



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, JUNE 16, 2011
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 – May 19, 2011 – Regular Meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):
9. Vice Presidents' Reports (highlight Consent Agenda items and updates on major initiatives):
 - a. Provost and Vice President of the College
 - b. Vice President for Global Initiatives
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Treasurer's Report – May 31, 2011
 - c. Adoption of the Proposed 2011-2012 Operating Budget
 - d. 2011-2012 Tuition and Fee Schedule
 - e. Appointment of Personnel
 - f. In Appreciation of Camille Gonzalez
 - g. Approval of Board Policy Manual Updates
 - h. Smoking Policy
 - i. Approval of Position Description – Assistant to the Dean for Operations
 - j. Approval of Position Description – Assistant to the Dean for Enrollment Management
 - k. Approval of Position Description – Director of Budget and Finance
 - l. Approval of Position Description – Senior Admissions Advisor/athletics Recruiter
 - m. Approval of Position Description – Global Initiatives Coordinator
 - n. Trustee Emeritus Designation (to be distributed prior to meeting)

12. Standing Reports:
 - a. College Forum – Co-Chairs, Amy Edmond and Olivia Hersey
 - b. Faculty Student Association – Camille Gonzalez
 - c. Tompkins Cortland Community College Foundation, Inc. – Ray Dalton
 - d. Chairperson’s Report – Roxann Buck
 - i. Nominating Committee
 - e. Liaison Report (Cortland County) – John Troy
 - f. Liaison Report (Tompkins County) – Michael Lane
 - g. Student Trustee’s Report – Camille Gonzalez
 - h. President’s Report
13. Executive Session for Discussion of President’s Evaluation (no action to be taken)
14. Upcoming Events:
 - a. Holiday – Campus Closed – July 4 and 5, 2011
 - b. Next Meeting (Regular and Annual) – July 21, 2011
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
MAY 19, 2011**

**Dinner/Budget Discussion – 5:30 p.m. – Room 227
Regular Board Meeting – 7:00 p.m.
RONALD W. SPACE BOARD ROOM**

PRESENT: Beverly Baker, Kay Breed, Roxann Buck, Elizabeth Burns, Ray Dalton, John Daniels, Judy Davison, William Raynor, and Raymond Schlather

ABSENT: Camille Gonzalez

COUNTY

LIAISONS: None

STAFF: Bryan Chambala, John Conners, Tim Densmore, Bob Edgecomb, Carl Haynes, Olivia Hersey, Cathy Northrop, Walter Poland, Blix Taetzsch, and Peter Voorhees

GUESTS: Scott Conroe, *The Cortland Standard*

1. **Call to Order:** The meeting was called to order at 7:10 p.m. by Chairperson Buck in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Northrop called the roll.
3. **Welcome Guests:** Chairperson Buck welcomed guests.
4. **Approval of Agenda:** Chairperson Buck asked that an Executive Session for discussion of a personnel matter with no action to be taken be added to the agenda. Ms. Davison moved that the agenda be approved with this modification; seconded by Dr. Dalton; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes:** Mr. Daniels moved that the April 21, 2011, meeting minutes be approved as presented; seconded by Ms. Davison; carried with 8 affirmative votes and 1 abstention by Ms. Burns who did not vote on the minutes, as she had not been in attendance at the April meeting.
7. **Communications:** None.
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):**

- a. Online Catalog – Bryan Chambala, Tim Densmore, and Bob Edgecomb:** Provost Connors introduced Bryan Chambala, College Editor; Tim Densmore, Director of Enterprise and Learning Systems; and Bob Edgecomb, Web Communications Manager. Mr. Chambala provided a demonstration of the on line catalog. It was mentioned that the catalog was not produced in a printed format and this is not only saving the College a significant amount of money, but it is also providing much more information for our students. After a question and answer session, it was mentioned that each academic program will be including a page on career opportunities.

- 9. Vice Presidents’ Reports (highlight Consent Agenda items and updates on major initiatives):**
 - a. Provost and Vice President of the College –** Provost Connors spoke briefly to his written report. He mentioned that Dean Christofferson and a few other staff members attended a conference on the kaleidoscope project that was reported on at last month’s meeting. Open source materials will save the students money and provide much more than a textbook (i.e. sight and sound much more supportive of faculty and more compelling for students). Provost Connors also commented on the Wine Marketing Certificate Program and said that this certificate will provide all of the essential elements of a degree program in a certificate program format.

 - b. Vice President for Global Initiatives –** Vice President Poland spoke briefly to his written report. Ms. Burns asked about the J1 Visa designation. Vice President Poland said the College will need to reapply for re-designation every two years and the implication is that the reapplication will be confirmed as long as all of the reporting requirements are followed. Mr. Schlather and Vice President Poland spoke about the programs/partnerships in Colombia.

- 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. Burns moved that the Consent Agenda be approved; seconded by Mr. Schlather; carried unanimously.
 - a. Capital Payments –** No discussion.
 - b. Treasurer’s Report – March 31, 2011 –** No discussion.
 - c. Treasurer’s Report – April 30, 2011 –** No discussion.
 - d. Appointment of Personnel –** No discussion.
 - e. 2011 Chancellor’s/Trustees’ Award for Excellence in Classified Service –** No discussion.
 - f. 2011 Chancellor’s/Trustees’ Award for Excellence in Faculty Service –** No discussion.

- g. **2011 Chancellor's/Trustees' Award for Excellence in Professional Service** – No discussion.
- h. **2011 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities** – No discussion.
- i. **2011 Chancellor's/Trustees' Award for Excellence in Teaching – Sophia Georgiakaki** – No discussion.
- j. **2011 Chancellor's/Trustees' Award for Excellence in Teaching – Melissa Schmidt** – No discussion.
- k. **2011 Trustees' Award for Excellence in Adjunct Teaching** – No discussion.
- l. **2011 Friend of the College Award – Beverly Baker** – Mr. Schlather stated that Trustees Baker and Raynor are truly heroes and have served the College and the greater community, which is also what we are all about, with passion, integrity, and have done it in a way that has set the bar very high. He said other Trustees can hope to approach his/her duties with as much skill, determination, humility, and professionalism. Ms. Baker said it was truly an honor and privilege to have been able to serve and is extremely proud of the College, its management, and great leadership.
- m. **2011 Friend of the College Award – William Raynor** – Mr. Raynor said that throughout his life his priorities were always family, work, and service, and in each of those priorities, education has played a large part. He said it has been a great honor and extraordinary privilege to serve the College and community. He said it is easy to serve when you have a passion, belief, and vision for the service that is being provided and thanked the Board for the opportunity to serve.
- n. **Wine Marketing Certificate Program** – Provost Conners provided brief information on this program during his report.
- o. **In Appreciation of Louis Battisti** – No discussion.
- p. **In Appreciation of Robert Cornelius** – No discussion.
- q. **In Appreciation of Mary Gilbert** – No discussion.
- r. **In Appreciation of Karen Hannan** – No discussion.
- s. **In Appreciation of Jim Hull** – No discussion.
- t. **In Appreciation of Candy Janke** – No discussion.
- u. **In Appreciation of Steve Massey-Crouch** – No discussion.
- v. **In Appreciation of Carol Morris** – No discussion.
- w. **In Appreciation of Pat Rueb** – No discussion.
- x. **In Appreciation of Randall Stewart** – No discussion.
- y. **In Appreciation of Ann Sullivan** – No discussion.
- z. **In Appreciation of Patricia Yantz** – No discussion.
- aa. **Approval of Position Description – Senior Programmer Analyst** – No discussion.
- bb. **Approval of Position Description – Foundation and Restricted Fund Accountant** – No discussion.

12. Standing Reports:

- a. **College Forum** – Ms. Hersey, co-chair of the College Forum, reported that for 2011-2012 she and Amy Edmond were re-elected as co-chairs and Tracey Brunner was re-elected as secretary. Five new members were elected by College-wide ballot which took place between 4/25 and 4/27. All members were approved and welcomed at the May 11 meeting. The College Forum hosted a meeting on May 16 for discussion/presentation on the Wine Marketing Certificate Program which was then voted on and approved unanimously by the College Forum. Dean Taetzsch reported that the proposed smoking policy has been approved by all three labor unions, the FSA, the Student Advisory Board, and the College Forum, and will be brought to the June Board meeting for action.
 - b. **Faculty Student Association** – Ms. Gonzalez was unable to be present but had sent information that the FSA had passed the 2011-2012 budget.
 - c. **Tompkins Cortland Community College Foundation, Inc.** – Dr. Dalton reported that the Executive Committee and Finance Committee held a joint meeting on Tuesday, May 17 at which the investment policies updates regarding the New York State Prudent Management of Institutional Funds Act were reviewed and discussed along with the budgets for 2011-2012. The Graduate Recognition and Reception event will be held Friday, May 20 from 7:00 – 9:00 p.m. in the gymnasium and all are invited to attend. The next meeting of the Foundation Board of Directors will be held on June 7 at 4:00 p.m. A Financial Planning Seminar will be held on June 14 from 4:30 p.m. – 6:30 p.m. in the Sprole Conference Center and there will be a panel discussion with local representatives from Alliance Bank, Cornell Pochily Investment Advisors, and the Tompkins Financial Advisors. All are invited to attend.
 - d. **Chairperson’s Report** – Chairperson Buck had no report. Ms. Northrop did mention that she would be sending out the evaluation document for President Haynes. This evaluation will be done through Survey Monkey. The results will be compiled to be discussed at the June meeting.
 - e. **Liaison Report (Cortland County)** – No report.
 - f. **Liaison Report (Tompkins County)** – No report.
 - g. **Student Trustee’s Report** – No report.
 - h. **President’s Report** – President Haynes spoke to his written report and mentioned that we hope to schedule the September Board meeting to be held at the new Cortland Extension Center.
- 12.1 Executive Session for Discussion of a Personnel Matter (no action to be taken):** Mr. Raynor moved that the meeting convene in executive session for discussion of a personnel matter with no action to be taken; seconded by Mr.

Daniels; carried unanimously. The meeting convened into executive session at 8:14 p.m.

The meeting reconvened in regular session at 8:34 p.m.

13. Upcoming Events: Ms. Northrop asked that all Board members let her know whether or not they will be in attendance at commencement on May 26, 2011. Chairperson Buck mentioned all of the events happening next week.

14. Adjournment: Mr. Daniels moved that the meeting be adjourned; seconded by Mr. Schlather; carried unanimously. The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Cathy A. Northrop
Clerk of the Board of Trustees

To: Board of Trustees

From: John R. Connors

Date: June 3, 2011

Re: June report

I am sorry that I will not be attending the June Board of Trustees meeting, since I will be attending instead the summer SUNY Chief Academic Officers meeting in Geneseo.

New Faculty Members – I am pleased to report that we have concluded both of our faculty searches successfully, with one new faculty member joining us in Fall 2011 in Mathematics and the other in English.

Our new Instructor of Mathematics, Mary Ellen Ensign, holds a B.A. from the University of Delaware and an M.S. from SUNY Cortland. She has taught at the secondary level in both the Marathon and Cortland school districts and since Fall 2007 has been an adjunct member of our faculty. She also has extensive experience in on-line tutoring systems.

Joining us as Assistant Professor of English will be Dr. Jose Rodriguez. Dr. Rodriguez earned his B.A., B.S., and M.S. from the University of Texas – Pan American and in May 2011 received his Ph.D. in Creative Writing from Binghamton University. He has taught a variety of courses in writing and literature at both of those institutions, and his poetry and non-fiction writings have been published extensively. He has also received numerous prizes for his poetry.

TO: TC3 Board of Trustees

FROM: Walter Poland, Vice President for Global Initiatives

DATE: June 10, 2011

SUBJECT: Global Initiatives Report to the Board of Trustees for June

- Summer 2011 Global Connections has begun. 132 students from 10 Partners in 5 countries arrived on June 29th and started classes on Wednesday, June 1st. (Dominican Republic, Colombia, Spain, Honduras, Turkey)
- The Summer 2011 Intensive ESL Institute participants will arrive on Saturday, June 11th and start the Institute on Monday, June 13th. There will be 55 faculty from 4 partner universities in Colombia and Turkey.
- Disney: There will be two arrives dates, July 10th and August 7th with 32 and 30 students arriving on their respective dates. These students come from 9 partners in 5 countries. (Dominican Republic, Spain, Colombia, Honduras, Ecuador). DS2019's are currently in the process of being prepared and sent via Fed Ex to the respective participants through their universities.
- Study Abroad:
China – 6 students traveled with Professor T.G. Imo
Costa Rica – 12 students traveled with Associate Professor Kelly Wessell and Professor Carol Morris
- Red Mutis Consortium will be meeting at TC3 from June 29th through July 1st. Discussions and activities are planned to include TC3, Cornell, Ithaca College and RIT. Also, they will have opportunity to further experience this region of New York State.

TOMPKINS CORTLAND COMMUNITY COLLEGE
Human Resources Updates - Status of Open Positions
as of June 7, 2011

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Instructor of English	August 2011	November 2010	Review to begin 1/19/10	Offer in progress
Counselor Part-time, temporary 10-12 hours/week	August 2011	May 10, 2011	Until position filled	Reviewing applications

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Project Assistant, FT, temp.	External Programs	June 1, 2011	Hired Stephanie Hagin 6/1/11
Project Assistant, FT, temp.	Admissions	June 20, 2011	Accepting applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of June 7, 2011

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.		
Faculty Association Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	Faculty Association agree to extend time requirement while waiting for a response from Tompkins County.
PAA		
PAA Membership	MedCo – change in prescription program changed copays, limits on quantities delivered.	PAA requested a waiver to time requirement to move to Stage 3 of the grievance process while waiting for response from Tompkins County.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS
JUNE 2011**

	Amount	Subtotal	Grand Total
NEW CLASSROOMS (Cortland Extension Center)			
79 51	Cxtec - Invoices 6586667,6586429 Procurve Switches (PO #28124)	\$1,380.00	
79 52	Presentation Concepts - Invoice I114141 Smartclassrooms Equipment (PO#28079)	\$40,792.00	
79 53	CDW Government - Invoices XNN3988, XNN1286 Sonicwalls (PO #28123)	\$4,399.78	
	Total NEW CLASSROOMS (CEC)	\$46,571.78	
ADMINISTRATIVE (New Master Plan)			
79 54	HOLT Architects, P.C. (PO #28056) Invoice 210098003, Design Services	\$5,284.08	
	Total ADMINISTRATIVE (New Master Plan)	\$5,284.08	
<hr/>			
	Grand Total		\$51,855.86

TOMPKINS CORTLAND COMMUNITY COLLEGE

TREASURER'S REPORT

MAY 31, 2011

TOMPKINS CORTLAND COMMUNITY COLLEGE

INDEX TO TREASURER'S REPORT

5/31/2011

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CASH AND TEMPORARY INVESTMENTS - (PAGE 3)

Our present cash in time deposits consists of \$2,897,989 in a money market savings account averaging .20% interest earnings for May and \$348,998 in savings. The maximum amount available for investment will fluctuate with a peak of \$4,400,000 available over the next six months.

ACCOUNTS RECEIVABLE - (PAGE 3)

Accounts Receivable from students of \$3,540,996 is up slightly from \$3,188,177. 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 \$829,034. The interfunds account balance of \$2,285,931 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 May 31, total expenditures amounted to \$25,983,152 or 73.4% of the 2010-2011 budget. Comparable expenditures for period two last year were \$26,546,568 or 76.7% of the 2009-2010 budget.

TOTAL REVENUES - (PAGE 7)

Revenues to date of \$29,714,180 are 83.9% of the revenue budget. Prior year revenues were \$31,726,265 or 90.3% of total budgeted revenue

CAPITAL FUNDS - (PAGE 9)

The 1994-95 Capital Construction project remaining open is the Campus Master Plan with an amended budget of \$ 7,439,572. To date, \$7,439,572 has been committed for the Campus Master Plan.

The 2000-2001 Capital Construction Budget totals \$7,071,250 for the HVAC System Replacement and Campus Master Plan Update. To date, \$7,068,658 has been committed for 2000-2001 projects.

The 2002-2009 Capital Construction Budget totals \$34,253,262. As of May 2011, \$34,253,262 has been committed.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
BALANCE SHEET
May 2011**

	Current Month <u>5/31/2011</u>	Previous Month <u>4/30/2011</u>	Previous Year <u>05/31/2010</u>
ASSETS			
Cash in Demand Deposit	\$348,998	\$360,713	\$384,146
Cash in Time Deposits	2,897,989	3,576,615	2,410,233
Petty Cash	1,730	1,730	1,730
Accounts Receivable--Students	3,540,996	3,188,177	2,860,792
Accounts Receivable--Misc.	250,806	218,518	917,331
Prepaid Expenses	(116,726)	(118,172)	(72,348)
Due From Other Funds	2,285,931	2,217,673	1,561,722
Due From Sponsor Governments	0	0	0
Due From State Governments	692,798	692,798	417,525
Due From Other Governments	\$829,034	\$787,284	\$798,183
	<u>\$10,731,556</u>	<u>\$10,925,336</u>	<u>\$9,279,314</u>
TOTAL ASSETS			
LIABILITIES AND SURPLUS			
Vouchers Payable	\$47,523	\$47,523	\$0
Payroll Liabilities	1,558,234	1,454,846	1,597,908
Student Financial Aid Liabilities	152,751	224,845	(31,613)
Accrued Liabilities	2,226,138	1,919,698	2,114,646
Due to Other Funds	49,960	49,445	11,818
Due to State Governments	0	0	0
Student Tuition Collected in Advance	(119,036)	(60,650)	(71,250)
Fund Balance	1,317,741	1,317,741	1,086,971
Revenue Over (Under) Expenditures	5,498,245	5,971,888	4,570,834
	<u>\$10,731,556</u>	<u>\$10,925,336</u>	<u>\$9,279,314</u>
TOTAL LIABILITIES AND SURPLUS			

TOMPKINS CORTLAND COMMUNITY COLLEGE
APPROPRIATIONS 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2011

	PER CENT YEAR					75.00%
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>	
Instruction						
Personal Services	9,255,973	9,271,866	7,280,124	1,991,742	78.52%	
Equipment	16,950	15,350	6,634	8,716	0.00%	
Contractual Expenses	3,647,987	3,614,041	3,430,408	183,633	94.92%	
Employee Benefits	<u>3,413,430</u>	<u>3,456,953</u>	<u>2,539,183</u>	<u>917,770</u>	73.45%	
Total Instruction	<u>16,334,340</u>	<u>16,358,210</u>	<u>13,256,349</u>	<u>3,101,861</u>	<u>81.04%</u>	
Public Service						
Personal Services	44,844	44,844	12,570	32,274	28.03%	
Equipment				0	0.00%	
Contractual Expenses	475	475	0	475	0.00%	
Employee Benefits	<u>13,008</u>	<u>12,711</u>	<u>4,399</u>	<u>8,312</u>	34.61%	
Total Public Service	<u>58,327</u>	<u>58,030</u>	<u>16,969</u>	<u>41,061</u>	<u>29.24%</u>	
Academic Support						
Personal Services	1,607,543	1,602,543	1,068,695	533,848	66.69%	
Equipment				0	0.00%	
Contractual Expenses	269,510	266,670	172,718	93,952	64.77%	
Employee Benefits	<u>507,133</u>	<u>508,717</u>	<u>373,801</u>	<u>134,916</u>	<u>73.48%</u>	
Total Academic Support	<u>2,384,186</u>	<u>2,377,930</u>	<u>1,615,214</u>	<u>762,716</u>	<u>67.93%</u>	
Libraries						
Personal Services	566,627	566,627	411,047	155,580	72.54%	
Equipment			600	(600)	0.00%	
Contractual Expenses	154,778	160,246	110,000	50,246	68.64%	
Employee Benefits	<u>178,250</u>	<u>178,019</u>	<u>143,867</u>	<u>34,152</u>	<u>80.82%</u>	
Total Libraries	<u>899,655</u>	<u>904,892</u>	<u>665,514</u>	<u>239,378</u>	<u>73.55%</u>	

APPROPRIATIONS 2010-2011 (Cont.)

PER CENT YEAR

75.00%

	<u>Original Budget</u>	<u>Original Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Student Services					
Personal Services	3,045,743	3,014,958	2,194,159	820,799	72.78%
Equipment	0	255	0	255	0.00%
Contractual Expenses	1,275,815	1,401,410	861,037	540,373	61.44%
Employee Benefits	<u>961,265</u>	<u>946,721</u>	<u>768,189</u>	<u>178,532</u>	<u>81.14%</u>
Total Student Services	<u>5,282,823</u>	<u>5,363,344</u>	<u>3,823,385</u>	<u>1,539,959</u>	<u>71.29%</u>
Maintenance and Operation of Plant					
Personal Services	2,351,855	2,353,355	1,588,072	765,283	67.48%
Equipment	19,000	6,000	999	5,001	0.00%
Contractual Expenses	1,349,492	1,350,292	669,747	680,545	49.60%
Employee Benefits	<u>763,675</u>	<u>746,775</u>	<u>558,349</u>	<u>188,426</u>	<u>74.77%</u>
Total Maintenance and Operation of Plant	<u>4,484,022</u>	<u>4,456,422</u>	<u>2,817,167</u>	<u>1,639,255</u>	<u>63.22%</u>
Institutional Support					
Personal Services	1,436,238	1,436,238	977,059	459,179	68.03%
Equipment	0	0	299	(299)	0.00%
Contractual Expenses	367,271	367,729	200,631	167,098	54.56%
Employee Benefits	<u>471,977</u>	<u>466,750</u>	<u>342,542</u>	<u>124,208</u>	<u>73.39%</u>
Total Institutional Support	<u>2,275,486</u>	<u>2,270,717</u>	<u>1,520,531</u>	<u>750,186</u>	<u>66.96%</u>
General Institutional Services					
Personal Services	1,888,891	1,893,176	1,338,158	555,018	70.68%
Equipment	104,050	119,650	8,688	110,962	0.00%
Contractual Expenses	1,069,065	986,382	445,068	541,314	45.12%
Employee Benefits	<u>609,961</u>	<u>602,053</u>	<u>476,109</u>	<u>125,944</u>	<u>79.08%</u>
Total General Institutional Services	<u>3,671,967</u>	<u>3,601,261</u>	<u>2,268,023</u>	<u>1,333,238</u>	<u>62.98%</u>
TOTAL APPROPRIATIONS	<u>35,390,806</u>	<u>35,390,806</u>	<u>25,983,152</u>	<u>9,407,654</u>	<u>73.42%</u>

2010-2011 APPROPRIATIONS
SCHEDULE OF EMPLOYEE BENEFITS

PER CENT YEAR 75.00%

	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>% Expended</u>
Retirement Incentives	280,000	280,000	223,799	0	0.00%
State Employee's Retirement	685,000	693,932	656,828	37,104	94.65%
State Teacher's Retirement	172,000	175,000	144,398	30,602	82.51%
Optional Retirement Fund	1,060,000	1,060,000	831,745	228,255	78.47%
Social Security	1,535,340	1,523,408	1,117,947	405,461	73.38%
Workers Compensation	120,000	120,000	187,008	(67,008)	155.84%
Misc Employee Benefits	130,000	130,000	83,911	46,089	64.55%
Disability Insurance	13,000	13,000	8,700	4,300	66.92%
Hospital and Medical Insurance	2,705,359	2,705,359	2,142,519	562,840	79.20%
Employee Tuition Benefits	133,000	133,000	129,372	3,628	97.27%
Life Insurance	10,000	10,000	7,815	2,185	78.15%
Vacation Benefits	60,000	60,000	45,000	15,000	75.00%
Unemployment Insurance	15,000	15,000	40,537	(25,537)	270.25%
Total Employee Benefits	<u>6,918,699</u>	<u>6,918,699</u>	<u>5,619,579</u>	<u>1,242,919</u>	<u>81.22%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
REVENUE 2010-2011
FINANCIAL REPORT FOR THE PERIOD ENDING MAY 31, 2011**

PER CENT YEAR 75.00%

	<u>Budget Adopted</u>	<u>Modified Budget</u>	<u>Realized To Date</u>	<u>To Be Realized</u>	<u>% Realized</u>
Tuition					
Fall & Spring	\$15,193,985	\$15,193,985	14,840,934	353,051	97.68%
Summer	1,159,208	1,159,208	1,050,710	108,498	90.64%
Nonresident Tuition	1,206,960	1,206,960	1,204,339	2,621	99.78%
Student Fee Revenue (Tech Fee)	1,100,000	1,100,000	1,105,886	(5,886)	100.54%
Total Tuition	<u>18,660,153</u>	<u>18,660,153</u>	<u>18,201,869</u>	<u>458,284</u>	<u>97.54%</u>
Government Appropriations					
New York State	9,140,135	9,140,135	6,834,467	2,305,668	74.77%
Local Sponsors	4,254,915	4,254,915	3,191,187	1,063,728	75.00%
Appropriated Cash Surplus			0	0	
Charges to Other Counties	<u>2,700,400</u>	<u>2,700,400</u>	<u>3,202,740</u>	<u>(502,340)</u>	<u>118.60%</u>
Total Government Appropriations	<u>16,095,450</u>	<u>16,095,450</u>	<u>13,228,394</u>	<u>2,867,056</u>	<u>82.19%</u>
Other Revenues					
Service Fees	147,700	147,700	151,155	(3,455)	102.34%
Interest Earnings	15,000	15,000	5,845	9,155	38.97%
Rental of Real Property	26,500	26,500	1,925	24,575	7.26%
Contract Courses	105,000	105,000	54,294	50,706	51.71%
Noncredit Tuition	135,000	135,000	144,013	(9,013)	106.68%
Grant Offsets	171,000	171,000	62,617	108,383	36.62%
Unclassified Revenues	<u>35,003</u>	<u>35,003</u>	<u>123,271</u>	<u>(88,268)</u>	<u>352.17%</u>
Total Other Revenues	<u>635,203</u>	<u>635,203</u>	<u>543,120</u>	<u>92,083</u>	<u>85.50%</u>
TOTAL REVENUES	<u>\$35,390,806</u>	<u>\$35,390,806</u>	<u>\$31,973,383</u>	<u>\$3,417,423</u>	<u>90.34%</u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CURRENT OPERATING FUND - CASH FORECAST
MAY 2011 TO SEPT 2011**

	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
<u>CASH BALANCE - BEGINNING OF PERIOD</u>	\$3,939,058	\$3,248,716	\$4,542,077	\$3,953,226	\$2,641,865
<u>RECEIPTS</u>					
Student Accounts Receivable	\$563,302	\$500,000	\$1,100,000	\$1,600,000	\$1,600,000
Student Financial Aid	\$25,209	\$650,000	\$900,000	\$350,000	\$350,000
Sponsor Payments	\$1,063,729	\$393,580	\$670,149	\$0	\$0
Chargebacks to Other Counties	\$281,911	\$450,000	\$200,000	\$110,000	\$110,000
State Aid		\$2,398,781		\$0	\$0
Repayment of Grant Fund Advances	\$141,820	\$50,000	\$50,000	\$100,000	\$100,000
Repayment of Capital Fund Advances				\$0	\$0
Other Receipts	<u>\$102,035</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$175,000</u>	<u>\$175,000</u>
Projected Cash Receipts	<u>\$2,178,006</u>	<u>\$4,472,361</u>	<u>\$2,950,149</u>	<u>\$2,335,000</u>	<u>\$2,335,000</u>
<u>DISBURSEMENTS</u>					
Payments to Students	\$232,478	\$140,000	\$500,000	\$85,000	\$85,000
Accounts Payable	\$885,574	\$1,250,000	\$1,250,000	\$1,500,000	\$1,500,000
Payroll and Fringe Benefits	\$1,729,992	\$1,789,000	\$1,789,000	\$1,600,000	\$1,600,000
Grant Fund Advances	\$2,600			\$10,000	\$10,000
Capital Fund Advances	<u>\$17,704</u>			<u>\$0</u>	<u>\$0</u>
Projected Cash Disbursements	<u>\$2,868,348</u>	<u>\$3,179,000</u>	<u>\$3,539,000</u>	<u>\$3,195,000</u>	<u>\$3,195,000</u>
<u>PROJECTED CASH BALANCE - END OF PERIOD</u>					
MONEY MARKET/ SAVINGS	\$3,198,714	\$4,492,075	\$3,903,224	\$3,043,226	\$1,731,865
CASH IN TIME DEPOSITS	<u>\$50,002</u>	<u>\$50,002</u>	<u>\$50,002</u>	<u>\$50,000</u>	<u>\$50,000</u>
TOTAL CASH IN TIME DEPOSITS	\$3,248,716	\$4,542,077	\$3,953,226	\$2,641,865	\$2,641,865

TOMPKINS CORTLAND COMMUNITY COLLEGE
 CAPITAL FUND SUMMARY
 FINANCIAL REPORT FOR THE PERIOD ENDING APRIL 30, 2011

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Expenditures To Date</u>	<u>Encumbrances</u>	<u>Total Committed</u>	<u>Uncommitted Budget</u>
<u>CAPITAL CONSTRUCTION 1994-95</u>						
Campus Master Plan	8,689,572	7,439,572	7,439,572	0	7,439,572	0
TOTAL	8,689,572	7,439,572	7,439,572	0	7,439,572	0
<u>CAPITAL CONSTRUCTION 2000-2001</u>						
HVAC System Replacement	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
TOTAL	5,571,250	7,071,250	7,068,658	0	7,068,658	2,592
<u>CAPITAL CONSTRUCTION 2002-2009</u>						
Administrative Costs	1,236,384	3,671,657	3,588,204	0	3,588,204	83,453
Site Improvements (Phase 1A)	1,332,100	1,854,054	1,854,054	0	1,854,054	0
Athletic Facility Construction (Phase 1B)	15,546,945	15,854,487	15,664,691	0	15,664,691	189,796
Interior Renovations (Phase 2A)	2,411,195	2,531,654	2,531,654	0	2,531,654	0
Interior Renovations (Phase 2B)	5,667,505	6,485,024	6,485,024	0	6,485,024	0
Interior Renovations (Phase 2C)	2,307,885	2,419,883	2,419,048	0	2,419,048	835
Office Renovations	135,395	137,113	137,113	0	137,113	0
Field Irrigation/Water Conservation	177,000	246,701	246,750	0	246,750	-49
Furniture Fixtures & Equipment	1,452,803	1,452,803	1,471,398	0	1,471,398	-18,595
TOTAL	30,267,212	34,653,376	34,397,936	0	34,397,936	171,987
CLASSROOM PROJECT 2008-2009	2,000,000	2,000,000	1,325,423	0	1,325,423	674,577
ELECTRICAL PANEL PROJECT 2009-2010	1,600,000	606,000	370,087	0	370,087	235,913

CAPITAL CASH SUMMARY

CASH BALANCE - MAY 1, 2011

Campus Master Plan Money Market	51,335
Cash in time Deposits	1,238,928

\$1,290,263

CASH RECEIPTS

County Payment - Campus Master Plan	0
State Aid	0
Reimburse from interfunds	0
Investment Income - Savings	0
Investment Income - CMP	8
Chargeback Revenue	44,178

\$44,186

DISBURSEMENTS

Athletic Facility	
Savings Reimburse Advance from Operat	0
Debt Service Payment	0
MM Reimburse Advane from Oper	0
HVAC Replacement	0
Campus Master Plan	0
	0

CASH BALANCE -MAY 31, 2011

Campus Master Plan Money Market	51,343
Cash in Time Deposits	1,283,106

\$1,334,449

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-59**

ADOPTION OF THE PROPOSED 2011-2012 OPERATING BUDGET

WHEREAS, a proposed operating budget for Tompkins Cortland Community College for the fiscal year September 1, 2011 through August 31, 2012 has been presented to the Board of Trustees of Tompkins Cortland Community College pursuant to Section 6306 of the Education Law, be it therefore

RESOLVED, that an operating budget in the amount of \$35,906,257 for the fiscal year September 1, 2011 through August 31, 2012 is adopted pursuant to Section 6306 of the Education Law, and be it further

RESOLVED, that the Clerk of the Board of Trustees will forward certified copies of the resolution to the Cortland County Legislature, the Tompkins County Legislature, and the State University of New York for their approval.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** 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 16th day of June 2011 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College



Tompkins Cortland Community College 2011- 2012 Proposed Operating Budget



**Operating
Budget
Proposal**

2011-2012

Board of Trustees

Roxann Buck, Chair

Beverly Baker

Kay Breed

Elizabeth Burns

Ray Dalton

John Daniels

Judy Davison

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Camille Gonzolas, Student Trustee

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May 2011

Board Liaisons

Michael Lane

John Troy

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HIGHLIGHTS

Appropriations

The College's proposed spending plan for 2011-2012 is 1.5% greater than the approved 2010-2011 budget, which increased by 2.2% over the preceding year. Personnel and fringe benefits comprise 76.6% of the College's budget. There are expenditures for equipment amounting to \$100,000 or about .3% of total appropriations. Contractual expenses of \$8,312,150 are increasing by 2.2% and comprise 23.2% of the College operating budget.

Personnel Services

Total wages show a decrease of 3.1% over the prior year. This reduction is due to retirements, layoffs and non-renewals in 2010-2011. The amount budgeted for personnel service accommodates the College's anticipated commitments for wage increases.

Equipment

The College would like to reach a goal of 2% of its operating budget to support equipment needs. Currently \$100,000 (.3% of the operating budget) is committed for equipment in the 2011-2012 budget. Additional funding for equipment will be available from the TC3 Foundation.

Contractual Expenses

The 2011-2011 contractual expenses will increase by \$177,757 or 2.2% from the prior year level. The increase in spending is primarily due to increase in Disney and Concurrent Enrollment programs.

Employee Benefits

The budgeted costs for employee benefits are increasing by \$1,003,833 or 14.5% in 2011-2012. The increase is attributable to a substantial increase in State Retirement system costs , retirement incentives as well as increased health insurance costs.

Revenues

Basic State aid per FTE for 2011-2012 will be \$2,122 per FTE, which is a cut of \$138 from \$2,260 in 2010-2011. The College has experienced a total decrease of 20.7% in the basic state aid rate over the past two years. The projected enrollment for 2010-2011 is 4,071 and the projection for 2011-2012 is 4,158. We are proposing a \$190 increase in full-time tuition (\$3,950/year) and a \$4 per credit hour increase in part-time tuition (\$143/credit). The total increase projected for tuition and fee revenue of \$888,625 or 5.07% is driven by enrollment as well as the tuition rate increases. The number of out of county students is projected to increase from 1,570 budgeted in 2010-2011 to 1,650 FTE's for 2011-2012.

**ANALYSIS OF BUDGET CHANGES
APPROPRIATIONS AND REVENUES**

APPROPRIATIONS BY FUNCTION	ACTUAL 2009-2010	BUDGET 2010-2011	COLLEGE REQUEST 2011-2012	2010-2011 BUDGET VERSUS 2011-2012 REQUEST	
				INCREASE (DECREASE)	PERCENT VARIANCE
Instruction	\$16,080,713	\$16,103,981	\$16,922,724	\$818,743	5.08%
Public Service	56,445	60,680	25,656	(\$35,024)	-57.72%
Academic Support	2,310,295	2,472,115	2,509,936	\$37,821	1.53%
Library	882,398	915,502	777,789	(\$137,713)	-15.04%
Student Service	5,453,476	5,364,873	5,492,668	\$127,795	2.38%
Operation and Maintenance of Plant	4,126,116	4,525,972	4,370,037	(\$155,935)	-3.45%
Institutional Support	2,196,402	2,266,429	2,362,894	\$96,465	4.26%
General Institutional Services	3,460,831	3,681,254	3,444,552	(\$236,702)	-6.43%
Total Appropriations	\$34,566,676	\$35,390,806	\$35,906,257	\$515,451	1.46%
APPROPRIATIONS BY OBJECT OF EXPENSE					
Personal Services	\$19,850,125	\$20,197,714	\$19,571,575	(\$626,139)	-3.10%
Equipment	\$314,856	\$140,000	\$100,000	(40,000)	-28.57%
Contractual Expenses	\$7,847,034	\$8,134,393	\$8,312,150	177,757	2.19%
Employee Benefits	6,554,661	6,918,699	7,922,532	1,003,833	14.51%
Total Appropriations	\$34,566,676	\$35,390,806	\$35,906,257	\$515,451	1.46%
REVENUES					
Tuition/Fees	\$17,570,247	\$17,517,375	\$18,406,000	\$888,625	5.07%
New York State	9,493,064	10,122,216	8,922,342	(1,199,874)	-11.85%
Local Sponsors	4,254,915	4,254,915	4,254,915	0	0.00%
Appropriated Cash Surplus	0	0	0	0	0.00%
Charges to Other Counties	3,359,477	2,861,100	3,729,000	867,900	30.33%
Other Revenues	119,372	635,200	594,000	(41,200)	-6.49%
Total Revenues	\$34,797,075	\$35,390,806	\$35,906,257	\$515,451	1.46%

INSTRUCTION

Instruction expenses are budgeted to increase \$818,743 or 5.1%.

Personal Services and Employee Benefits

Personal Services and Employee Benefits comprise 61% of the overall increase in the Instructional area, which reflects staffing reductions, contractual wage increases and expected health insurance and retirement increases.

Equipment

There is \$10,000 budgeted for equipment in the instructional area of the budget.

Contractual Expenses

Contractual expense increases are primarily due to the concurrent enrollment and global programs.

PUBLIC SERVICE

Public Service Personal Services and Employee Benefit expenses are budgeted to decrease \$35,024 or (58)%. This is due to moving the Director of Student Activities salary completely to Student Activities Department budget.

ACADEMIC SUPPORT

Academic Support expenses are budgeted to increase \$37,821 or 1.5%

Personal Services and Employee Benefits

Personal Services and Employee Benefits are increasing by \$27,286. This increase reflects staffing reductions, contractual wage increases and expected health insurance and retirement increases.

Equipment

The equipment request of \$41,000 is primarily for computer upgrades and replacement items across campus classrooms.

Contractual Expenses

Contractual expenses are increasing \$13,935, or 5.2%.

LIBRARIES

Library expenses are budgeted to decrease \$137,713 or 15%.

Personal Services and Employee Benefits

Personal Services and Employee Benefits is decreasing \$144,078 which reflects staff retirements and reassignment.

Equipment

There are no additional equipment requests from library support services.

Contractual Expenses

Contractual expenses in the Library are increasing by \$6,365 or 4.1%.

BUDGET REQUIREMENTS

APPROPRIATIONS	ACTUAL 2009-2010	BUDGET 2010-2011	COLLEGE REQUEST 2011-2012	2010-2011 BUDGET VERSUS 2011-2012 REQUEST	
				INCREASE (DECREASE)	PERCENT VARIANCE
Instruction					
Personal Services	\$9,425,360	\$9,255,973	\$9,198,818	(\$57,155)	-0.62%
Equipment	\$31,556	\$29,400	\$10,000	(19,400)	-65.99%
Contractual Expenses	\$3,486,998	\$3,647,987	\$3,990,248	342,261	9.38%
Employee Benefits	3,136,799	3,170,621	3,723,658	553,037	17.44%
Total Instruction	16,080,713	16,103,981	16,922,724	818,743	5.08%
Public Service					
Personal Services	42,350	44,844	\$17,925	(26,919)	-60.03%
Equipment	0	0		0	0.00%
Contractual Expenses	0	475	475	0	0.00%
Employee Benefits	14,095	15,361	7,256	(8,105)	-52.76%
Total Public Service	56,445	60,680	25,656	(35,024)	-57.72%
Academic Support					
Personal Services	1,491,661	1,607,543	1,555,734	(51,809)	-3.22%
Equipment	84,410	44,400	41,000	(3,400)	-7.66%
Contractual Expenses	237,794	269,510	283,445	13,935	5.17%
Employee Benefits	496,430	550,662	629,757	79,095	14.36%
Total Academic Support	2,310,295	2,472,115	2,509,936	37,821	1.53%
Libraries					
Personal Services	533,598	566,627	438,957	(127,670)	-22.53%
Equipment	0	0	0	0	0.00%
Contractual Expenses	171,216	154,778	161,143	6,365	4.11%
Employee Benefits	177,584	194,097	177,689	(16,408)	-8.45%
Total Libraries	\$882,398	\$915,502	\$777,789	(\$137,713)	-15.04%

STUDENT SERVICES

Student Services are budgeted to increase \$127,795 or 2.4%.

Personal Services and Employee Benefits

Personal Services and Employee Benefits are increasing by \$109,554. This increase reflects staffing reductions, contractual wage increases and expected health insurance and retirement increases.

Contractual Expenses

Contractual expenses are increasing \$18,241 or 1.4%.

MAINTENANCE AND OPERATION OF PLANT

Maintenance and Operation of Plant expenses are budgeted to decrease \$155,935 or 3.5%.

Personal Services and Employee Benefits

The decrease of personal services reflects layoffs and unfilled vacancies.

Equipment

No additional equipment has been requested.

Contractual Expenses

Budgeted contractual expenses are decreasing \$130,636 or 9.7%. This decrease is primarily related to utilities and maintenance contracts.

GENERAL ADMINISTRATION

General Administration expenses are budgeted to increase \$96,465 or 4.3%.

Personal Services and Employee Benefits

Personal Services and Employee Benefits are increasing by \$98,855. This increase reflects staffing reductions, contractual wage increases and expected health insurance and retirement increases.

Equipment

No additional equipment has been requested.

Contractual Expenses

Contractual expenses in the administrative area are decreasing \$2,390 or .7%.

GENERAL INSTITUTIONAL SERVICES

General Institutional Services are budgeted to decrease \$236,702 or 6.4%.

Personal Services and Employee Benefits

Decrease of \$171,408 in Personal Services and Employee Benefits is primarily due to layoffs and eliminated positions.

Equipment

Equipment expenditures of \$49,000 are for computer equipment replacement .

Contractual Expenses

Budgeted contractual expenses in the area of General Institutional Services are decreasing by \$70,019 or 6.6%.

BUDGET REQUIREMENTS (CONTINUED)

APPROPRIATIONS	ACTUAL 2009-2010	BUDGET 2010-2011	COLLEGE REQUEST 2011-2012	2010-2011 BUDGET VERSUS 2011-2012 REQUEST	
				INCREASE (DECREASE)	PERCENT VARIANCE
Student Services					
Personal Services	\$2,996,303	\$3,045,743	\$2,988,767	(\$56,976)	-1.87%
Equipment	4,614	0	0	0	0.00%
Contractual Expenses	1,455,376	1,275,815	1,294,056	18,241	1.43%
Employee Benefits	997,183	1,043,315	1,209,845	166,530	15.96%
Total Student Services	5,453,476	5,364,873	5,492,668	127,795	2.38%
Maintenance and Operation of Plant					
Personal Services	2,243,297	2,351,855	2,243,157	(108,698)	-4.62%
Equipment	24,200	19,000	0	(19,000)	-100.00%
Contractual Expenses	1,112,040	1,349,492	1,218,856	(130,636)	-9.68%
Employee Benefits	746,579	805,625	908,024	102,399	12.71%
Total Maintenance and Operation of Plant	4,126,116	4,525,972	4,370,037	(155,935)	-3.45%
General Administration					
Personal Services	1,346,513	1,414,927	1,422,599	7,672	0.54%
Equipment	3,701	0	0	0	0.00%
Contractual Expenses	398,063	366,821	364,431	(2,390)	-0.65%
Employee Benefits	448,125	484,681	575,864	91,183	18.81%
Total General Administration	2,196,402	2,266,429	2,362,894	96,465	4.26%
General Institutional Services					
Personal Services	1,771,043	1,910,202	1,705,618	(204,584)	-10.71%
Equipment	166,375	47,200	49,000	1,800	3.81%
Contractual Expenses	985,547	1,069,515	999,496	(70,019)	-6.55%
Employee Benefits	537,866	654,337	690,438	36,101	5.52%
Total General Institutional Services	\$3,460,831	\$3,681,254	\$3,444,552	(\$236,702)	-6.43%
TOTAL APPROPRIATIONS	\$34,566,676	\$35,390,806	\$35,906,257	\$515,451	1.46%

TUITION

Full-time tuition will increase \$190 to \$3,950 and part-time tuition will increase \$4 per credit hour to \$143 per credit hour. Enrollment is budgeted at 4,158 FTEs, which is 87 FTE's higher than our projections for 2010-2011 enrollment. This is an approximately 2% increase in enrollment. In total we expect tuition and fee revenue to increase by \$888,625 or 5.07% .

GOVERNMENT APPROPRIATIONS

New York State Operating Assistance

Total budgeted State aid is \$1,199,874 less than the 2010-2011 budget. Total State aid for 2011-2012 represents 25.3% of net appropriations, which is comparable to 26.3% in 2010-2011 and 27.7% in 2009-2010. The State Aid rate for 2011-2012 of \$2,122 is a \$138/FTE cut from prior year budgeted state aid.

Local Sponsors

No increase in sponsor funding is being requested with the 2011-2012 operating budget. The sponsor support level for 2011-2012 will be 12.05% of the total net operating budget compared to 12.24% in 2010-2011 and 12.42% in 2009-2010. Student revenues for the purpose of this calculation amount to 52.1% of our 2011-2012 operating budget request.

Appropriated Cash Surplus

There will be no appropriation from cash surplus in the 2011-2012 budget. Current projections indicate that there will be little if any additional surplus generated for the fiscal year ended August 31, 2011

Charges to Other Counties

Our projected chargeback rate of \$2,260 for 2011-2012 is an increase from \$2,000 in 2010-2011.

OTHER REVENUES

Other revenues are decreasing \$41,200 or (6.5)% from the 2010-2011 budget based on projected decreases in non-credit tuition and investment income revenue.

BUDGET REQUIREMENTS (CONTINUED)

BUDGET RESOURCES	ACTUAL 2009-2010	BUDGET 2010-2011	COLLEGE REQUEST 2011-2012	2010-2011 BUDGET VERSUS 2011-2012 REQUEST	
				INCREASE (DECREASE)	PERCENT VARIANCE
Tuition					
Fall & Spring	\$13,718,824	\$14,138,668	\$14,894,018	\$755,350	5.34%
Summer	1,055,469	1,165,224	1,226,982	61,758	5.30%
Nonresident Tuition	1,284,266	1,143,040	1,185,000	41,960	3.67%
Student Fee Revenue	1,088,892	1,070,443	1,100,000	29,557	2.76%
Total Tuition	\$17,147,451	\$17,517,375	\$18,406,000	\$888,625	5.07%
Government Appropriations					
New York State	\$9,492,509	\$10,122,216	\$8,922,342	(\$1,199,874)	-11.85%
Local Sponsors	4,254,915	4,254,915	4,254,915	0	0.00%
Appropriated Cash Surplus	0	0	0	0	0.00%
Charges to Other Counties	3,359,477	2,861,100	3,729,000	867,900	30.33%
Total Government Appropriations	\$17,106,901	\$17,238,231	\$16,906,257	(\$331,974)	-1.93%
Other Revenues					
Service Fees	\$163,478	\$147,700	\$134,500	(\$13,200)	-8.94%
Interest Earnings	8,436	15,000	7,000	(8,000)	-53.33%
Rental of Real Property	4,480	26,500	26,500	0	0.00%
Contract Courses	103,491	105,000	105,000	0	0.00%
Noncredit Tuition	155,827	135,000	120,000	(15,000)	-11.11%
Grant Offsets	131,050	171,000	151,000	(20,000)	-11.70%
Unclassified Revenues	(24,054)	35,000	50,000	15,000	42.86%
Total Other Revenues	\$542,708	\$635,200	\$594,000	(\$41,200)	-6.49%
Total Revenues	\$34,797,060	\$35,390,806	\$35,906,257	\$515,451	1.46%

TABLE I

EMPLOYEE BENEFITS	ACTUAL 2009-2010	BUDGET 2010-2011	COLLEGE REQUEST 2011-2012	2010-2011 BUDGET VERSUS 2011-2012 REQUEST	
				INCREASE (DECREASE)	PERCENT VARIANCE
Retirement Incentives	71,144	280,000	350,000	70,000	25.00%
State Employee's Retirement	606,249	685,000	1,054,138	369,138	53.89%
State Teacher's Retirement	141,831	172,000	205,685	33,685	19.58%
Optional Retirement Fund	1,097,226	1,060,000	1,177,550	117,550	11.09%
Social Security	1,478,559	1,535,340	1,539,787	4,447	0.29%
Workers Compensation	120,856	120,000	130,000	10,000	8.33%
Misc Employee Benefits	124,765	130,000	130,000	0	0.00%
Hospital and Medical Insurance	2,691,292	2,705,359	3,052,372	347,013	12.83%
Employee Tuition Benefits	164,423	133,000	165,000	32,000	24.06%
Accrued Vacation Benefits	55,000	60,000	60,000	0	0.00%
Disability Insurance	11,415	13,000	13,000	0	0.00%
Life Insurance	10,767	10,000	10,000	0	0.00%
Unemployment Insurance	47,775	15,000	35,000	20,000	133.33%
Total Employee Benefits	\$6,621,302	\$6,918,699	\$7,922,532	\$1,003,833	14.51%

Retirement

Reflects a large increase in State Retirement system contributions for 2011-2012.

Hospital and Medical

Budgeting an overall 6% increase in health insurance costs over 2010-2011.

Employee Tuition Benefits

Reflects current level of employee participation.

Social Security

Social Security remains level due to staffing reductions in 2010-2011

Retirement Incentives

Increase in retirement incentives is due to the large number of retirees in 2010-2011.

TABLE II
REVENUE HISTORY

STUDENT TUITION (This includes Technology Fee revenue)

YEAR	STUDENT REVENUE	% OF NET REVENUE	FULL-TIME PER FTE	PART-TIME PER CREDIT	\$ Increase/FTE Full-time	Increase %	10 yr avg
02-03	\$7,857,034	39.1%	\$2,680	\$104.00	\$80	3.08%	
03-04	\$8,331,954	39.2%	\$2,800	\$110.00	\$120	4.48%	
04-05	\$9,462,200	42.3%	\$2,950	\$115.00	\$150	5.36%	
05-06	\$11,726,878	47.4%	\$3,100	\$120.00	\$150	5.08%	
06-07	\$12,812,400	47.3%	\$3,200	\$124.00	\$100	3.23%	
07-08	\$13,924,159	47.2%	\$3,325	\$128.00	\$125	3.91%	
08-09	\$15,440,297	47.8%	\$3,440	\$132.00	\$115	3.46%	
09-10	\$17,147,450	50.1%	\$3,580	\$135.00	\$140	4.07%	
10-11B	\$17,517,375	50.4%	\$3,760	\$139.00	\$180	5.03%	
11-12P	\$18,406,000	52.1%	\$3,950	\$143.00	\$190	5.05%	4.27%

STATE AID

YEAR	GROSS	% OF NET PER FTE	% OF NET REVENUE	\$ Increase/FTE State Aid	Increase %	10 yr avg
02-03	\$6,137,185	\$2,104	32.6%	\$48	2.35%	
03-04	\$6,743,130	\$2,340	31.4%	\$236	11.21%	
04-05	\$6,813,150	\$2,198	30.5%	-\$142	-6.08%	
05-06	\$7,271,760	\$2,350	29.4%	\$152	6.93%	
06-07	\$8,048,925	\$2,525	29.7%	\$175	7.45%	
07-08	\$8,695,875	\$2,675	29.5%	\$150	5.94%	
08-09	\$9,425,953	\$2,675	29.2%	\$0	0.00%	
09-10	\$9,492,509	\$2,545	27.7%	-\$130	-4.86%	
10-11B	\$10,122,216	\$2,260	29.1%	-\$285	-11.20%	
11-12P	\$8,922,342	\$2,122	24.4%	-\$138	-6.11%	0.56%

SPONSOR CONTRIBUTION

	SPONSOR	CHARGES TO	% OF NET*	CHARGEBACK	Increase	Increase	10 yr avg
02-03	\$3,431,250	\$1,176	\$1,544,629	28.4%	\$1,880	\$0	0.00%
03-04	\$3,431,250	\$1,161	\$1,629,600	27.2%	\$1,940	\$0	0.00%
04-05	\$3,431,250	\$1,107	\$1,764,000	27.3%	\$1,960	\$0	0.00%
05-06	\$3,568,500	\$1,147	\$2,169,507	26.0%	\$2,000	\$137,250	4.00%
06-07	\$3,746,925	\$1,175	\$2,508,000	27.2%	\$2,290	\$178,425	5.00%
07-08	\$3,934,271	\$1,140	\$2,724,000	26.6%	\$2,350	\$187,346	5.00%
08-09	\$4,130,995	\$1,139	\$3,327,229	26.2%	\$2,400	\$196,724	5.00%
09-10	\$4,254,915	\$1,073	\$3,359,477	26.9%	\$2,390	\$123,920	3.00%
10-11B	\$4,254,915	\$1,045	\$2,861,100	22.5%	\$2,000	\$0	0.00%
11-12P	\$4,254,915	\$1,023	\$3,729,000	22.7%	\$2,260	\$0	0.00%

*This column includes Gross Sponsor Contribution , Charges to Other Counties and Non Resident tuition

TABLE III

**COST PER FTE
TC3 AND SUNY COMMUNITY COLLEGES**

Year	FTE TC3	Expenditures Gross TC3	Gross Cost		Gross Cost Per FTE		Expenditures Net TC3	Net Cost	
			Per FTE TC3	% Change	SUNY Comm. Colleges	% Change		Per FTE TC3	% Change
90-91	2,035	\$10,310,256	\$5,066	(1.0)	\$5,203	2.3	\$9,780,355	\$4,806	(1.4)
91-92	2,125	\$11,292,888	\$5,315	4.9	\$5,650	8.6	\$10,708,786	\$5,040	4.9
92-93	2,033	\$12,155,065	\$5,979	12.5	\$5,782	2.3	\$11,795,089	\$5,802	15.1
93-94	2,303	\$13,016,195	\$5,652	(5.5)	\$6,107	5.6	\$12,548,748	\$5,449	(6.1)
94-95	2,294	\$13,888,337	\$6,054	7.1	\$6,490	6.3	\$13,386,108	\$5,836	7.1
95-96	2,104	\$13,771,002	\$6,545	8.1	\$6,452	(0.6)	\$13,272,525	\$6,308	8.1
96-97	2,003	\$13,995,466	\$6,986	6.7	\$6,702	3.9	\$13,464,368	\$6,721	6.5
97-98	2,086	\$14,511,364	\$6,957	(0.4)	\$6,865	2.4	\$13,911,448	\$6,669	(0.8)
98-99	2,211	\$15,296,547	\$6,919	(0.5)	\$7,156	4.2	\$14,425,063	\$6,525	(2.2)
99-00	2,325	\$16,124,021	\$6,935	0.2	\$7,324	2.3	\$15,394,545	\$6,621	1.5
00-01	2,378	\$17,361,414	\$7,300	5.3	\$7,460	1.9	\$16,569,275	\$6,967	5.2
01-02	2,637	\$18,424,400	\$6,987	(4.3)	\$7,392	(0.9)	\$17,590,284	\$6,670	(4.3)
02-03	2,917	\$20,689,720	\$7,093	1.5	\$7,459	0.9	\$19,624,493	\$6,728	0.9
03-04	2,955	\$22,580,000	\$7,641	9.4	\$7,801	4.6	\$21,231,950	\$7,185	7.7
04-05	3,100	\$23,354,350	\$7,534	(1.4)	\$8,120	4.1	\$22,048,849	\$7,113	(1.0)
05-06	3,110	\$25,389,946	\$8,164	8.4	\$8,469	4.3	\$24,727,988	\$7,951	11.8
06-07	3,189	\$27,641,821	\$8,668	6.2	\$8,913	5.2	\$27,008,457	\$8,469	6.5
07-08	3,451	\$29,964,194	\$8,683	0.2	\$9,066	1.7	\$29,168,050	\$8,452	(0.2)
08-09	3,626	\$32,280,306	\$8,902	2.5	\$9,028	(0.4)	\$31,593,228	\$8,713	3.1
09-10	3,967	\$34,566,676	\$8,712	(2.1)	\$8,739	(3.2)	\$33,887,749	\$8,542	(2.0)
10-11PA	4,071	\$34,503,298	\$8,475	(2.7)			\$33,909,298	\$8,329	(2.5)
11-12B	4,158	\$35,906,257	\$8,635	1.9					

PA-Projected Actual

B-Budgeted

Net Expenditures=Gross Expenditures - Other Revenues

SUNY represents 30 upstate community colleges

Chart I

Student Enrollment Full-Time Equivalent (FTE)

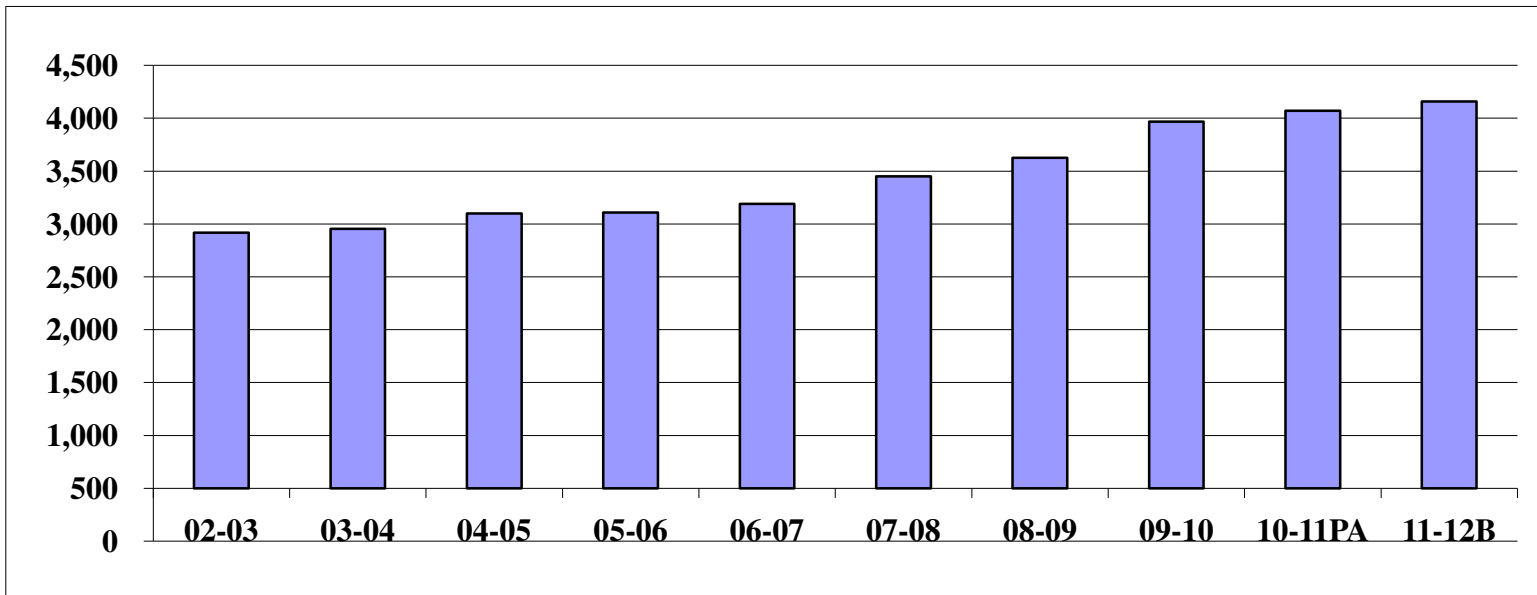


Chart II

2011-2012 Percent Gross Revenues By Source

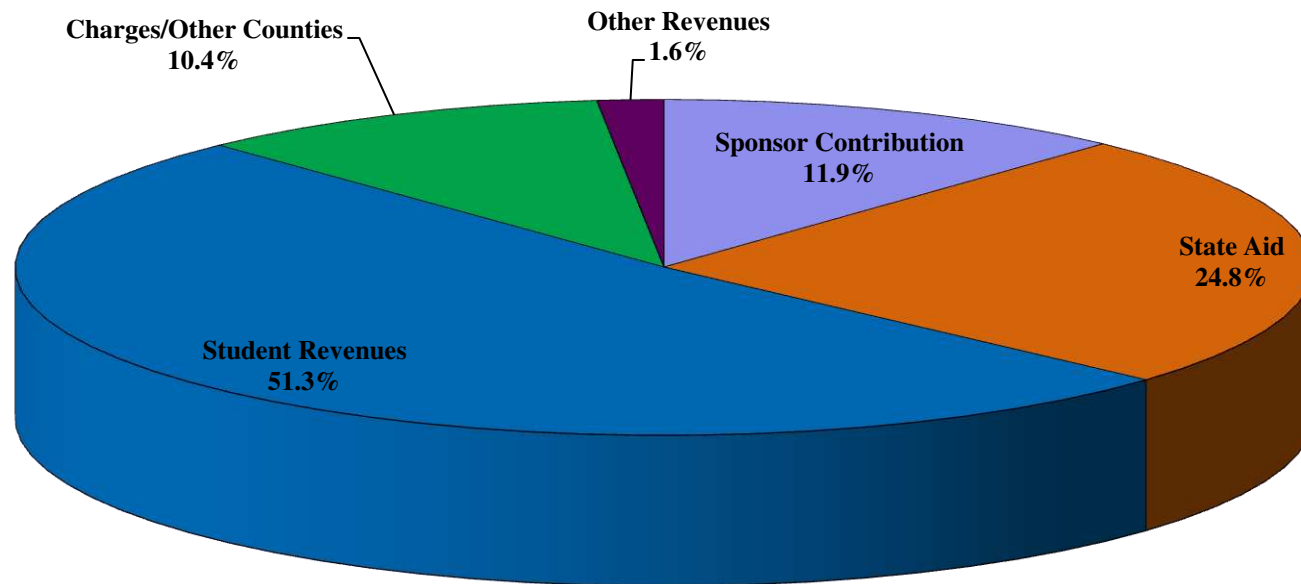


Chart III

2011-2012 Percent Net Revenues* By Source

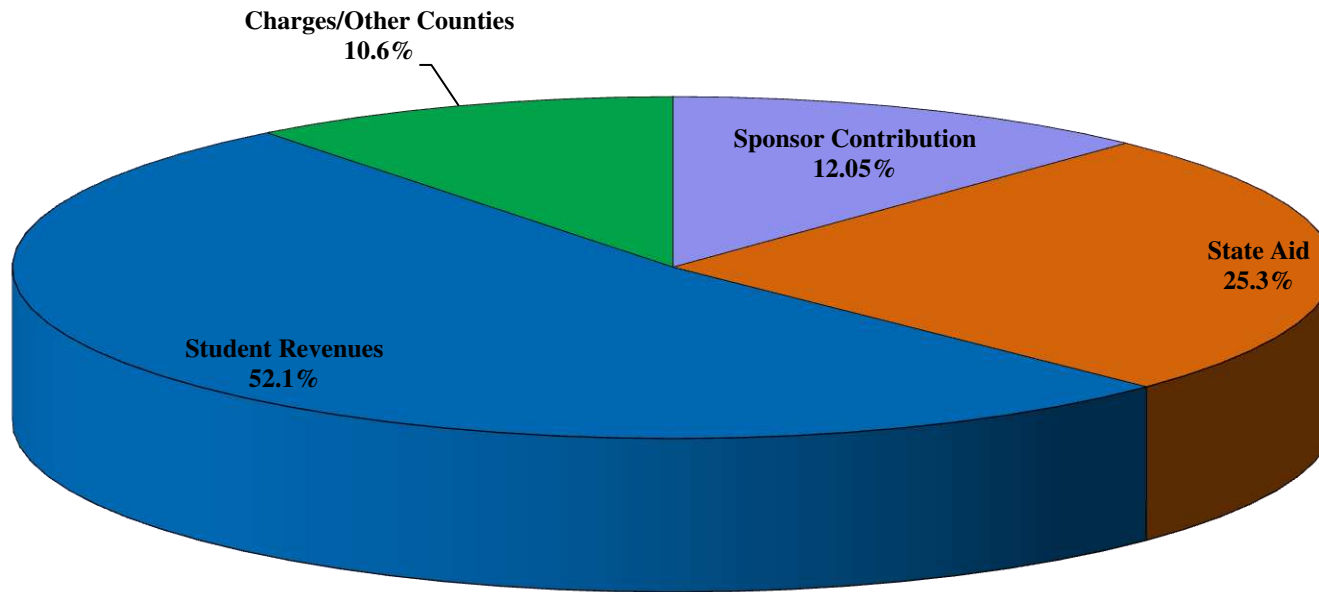
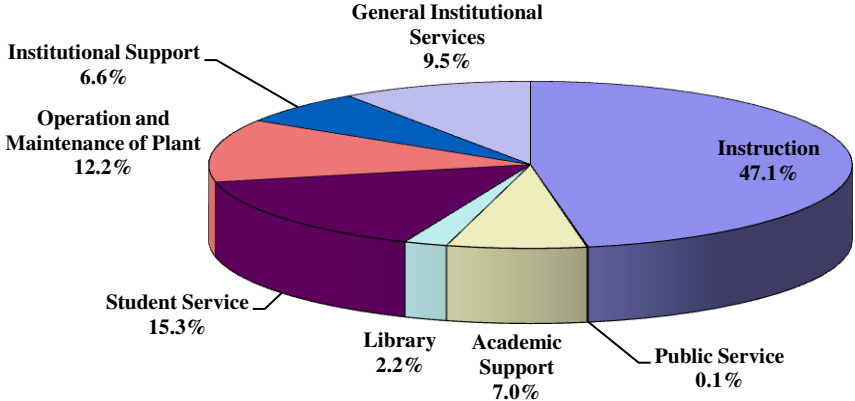


Chart IV

Appropriations - Percent by Object

2011-2012



2010-2011

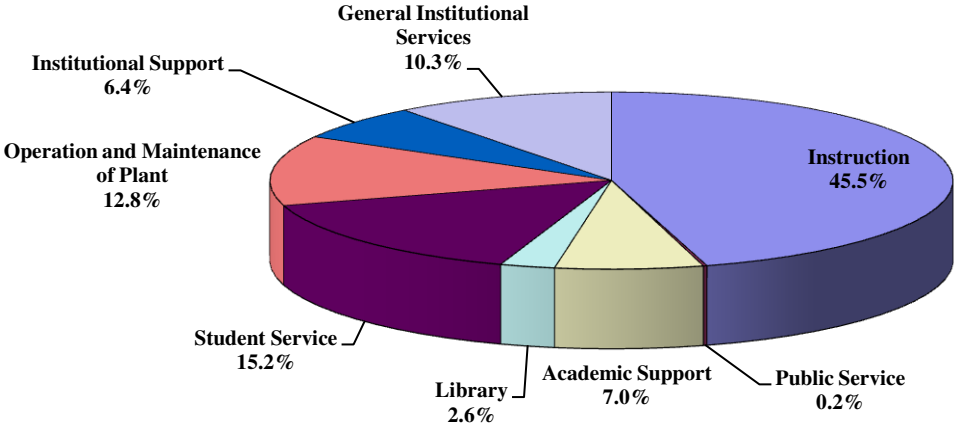
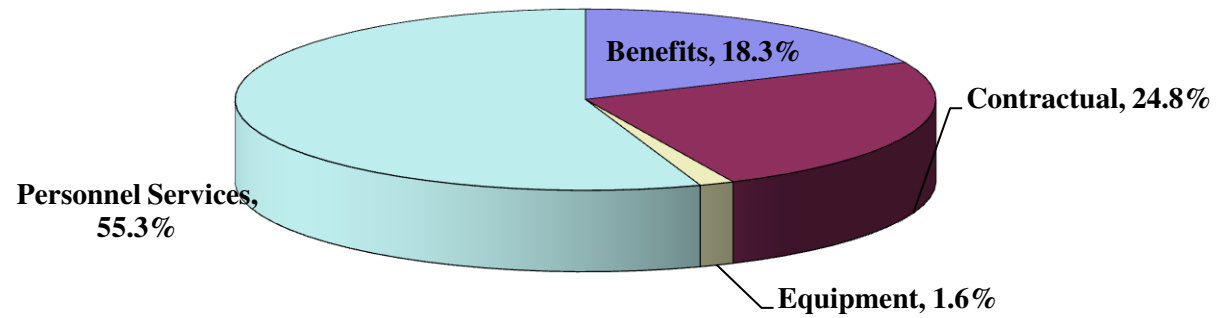


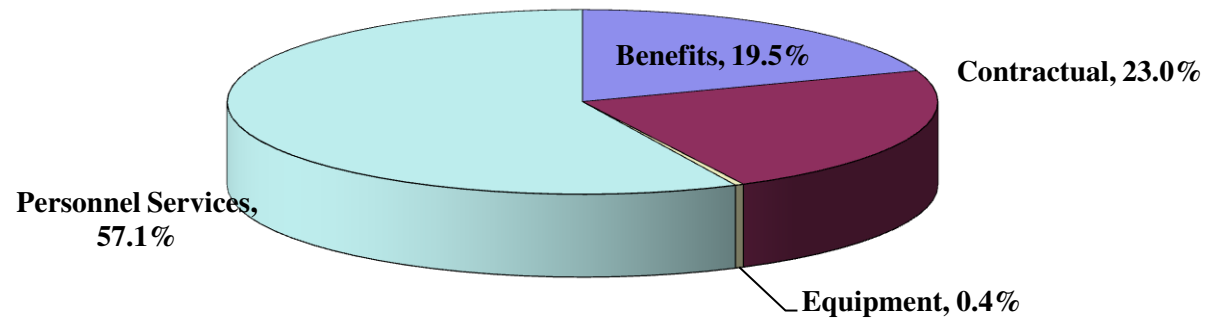
Chart V

Appropriations - Percent by Object

2011-2012



2010-2011



**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-61**

2011-2012 TUITION AND FEE SCHEDULE

WHEREAS, the 2011-2012 Tuition and Fee Schedule has been reviewed and is recommended by the Administration of the College, be it therefore

RESOLVED, that full-time tuition will increase by \$190 to \$3,950 per academic year for residents, and be it further

RESOLVED, that full-time tuition will increase by \$380 to \$8,200 per academic year for nonresident or New York State students not presenting a Certificate of Residence and out-of-state students, and be it further

RESOLVED, that part-time tuition will increase from \$139.00 to \$143.00 per credit hour for residents and from \$288.00 to \$296.00 for nonresident or New York State students not presenting a Certificate of Residence and out-of-state students, and be it further

RESOLVED, that the attached 2011-2012 Tuition and Fee Schedule be adopted by the Board of Trustees of Tompkins Cortland Community College.

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of June 2011 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2011-2012
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Tuition -	New York State residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$3,950.00
	Part-Time (per credit hour)	\$143.00
Tuition -	New York State residents who are not a resident of the sponsorship area and do <u>not</u> present a Certificate of Residence:	
	Full-Time (per academic year)	\$8,200.00
	Part-Time (per credit hour)	\$296.00
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	\$8,200.00
	Part-Time (per credit hour)	\$296.00
Tuition -	Auditing a Course (per credit hour)	\$143.00
	Non-Resident and Out-of-State	\$296.00
Off Semester, Off Hours, Off Campus Tuition (per credit hour):		
	Web-Based Courses	\$143.00
Tuition Deposits-	Full-Time	\$50.00
	Part-Time	-0-

The following fees are charged only to those who receive the services rendered (fees are nonrefundable):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Transcript Fee	\$ 20.00	Student	Unlimited Transcripts
Application Fee	\$ 15.00	Application	Begin Admissions Process
Technology Service Fee			
Part-Time	\$ 14.00	Credit	Technology Services
Full-Time	\$140.00	Semester	Technology Services
Web Course Fee	\$ 6.00	Credit	Technology Services
Course Fee			
ANTH260	\$1,800.00	Student	Course Travel
BIOL116	\$2,700.00	Student	Course Travel
BUAD249	\$2,700.00	Student	Course Travel
COMM235	\$ 150.00	Student	Lab Fee
ENGL250	\$2,400.00	Student	Course Travel

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2011-2012
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Service Fees (Continued):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
HLTH205:	\$ 20.00	Student	Lab Fee
HLTH249:	\$2,300.00	Student	Course Travel
NURS102:	\$ 25.00	Student	Lab Fee
NURS110:	\$ 375.00	Student	Lab Fee
NURS225:	\$ 38.00	Student	Lab Fee
PSED160:	\$ 10.00	Student	Lab Fee
FITN101:	\$ 5.00	Student	Lab Fee
FITN102:	\$ 5.00	Student	Lab Fee
FITN109:	\$ 242.00	Student	Lab Fee
FITN120:	\$ 30.00	Student	Lab Fee
FITN121:	\$ 30.00	Student	Lab Fee
FITN140:	\$ 95.00	Student	Lab Fee
FITN216:	\$ 20.00	Student	Lab Fee
RECR110:	\$ 35.00	Student	Lab Fee
RECR/FITN160:	\$ 30.00	Student	Lab Fee
RECR/FITN161:	\$ 25.00	Student	Lab Fee
RECR/FITN163:	\$ 30.00	Student	Lab Fee
RECR/FITN164:	\$ 20.00	Student	Lab Fee
RECR165:	\$ 25.00	Student	Lab Fee
RECR274:	\$ 30.00	Student	Lab Fee
RECR276:	\$ 425.00	Student	Course Travel
SOCI149:	\$2,000.00	Student	Course Travel
WINE120:	\$ 180.00	Student	Lab Fee
Late Payment Fee			
Part-Time	\$ 10.00	Student	Acceptance of Late Payment
Full-Time	\$ 20.00	Student	Acceptance of Late Payment
Matriculation Fee	\$ 50.00	Student	Provides for free unofficial transcripts and cost of cap and gown for graduation.
Experiential Credit	\$ 50.00	Evaluation	Portfolio Evaluation
Proficiency Exams	\$ 10.00	Credit	Administration of Exam
	\$ 30.00	Minimum	
	Note: there is an additional charge for the Dante exam		
Nursing Proficiency Exam	\$105.00	Exam	Administration of Exam
Nursing Exam Fee	\$ 38.00	Student	Exam Fee
Returned Check Charge	\$ 25.00	Occurrence	Processing Returned Check

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2011-2012
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Service Fees (Continued):

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Library Lost Book Fee	\$ 15.00	Occurrence	Processing Fee for Replacement Book
Library Reserved Materials			
Late Fines	\$.25	Hour	
Late Return of Media Equipment	\$ 5.00	Hour	
Resume Preparation	\$ 8.00	Page	Typing and Duplicating
Study Abroad Program Fee	\$200.00	Semester	Administrative Services
Administrative Withdrawal Fee			
Full-Time	\$100.00	Semester	Administrative Services
Part-Time	\$ 10.00	Credit	Administrative Services
Student Non-Credit Fees	Various	Course	

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-62**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
Appointment of Personnel
June 7, 2011

Presented to the Board of Trustees
February 2011

Employee	Department	Title/Rank	Grade	Salary	Employment Dates
Barrett, Allison	College Teaching Mentoring Program	Adjunct	N/A	471.40	2/28/11 - 5/20/11
Emmart, Michael	College Teaching Mentoring Program	Adjunct	N/A	445.60	2/28/11 - 5/20/11
Hazard, Andrea	College Teaching Mentoring Program	Adjunct	N/A	471.40	2/01/11 - 5/18/11
Lillard, Marketa	College Teaching Mentoring Program	Adjunct	N/A	471.40	2/01/11 - 5/18/11
Martin, Angela	College Teaching Mentoring Program	Adjunct	N/A	445.60	2/01/11 - 5/18/11

March 2011

Brumberg, Adam	Develop asyn. course methodology WINE 213	Adjunct	N/A	2,852.76	3/01/11 - 5/15/11
Bell, Annette	Evaluate instructors in ESL program at Cornell	Adjunct	N/A	377.00	3/1/11 - 4/30/11

May 2011

Maus, Maureen	Notify Borg Warner applicants	Adjunct	N/A	500.00	5/06/11 - 5/21/11
Sanford, Sharon	Administer Math review for Borg Warner applicants	Adjunct	N/A	2,250.00	5/06/11 - 5/21/11
Plumeau, Margaret	Facilitate Basic Industrial Math workshop Borg Warner	Adjunct	N/A	240.00	5/17/11 - 5/19/11
Baker, Shauna	The Lucille S. Baker Center for Learning	Tutor	N/A	3,304.40	5/26/11 - 8/17/11
Block, Karla	Adjunct Reference Librarian	Adjunct	N/A	3,299.80	5/26/11 - 8/17/11
DeGaetano, Margaret	The Lucille S. Baker Center for Learning	Tutor	N/A	542.80	5/26/11 - 8/17/11
Ketola, Mark	The Lucille S. Baker Center for Learning	Tutor	N/A	3,755.00	5/26/11 - 8/17/11
Lewis, David	Adjunct Reference Librarian	Adjunct	N/A	1,769.60	5/26/11 - 8/17/11
Nislo-Swai, Fyiane	Adjunct Reference Librarian	Adjunct	N/A	3,299.80	5/26/11 - 8/17/11
Rozek, Rebecca	The Lucille S. Baker Center for Learning	Tutor	N/A	3,208.32	5/26/11 - 8/17/11
Van Sant, Susanna	Adjunct Reference Librarian	Adjunct	N/A	3,299.80	5/26/11 - 8/17/11
Moose, Barbara	Spring Semester Nursing Meetings - 26 meetings	Adjunct	N/A	612.82	Spring Semester

June 2011

Ahmed, Ahmed	CHEM107 M15	Adjunct	N/A	4,275.00	6/01/11 - 7/01/11
Almann, Nancy	BUAD215 M15	Adjunct	N/A	3,045.00	6/01/11 - 7/01/11
Andrews, Patricia	PSYC103 IE61	Adjunct	N/A	3,045.00	6/01/11 - 7/26/11
Booth, Mark	MATH100 M25 CHEM101 M15	Adjunct	N/A	6,637.50	6/01/11 - 8/05/11
Brumberg, Adam	WINE213 AL1	Adjunct	N/A	1,248.00	6/01/11 - 8/05/11
Buchanan, Patricia	ENGL201 ME58	Adjunct	N/A	3,045.00	6/01/11 - 7/26/11
Chrzan, Sandra	MATH100 ME58	Adjunct	N/A	2,340.00	6/01/11 - 7/26/11
Coleman, Cynthia	SOCI205 AL1	Adjunct	N/A	3,045.00	6/01/11 - 7/26/11
Davis, Andrew	HLTH126 AL2	Adjunct	N/A	825.00	6/01/11 - 7/01/11
Dawes, Heidi	ESOL103 M16	Adjunct	N/A	6,600.00	6/01/11 - 8/05/11
DeRado, Dennis	SPAN101 C19	Adjunct	N/A	4,275.00	6/01/11 - 7/01/11
Earley, Bernard	ENGL101 AL3 ENGL101 AL2	Adjunct	N/A	6,090.00	6/01/11 - 8/05/11
Echavarria, Bernardo	BUAD111 M16	Adjunct	N/A	2,850.00	6/01/11 - 7/01/11
Gammage-Sikora, Gina	SPAN101 IE61	Adjunct	N/A	4,567.50	6/01/11 - 7/26/11
Garrighan, Patricia	ENGL201 M26 ENGL204 M15	Adjunct	N/A	6,090.00	6/01/11 - 8/05/11
Gillis, Andrew	ART 111 ME58	Adjunct	N/A	3,325.00	6/01/11 - 7/26/11
Green, Judith	ENVS149 M15	Adjunct	N/A	4,387.50	6/01/11 - 7/26/11
Howd, Eric	ENGL100 AL1	Adjunct	N/A	3,045.00	6/01/11 - 8/05/11
Kobre, Michael	BIOL114 M15	Adjunct	N/A	3,045.00	6/01/11 - 7/01/11
Kyle, John	BUAD222 BUAD111 BUAD212 BUAD211	Adjunct	N/A	12,180.00	6/01/11 - 7/26/11
Levine, Robert	ENGL101 M18	Adjunct	N/A	2,475.00	6/01/11 - 8/05/11
Lovelace-Ross, Kristin	MATH200 IE61	Adjunct	N/A	2,655.00	6/01/11 - 7/26/11
Lovell, Randy	BUAD220 ME58	Adjunct	N/A	2,655.00	6/01/11 - 7/26/11
Marie, Jill	ENGL103 M25 ENGL201 CE65	Adjunct	N/A	6,090.00	6/01/11 - 8/05/11

Tompkins Cortland Community College
 Appointment of Personnel
 June 7, 2011

Presented to the Board of Trustees
 June continued

Martin, Angela	ESOL101 M15	Adjunct	N/A	6,240.00	6/01/11 - 8/05/11
Martinez, Adriana	BUAD203 M15	Adjunct	N/A	2,655.00	6/01/11 - 7/01/11
Meyer, Denise	ART 130 M15	Adjunct	N/A	3,552.50	6/01/11 - 7/01/11
Morris, Kathy	ART 106 M15	Adjunct	N/A	3,552.50	6/01/11 - 7/01/11
Parks, Paul	ART 102 M15	Adjunct	N/A	2,850.00	6/01/11 - 7/01/11
Pospisil, Pamela	MATH200 M15 MATH132 IE61	Adjunct	N/A	5,310.00	6/01/11 - 7/26/11
Price, S. Lee	Administer EMT Program - Summer 2011	Adjunct	N/A	2,340.00	6/01/11 - 8/05/11
Ratray, Jamie	FITN140 HLTH126 HLTH126 HLTH126	Adjunct	N/A	4,275.00	6/01/11 - 8/05/11
Rhea, Robert	BUAD215 ME58 BUAD217 M16	Adjunct	N/A	5,310.00	6/01/11 - 7/01/11
Richards, David	BUAD201 M25 BUAD201 M16	Adjunct	N/A	5,700.00	6/01/11 - 8/05/11
Rogala, Matthew	MATH090 M15	Adjunct	N/A	3,120.00	6/01/11 - 7/01/11
Rosekrans, Linda	ESOL103 M17 ENGL101 M13	Adjunct	N/A	11,165.00	6/01/11 - 8/05/11
Rossen, Jonathan	ANTH274 M15	Adjunct	N/A	10,450.00	6/01/11 - 7/01/11
Rukavena, Peter	BUAD203 ME58 BUAD204 M15	Adjunct	N/A	5,700.00	6/01/11 - 8/05/11
Ryan, Patrick	PSYC103 AL1	Adjunct	N/A	3,045.00	6/01/11 - 8/05/11
Sanford, Thomas	CONT202 ME58 CONT210 ME58	Adjunct	N/A	7,743.75	6/01/11 - 8/05/11
Savoie, Raymond	ENGL100 M18 ENGL100 M17	Adjunct	N/A	5,310.00	6/01/11 - 8/05/11
Schettino, Joseph	PHSC105 M25 PHSC104 M15	Adjunct	N/A	9,135.00	6/01/11 - 8/05/11
Schultz, Shirley	SOC1101 M15	Adjunct	N/A	3,045.00	6/01/11 - 7/01/11
Scott, Lory	ENVS101 I17	Adjunct	N/A	2,475.00	6/01/11 - 7/01/11
Seyfried, Matthew	ENGL204 AL2 ENGL204 AL1	Adjunct	N/A	5,700.00	6/01/11 - 8/05/11
Sheehan, John	GEOG115 M25 GEOG115 M15	Adjunct	N/A	5,700.00	6/01/11 - 8/05/11
Sinclair, Lorraine	ENGL100 M16 ENGL101 M14	Adjunct	N/A	5,310.00	6/01/11 - 8/05/11
Sloan, Cindy	SOC1101 AL1	Adjunct	N/A	2,655.00	6/01/11 - 7/26/11
Tackill, Sherry	ESOL103 M15 ENGL100 IE61	Adjunct	N/A	9,075.00	6/01/11 - 8/05/11
Tkachuck, Richard	BIOL101 M15	Adjunct	N/A	3,806.25	6/01/11 - 7/01/11
Underwood, Rehema	PSYC205 AL1	Adjunct	N/A	2,655.00	6/01/11 - 7/26/11
Wavle, Sharon	CIS 213 AL1	Adjunct	N/A	3,325.00	6/01/11 - 7/26/11
Weatherby, Gregg	ENGL101 M17 ENGL101 M16	Adjunct	N/A	4,950.00	6/01/11 - 8/05/11
Wells, Frances	CAPS131 AL1 CAPS111 AL1 CAPS121 AL1	Adjunct	N/A	3,325.95	6/01/11 - 8/05/11
Westlake, Winfield	GEOG115 ME58	Adjunct	N/A	3,045.00	6/01/11 - 7/26/11
Williams, Diane	ASTR101 AL2 ASTR101 AL1	Adjunct	N/A	6,090.00	6/01/11 - 8/05/11
Yantz, Patricia	ENGL102 AL2 ENGL103 AL1 ENGL102 AL1	Adjunct	N/A	9,135.00	6/01/11 - 7/01/11
Hazard, Andrea	BIOL 104-M15	Adjunct	N/A	1,529.75	6/03/11 - 6/10/11
McPherson, MaryLu	Id & Reporting Child Abuse workshop	Adjunct	N/A	185.00	06/09/11

July 2011

Galezo, David	PHIL101 AL1 PHIL201 AL1	Adjunct	N/A	5,700.00	7/06/11 - 8/05/11
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TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

June 7, 2011

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
John Petrella	May 25, 2012	Retirement

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-60**

IN APPRECIATION OF CAMILLE GONZALEZ

WHEREAS, Ms. Camille Gonzalez has served as the student member of the Tompkins Cortland Community College Board of Trustees since July 2010, and

WHEREAS, Ms. Gonzalez has been an exemplary member of the student body with her active participation on the Board of Directors of the Faculty Student Association, the College Entertainment Board, and the Student Advisory Board, and

WHEREAS, Ms. Gonzalez played a key role in the civic engagement activity for the annual campus community food drive for the local food pantries, and

WHEREAS, Ms. Gonzalez has provided the Trustees with advice and comments useful in the decision making at Board of Trustees and state association meetings, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Ms. Gonzalez for her contributions to the College, and be it further

RESOLVED, that the Board of Trustees extends best wishes to Ms. Gonzalez for all of her future endeavors.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board

of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-70**

APPROVAL OF BOARD POLICY MANUAL UPDATES

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

WHEREAS, on May 10, 2007, the Board of Trustees of Tompkins Cortland Community College approved revisions to said Board Policy Manual, and

WHEREAS, after a review of public safety laws and regulations, it has been determined that there is a need to update the Policy on Campus Crime and Security and the Policy on Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby approves the attached Policy on Campus Crime and Security and the Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs, and be it further

RESOLVED, that these policies supersede the May 10, 2007 policies.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Policy on Campus Crime and Security

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

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

- Publish and distribute an Annual Campus Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
- Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Public Safety Office will keep a detailed public crime log of all crimes reported to them in the past 60 days.
- Keep the past three years of crime statistics detailing crimes that have occurred on campus, in residential facilities, and in public areas on or near campus.
- Report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

Policy on Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs

The United States Congress has enacted the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; and

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

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

Therefore, the Board of Trustees adopts the following policy:

- a. Students and employees are prohibited from possessing or using alcohol or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use rule may be made by direction of the president or his designee in specific circumstances and designated campus areas.
- b. The Dean of Student Life and Office of Public Safety shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on and off campus at college activities and prepare educational programs on alcohol or drug abuse.
- c. Students who violate the state or federal law or the college alcohol or drug policy on campus or at college activities off campus are subject to prosecution by local state and federal officials and are subject to discipline under the Student Code of Conduct. Moreover, where appropriate, students will be informed of opportunities for counseling.
- d. Employees who violate state or federal law or the college alcohol and drug policy while on campus or at college activities off campus are subject to prosecution by local, state or federal officials and are subject to discipline under collective bargaining agreements, campus policies and where appropriate, reference to counseling.
- e. All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of 25,000 and students who are Pell Grant recipients must notify the college within five days of any criminal drug statute conviction for a violation occurring on or off college premises while conducting college business or activities. The college shall, within ten days after receiving such notice, inform the federal agency providing the grant of such conviction within 30 days following the notification of the conviction, appropriate disciplinary action shall be taken against such employees or students. Employees or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

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

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-69**

SMOKING POLICY

WHEREAS, in April 2010 the College's Health and Safety Committee recommended to the President of the College that our campus move toward becoming a tobacco free campus, and

WHEREAS, after careful consideration, the President issued a memorandum asking for broad college wide dialogue on this topic, including the College Forum, union groups, Faculty Student Association and student leadership, and

WHEREAS, a Smoking Policy Task Force was established to evaluate our current designated smoking areas and make recommendations for change, and

WHEREAS, the Professional Administrators Association, the Faculty Association, the Civil Services Employees Association, the College Forum, the Student Advisory Board, the Faculty Student Association all voted on and approved the attached Smoking Policy, and

WHEREAS, the President of the College reviewed and approves the attached policy, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby approves the attached smoking policy.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, CATHY A. NORTHROP, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 16th day of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Smoking Policy

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

Smoking Policy

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

Recommended on 12/10/10 by the Smoking Policy Task Force

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-64**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT TO THE DEAN FOR OPERATIONS**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Operations and Enrollment Management Area that there is a need to revise the administrative position description and title of the Assistant to the Dean for Administrative Services, and

WHEREAS, the attached Assistant to the Dean for Operations position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Assistant to the Dean for Operations position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of
 SS: Tompkins Cortland Community College, **DO HEREBY**
 CERTIFY that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of Tompkins
Cortland Community College at a regular meeting of said Board on the 16th of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Dean for
Operations

GRADE

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PAGE

1 of 3

ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORT TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

SUMMARY

This is a management confidential position that assists the Dean with management of all functions within the Operations and Enrollment Management Group. Provides administrative and logistical support to the Dean and department heads. Responsible for the property and liability insurance program for the College, the TC3 Foundation and the FSA. Serves as point of contact for legal consultation and contract review for the College and its related entities. Responsible for the accounting and collection of past due student accounts as well as the process for providing special consideration. Provides staff support to key committees in the College and related entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In the absence of the Dean, solves problems that arise, makes decisions based on knowledge of current operations, and routinely follows up to assure that tasks are completed in a timely fashion. In the absence of Operations and Enrollment Management department heads, assists employees with decisions that may need to be made.
2. Responsible for the property and liability insurance programs for the College, FSA, and Foundation. Develops insurance requirements, solicits bids, and monitors both cost and insurance coverage on a continual basis. Responsible for negotiation and resolution of claims processing. Provides members of the college community with answers to questions regarding insurance. Responsible for risk management analysis in conjunction with appropriate unit managers.
3. Serves as the liaison for legal actions, except for personnel matters, between the College, FSA, and Foundation and each entity's attorney. Reviews contracts for legal and insurance matters for the College and related entities.
4. Coordinates the College's budget approval process. Communicates with county legislators and staff to coordinate meetings and presentations. Provides technical and logistical support for budget presentations to the counties.
5. Responsible for the collection and accounting for past due student accounts. Manages requests for special financial consideration from students; interacts with parents and students to resolve concerns; and approves requests within given parameters.
6. Develops requests for proposals for complex projects and services such as Food Service, Bookstore, audit, collection services, financial services, or business relationships for both the Foundation and the College. Maintains accurate contact lists for each RFP, prepares an analysis of proposals received, and assists users with the selection process.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Dean for
Operations

GRADE

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ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORT TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

7. Serves as a member of the leadership team in Enrollment Services. Coordinates and attends enrollment management, enrollment services council, and enrollment services all staff meetings. Provides administrative support and coverage during unplanned absences, peak periods, and special events.
8. Provides support as needed to various College staff by creating reports from the student information system and related databases. Maintains proficiency in the use of PowerCampus, Salient, Access, and Excel in order to provide assistance to staff as well as perform data analysis.
9. Coordinates the Lean Office initiative at the College, providing support to various areas including scheduling interviews and working sessions, tracking and reporting results, and participating in selected activities.
10. Regularly communicates to College and FSA employees on matters related to the Operations and Enrollment Management Group. Routinely interacts with county legislators, county staff, Foundation Board members and members of the College Board of Trustees.
11. Responsible for the creation and issuance of 1098-T tax forms for all qualified students. Assists the Enrollment Services Center staff with answering the more complex questions from parents and students regarding their 1098-Ts.
12. Assists the Dean with all facets of the Foundation's capital projects. Works with the Foundation's attorney to draft and finalize contract documents for real estate transactions and rental agreements as well as construction contracts. Maintains capital project files to include digital and hard copy architectural drawings, meeting notes, and records of all financial transactions related to the capital projects. Serves as staff for the Foundation's Property Management Committee.
13. Writes resolutions related to Operations and Enrollment Management functions for Board of Trustees' approval. Prepares resolutions for the Foundation Board of Directors' and the FSA Board of Directors' approval. In addition, writes county sponsor resolutions for their approval.
14. Assists the Dean with emergency communication and crisis planning by coordinating and participating in crisis management team meetings. Develops and maintains emergency communication protocols and business continuity plan for the College and related entities.
15. Responsible for managing the College's annual process for complying with mandates from external agencies; regularly keeps the College President informed as to compliance status and annually prepares a compliance report for the President.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Dean for
Operations

GRADE

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ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORT TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

16. Directs assigned staff. 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, regulation, and collective bargaining agreements.

17. Serves on various College committees and performs other related duties as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

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

MINIMUM QUALIFICATIONS

Bachelor's degree and three years experience with duties related to the position or an Associate's degree and a minimum of six years experience with duties related to the position.

DESIRED QUALIFICATIONS

Experience in the government and/or nonprofit sector, preferably at an educational institution.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-65**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT TO THE DEAN FOR ENROLLMENT MANAGEMENT**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Enrollment Services Center that there is a need to revise the administrative position description and title of the Business Operations Manager, and

WHEREAS, the attached Assistant to the Dean for Enrollment Management position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Assistant to the Dean for Enrollment Management position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustees of
 SS: Tompkins Cortland Community College, **DO HEREBY**
 CERTIFY that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of Tompkins
Cortland Community College at a regular meeting of said Board on the 16th of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Dean for
Enrollment Management

GRADE

3

PAGE

1 of 2

ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORTS TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

SUMMARY

The Assistant to the Dean for Enrollment Management works comprehensively with all students who desire to live in campus housing by screening for campus housing eligibility and facilitating the enrollment process. Additionally the Assistant to the Dean for Enrollment Management serves as TAP certifying officer for the College; provides data analysis and data validation to support enrollment management purposes; and is responsible for internal and external communications for many Enrollment Services functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for determining students' eligibility for campus housing. Coordinates and facilitates student engagement in the various enrollment services functions that are required for students to meet college's eligibility criteria for campus housing.
2. Maximizes the occupancy of the Residence Halls each semester in the most timely and efficient manner. This involves evaluating and improving the systems, procedures and policies after each enrollment cycle.
3. Serves as a liaison with the Residence Life staff to help coordinate and communicate a variety of initiatives between Residence Life and Enrollment Services.
4. College TAP Certifying Officer - attests to the accuracy of information submitted to HESC on student eligibility or ineligibility for a TAP award and ensures the certification activities are carried out in a prompt and timely manner to facilitate delivery of awards to students.
5. Notifies students prior to the beginning of the semester of potential TAP ineligibility so that corrective advisement and course enrollment can be provided, if appropriate. Notifies students who are deemed ineligible for TAP after a refund has been issued the reasons for their ineligibility and the financial consequences, if applicable.
6. Responsible for the data verification processes for Enrollment Services to maintain a complete, accurate student database. Develop and run access programs to determine errors or missing data for various data elements.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Assistant to the Dean for Enrollment Management	3	2 of 2

<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Operations and Enrollment Management	Dean of Operations and Enrollment Management	Board of Trustees

7. Develops various Microsoft Access programs to analyze data and/or identify students with specific issues that may cause a barrier to enrollment or financial aid. Examples include communications to students regarding missing documents, accident and health insurance invoices, residence hall contract and deposit analysis, and residence hall retention statistics.
8. Responsible for maintaining quality and consistency in internal and external communications (including WEB-based information) for many Enrollment Services functions. Examples include housing confirmation policies, student housing confirmation status, health insurance waivers, and reminders to students with past due balances.
9. Collaborates with the Campus Technology to develop, implement and maintain computerized support system for housing confirmation and TAP certification processes.
10. Serves as a member of the leadership team in Enrollment Services.
11. Serves on various college committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's Degree with three years related administrative experience in higher education or non-profit or an Associate's degree and a minimum of six years experience in higher education or non-profit.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-66**

**APPROVAL OF POSITION DESCRIPTION
DIRECTOR OF BUDGET AND FINANCE**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Budget and Finance Department, that there is a need to revise the Director of Budget and Finance position description, and

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

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

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of
 SS: Tompkins Cortland Community College, **DO HEREBY**
 CERTIFY that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of Tompkins
Cortland Community College at a regular meeting of said Board on the 16th of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Budget and Finance Director

GRADE

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PAGE

1 of 3

ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORTS TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

SUMMARY:

This is a management confidential position that ensures the integrity and accountability of all financial transactions of the College and its related organizations. Provides leadership and vision regarding the acquisition and use of resources to support the continuing goal of student learning at the College. Establishes and maintains internal controls to safeguard the assets of the College and its related organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership and direction for all budget and finance functions including: purchasing, accounts payable, payroll, cash receipts, student accounts, restricted fund accounting, capital project accounting, budgeting, and general ledger for the College and its related organizations.
2. Develops, recommends and implements College-wide and departmental financial policies, standards and procedures.
3. Responsible for financial reporting of the College, College Foundation and Faculty Student Association including: annual financial statements for independent auditors, annual report to SUNY Controller's office, IPEDS, ARRA Funding Reports, monthly treasurer's reports to each board, form 5500 pension tax return, and any other required external or internal reporting.
4. Responsible for the implementation and administration of all computerized systems related to the budget and financial functions of the College and its related organizations.
5. Develops and Administers College operating and capital budgets: advises budget managers on the development and implementation of departmental budgets, advises College executive staff with the budget development process and resource allocation, and monitors departmental budgets and the use of financial resources.
6. Responsible for the development and administration of the College Foundation and Faculty Student Association operating and capital budgets.
7. Designs and implements a variety of financial analyses to support College operational decisions: current-year ongoing financial forecasting, long-term financial forecasting and budgeting, historical analysis of financial performance for the College as well as individual programs and initiatives, and other analyses as requested by internal or external sources.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Budget and Finance Director

GRADE

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ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORTS TO

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Enrollment Management

APPROVED BY

Board of Trustees

8. Responsible for compliance with applicable laws and regulations, including the conduct of the College, College Foundation, and Faculty Student Association annual independent audits.
9. Maintains the expertise necessary to ensure that all financial accounting and reporting is conducted in compliance with FASB, GASB, and SUNY requirements through research and continuing professional education.
10. Develops and maintains relationships with sponsoring counties, banking institutions, SUNY Administration, other funding agencies, and community organizations.
11. Responsible for overseeing the contractual relationships with College Food Service and TC3 Bookstore operations, including contract negotiations and renewals.
12. 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.
13. Directs the staff of the Department of Budget and Finance. 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, regulation, and collective bargaining agreements.
14. Serves on various College, TC3 Foundation and Faculty Student Association committees and performs other job related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Budget and Finance Director

GRADE

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ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORTS TO

Dean of Operations and
Enrollment Management

APPROVED BY

Board of Trustees

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

- 3 # of Classified Staff
- 2 # of Administrative
- # of Faculty
- # of Adj. faculty, students, etc.

Indicate number of indirect reports in each
Category:

- 2 Classified Staff
- Administrative
- Faculty
- Adjunct faculty, students, etc.

MINIMUM QUALIFICATIONS

BA/BS Degree in Accounting, Business Administration, or closely related field, and a minimum of five years accounting experience and three years of management responsibilities in a business or educational institution.

DESIRED QUALIFICATIONS

Experience in the government and/or nonprofit sector, preferably at an educational institution.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-67**

**APPROVAL OF POSITION DESCRIPTION
SENIOR ADMISSIONS ADVISOR/ATHLETICS RECRUITER**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Admissions Department that there is a need to revise the administrative position description and title of the Senior Admissions Advisor, and

WHEREAS, the attached Senior Admissions Advisor/Athletics Recruiter position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Senior Admissions Advisor/Athletics Recruiter position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK: I, **CATHY A. NORTHROP, CLERK** of the Board of Trustee of
SS: Tompkins Cortland Community College, **DO HEREBY**
CERTIFY that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of Tompkins
Cortland Community College at a regular meeting of said Board on the 16th of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Senior Admissions Advisor/
Athletics Recruiter

GRADE

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ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORT TO

Director of Admissions

APPROVED BY

Board of Trustees

SUMMARY

Responsible to the Director of Admissions for assisting in the implementation of the high school visitation schedule and working with guidance counselors to identify and recruit traditional students to the programs of the College. Advises students, parents, faculty, staff and community groups regarding admission. Responsible for the evaluation of transfer credits. Develops and implements the recruitment plan for athletes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides information to applicants regarding admission criteria, academic programs, financial aid, transfer, career opportunities, and student services.
2. Conducts initial assessment of applicants' credentials, makes acceptance decisions, determines the course placement of new, transfer, and reinstated students and provides initial academic advisement.
3. Responsible for the development and maintenance of effective relationships with high school guidance counselors to facilitate the admission of students within a specified region.
4. Responsible for the evaluation of transfer credits from domestic, foreign and military transcripts submitted by prospective students looking to transfer to TC3. Researches institutions to determine their accreditation status and grading procedures.
5. Works with high school guidance counselors to identify and recruit traditional students to the College and is responsible for interviewing and advising students and parents regarding the criteria for admission. In addition, assists in the recruitment of nontraditional students.
6. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, high school athletic directors, coaches, guidance counselors, and other appropriate groups.
7. Plans and implements recruitment activities and follow-up with high school athletic directors, coaches, and guidance counselors to recruit student athletes to the programs of the College.
8. Responsible for recruiting and training the admissions ambassadors responsible for giving campus tours to prospective students and their families, as well as performing day-to-day jobs within the office.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Senior Admissions Advisor/
Athletics Recruiter

GRADE

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ORGANIZATIONAL UNIT

Operations and Enrollment
Management

REPORT TO

Director of Admissions

APPROVED BY

Board of Trustees

9. Serves on various college committees and performs other duties as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number of direct reports in each category:

of Classified Staff
 # of Administrative
 # of Faculty
 10 # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

Bachelor's Degree and two years related experience in college admissions or related field.

PHYSICAL SKILLS AND ABILITIES

This position requires evening and weekend work as well as extensive travel often requiring overnight stays.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-68**

**APPROVAL OF POSITION DESCRIPTION
GLOBAL INITIATIVES COORDINATOR**

WHEREAS, the College has determined, based on a review and analysis of the functions in the Global Initiatives Area that there is a need to revise the administrative position description of the Global Initiatives Coordinator, and

WHEREAS, the attached Global Initiatives Coordinator position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the Global Initiatives Coordinator position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Human Resources Department be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of Trustee of
 SS: Tompkins Cortland Community College, **DO HEREBY**
 CERTIFY that the foregoing resolution is a true copy of a
COUNTY OF TOMPKINS: resolution duly adopted by the Board of Trustees of Tompkins
Cortland Community College at a regular meeting of said Board on the 16th of June 2011, 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 16th day of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Global Initiatives Coordinator	4	1 of 3
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Global Initiatives	Vice President Global Initiatives	Board of Trustees

SUMMARY

Responsible for the implementation of the business and strategic plans for Global Initiatives programs. Ensures communication and follow-up among the key partners, participants, and departments at TC3. Oversees all operational systems in the Global Initiatives programs. Is responsible for the follow-up and coordination of service to partners and students. Coordinates the Summer Global Connections Planning Committee and its subcommittees to ensure communication and follow-up among staff; controls interoffice and interdepartmental procedures and paperwork for all TC3 Global initiatives. Facilitates and supports ongoing development of international and Study Abroad student support and success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Is responsible for the development, assessment, and implementation of administrative systems guidelines, marketing plans and business procedures for the effective management of all Global Initiatives Programs.
2. Develops and recommends internal administrative processes to achieve effectiveness and efficiency in providing quality service to students and partner institutions. Is responsible for the follow-up and supervision of service to partner institutions, faculty, and students.
3. Assists with the determination of course equivalencies for articulated programs, in collaboration with department chairs and Dean of Instruction's office in addition to the Director of TC3 Global Program Administration.
4. Works directly with the department heads, directors, faculty, and deans in the development of effective systems and procedures related to TC3.
5. Exercises considerable initiative and judgment when analyzing unique complex administrative problems that may require the interpretation, evaluation, or creation of guidelines or procedures as they relate to a particular programs and partners.
6. Responsible for the management of data systems, reporting, invoicing, revenue tracking, and contract management of the TC3 Global Initiatives group.
7. Acts as the primary college contact and representative for all SEVIS and Immigration related matters. This includes, but is not limited to ensuring institutional compliance with Federal Regulations for F and J visa designation status, training of campus DSO (Designated School Officials- F visas), and ARO (Alternate School Officials- J visas), etc.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Global Initiatives Coordinator	4	2 of 3

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

8. Responsible for communicating current and potential activities of TC3 Global Initiatives to college community. Ensures effective communication related to TC3 Global initiatives among key individuals and offices at the College, as well as partner institutions.
9. Oversees and directs the coordination of the Summer Global Connections Planning Committee and its subcommittees to ensure communication among staff. Is responsible for effective handling of all academic, housing, activities, logistical and financial issues related to this program.
10. Oversees Study Abroad and is responsible for administration to ensure program development, enrollment growth, increased faculty participation, and quality in all Study Abroad efforts at TC3.
11. In collaboration with External Relations, updates and oversees TC3 Global Initiatives program advertizing and marketing materials to support the recruitment efforts of the TC3 Global Initiatives and Study Abroad teams.
12. Develops an implements the recruitment plan for traditional international students, in collaboration with the Admissions Office.
13. Responsible for the development and coordination of appropriate orientation programs and support services for international students.
14. Oversees the coordination of Global ESL initiatives, including, but not limited to, contract training and non-credit ESL programs, with the support of the Global Education Project Coordinator.
15. Assures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
16. Assures effective use of human resources by recommending, hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluation, 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.
17. Serves on various college committees advocating for the needs of international students and representing Global Initiatives.
18. Performs other duties as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Global Initiatives Coordinator

GRADE

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ORGANIZATIONAL UNIT

Global Initiatives

REPORTS TO

Vice President
Global Initiatives

APPROVED BY

Board of Trustees

SUPERVISION

Types Supervised (check each category):

 Classified Staff
 X Administrative
 Faculty
 X Adjunct faculty, students, etc.

Indicate number in each category:

 # of Classified Staff
 1 # of Administrative
 # of Faculty
varies # of Adj. faculty, students, etc.

MINIMUM QUALIFICATIONS

- 1) Master's degree and a minimum of two years of experience in the field of higher education, international education, or student services.
- 2) Qualified to obtain a valid international travel passport.
- 3) Availability during nights and weekends.

DESIRED QUALIFICATIONS

- 1) Prior experience with other cultures, international travel, and/or education.
- 2) Master's degree in student services, student life, higher education administration/management, or related field.
- 3) Knowledge and/or training of business analytics and student information systems.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2010-2011-63**

TRUSTEE EMERITUS DESIGNATION

WHEREAS, the Board of Trustees of Tompkins Cortland Community College approved Resolution #1997-98-39, Policy on Trustee Emeritus, in February 1998, and

WHEREAS, each Trustee on the attached list served with great distinction and in an outstanding manner as a member of the Tompkins Cortland Community College Board of Trustees, and

WHEREAS, each Trustee on the attached list earned the admiration and respect of colleague Trustees, students, faculty, and staff, and

WHEREAS, the Trustee Emeritus Committee recommends each past member of the Board of Trustees on the attached list for Trustee Emeritus designation, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby confers the designation of Trustee Emeritus upon the previous members of the Board of Trustees on the attached list, and be it further

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College authorizes those awarded Trustee Emeritus designation be afforded such rights and responsibilities as determined by said status.

STATE OF NEW YORK: **I, CATHY A. NORTHROP, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on
the 16th day of June 2011, 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 16th day
of June 2011.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TRUSTEE EMERITUS
6/2011

Dr. Robert Eberly
Ms. Holly Greer
Ms. Georgia MacNeil
Ms. Jean McPheeters
Ms. Genevieve Suits
Mr. Manley Thaler
Mr. William Tucker
Mr. Richard Van Donsel
Mr. Nicholas Wharton

TO: The Board of Trustees
FROM: Carl E. Haynes
DATE: June 14, 2011
SUBJECT: President's Report to the Board

BUDGET

The 2011–12 proposed operating budget for the College will be presented to the Board for final approval this week. On Monday of this week, the Tompkins County Budget and Capital Committee reviewed and unanimously endorsed the budget recommendation to the full Tompkins County Legislature. Thursday morning, June 16, the Cortland County Budget Committee will also review the proposed budget. Following the Board's action Thursday evening, both Tompkins and Cortland County Legislatures are scheduled to act on the budget next week at their respective meetings.

ENROLLMENT

Our summer enrollment is down approximately 25 FTEs from last summer. The reason for this sharp decline is the change in Pell funding approved by Congress in April when they approved the new federal budget. Essentially, Congress eliminated opportunities for year-round Pell funding by cutting support for students wishing to enroll for summer classes. This is clearly having a significant impact on our summer enrollment. Our expected enrollment this summer of approximately 165 FTEs is about the same as the summer of 2008 prior to the expansion of Pell to include summer courses.

CORTLAND EXTENSION CENTER

The Cortland Extension Center is nearing completion. The interior finishes are complete except for some minor touchup on the painting and the wainscoting in the Board Room. The carpeting has been installed and the concrete in the main corridor has been polished. The drive and lot have been paved. The fence posts have been set and the fencing is in the process of being installed. The main electric service is installed and all systems have been energized. The top soil is on site and needs to be spread so that the landscaping can be completed. The security system is being installed and will be complete by June 18. The security cameras, smart classroom equipment, and furniture are scheduled to be complete by July 15. Our use of the building is expected to begin on July 18.

OTHER MATTERS

On Friday, May 20, we presented our proposed 2011–2012 operating budget to a joint meeting of representatives from both the Cortland County and Tompkins County legislatures. The meeting also included members of our Board of Trustees and representatives of various employee groups at the College.

On Monday, May 23, we held our annual retirement event celebrating the long service of several employees. Chairperson Buck was present to assist in honoring each of our retirees. This year we honored 12 retirees who cumulatively had served the College for over 312 years.

On Tuesday, May 24, we held our annual nursing Pinning ceremony during which we recognized 47 new nursing graduates from our program.

On Wednesday, May 25, we held our annual Classified Staff Day. As part of their day during the luncheon program, various length of service awards were presented. Chairperson Buck assisted by reading the Board resolution honoring Bev Carey, who was the recipient of this year's Chancellor's/Trustees' Award for Excellence in Classified Service.

On Thursday, May 26, we held our 42nd Commencement exercises during which we graduated a record number of 736 graduates.

On June 4 to June 11 I was on family vacation.

On June 13, the Tompkins County Budget and Capital Committee reviewed our proposed 2011–12 operating budget and recommended for approval.

On June 13-16, I attended the New York State Community College Association of Presidents annual conference. During our meetings, we heard various updates from SUNY representatives and had numerous discussions related to prospective budget and legislative advocacy items for next year.