

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, JANUARY 18, 2018

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 – December 7, 2017

7. Communications

8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): 2016-2017 Audit

9. Provost and Vice President of the College – Report (highlight Consent Agenda items and updates on major initiatives) (written report provided)

10. Information Items:
 - a. Human Resources Updates

11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. 2016-2017 Audit
 - c. Treasurer's Report – October 2017
 - d. Appointment of Personnel
 - e. 2018 Award for Energy Services
 - f. Yellow Elevator Rebuild Bid Award
 - g. Approval of Position Description – Director of Technology Support

12. Standing Reports (written reports provided):
 - 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 – Raymond Schlather
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Naseem Fielder
 - h. President’s Report
13. Executive Session (to discuss a personnel issue – no action to be taken)
14. Upcoming Events:
 - a. Faculty Return – January 18, 2018
 - b. Classes Begin – January 24, 2018
 - c. Next Meeting – February 15, 2018
15. Adjournment

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
DECEMBER 7, 2017
RONALD W. SPACE BOARD ROOM**

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

EXCUSED: Dammi Herath

ABSENT: None

COUNTY

LIAISONS: None

STAFF: John Bradac, Bryan Chambala, Tim Densmore, LaSonya Griggs, Orinthia Montague, Cathy Northrop, Kori Post, Blixty Taetzsch, Seth Thompson, Jim Turner, Peter Voorhees, and Khaki Wunderlich

GUESTS: Claudia Brenner and Drew Minson of Claudia Brenner Design in Ithaca

- 1. Call to Order:** The meeting was called to order at 5:31 p.m. by Chairman Schlather in the Ronald W. Space Board Room at the College.
- 2. Roll Call:** Ms. Northrop called the roll.
- 3. Welcome Guests:** Chairman Schlather welcomed guests.
- 4. Approval of Agenda:** Chairman Schlather asked that a presentation on the Childcare Design be added under Item 8, and that Resolution 2017-2018-23, Support of Student Government Association for Request for Outdoor Basketball Court, be added to the agenda as Item 11i. Dr. Coates moved that the agenda be approved with these additions; seconded by Ms. Davison; carried unanimously.
- 5. Public Comment:** None
- 6. Approval of Minutes:**
 - a. October 26, 2017 –** Dr. Coates moved that the minutes of the October 26, 2017 meeting be approved as presented; seconded by Mr. McSherry; carried unanimously.
 - b. November 16, 2017, Special Meeting –** Ms. Buck moved that the minutes of the November 16, 2017, special meeting, be approved as presented; seconded by Ms. Davison; carried unanimously.

7. **Communications:** None.

8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees) –**

Childcare Center Design: Claudia Brenner and Drew Minson provided an update on the design of the Childcare Center. It was mentioned that the pricing for the original design came back high, so a few modifications needed to be made to curtail costs. Rather than have a dedicated parking area for the Childcare Center, it was decided that a number of spots in parking lot 1 will be reserved for Childcare Center business, with a dedicated crosswalk provided from parking lot 1 to the Childcare Center. The Civil War Nurses monument will need to be moved slightly to the west. The design work is approximately 50 to 60 percent done. A preview of the revised design was shared and discussed. It was noted that the most exterior doors will be open during the time the Childcare Center is open, but people will then need to be buzzed-in to the interior. We are working on having documents ready for bid on February 1 with action taken by the Board at the March meeting. We are hoping to be able to break ground by mid-April with 8 to 9 months to completion and open in the spring 2019 semester. There will be cameras in the building to stream what is happening there into classrooms here. Ray asked about protecting the rights of privacy while allowing for the pedagogy. SUNY Cortland currently does live stream into their classrooms.

Update on Community Outreach: Chairman Schlather mentioned the discussion at the retreat and Dean Wunderlich looked at sources of comparative data. She spoke to her written report provided in the packet of information for the meeting. The question was asked as to whether or not certificate programs are popular at other community colleges. Monroe Community College does have certificate programs, but certificate programs are not popular at most other sister community colleges. Chairman Schlather said we want people to be educated, we want to improve our enrollment numbers, and we want to respond to the needs of our communities. The suggestion of a collegiate prep/summer bridge program, an intensive developmental program to get students up to college ready, would be helpful. It would be a summer institute where students would live on campus, similar to the Vector Scholarship Program. This would focus on bringing individuals up to a point where they are able to be accepted into the Excelsior Scholarship Program. We need to educate community members, parents, and students, that students coming to college are not going to be able to do all that they did before attending college. President Montague met with members of GIAC and it was suggested that if we had a 5-week intensive program, it would be a nice way for incoming students to get used to campus and college life. President Montague mentioned that many of the businesses want certificate programs. Chairman Schlather asked if it would be realistic to do an institute this summer. We would need to review costs associated with a program of this type. It would be extremely ambitious to start a program such as this in the summer of 2018. It would be worthwhile to start with 15 students enrolled in a pilot program and see what the resources allow for. Dr. Coates felt we could start by offering some of the courses

we normally offer in the summer and said he thinks we would see an instantaneous return on this initiative. We should do more to communicate our needs to the communities we serve. President Montague suggested that Executive Council discuss how the Board members can be of assistance in communicating our needs to the communities. Early Childhood seemed to be one of the programs that a lot of students are interested in. Chairman Schlather thanked Dean Wunderlich for her numerous years of service, and said that she had always been extremely professional, helpful, loyal, and dedicated.

- 9. Provost and Vice President of the College – Report (Highlight Consent Agenda items and updates on major initiatives):** Doni Casula, Senior Officer of Global Initiatives, provided an updated packet of information regarding the Global Office and programs. She said it is important that we market our College to the entire global community and in so doing, we need to become more competitive. Therefore, the Board approved the “Be One of Us” scholarship, and a new viewbook was developed and sent to 50 countries through the Education USA Center, which is sponsored/supported by the State Department. The purpose of the Education USA Center is to help students from other countries who want to get an education in the United States. Ms. Casula delivered marketing materials to 9 different countries. With the advertising on Facebook since May 1, we have had over 22 million impressions, which is over 1.5 million times that someone has clicked on the advertisement. At this point last year we had 12 international student applications with 4 international students attending, and this year we have had 29 international student applications with 8 international students registered. We are focusing our advertising/marketing on the fact that Tompkins Cortland Community College is a part of the State University of New York system. The admissions process for international students will now be done in the Global Office.

10. Information Items:

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

- 11. Consent Agenda (Action Items):** Highlights of the Consent Agenda were discussed during the meeting. Ms. Davison moved that the Consent Agenda be approved as presented; seconded by Mr. Tytler. Ms. Burns asked for information about the position descriptions and the budget impact. The changes on these position descriptions are due to organizational restructuring and a change in duties of current personnel. All of the position descriptions on the agenda are for people currently employed in other positions at the College, with the exception of the Associate Director of Campus Police, which will be a new hire. The current process is for position descriptions to go before the classification committee prior to approval by the Board of Trustees, but a salary placement is not usually done until after Board approval. It was requested that in the future, all position descriptions involving current personnel have a salary placement completed prior to approval by the Board of Trustees to provide a more accurate account of the costs associated with any position description changes. Due to retirements/attrition, these job

descriptions include duties previously undertaken by other positions. There will be budget savings with this restructuring due to vacated positions not being filled. After a brief discussion of the action items, the motion was called and carried with 7 affirmative votes and two opposing votes by Ms. Burns and Ms. Davison.

- a. **Capital Payments** – No discussion.
- b. **Treasurer’s Report – September 2017** – No discussion.
- c. **Appointment of Personnel** – No discussion.
- d. **Approval of Position Description – Associate Dean for Enrollment Management** – No further discussion.
- e. **Approval of Position Description – Director of Financial Aid** – No further discussion.
- f. **Approval of Position Description – Associate Director of Financial Aid and Compliance Officer** – No further discussion.
- g. **Approval of Position Description – Associate Director of Campus Police** – No further discussion.
- h. **Approval of Position Description – Assistant Director of Campus Police** – No further discussion.
- i. **Support of Student Government Association for Request for Outdoor Basketball Court** – This resolution is to show support for the students’ request for an outdoor basketball court.

12. Standing Reports:

- a. **College Forum** – Written report provided.
- b. **Faculty Student Association** – Written report provided.
- c. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- d. **Chairperson’s Report** – Chairman Schlather reported that at the Board Retreat there was discussion about Board members becoming more involved in the College community. The College holds a “mobile food pantry” (food giveaway) 3 times each semester and it would be helpful if Trustees could volunteer to assist at one or more of these events. Chairman Schlather participated in the recent food giveaway and found it to be a wonderful time to help students. Ms. Northrop will send the dates of the spring food pantries. Anyone wanting to volunteer is asked to let Ms. Northrop know. The Board would like to raise money for bags to supply for the mobile food pantry and the College food pantry.
- e. **Liaison Report (Cortland County)** – No report.
- f. **Liaison Report (Tompkins County)** – No report.
- g. **Student Trustee’s Report** – Written report provided.

h. President's Report – President Montague spoke to her written report. She mentioned the Harlem Wizards vs. Staff and Student basketball game. She said the funds and food (cost to attend the event) are to be donated to “CANstruction,” which is to be donated to the Dryden Food Pantry. She also mentioned that on November 18, three different initiatives took place – an instant admit day, SUNY financial aid day and presentation on the Excelsior Scholarship, and an orientation program. Orientation dates are set up for January, and some of the orientation and general information sessions are scheduled to be held at the extension centers, as well as on the main campus. We have conducted 20 instant admit days for the fall semester. Administration of the Service Tradition Scholarship Program will be moved from the Foundation Office to the Admissions Office and we currently have 23 applications for fall. This is one of the few scholarships that new students have available to them.

- 13. Executive Session for Discussion of a Personnel Item (no action to be taken)**
– Mr. McSherry moved that the meeting convene in executive session for discussion of a personnel item, with no action to be taken; seconded by Ms. Buck; carried unanimously. The meeting convened into executive session at 7:29 p.m.

The meeting reconvened in regular session at 8:10 p.m.

- 14. Upcoming Events** – Just a reminder that the December Graduate Ceremony is being held Friday, December 8, 2017, and that all members of the Board of Trustees are welcome to participate.

- 15. Adjournment:** Dr. Coates moved that the meeting be adjourned; seconded by Ms. Davison; carried unanimously. The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Connors

Date: January 8, 2018

Re: January Report

Middle States – I attended the annual meeting of the Middle States Commission from December 6 through 8 in Philadelphia. In addition to attending a number of helpful sessions, I had productive discussions with our newly-assigned Middle States Liaison, Dr. Kushnood Haq, with Dr. Mark McCormick, the chair of our review team, and with Dr. Deb Moeckel of SUNY, who will be on campus for the team's visit.

Guided Pathways – The faculty has voted in favor of our participating as part of the first cohort in the SUNY Guided Pathways Institute, and we received news shortly after the vote concluded that we had indeed been selected as one of the participants. The project will kick off with a two-day workshop in March at Monroe Community College. President Montague and I will participate, along with other members of the College's team. Katrina Campbell has agreed to serve as our campus coordinator for this project.

My status for Spring 2018 – I know that Orinthia has discussed with the Board both my decision to retire in summer 2018 and the health issue that had led me to make this decision. I have been receiving physical therapy since November and have received the first of what will likely be three injections at the Pain Clinic. So far, this combination of treatments has made my pain somewhat more manageable and has given me hope that I will be able to delay surgery at least until after the Spring 2018 semester and possibly until after I have retired.

Global Initiatives – Three study abroad trips – to Cambodia, Ireland, and Nicaragua – are occurring in January. Donna Casula reports that international applications have increased three-fold from last year at this time; we hope for at least a small increase in international enrollments in Spring 2018 as a result of this activity. Donna reports that applicants have come from a number of the nations where we have increased our marketing activity: Thailand, Mongolia, Gambia, Korea, Malaysia, Pakistan, Jamaica, and Saudi Arabia.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of January 3, 2018

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Director of Facilities	August 1, 2018	November 1, 2017	February 1, 2018	Accepting Applications
Vice President for Student Services	Spring 2018	November 20, 2017	January 12, 2018	Accepting Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
None.			

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Director of the Child Care Center	Child Care Center	May 2018	Accepting Applications
Lifeguard	Athletics & Recreation	January 2018	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	January 2018	Accepting Applications
Banquet Bartender	TC3 Bistro	January 2018	Accepting Applications
Banquet Supervisor	TC3 Bistro	January 2018	Accepting Applications
Bartender	TC3 Bistro	January 2018	Accepting Applications
Dishwasher	TC3 Bistro	January 2018	Accepting Applications Hired: Zachary Debo (12/14/17)
General Manager	TC3 Bistro	ASAP	Reviewing Applications
Line Cook	TC3 Bistro	January 2018	Accepting Applications
Server	TC3 Bistro	January 2018	Accepting Applications
Host/Hostess	TC3 Bistro	January 2018	Accepting Applications

Human Resources Updates
Status of Grievances
as of January 3, 2018

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 - JANUARY 2018**

	AMOUNT	SUBTOTAL	GRAND TOTAL
<hr/>			
Roof Replacement Project			
General Roofing Construction			
Duke Company (Invoice #001126913) Lift Rental for Window Replacement (to be covered by roofing contractor)	\$524.00		
Damaco Window (PO #31676) Window Replacement (Invoice #2017-0010 TCCC2017) (to be covered by roofing contractor)	\$14,176.00		
Total General Roofing Construction		\$14,700.00	
TOTAL ROOF REPLACEMENT PROJECT			\$14,700.00
Master Plan			
FFE			
Lencore Acoustics (PO#32011) Soundmasking System Invoice #39803	\$22,062.03		
Total FFE		\$22,062.03	
TOTAL MASTER PLAN			\$22,062.03

Childcare Facility Project

Design Services

Claudia Brenner Design (PO #31685)
Architectural Design Services
Invoice #2990, Document preparation,
design, related services \$33,160.00

Total Design Services \$33,160.00

TOTAL CHILDCARE FACILITY PROJECT \$33,160.00

TOTAL CAPITAL PAYMENTS \$69,922.03

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-28**

2016-2017 AUDIT

WHEREAS, the Board of Trustees of Tompkins Cortland Community College authorized Bonadio & Co., LLP of Pittsford, New York to perform the College's 2016-2017 annual audit by Resolution 2014-2015-28 at their March 19, 2015 meeting, and

WHEREAS, the 2016-2017 annual audit has been completed by Bonadio & Co., LLP, be it therefore

RESOLVED, that the Board of Trustees accepts the Report on Examination of Financial Statements for the Years Ended August 31, 2017 and 2016 as prepared by Bonadio & Co., LLP.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, LISA M. O'LOUGHLIN, DEPUTY 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 18th day of January 2018, 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 18th day of January 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

OCTOBER 30, 2017

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

OCTOBER 30, 2017

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Narrative Highlights
Statement of Activities
October 31, 2017

TOTAL EXPENDITURES - (PAGES 2-3)

As of October 31, total expenditures amounted to 8,334,259 or 20.40% of the 2017-2018 budget. Comparable expenditures for period four last year were \$8,374,734 or 20.13% of the 2016-2017 budget.

TOTAL REVENUES - (PAGE 4)

Revenues to date of \$13,144,710 are 32.17% of the revenue budget. Prior year revenues were \$13,536,024 are 32.54% of total budgeted revenue

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2017-2018
FINANCIAL REPORT FOR THE PERIOD ENDING OCTOBER 31, 2017

	PER CENT YEAR					8.00%
	<u>Original</u> <u>Budget</u>	<u>Original</u> <u>Budget</u>	<u>Expenditures</u> <u>To Date</u>	<u>Unexpended</u> <u>Balance</u>	<u>%</u> <u>Expended</u>	
Instruction						
Personal Services	\$ 9,016,708	\$ 9,016,708	\$ 1,769,421	\$ 7,247,287	19.62%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 8,304,366	\$ 8,304,366	\$ 2,672,857	\$ 5,631,509	32.19%	
Employee Benefits	\$ 4,037,556	\$ 4,037,556	\$ 566,112	\$ 3,471,444	14.02%	
Total Instruction	\$ 21,358,630	\$ 21,358,630	\$ 5,008,390	\$ 16,350,240	23.45%	
Academic Support						
Personal Services	\$ 1,612,897	\$ 1,612,897	\$ 268,882	\$ 1,344,015	16.67%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 357,930	\$ 357,930	\$ 26,175	\$ 331,755	7.31%	
Employee Benefits	\$ 710,004	\$ 710,004	\$ 84,729	\$ 625,275	11.93%	
Total Academic Support	\$ 2,680,831	\$ 2,680,831	\$ 379,786	\$ 2,301,045	14.17%	
Libraries						
Personal Services	\$ 466,614	\$ 466,614	\$ 87,830	\$ 378,784	18.82%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 170,446	\$ 170,446	\$ 49,950	\$ 120,496	29.31%	
Employee Benefits	\$ 206,384	\$ 206,384	\$ 28,106	\$ 178,278	13.62%	
Total Libraries	\$ 843,444	\$ 843,444	\$ 165,886	\$ 677,558	19.67%	
Student Services						
Personal Services	\$ 2,907,611	\$ 2,907,611	\$ 530,099	\$ 2,377,512	18.23%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 1,468,052	\$ 1,468,052	\$ 260,381	\$ 1,207,671	17.74%	
Employee Benefits	\$ 1,244,452	\$ 1,244,452	\$ 171,430	\$ 1,073,022	13.78%	
Total Student Services	\$ 5,620,115	\$ 5,620,115	\$ 961,910	\$ 4,658,205	17.12%	
Maintenance and Operation of Plant						
Personal Services	\$ 1,960,333	\$ 1,960,333	\$ 332,670	\$ 1,627,663	16.97%	
Equipment	\$ -	\$ -	\$ 1,949	\$ (1,949)	0.00%	
Contractual Expenses	\$ 882,388	\$ 882,388	\$ 178,982	\$ 703,406	0.00%	
Employee Benefits	\$ 871,475	\$ 871,475	\$ 106,454	\$ 765,021	12.22%	
Total Maintenance and Operation of Plant	\$ 3,714,196	\$ 3,714,196	\$ 620,055	\$ 3,094,141	16.69%	
Institutional Support						
Personal Services	\$ 1,624,795	\$ 1,624,795	\$ 269,697	\$ 1,355,098	16.60%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
Contractual Expenses	\$ 310,393	\$ 310,393	\$ 35,345	\$ 275,048	11.39%	
Employee Benefits	\$ 729,738	\$ 729,738	\$ 86,320	\$ 643,418	11.83%	
Total Institutional Support	\$ 2,664,926	\$ 2,664,926	\$ 391,362	\$ 2,273,564	14.69%	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
 APPROPRIATIONS 2017-2018
 FINANCIAL REPORT FOR THE PERIOD ENDING OCTOBER 31, 2017**

			PER CENT YEAR		8.00%
	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
General Institutional Services					
Personal Services	\$ 1,978,689	\$ 1,978,689	\$ 339,123	\$ 1,639,566	17.14%
Equipment	\$ 61,714	\$ 61,714	\$ -	\$ 61,714	0.00%
Contractual Expenses	\$ 1,093,324	\$ 1,093,324	\$ 356,153	\$ 737,171	32.58%
Employee Benefits	\$ 842,085	\$ 842,085	\$ 111,594	\$ 730,491	13.25%
Total General Institutional Services	\$ 3,975,812	\$ 3,975,812	\$ 806,870	\$ 3,168,942	20.29%
TOTAL APPROPRIATIONS	\$ 40,857,954	\$ 40,857,954	\$ 8,334,259	\$ 32,523,695	20.40%

**2017-2018 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	\$ 250,000	\$ 250,000	17,182	\$ 232,818	6.87%
State Employee's Retirement	\$ 1,005,000	\$ 1,005,000	202,453	\$ 802,547	20.14%
State Teacher's Retirement	\$ 280,000	\$ 280,000	39,920	\$ 240,080	14.26%
Optional Retirement Fund	\$ 1,081,884	\$ 1,081,884	198,720	\$ 883,164	18.37%
Social Security	\$ 1,488,882	\$ 1,488,882	265,518	\$ 1,223,364	17.83%
Workers Compensation	\$ 167,000	\$ 167,000	127,275	\$ 39,725	76.21%
Misc Employee Benefits	\$ 92,000	\$ 92,000	11,372	\$ 80,628	12.36%
Disability Insurance	\$ 11,500	\$ 11,500	2,332	\$ 9,168	20.28%
Hospital and Medical Insurance	\$ 3,974,428	\$ 3,974,428	662,187	\$ 3,312,241	16.66%
Employee Tuition Benefits	\$ 105,000	\$ 105,000	53,562	\$ 51,438	51.01%
Life Insurance	\$ 10,000	\$ 10,000	830	\$ 9,170	8.30%
Vacation Benefits	\$ 120,000	\$ 120,000	2,495	\$ 117,505	2.08%
Unemployment Insurance	\$ 56,000	\$ 56,000	22,980	\$ 33,020	41.04%
Total Employee Benefits	\$ 8,641,694	\$ 8,641,694	\$ 1,606,826	\$ 7,034,868	18.59%

TOMPKINS CORTLAND COMMUNITY COLLEGE

REVENUE 2017-2018

FINANCIAL REPORT FOR THE PERIOD ENDING OCTOBER 31, 2017

PER CENT YEAR

16.60%

	Budget Adopted	Modified Budget	Realized To Date	To Be Realized	% Realized
Tuition					
Fall & Spring	\$16,510,088	\$16,510,088	7,574,748	8,935,340	45.88%
Winter	\$108,400	\$108,400	11,403	96,997	10.52%
Summer	1,134,293	1,134,293	0	1,134,293	0.00%
Nonresident Tuition	1,252,350	1,252,350	965,730	286,620	77.11%
Student Fee Revenue (Tech Fee)	1,395,040	1,395,040	647,550	747,490	46.42%
Total Tuition	20,400,171	20,400,171	9,199,431	11,200,740	45.09%
Government Appropriations					
New York State	10,501,648	10,501,648	2,612,785	7,888,863	24.88%
Local Sponsors	4,650,364	4,650,364	0	4,650,364	0.00%
Charges to Other Counties	4,143,120	4,143,120	1,229,321	2,913,799	29.67%
Appropriated Cash Surplus	246,503	246,503	0	246,503	0.00%
Board Designated Reserves	161,714	161,714	0	161,714	0.00%
Total Government Appropriations	19,703,349	19,703,349	3,842,106	15,861,243	19.50%
Other Revenues					
Service Fees	110,320	110,320	12,605	97,715	11.43%
Interest Earnings	3,000	3,000	783	2,217	26.10%
Rental of Real Property	7,000	7,000	0	7,000	0.00%
Contract Courses	97,000	97,000	1,896	95,104	1.95%
Noncredit Tuition	328,000	328,000	41,007	286,993	12.50%
Grant Offsets	142,829	142,829	12,500	130,329	8.75%
Unclassified Revenues	66,285	66,285	34,383	31,902	51.87%
Total Other Revenues	754,434	754,434	103,174	651,260	13.68%
TOTAL REVENUES	\$40,857,954	\$40,857,954	\$13,144,711	\$27,713,243	32.17%

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-25**

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:

SS:

COUNTY OF TOMPKINS:

I, LISA M. O'LOUGHLIN, DEPUTY 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 18th day of January 2018, 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 18th day of January 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Wednesday, January 03, 2018
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Schrag, Kim	Participation w/ C. Shanks and I. Lee in the CTC Faculty Partnership Program	Adjunct	\$486.45	8/23/2017 To 5/15/2018
October				
Bennett, Chauncey	Honorarium - To speak with students in FSS and COMM101 about the recording industry from the perspective of a working musician.	Adjunct	\$100.00	10/30/2017
Park, Lonnie	Honorarium - To speak with students in FSS and COMM101 about the recording industry of a Grammy nominated musician.	Adjunct	\$100.00	10/30/2017
November				
Armitage, Christopher	Systems Administrator	Grade 3	\$58,008.00*	11/08/2017
Underwood, David	Systems Administrator	Grade 3	\$64,329.00*	11/08/2017
Gebo, John	Assistant Director of Campus Police	Grade 4	\$80,000.00*	11/30/2017
December				
Cornish, Erin	Math Review - Borg Warner - .Biz	Adjunct	\$125.00	12/05/2017
Anderson, Elliott	Cooking Class - 2.5 Hrs.	Adjunct	\$62.15	12/08/2017
Conroy, Colleen	Associate Director of Financial Aid & Compliance Officer	Grade 4	\$72,707.00*	12/08/2017
Griggs, LaSonya	Associate Dean for Enrollment Management - Management Confidential	Grade 6	\$96,000.00*	12/08/2017
Oliver, Tamara	Director of Financial Aid	Grade 4	\$87,852.00*	12/08/2017
Galezo, David	PHIL101 BL1	Adjunct	\$3,405.00	12/19/2017 To 1/22/2018
Gilbert, Mary	ENGL102 BL1	Adjunct	\$3,405.00	12/19/2017 To 1/22/2018
Lipa, Thomas	HLTH207 BL1	Adjunct	\$3,405.00	12/19/2017 To 1/22/2018
Loop, Jill	ENGL204 BL2	Adjunct	\$3,180.00	12/19/2017 To 1/22/2018
Sloan, Cindy	SOCI101 BL1	Adjunct	\$3,405.00	12/19/2017 To 1/22/2018
January				
Bechtold, Charles	Interim Dean of Instruction	Executive	\$20,000.00	01/01/2018 To 05/31/2018
Sheehan, John	HSTY/POSC230/HSTY249, ART111 - Trip portion of Study Abroad - Full Immersion	Adjunct	\$6,810.00	1/02/2018 To 1/17/2018
Treadwell, Paul	ANTH260, HLTH216 - Trip portion of Study Abroad	Adjunct	\$3,915.00	1/02/2018 To 1/17/2018
Tambascio, Theresa	Meet w/ INTD49/RDNG99 students to provide coaching, tutoring and academic support	Adjunct	\$2,970.45	1/24/2018 To 5/18/2018

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

January 18, 2018

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Samantha Stevenson	11/27/17	Civil Service Reasons
Joyce Burk	12/11/17	Retrenchment
Melinda Slawson	12/11/17	Retrenchment
John Connors	08/31/18	Retirement

FACULTY STUDENT ASSOCIATION

None

BISTRO

None

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-24**

2018 AWARD FOR ENERGY SERVICES

WHEREAS, Tompkins Cortland Community College requires the purchase of Energy Services, and

WHEREAS, the College has solicited proposals for Energy Services, and

WHEREAS, Direct Energy of Oneonta, New York provided the best value proposal for Electric Services, and Mirabito Natural Gas of Binghamton, New York provided the best proposal for Natural Gas Services; be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby awards two-year agreement contracts for Energy Service Commodities to these providers.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, LISA M. O'LOUGHLIN, DEPUTY 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 18th day of January 2018, 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 18th day of January 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: January 9, 2018

Re: Energy Commodities Bid

In consultation with Facilities Director, James Turner, we are recommending the award of the Bid for Energy Commodities for the College, to Mirabito Natural Gas of Binghamton, New York for Natural Gas Services, and to Direct Energy of Oneonta, New York for Electric Services. These firms provided their best unit pricing in response to Requests for Bids, which were sent to nine firms. Four firms provided proposals. One was rejected due to non-compliance of the sealed bid requirement.

A summary of the proposals is attached. The recommended firms have been the providers of the energy commodities for the previous two years. New proposals were solicited due to the expiration of those agreements.

The bid was advertised in The Ithaca Journal and The Cortland Standard, and listed on the Purchasing link of the College's Website.

Commodity Proposals

Bidding Firm	1 Year Electricity	2 Year Electricity	1 Year Natural Gas	2 Year Natural Gas	Non-Collusive	Corp. Resolution
New Wave Energy Corporation 434 Delaware Avenue Buffalo, NY 14202	\$ 0.03955	\$ 0.03925	\$ 0.32880	\$ 0.32880		
Blue Rock Energy 125 East Jefferson Street - Suite 800 Syracuse, NY 13202	No bid submitted					
Mansfield Energy Corporation 1025 Airport Parkway Southwest Gainesville, GA 30501	No bid submitted					
Agway Energy PO Box 4833 Syracuse, NY 13221	No bid submitted					
Constellation Energy Services 160 Afton Lake Road Afton, NY 13730	No bid submitted					
Mirabito Natural Gas PO Box 5306 Binghamton, NY 13902	\$ 0.04049 \$ 0.04062	\$ 0.04080 \$ 0.04073	\$ 0.32100	\$ 0.32200		
Direct Energy 19 Jackson Avenue Oneonta, NY 13820	\$ 0.03546	\$ 0.03533	\$ 0.33030	\$ 0.33080		
Empire Natural Gas Corporation 173 Airport Road Greene, NY 13778	No bid submitted					
How to Energy Cleveland, OH	Rejected - they did not submit a sealed bid.					

Note: The first line electric for Mirabito is consolidated billed account the second is for individual billed ones.

Award to Mirabito for 2 year natural gas and to Direct Energy for 2 year electric.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-26
YELLOW ELEVATOR REBUILD BID AWARD**

WHEREAS, there is a need for a Rebuild of the Yellow Elevator in the Main Building, and

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

WHEREAS, Schindler Elevator, Inc. of Henrietta, New York, has provided the lowest responsible bid for the base bid, plus #2 and #3 alternates based on specifications that were distributed to all bidders, and

WHEREAS, the amount of the Yellow Elevator Rebuild Bid is consistent with statements of probable costs giving consideration to budget allocations, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College awards the Yellow Elevator Rebuild Bid to Schindler Elevator, Inc. per their low bid in the total amount of \$65,500.00.

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, LISA M. O'LOUGHLIN, DEPUTY CLERK of the Board of Trustee of Tompkins Cortland Community College,
DO HEREBY CERTIFY that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of

Tompkins Cortland Community College at a regular meeting of said Board on the 18th of January, 2018, 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 18th day of January, 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

To: Blixy Taetzsch

From: Kevin Caveney

Date: December 20, 2017

Re: Bid Recommendation for Yellow Elevator Rebuild

In consultation with James Turner, Director of Facilities at Tompkins Cortland Community College, we are recommending the award of the Bid for the Yellow Elevator Rebuild, to Schindler Elevator Corporation of Henrietta, New York, for \$65,500.00. This includes the base bid and alternates 2 and 3. A summary and ranking of the bids is attached.

The bid was advertised in The Ithaca Journal and The Cortland Standard, as well as on the College's website. Bid documents were sent to five vendors. All five vendors submitted bids.

Yellow Elevator Rebuild

Vendor	Bid Amount	Alt 1 New Shaft	Alt 2 Pit Ladder	Alt 3 Cab Rebuild	Base + Alt 1, 2, 3 Totals	Addendum Received	Corp Resolution	Non-Collusion Cert	Insurance Cert	Base +Alt. 2 & 3	Ranking
Bison Elevator Service First Federal Plaza 28 East Main Street Rochester, NY 14614	\$79,800.00	\$9,800.00	\$500.00	\$9,500.00	\$99,600.00	yes	yes	yes	yes	\$89,800.00	5
Elevattitt 210 Marcellus Street Syracuse, NY 13204	\$68,970.00	\$43,056.00	\$1.00	\$10,780.00	\$122,807.00	yes	yes	yes	yes	\$79,751.00	3
Otis Elevator Company 6304 Carrier Parkway – Bldg. TR-7 East Syracuse, NY 13057	\$74,165.00	\$39,897.00	\$0.00	\$13,552.00	\$127,614.00	yes	yes	yes	yes	\$87,717.00	4
Schindler Elevator Company 395 Summit Point Drive – Suite 4 Henrietta, NY 14467	\$56,000.00	\$66,000.00	\$1,500.00	\$8,000.00	\$131,500.00	yes	yes	yes	yes	\$65,500.00	1
Thyssenkrupp Elevator 6067 Corporate Drive East Syracuse, NY 13057	\$61,233.00	\$32,100.00	\$360.00	\$11,410.00	\$105,103.00	yes	yes	yes	yes	\$73,003.00	2

Recommend not accepting Alternate 1 but accepting alternates 2 & 3.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2017-2018-27**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF TECHNOLOGY SUPPORT**

WHEREAS, The College has determined, based on a review and analysis of the functions of the Director of Technology Support that there is a need to revise the position description, and

WHEREAS, the attached Director of Technology Support position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Director of Technology Support position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Clerk of the Board of Trustees be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, LISA M. O'LOUGHLIN, DEPUTY 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 18th day of January 2018, 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 18th day of January 2018.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Technology Support

GRADE

5

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Chief Information Officer

APPROVED BY

SUMMARY

Directs the College's technology support services and administration of online learning. Provides vision and leadership necessary for the support and training of computer and digital technology. Collaborates with faculty and staff to provide innovative technical solutions to increase learning, efficiency and service. Provides leadership and expertise in the development of training programs for College technology systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for end user technology support including computer and digital technology support for administrative offices, faculty suites, classroom and common areas, media services, video conferencing.
2. Promotes, develops, and leads initiatives related to technology-enabled learning such as online learning, open education resources, and active learning classrooms. Works with faculty to determine the best technology solution for their particular instructional need and/or the needs of the curriculum.
3. Responsible for technology support escalation processes and has ownership of major incidents ensuring the coordination of resolving parties, effective communication to end users/stakeholders, and post incident review. Ensures that work is assigned and prioritized in alignment with the goals of the College.
4. As a stakeholder-facing role, this position is required to establish and manage expectations for technology support within the College and lead the team to achieve those expectations at the highest standard.
5. As a member of the Campus Tech management team, ensures technology services are being delivered. Provides regular and accurate management reporting on IT Service performance. Conducts needs assessment to develop short and long-range plans that provide the technologies and services to meet the needs of the various groups on campus.
6. Serves as a learning technology advocate by overseeing and promoting innovative uses of technology to realize the College's teaching and learning goals and initiatives.
7. Serves on the Technology Advisory Group and assists with the development of the College's technology plan.
8. Develops, recommends, and implements College-wide and departmental policies, standards and procedures to the Chief Information Officer related computer use, software support, and smart classroom use.
9. Establishes strategic relationships with key vendors, consultants, SUNY, and other colleges and universities.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Technology Support

GRADE

5

PAGE

2 of 2

ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Chief Information Officer

APPROVED BY

- 10. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
- 11. Directs the staff of the technology support helpdesk area. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action laws, other applicable laws, regulations, and collective bargaining agreements.
- 12. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

Indicate number of direct reports in each category:

_____ Classified Staff
 X Administrative
_____ Faculty
 X Students

_____ # of Classified Staff
 5 # of Administrative
_____ # of Faculty
 12 # of Students

MINIMUM QUALIFICATIONS

B.S. Degree in Information Technology/Information Systems or related field and 5 years of related experience. Three years experience related to supporting users and equipment in an educational environment.

College Forum Report

Board of Trustees Meeting

January 18, 2018

Kori Post reported the College Forum met on December 8, 2017. President Montague joined us for our December meeting. There was extensive dialogue pertaining to First Year Experience, freshman and senior seminar, and On Course. Further discussion ensued about the idea of bringing students to campus early, similar to the Vector Scholar program, getting them acquainted with our faculty, staff, and facilities and providing program so they can be successful in their first semester.

The College Forum is still planning on hosting a month of February food drive for our pantries on our main campus as well as in the residence halls.

TO: Board of Trustees

FROM: John Bradac

DATE: January 12, 2018

SUBJECT: Faculty Student Association Report to the Board

- FSA Met on December 7, 2017
- The primary focus of the meeting was to review the FSA Audit presented by the Bonadio Group. The results were positive and within standards of practice.
- The next meeting will be February 15, 2018

Foundation Report
Board of Trustees Meeting – January 2018

The Foundation Board of Directors held its annual meeting on December 5, 2017. The following new board members were elected for a three year term:

- Richard Cunningham, Cortland County
- Robert Haight, Cortland County
- Walter Priest, Cortland County
- William Sibert, Tompkins County

Leslie Danks Burke (Tompkins County) will be serving a second, three year term and James McFadden (Tioga County) and Machell Phelps (Cortland County) will be serving their third, three year term.

John Mason (Cortland County) and Eugene Yarussi (Tompkins County) were re-elected to serve an officer term.

Joseph Armideo (Cortland County), Bryon Horak (Cortland County), and James Place (Cortland County) completed their third, three years terms.

The following were elected as officers:

- Tom LiVigne, Chairman (Tompkins County)
- Steve Romaine, Vice Chairman (Tompkins County)
- Gene Yarussi, Secretary/Treasurer (Tompkins County)
- John Mason, Immediate Past Chairman (Cortland County)

Immediately following the annual meeting the regular Board meeting took place. Updates on student housing and the Farm to Bistro initiative were shared. The Board approved the 2018-2019 student housing room rates and the investment management firm.

A stewardship committee meeting is scheduled for January 19 and a finance committee meeting is scheduled for January 29.

The next Board meeting is scheduled for April 10.



TO: Board of Trustees
FROM: Orinthia Montague, President
DATE: January 12, 2018
SUBJECT: President's Report to the Board

Enrollment/Budget

As of Friday, January 12th, spring enrollment is at 85% of our 905 FTE goal.

Organizational Alignment

The Vice President of Student Services Search continues to move forward. There are approximately 40+ applications currently under review by Human Resources. Campus solicitation of membership on the committee has been disseminated.

The search for the Provost is still in process. Diversified Search will be used for the advertising, cultivating and screening of candidates. They will also conduct extensive referencing. The rough estimate for their services is approximately \$40,000.

Community Involvement

Deb Mohlenhoff and I met with GIAC representative to discuss collaboration with the MBK program as well as a summer job program for 4-5 teens on the TC3 campus. The MBK partnership will include Ithaca High School and allow our students to serve as mentors to area men of color. It also will provide an opportunity for them to connect with a population who may have similar social experiences with which they can relate. The summer job program fits well with our goal/vision to connect with the community. These individuals would be assigned to work in various offices on campus (IT, President's Office, Enrollment Services, etc). Their presence will allow them exposure to a college environment with professional individuals who can encourage them to think of college/careers as an option.

Miscellaneous

12/11 Cortland LPC Meeting
12/12 CSEA, Faculty, & PAA budget discussions
12/13 OCM BOCES Meeting in Syracuse (canceled due to weather)
12/14 Chancellor's President Meeting (did not attend due to weather)



12/15	TC3 Holiday Party
12/18	Khaki's Retirement Gathering
12/18	Attended Cortland Regional Medical Center Holiday Gathering at Tinelli's
12/20	Carl P's Retirement Gathering
12/25-1/1	College closed for Winter Break
1/5	College closed due to inclement weather
1/10	Guest Speaker at Ithaca Noon Rotary
1/10	Collaboration meeting with GIAC (Deb Mollenhoff coordinated/attended)