015**

Campus Master Plan MM	\$ 947,203
Cash in Time Deposits	\$ 523,249
	<b>\$ 1,470,452</b>



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2016-2017-35**

**MAINTENANCE OF PUBLIC ORDER POLICY**

**WHEREAS**, a Maintenance of Public Order Policy was approved on 4/24/86, and

**WHEREAS**, a recent review of the Maintenance of Public Order policy brought to light a need for changes, and

**WHEREAS**, the need for these changes have been discussed and endorsed by the College Forum, and

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

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College approves the attached Maintenance of Public Order Policy, and be it further

**RESOLVED**, that the College administration is hereby charged with implementing this policy effective immediately.

<p><b>STATE OF NEW YORK:</b> <b>SS:</b> <b>COUNTY OF TOMPKINS:</b></p>	<p><b>I, CATHY A. NORTHROP, CLERK</b> of the Board of Trustees of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> 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 regular meeting of said Board on the 16<sup>th</sup> of February, 2017 and the same is a complete copy of the whole of such resolution.</p>
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**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 16<sup>th</sup> of September, 2017.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

## **Maintenance of Public Order**

An academic institution cannot function properly in its search for knowledge and truth in an atmosphere that is not open. The college promotes free speech and discussion because of the tremendous benefits this freedom confers on our students' education. As a public institution, the college is also obligated to observe the protections for speech provided by the First Amendment to the United States Constitution and Article 1, Section 8 of the New York Constitution. However, the college must continue to function if the search for knowledge and truth is to be meaningful.

This policy governs the conduct of all students, faculty, staff, licensees, invitees, and all other persons, whether or not their presence is authorized, on property owned or under the control of the college or any affiliated organization.

No person shall, singly or in concert with others, engage in activity that interferes with the operations of the college or its affiliate organizations, including:

- willfully cause injury to another person, nor threaten to do so;
- physically restrain or detain any other person;
- remove anyone from any place where he or she is authorized to remain;
- willfully damage or destroy property of the campus or property under its care;
- remove property of the campus or property under its care without authorization;
- use campus property or property in the campus's care without authorization;
- enter into any private office without implied or explicit permission;
- enter into and remain in any campus building or facility in such manner as to obstruct its authorized use;
- remain in any building or facility after it is closed without authorization;
- refuse to leave a campus building or facility after being required to do so by an authorized personnel or police authority;
- obstruct the free movement of people and vehicles in any place to which this policy applies;
- deliberately disrupt or prevent the peaceful and orderly conduct of college or affiliated organizations' business;
- deliberately disrupt or prevent the freedom of any person to express his or her views, including invited speakers;
- excepting law enforcement officers, knowingly have in his or her possession upon the premises to which this policy applies, any firearm or weapon without the written authorization of the Director of Campus Police, whether or not a license to possess the weapon has been issued to the person;
- willfully incite others to commit immediate acts of violence or immediate acts of destruction of property.

## **Freedom of Speech and Assembly**

No person shall be subject to any limitation or penalty for expressing his or her views or for assembling with others for such purpose so long as there is no violation of the above rules.

Peaceful picketing and other orderly demonstrations in public areas of campus grounds and buildings are not subject to interference provided there is no violation of the above rules.

## Hazing

The practice commonly known as “hazing” will not be permitted on the Tompkins Cortland Community College campus and 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.

The Board of Trustees of Tompkins Cortland Community College authorizes the president of the college, or his or her delegate, to develop reasonable procedures to enforce this policy.