



Agenda

June 20, 2024

Board of Trustees Meeting @ 5:30 p.m.

<https://us02web.zoom.us/j/84181053524?pwd=ZStyPMCEhYcB6S17mEJvE7z7Fb1Voj.1>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of May 15, 2024 Board of Trustees Meeting Minutes
7. Chair's Report
 - a. Resolution of Appreciation for Romneya Quennell
 - b. Commencement Activities
 - c. '24/'25 Nomination Committee
 - d. '24/'25 President's Contract
8. CFO/Treasurer's Report
9. Student Trustee's Report – No written report this month.
10. County Liaison Reports
 - a. Cortland County
 - b. Tompkins County
11. College Senate Report – No report this month.
12. Committee and Affiliate Reports
 - a. TC3 Foundation
 - b. Auxiliary Operations
 - c. New York Community College Association of Presidents (NYCCAP/SUNY)
 - d. New York Community College Trustees (NYCCT)
13. President's Report
 - a. President's Update
 - b. Vice President Reports
 - Direct Support Professional Credential
 - Policy Update



14. Consent Agenda

- a. Appointment of Personnel
- b. Whistleblower Policy

15. Discussion Items

- NYCCT Awards and Nominations

16. Adjournment

17. Informational Items

- a. Annual BOT meeting – July 17, 2024
- b. Board of Trustees Retreat – Friday, August 2, 2024 (calendar invitations sent)

*****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.***



Board of Trustee Minutes

May 15, 2024

Open Session @ 5:30

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Schelley Michell-Nunn, Seth Peacock, Lisa Perfetti, Romneya Quennell

Excused: Arthur Kuckes, Matt McSherry.

County Liaisons: Cathy Bischoff; Mike Lane (excused)

Staff: Carolyn Boone, Kayla Conway, Sophia Darling, John Geer, Amy Kremenek, Nancy Murphy, Dionysios Panagitsas, Malvika Talwar, Seth Thompson, Virginia Shank, Susanna Van Sant

1. **Call to Order:** The meeting was called to order at 5:35 p.m. by Chair Davison in the Board room at the college
2. **Roll Call:** Ms. Murphy called the roll.
3. **Welcome Guests** There were no guests in attendance.
4. **Approval of Agenda:** Chair Davison moved the May 15, 2024 meeting agenda be approved with the World Café presentation being moved up on the agenda. Mr. Corbin moved to approve the amended agenda; seconded by Mr. Peacock; carried unanimously.
5. **Public Comment:** None.
6. **Approval of Minutes - April 17, 2024 Meeting Minutes:** Ms. Buck moved that the minutes from the April 17, 2024 regular meeting be approved as presented; seconded by Mr. Peacock; motion approved unanimously.
7. **Chair's Report:**
 - a. Chair Davison stated that she, Ms. Buck, and President Kremenek attended Graduate of Note event on April 18th in the Forum. Students were selected by faculty for their outstanding academic or personal achievements from each academic program. Faculty spoke of the students' achievements.
 - b. Chair Davison stated that Trustees are part of the Commencement Ceremony and took a poll to see who would be in attendance. Ms. Bischoff, Ms. Dale-Hall, Chair Davison, Ms. Buck, Mr. Corbin, Ms. Michell-Nunn, Mr. Peacock, Ms. Perfetti, and Ms. Quennell indicated they would be attending.



- c. Chair Davison shared that the TC3 Foundation is holding a Distinguished Alumni Reception prior to the Commencement ceremony, Trustees are invited to attend.
8. **CFO/Treasurer's Report:** Ms. Darling shared that the Form 990 are still in process. Kori Post, Associate Director of Budget and Finance, has departed for a new position outside of TC3. Faculty Staff Association is working on grants and budgets. The Director of Auxiliary Services starts end of May. There are no major discrepancies with the College budget. Patty Van de Bogart shifted areas, now working in Campus Technology, Finance has hired an interim Director of Registration and Billing, Steve Schissler.
Ms. Dale-Hall moved that the Board of Trustees approve the 2024/2025 Tuition and Fees; seconded by Ms. Quennell; approved unanimously.
Ms. Buck moved the Board of Trustees approve the 2024/2025 Operating Budget; seconded by Ms. Michell-Nunn; approved unanimously.
9. **Student Trustee's Report:** Ms. Quennell stated that she attended the Graduate of Note luncheon and College Senate meetings. Ms. Quennell supports student representation on the College Senate. Ms. Quennell stated that she participated in promotional photo shoot with Jennica Petrella Baum and several students, she looks forward to seeing the end result on the website. On May 3rd she attended the semi- formal and on May 9th Spring Fest, she noted that the food truck sold out of tickets. The Educational Opportunity Program (EOP) held their end of semester celebration in Sprole, she indicated 10-15 students were in attendance. Ms. Quennell extolled the program and the community that it builds. She is excited to speak at Commencement and pleased that all the Board members are attending.
10. **Discussion Items:** Ms. Shank and Ms. Talwar gave a presentation (attached to the minutes) on the World Café work they completed. The committee included Christina Stavenhagen-Helgren, Wendy Tarby, and Glenda Gross. The World Café model featured open conversations to capture feedback from students and employees. This was conducted over three sessions/World Cafes, they collected 1,054 comments. The comments were then analyzed, Ms. Shanks and Ms. Talwar indicated they looked at student outcomes and gaps in retention. The findings have been presented to Student Government, faculty, College Senate, President's Cabinet, Executive Council and sent to the College community.
11. **County Liaison Reports:**
 - a. Cortland County – Ms. Bischoff shared things are somewhat quiet, the county isn't embarking on a land bank at this point. There is road mapping and a wealth of information on the table to consider. Ms. Bischoff stated the county is beginning to issue starting bids for the health building. Renovations have concluded on the court steps, the dome and East/West basement projects continue. Work is underway on the Strategic Planning day on June 17th at the Homer Performing Arts Center. All are encouraged to attend and participate in



the drawing of the blueprint. Homelessness numbers are still quite high, highest they have ever been. The community needs to be far more tactical, with alternatives and housing.

b. Tompkins County- Mike Lane was excused.

12. **College Senate Report:** Kayla Conway, College Senate Secretary, shared that the last College Senate meeting was held after the board report was completed. August 30th is the next meeting, the Senate is working with Student Government Association to find a method to fill student seats, the goal would be for students to hold the seat for the year, but it would not be a requirement.

13. Committee and Affiliate Reports:

- a. TC3 Foundation: President Kremenek stated that the search for an Executive Director is nearing the final stage, there are 3 candidates. She hopes to announce a successor at the next Board meeting. Progress is being made at the residence halls. There have been necessary renovations to buildings C and D, closest to campus. A and B are in good shape. August Hennies, Director of Facilities, the Facilities team, and Residence Life teams were recognized for their work, with all of the logistics and contractors. Ms. Darling is currently building out the Foundation budget. Ms. Michell-Nunn questioned philanthropy for the TC3 Foundation and fundraising. President Kremenek addressed that fundraising is a priority as is building philanthropy. There are donors tried and true that continue to give, and there are new donors. President Kremenek indicated it is a priority that the new Executive Director have experience with fundraising.
- b. Auxiliary Operations – Ms. Darling updated that a new Director of Auxiliary Operations has been hired. Regina Holl begins on May 28th. Ms. Darling stated she is looking forward to her arrival, and experience with grant management. There is an extensive audit report to address and many priorities to address.
- c. (NYCCAP/ SUNY) – President Kremenek stated that the state budget has been released. The workforce guarantee was not funded, and the gap between four year schools and Community Colleges grew. She shared that the funding floor remains intact for now, and an additional \$8 million was added. Members were grateful, however once it is split 30 ways it is- \$230,000 each. Schools indicated they are committed to equally split the money and focus on workforce development. This will be topic for Presidents at the June retreat. Ms. Bischoff asked why the Workforce Guarantee wasn't funded. President Kremenek shared there was a focus on TAP funding to students and added there are continued comments about the loss of the funding floor, which would be detrimental.
- d. New York Community College Trustees (NYCCT) – Ms. Buck stated that the conference will take place October 3-5, and she will be attendance. The awards banquet will take



place on Saturday evening. She would like the Board to have some names to think about for nominations. Ms. Murphy will send out a list of the awards from NYCCT for Trustees to start identifying potential nominees. Ms. Dale-Hall stated she would be interested to learn of any strategies to influence the budget via NYCCT for next year. Ms. Buck shared that Board support and communication was successful; however, there is a gap in the legislature's understanding in how Community Colleges are funded, i.e. largely from the students. Ms. Bischoff asked about lobbying groups. Ms. Buck shared that the Presidents' organization, Executive Committee, and NYCCT are the main advocates. Ms. Bischoff added that counties themselves need to lobby. President Kremenek shared that both of our counties passed resolutions of support that were sent to Higher Ed committee and both Houses.

14. **President's Report:** President Kremenek recognized the staff and faculty who have helped with enrollment numbers this fall. They are up 14% to 16% for full time. We are currently off by 1/3 in new students; however, our acceptances and applications are way up. It is likely that there are some system issues contributing to numbers, with our Slate Captain on board these can be addressed. The Slate Captain will work to make our communication more customized. President Kremenek stated that though nationally there were concerns with the FASFA process, the college was very proactive and worked hard to ensure accuracy. Students are waiting for their financial aid packages from other colleges, thus impacting decision numbers. The Enrollment team plans to do a deep dive this summer and use personalized phone calls to improve our numbers. Richard Floyd, VP of Enrollment, departed today, May 15, 2024. Interviews for his replacement were held this week, with a strong candidate pool.
15. **Vice President Reports:** Dr. Malvika Talwar, Associate Provost, addressed the proposed Prior Learning Assessment Policy. The PLA (prior learning assessment) policy has been approved through the self governance process of the College, and is designed to help provide a clear framework providing credit for experiential learning for the future. This policy also aligns with SUNY's mandate to have better PLA policies and processes statewide. President Kremenek stated the importance for those in the workforce that we can evaluate and honor their skills. We can engage adults who wouldn't have thought of coming back to college if they can get credit for some of their experience.
16. **Consent Agenda:** Ms. Dale-Hall moved that the Consent Agenda items be approved; seconded by Ms. Buck; approved unanimously.
17. **Informational Items**
 - a. Employee Celebration/ Employee Recognition Luncheon – May 20, 2024 – 11:00 a.m. -1:00 p.m. in the Forum
 - b. Nursing Pinning Ceremony – May 21, 2024 2:30 p.m.
 - c. Commencement Ceremony – May 21, 2024 6:00 p.m.
 - d. Next Board of Trustees Meeting, **Thursday**, June 20, 2024 (because of Juneteenth)
 - e. Board of Trustees Retreat – Friday, August 2, 2024 (calendar invitation sent)




18. **Executive Session:** Mr. Corbin moved that the meeting convene in Executive Session for the purposes of discussion of collective bargaining and employment matters of a particular person, with no action to be taken and no further business expected at 6:34 p.m.; seconded by Mr. Peacock, motion carried unanimously.

Motion on to go back into open session at 8:00 p.m. moved by Mr. Corbin; seconded by Mr. Peacock; approved unanimously.

19. **Adjournment:** Ms. Perfetti moved that the meeting be adjourned at 8:00 p.m.; seconded by Mr. Peacock; motion carried unanimously.

Nancy C. Murphy
Clerk to the Board of Trustees

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World Café: Reflections & Findings



Student Retention & Belonging
2023-24



World Café Team

- Christina Stavenhagen-Helgren (Co-Lead)
- Virginia Shank (Co-Lead)
- Wendy Tarby
- Malvika Talwar
- Glenda Gross
- Student, faculty, and staff volunteers

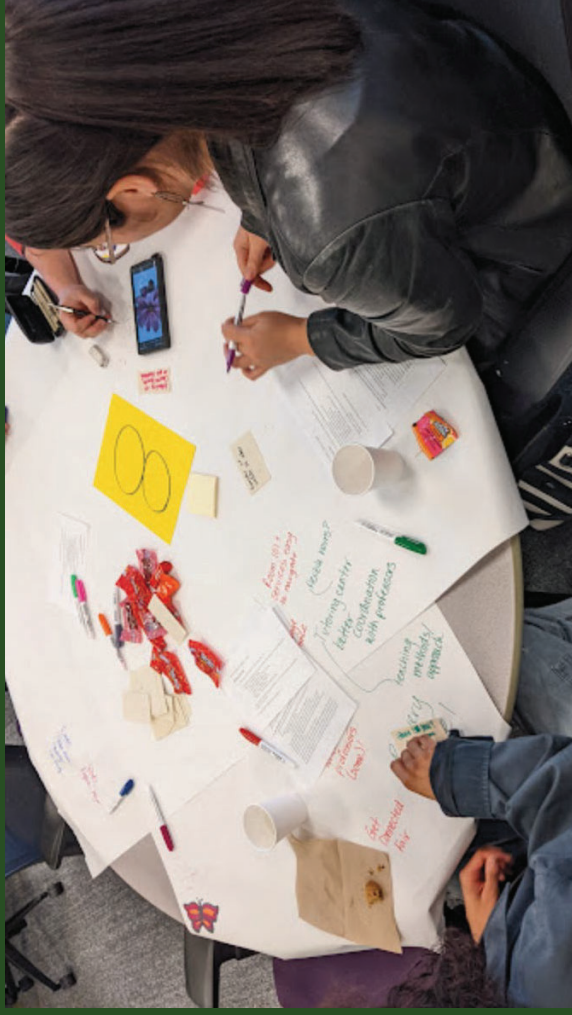
World Café Principles

- * Clarify the context
- * Create hospitable space
- * Explore questions that matter
- * Encourage everyone's contribution
- * Connect diverse perspectives
- * Listen together for patterns & insights
- * Share collective discoveries



Why World Café?

To capture ideas and feedback from students and employees that will inform TC3's work to improve student persistence, belonging, and retention.



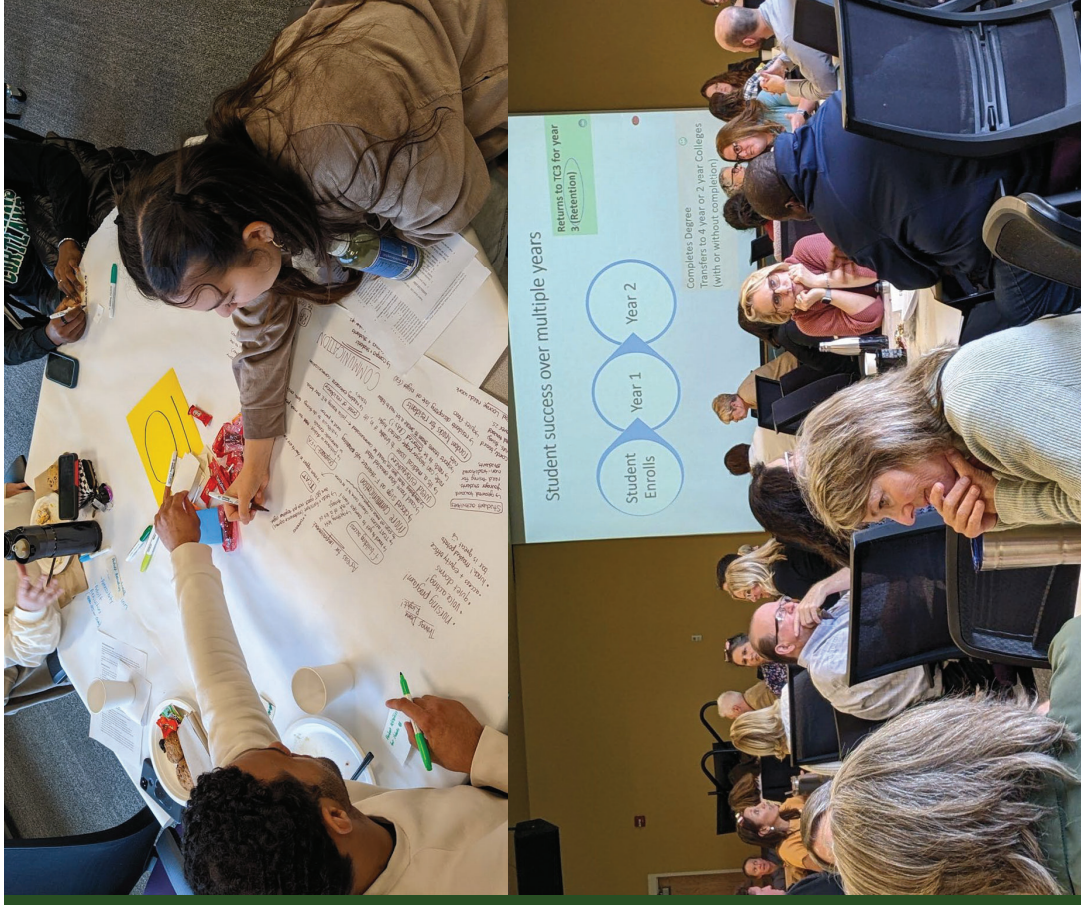
Our Process

TC3 hosted *three* World Café sessions:

- Fall Day 2023 - 160 Employees (Forum)
- Nov. 15, 2023 - 10 students (Teams)
- Feb. 1, 2024 - 48 students (Forum)

1054 comments compiled & reviewed

Full report & Executive Summary
available on SharePoint



Key Themes

1. Entry
2. Advising & Student Progress
3. Student Support
4. Curriculum & Scheduling
5. Communication
6. Campus Environment
7. Student Engagement & Belonging



Entry

👤 TC3 = Studentcentered

🌀 Clarify processes + increase collaboration = streamlined student experience

❑ How does TC3 document, communicate, and structure entry processes?

Where are the service gaps and how can we address them?



Advising & Student Progress

- 👤 1:1 guidance = connections + success
- 🔗 Increase clarity & availability
- ❑ How do students access advising & advising tools?

How often do students and advisors connect & by what means?



Student Support

- 🏠 Multi-use spaces (i.e. Best Life Lounge)
- 🌱 More hours + more access = better support
 - ❑ Where and how do students seek support?

How can we increase access to, and knowledge of, the services we offer?



Curriculum & Scheduling

🐼 Progress with Guided Pathways

- 🔗 More consistency & flexibility in course design, delivery, and/or assessment.
- ☐ How do/can students provide feedback to faculty about what's working and what could be better about courses?



Communication

👤 Face-to-face events + conversations = connection

🔗 Reduce methods/frequency; offer better platforms

❑ What methods of communication prove most effective?

What information should be online vs sent out as reminders?



Campus Environment

- 👥 Students enjoy spaces where they can interact with diverse groups
- 💡 Some classroom, communal, and residential spaces require upgrades; request for more dining and transportation options
- ☐ How can we best prioritize upgrades to boost student retention?



Student Engagement & Belonging

👥 Events like “Get Connected Fair” allow for greater connection

💡 Students need more help meeting basic needs and learning about events

❑ How do students learn about events and their value? How can we determine which events are most impactful?



1

People!

To boost student retention & completion

by cards, board
games. thing
geared toward
ages 25.



Next Steps

Findings will inform TC3's work, including:

- Strategic Enrollment process
- TC3's Strategic Plan
- Institutional Effectiveness Committee (IEC)

The IEC will oversee the coordination of campus leadership in response to the report and its findings, conduct further investigations, develop specific action items, and implement changes.



Thank you!

Questions?

Scan QR Code for
access to the World
Café Full Report



**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-60**

IN APPRECIATION OF ROMNEYA QUENNEL

WHEREAS, Romneya Quennell has served as the student member of the Tompkins Cortland Community College Board of Trustees for the Academic Year 2023-2024, and

WHEREAS, Ms. Quennell has been an exemplary member of the student body with her participation as an officer of the Student Government Association, the Faculty Student Association Board of Directors, a Resident Assistant, Peer Mentor for EOP (Educational Opportunity Program), and recipient of the Student Leader of the Year Award, and

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, NANCY MURPHY, 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 20th day of June 2024, 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 20th day of June 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Tompkins Cortland Community College
2023-2024 Appropriations
Year-to-Date through May 31, 2024

	Modified Budget 2023-24	Expend to Date 2023-24	Unexpend Balance 2023-24	% Expended 2023-24	Total Exp PY 2022-23	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,564,038	13,215,679	3,348,359	79.8%	15,911,648	11,750,872	73.9%	(1,464,807)	-9.2%
Equipment	130,000	41,084	88,916	31.6%	59,031	11,267	19.1%	(29,818)	-50.5%
Contractual Expenses	5,931,730	3,723,138	2,208,592	62.8%	4,982,142	3,738,441	75.0%	15,303	0.3%
Employee Benefits	8,489,828	7,451,479	1,038,349	87.8%	7,791,947	6,618,359	84.9%	(833,121)	-10.7%
Total Forecasted Departmental Appropriations¹	31,115,596	24,431,381	6,684,215	78.5%	28,744,768	22,118,938	76.9%	(2,312,442)	-10.5%
Scholarships & Awards									
Student Services	-	107,900	(107,900)	-	176,086	176,086	100.0%	68,187	40.0%
Academic Support	3,439,832	3,354,076	85,756	97.5%	3,247,763	3,223,352	99.2%	(130,724)	(4.9%)
Total Scholarships & Awards	3,439,832	3,461,976	(22,144)	100.6%	3,423,849	3,399,438	99.3%	(62,538)	(2.5%)
Total Forecasted Appropriations²	34,555,428	27,893,356	6,662,072	80.7%	32,168,617	25,518,376	79.3%	(2,374,980)	(9.3%)
Adjustments to Approved Budget									
Personal Services	(233,850)			-			-	-	-
Equipment	-			-			-	-	-
Contractual Expenses	541,414.00			-			-	-	-
Employee Benefits	-			-			-	-	-
Total Adjustments to Approved Budget³ Favorable (Unfav)	307,564	-	-	-	-	-	-	-	-
Personnel	16,330,188	13,215,679	3,348,359	80.9%	15,911,648	11,750,872	73.9%	(1,464,807)	-9.2%
Equipment	130,000	41,084	88,916	31.6%	59,031	11,267	19.1%	(29,818)	-50.5%
Contractual	6,473,144	3,723,138	2,208,592	57.5%	4,982,142	3,738,441	75.0%	15,303	0.3%
Scholarship & Awards Offset	3,439,832	3,461,976	(22,144)	100.6%	3,423,849	3,399,438	99.3%	(62,538)	-1.8%
Fringe Benefit	8,489,828	7,451,479	1,038,349	87.8%	7,791,947	6,618,359	84.9%	(833,121)	-10.7%
Total Approved Budget Appropriations⁴	34,862,992	27,893,356	6,662,072	80.0%	32,168,617	25,518,376	79.3%	(2,374,980)	-9.3%

Explanation of Sub-Totals and Totals:

1. *Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
2. *Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
3. *Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2023-24 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
4. *Total Approved Budget Appropriations:* This represents the Approved Budget.
5. Excludes impacts of GASB 68 (OPEB), GASB 75 (ERS/TRS) & GASB 87 (Lease Liability)

	Modified Budget 2023-24	Expend to Date 2023-24	Unexpend Balance 2023-24	% Expended 2023-24	Total Exp PY 2021-22 ⁵	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,825,673	6,004,731	820,942	88.0%	7,114,891	5,497,138	77.3%	(507,593)	(9.2%)
Equipment	-	-	-	-	7,296	787	10.8%	787	100.0%
Contractual Expenses	1,742,232	1,110,131	632,101	63.7%	1,524,152	1,071,804	70.3%	(38,327)	(3.6%)
Employee Benefits	3,437,293	3,393,507	43,786	98.7%	3,462,019	3,092,476	89.3%	(301,031)	(9.7%)
Total Instruction	12,005,198	10,508,369	1,496,829	87.5%	12,108,358	9,662,205	79.8%	(846,164)	(8.8%)
Public Service									
Personal Services	-	-	-	-	94,853	76,796	81.0%	76,796	100.0%
Equipment	-	-	-	-	-	-	-	-	-
Contractual Expenses	-	-	-	-	1,096	1,075	98.1%	1,075	100.0%
Employee Benefits	-	-	-	-	46,726	43,006	92.0%	43,006	100.0%
Total Public Service	-	-	-	-	142,675	120,877	84.7%	120,877	100.0%
Academic Support									
Personal Services	1,718,221	1,301,517	416,704	75.7%	1,551,654	1,074,948	69.3%	(226,569)	(21.1%)
Equipment	-	-	-	-	34,056	-	-	-	0.0%
Contractual Expenses	246,590	47,738	198,852	19.4%	192,367	113,813	59.2%	66,075	58.1%
Employee Benefits	713,057	740,318	(27,261)	103.8%	764,362	605,529	79.2%	(134,778)	(22.3%)
Total Academic Support	2,677,868	2,089,573	588,295	78.0%	2,542,439	1,794,291	70.6%	(295,283)	(16.5%)
Libraries									
Personal Services	578,667	437,031	141,636	75.5%	557,625	409,247	73.4%	(27,784)	(6.8%)
Equipment	-	-	-	-	1,612	813	50.4%	813	100.0%
Contractual Expenses	289,876	116,151	173,725	40.1%	276,218	256,556	92.9%	140,405	54.7%
Employee Benefits	289,759	244,737	45,022	84.5%	274,692	228,680	83.2%	(16,058)	(7.0%)
Total Libraries	1,158,302	797,919	360,383	68.9%	1,110,147	895,296	80.6%	97,377	10.9%
Student Services									
Personal Services	2,491,648	1,812,078	679,570	72.7%	1,991,287	1,428,335	71.7%	(383,743)	(26.9%)
Equipment	-	1,156	(1,156)	-	550	550	100.0%	(606)	(110.2%)
Contractual Expenses	696,125	422,042	274,083	60.6%	605,411	450,469	74.4%	28,427	6.3%
Employee Benefits	1,069,142	1,019,541	49,601	95.4%	980,931	829,905	84.6%	(189,637)	(22.9%)
Total Student Services	4,256,915	3,254,818	1,002,097	76.5%	3,578,179	2,709,259	75.7%	(545,559)	(20.1%)
Maintenance and Operations									
Personal Services	1,920,280	1,476,158	444,122	76.9%	1,834,543	1,259,514	68.7%	(216,644)	(17.2%)
Equipment	100,000	9,426	90,574	9.4%	7,586	1,186	15.6%	(8,240)	(694.8%)
Contractual Expenses	890,057	796,251	93,807	89.5%	1,000,137	698,514	69.8%	(97,737)	(14.0%)
Employee Benefits	951,381	849,952	101,429	89.3%	903,717	713,871	79.0%	(136,081)	(19.1%)
Total Maintenance and Operations	3,861,718	3,131,786	729,932	81.1%	3,745,982	2,673,085	71.4%	(458,701)	(17.2%)
Institutional Support									
Personal Services	1,712,837	1,274,387	438,450	74.4%	1,539,097	1,113,968	72.4%	(160,419)	(14.4%)
Equipment	-	-	-	-	-	-	-	-	-
Contractual Expenses	433,513	288,761	144,752	66.6%	486,571	376,472	77.4%	87,711	23.3%
Employee Benefits	872,808	713,670	159,138	81.8%	758,176	621,314	81.9%	(92,356)	(14.9%)
Total Institutional Support	3,019,158	2,276,818	742,340	75.4%	2,783,844	2,111,754	75.9%	(165,064)	(7.8%)
General Institutional Services									
Personal Services	1,316,712	909,777	406,935	69.1%	1,227,698	890,924	72.6%	(18,853)	(2.1%)
Equipment	30,000	30,502	(502)	101.7%	7,931	7,931	100.0%	(22,571)	(284.6%)
Contractual Expenses	1,633,337	942,065	691,272	57.7%	896,192	769,738	85.9%	(172,327)	(22.4%)
Employee Benefits	1,156,388	489,753	666,635	42.4%	601,324	483,578	80.4%	(6,175)	(1.3%)
Total General Institutional Services	4,136,437	2,372,097	1,764,340	57.3%	2,733,144	2,152,171	78.7%	(219,926)	(10.2%)
Total Forecasted Departmental Appropriations¹	31,115,596	24,431,381	6,684,215	78.5%	27,502,873	22,118,938	80.4%	(2,312,442)	-8.4%

**2023-2024 Appropriations
Schedule of Employee Benefits
as of May 31st, 2024**

	Modified Budget 2023-24	Expended to Date 2023-24	Unexpended Balance 2023-24	% Unexpended 2023-24	Total Exp PY 2022-23	YTD Exp 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Retirement Incentive Costs	179,068	306,120	(127,052)	171.0%	134,625	134,625	100.0%	(171,495)	(127.4%)
HRA Retiree Benefits	83,119	79,218	3,901	95.3%	90,191	59,356	65.8%	(19,862)	(33.5%)
State Employee's Retirement	1,095,738	1,009,688	86,050	92.1%	1,040,994	760,587	73.1%	(249,102)	(32.8%)
State Teacher's Retirement	182,355	142,466	39,889	78.1%	170,268	131,858	77.4%	(10,608)	(8.0%)
Optional Retirement Fund	792,864	524,373	268,491	66.1%	754,334	555,949	73.7%	31,576	5.7%
Social Security	1,270,482	1,015,629	254,853	79.9%	1,205,875	892,742	74.0%	(122,887)	(13.8%)
Worker's Compensation	94,558	638	93,920	0.7%	119,181	85,294	71.6%	84,656	99.3%
Executive Benefits	37,000	-	37,000	-	4,131	4,131	100.0%	4,131	100.0%
Disability Insurance	8,418	5,700	2,718	67.7%	8,782	5,396	61.4%	(304)	(5.6%)
Hospital and Medical Insurance	2,957,372	2,079,594	877,778	70.3%	2,672,308	2,010,625	75.2%	(68,969)	(3.4%)
Post Retirement Health Insurance	1,540,800	1,080,000	460,800	70.1%	1,440,000	1,080,000	75.0%	-	0.0%
Employee Tuition Benefits	128,104	97,532	30,572	76.1%	87,830	85,790	97.7%	(11,742)	(13.7%)
Life Insurance	7,513	5,923	1,590	78.8%	7,907	5,435	68.7%	(487)	(9.0%)
Vacation Benefits	93,600	67,500	26,100	72.1%	189,896	67,500	35.5%	-	0.0%
Miscellaneous	3,237	3,000	237	92.7%	3,475	2,575	74.1%	(425)	(16.5%)
Unemployment Insurance	15,600	576	15,024	3.7%	-	-	0.0%	(576)	0.0%
Total Employee Benefits	8,489,828	6,417,957	2,071,871	75.6%	7,929,797	5,881,862	74.2%	(536,095)	(9.1%)

Tompkins Cortland Community College
YTD Revenues 2023-2024
May 31, 2024

	Modified Budget 2023-24	Revenues to Date 2023-24	Variance 2023-24	% Realized 2023-24	Total Rev PY 2022-23	YTD Rev PY 2022-23	PY % Realized 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,883,694	3,885,857	(2,163)	100.1%	3,198,920	3,504,867	109.6%	380,990	10.9%
Spring	3,368,684	3,437,344	(68,660)	102.0%	2,818,898	3,103,271	110.1%	334,074	10.8%
Winter	127,690	159,385	(31,695)	124.8%	125,281	138,120	110.2%	21,265	15.4%
Summer	614,585	476,299	138,286	77.5%	468,997	466,976	99.6%	9,323	2.0%
Nonresident Tuition	508,938	804,399	(295,461)	158.1%	746,555	805,259	107.9%	(860)	-0.1%
Student Fee Revenue	1,012,926	999,504	13,422	98.7%	931,574	923,979	99.2%	75,524	8.2%
Bad Debt Reserve	-	-	-	-	-	(376,000)	-	376,000	-100.0%
Total Core Student Revenue	9,516,517	9,762,789	(246,272)	102.6%	8,290,227	8,566,472	103.3%	1,196,316	14.0%
Concurrent Enrollment Tuition	3,222,850	3,351,425	(128,575)	104.0%	3,247,690	3,221,936	99.2%	129,489	4.0%
Total Student Revenue	12,739,367	13,114,214	(374,847)	102.9%	11,537,917	11,788,408	102.2%	1,325,805	11.2%
Government Appropriations									
New York State	9,763,019	7,322,100	2,440,919	75.0%	9,750,020	7,312,515	75.0%	9,585	0.1%
Local Sponsors	4,882,882	2,441,456	2,441,426	50.0%	4,882,882	2,654,931	54.4%	(213,475)	-8.0%
Appropriated Cash Surplus	1,003,562	1,003,562	-	100.0%	600,000	600,000	100.0%	403,562	67.3%
Charges to Other Counties	5,891,772	5,526,117	365,655	93.8%	5,649,776	5,490,630	97.2%	35,487	0.6%
Federal Aid	-	-	-	-	88,753	-	0.0%	-	0.0%
Board Designated Reserves	-	-	-	-	932,518	932,518	100.0%	(932,518)	-100.0%
Total Govt Appropriations	21,541,235	16,293,235	5,248,000	75.6%	21,903,949	16,990,594	77.6%	(697,359)	-4.1%
Other Revenues									
Service Fees	121,340	85,011	36,329	70.1%	96,446	86,473	89.7%	(1,462)	-1.7%
Interest Earnings	-	10,517	(10,517)	0.0%	9,007	4,967	55.1%	5,550	111.8%
Rental of Real Property	10,000	1,400	8,600	14.0%	11,035	7,575	68.6%	(6,175)	-81.5%
Contract Courses	100,000	65,777	34,223	65.8%	(25,031)	81,289	-324.8%	(15,512)	-19.1%
Noncredit Tuition	100,000	88,613	11,387	88.6%	174,870	163,692	93.6%	(75,079)	-45.9%
Grant Offsets	205,000	99,011	105,989	48.3%	180,373	124,571	69.1%	(25,560)	-20.5%
Unclassified Revenues	46,050	56,691	(10,641)	123.1%	45,476	34,588	76.1%	22,103	63.9%
Total Other Revenues	582,390	407,020	175,370	69.9%	492,177	503,155	102.2%	(96,135)	-19.1%
TOTAL REVENUES	34,862,992	29,814,468	5,048,524	85.5%	33,934,042	29,282,157	86.3%	532,311	1.8%
Student Revenue	13,060,707	13,353,615	(292,908)	102.2%	11,784,201	12,119,863	102.8%	1,233,752	10.2%
State Revenue	9,763,019	7,322,100	2,440,919	75.0%	9,750,020	7,312,515	75.0%	9,585	0.1%
Local Revenue	10,774,654	7,967,573	2,807,081	73.9%	10,532,658	8,145,561	77.3%	(177,988)	-2.2%
Federal Revenue	-	-	-	0.0%	88,753	-	0.0%	-	0.0%
Use of Fund Balance	1,003,562	1,003,562	-	100.0%	1,532,518	1,532,518	100.0%	(528,956)	-34.5%
Other	261,050	167,619	93,431	64.2%	245,892	171,701	69.8%	(4,082)	-2.4%
Total	34,862,992	29,814,468	5,048,524	85.5%	33,934,042	29,282,157	86.3%	532,311	1.8%



To: Board of Trustees
 From: Sheila Abbey, Administrative Assistant
 Date: June 7, 2024

Foundation Board and Committees

The Foundation Board hosted its first Distinguished Alumni Reception on Tuesday, May 21 prior to Commencement. Thirty people attended the event. Recipients, Thomas Pennell '03 and Andrew Pierce '93 were honored at both the reception and Commencement.

The campus housing bond work continues with our legal team at Bond, Schoeneck & King.

Upcoming Meetings

Joint Meeting - Finance/Audit/Investment and Property Management Committees, June 16
 Board Development Committee, June 24
 Executive Committee, June 25
 Board, July 9

Philanthropy

2023-2024 (09/01/2023-08/31/2024) revenue raised to date: \$1,308,835

Donor Activity	Face-to-Face	Calls	Emails	Other
May 6 – June 7	0	2	8	0
Fiscal Year Total	12	26	164	5

Communications

An email will be sent to Dryden donors regarding the TC3 Farm's August CSA.

Foundation Board Members Regina Grantham, chair (Cortland County) Kansas Underwood, vice chair (Tompkins County), alum Clint Books, secretary/treasurer (Cortland County) Doug Bentley, alum (Cortland County), alum Amanda Bisson, Faculty Liaison Rich Cunningham (Cortland County) Dale Davis, alum (Cortland County), alum Bob Haight (Cortland County) Amy Kremenek, College President Amy Lanzilotta (Tompkins County), alum	Adam Long (Tompkins County) Mike McMahon (Cortland County) Matt McSherry, Board of Trustees Liaison Janet Morgan (Tompkins County) Greg Richards (Cortland County) Gary Stewart (Tompkins County) Mary Stoe (Tompkins County) Brian Tobin (Cortland County) Jennifer Turck (Cortland County) Baruch Whitehead (Tompkins County) Paula Younger (Tompkins County)
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TO: Tompkins Cortland Community College Board of Trustees

FROM: Amy Kremenek, DM, President

DATE: June 10, 2024

SUBJECT: President's Update

The following update reflects progress toward the President's goals approved by the Board of Trustees. The goals are organized by the following four focus areas: Student Enrollment and Retention, Campus Institutional Resources and Assets, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration.

STUDENTS: ENROLLMENT AND RETENTION

- Enrollment for the fall 2024 semester is underway. There are currently 2,022 applications in-hand for fall, down by about 6% from this same time last year. Acceptances are up 158%. Enrollment for fall is currently up 3.8% in headcount and down (0.7%) in FTE, with an increase of 11.5% in PT students and a decrease of 2.0% in FT students.
- Progress has been realized relative to enrollment by continuing students, with an increase of 14.9% in headcount and 15.6% in FTE. Of concern is the downward trend in new student enrollment, which has persistently been off by a third since registration opened. An enrollment campaign led by the leadership of the Enrollment Services Center, including personalized outreach to students who have applied but not enrolled is underway. The fall semester begins on August 26.
- The final RNL-facilitated workshop for the Strategic Enrollment Plan is 6/28. The focus of the workshop is to finalize top priorities for each of the five working groups that will inform the final plan to be completed this summer. A cross-functional Enrollment Council led by the VP of Enrollment Management will be charged to lead the plan's implementation.
- Discussion is underway with the leadership of the Library and Access & Equity to re-envision the Baker Learning Commons, a centrally located space that is under-utilized in its current operation. The recent World Café report and recommendations on Student Engagement and Belonging will be instructive to this work.
- The search for the successor Vice President of Enrollment Management has concluded. Rob Palmieri, a leader with 17 years of community college enrollment management experience, begins on June 24.

CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS

- The FY 2025 NYS Budget was released in May, including continuation of the funding floor, no FTE increase and an additional \$8 million in operating aid for the 30 community colleges. The Empire State Community College Workforce Guarantee was not funded. The additional \$8 million has been allocated by SUNY to expanding mental health services and health-related

degree programs. The allocation was based on existing credit enrollment in health degree programs, with TC3 allocated \$100,000 to expand mental health services and \$75,000 to grow the number of health graduates.

- Efforts to align the Foundation's capital assets with the current and projected needs of the College continue. The senior living housing roundtable met 5/17 and discussed potential grant funding to solicit proposals for repurposing vacant residence halls. Separately, the feasibility study funded by the Park Foundation to consider the use of residence halls specifically for adult students, possibly with families, is scheduled to be complete in July. A public presentation of the second-phase findings will take place in August.
- With the approval of the College's 2024-25 Operating Budget by the Board of Trustees in May, it will be presented to the Tompkins County Legislature on June 18 and the Cortland County Legislature on June 27, per required processes. Following review and approval by both sponsoring counties, it will then be sent to SUNY as the final stage of the process.
- The search for the Executive Director of the TC3 Foundation has concluded. Jason Pomeroy, an experienced development professional with fundraising and board leadership experience begins July 8. Responsibility for finance/facilities and operation of the Foundation properties that support the College's mission will be retained by Finance & Administration and new Director of Auxiliary Operations Regina Holl.

CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION

- The cross-campus review and input into the College's mission, vision and values led by the TC3 alumni of the PEAKS Community College Leadership Consortium is complete, with recommendations received by Executive Council on 6/3. The final draft will be presented to the Board of Trustees for approval this summer. This is the first step in the update of the Strategic Plan, which will begin in earnest this fall.
- The College Senate has named April Myles, Assistant Registrar, to serve as the Senate's liaison for policy review, as required by Senate Bylaws. This coordination will occur through Carolyn Boone, Chief Policy & Compliance Officer, starting this fall.
- The second annual Employee Appreciation Celebration and Employee BBQ was held on Monday 5/20. The festivities included presentation of the 2024 SUNY Chancellor's Award Winners and recognition of the College's retirees this year.

EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION

- Conversations are underway with Ithaca Reuse for the possibility of a refurbished laptop program to provide students in need with ownership of affordable technology, especially important with the discontinuation of the College's laptop loaner program.
- I toured iSpice, a growing operation and employer located in the former Voyant facility in Cortland, with Director of Workforce Development Carrie Whitmore on 5/20. Discussion included opportunities for workforce training and ongoing issues with workforce housing. A workforce training proposal was submitted as follow-up.

Vice President Reports

Policy and Compliance Report – May/June 2024

Chief Policy and Compliance Officer

I attended the Spring Meeting of STIXCA (SUNY Title IX Coordinators Association), which included a session on current research into affirmative consent and how it is seen or understood by a wide variety of both students and nonstudents. In addition, I attended a breakout session on both annual and decennial reporting on NYS Education Law Articles 129A and 129B. Finally, an update from both the SUNY Student Conduct Institute and SUNY Counsel's Office regarding the forthcoming required policy changes to our Title IX processes. TC3's Title IX Committee continues to prepare for the new final rule on Title IX with a scheduled implementation date of August 1, 2024. Some of the regulations also call out to Title VI as well.

I participated in Title IX trainings provided by SUNY SCI (Student Conduct Institute) and Grand River Solutions. The federal Department of Education published the final rule on Title IX (except for athletics) this in April with a scheduled implementation date of August 1, 2024. Some of the regulations also call out to Title VI as well.

In May I received training in the Fair Housing Act's regulations on *Access to Recreational Facilities* and on *The Design and Construction Requirements of the FHA: Technical Overview Part 1* and in June *Part 2* of the *Technical Overview* and well as *Fair Housing Act Requirement 2: Accessible Public and Common-Use Areas*. The FHA regulations apply to our Residence Life facilities.

I attended a session provided by AHEAD (Association on Higher Education and Disability) and ATHEN (Access Technology Higher Education Network) on how to manage alternate format textbooks now there is no longer the ability to secure books through **AccessText Network (ATN)**, including the Publisher's Lookup. (This is how postsecondary education providers have gotten digitally-based, accessible formats of textbooks from textbook publishers for more than 15 years.) A lot of networking will be involved for Access & Equity Services, as well as increased training, more in-house remediation and it may mean more resources will need to be directed at this process in order to stay in compliance with accessibility regulations. There is some hope that the ATN will be reconstructed, but in the meantime the College have to be prepared to do much more in-house work.

I attended a webinar, *Reclaiming Neurocrip: Living at the Intersections of Race, Neurodivergence, and Chronic Illness*, where the presenter, Dr. Sara María Acevedo discussed racialized, gendered, and cross-disability experiences in higher education. She focused on how these experiences inform the reclamation of intersectional disability identity as well as cultural practice. The intersectionality of her lived experiences as a multiply-marginalized college professor quite informative.

Policy

I worked with Provost Reifenheiser to make a minor modification to the Curriculum Committee-, Faculty-, and College Senate-approved Prior Learning Assessment Policy and Processes. The modification was to add a right of appeal by students in the process section, which is a component of the SUNY Policy that prompted the creation of TC3's policy and process. The next step for the Provost's office will be to oversee the implementing procedures and I'll be available at the initial stage of that process to set a path for writing clear, concise, yet comprehensive procedures.

A number of policies will be ready for Board approval in July. The Whistleblower policy has been submitted for the June meeting.

I organized a group of people to begin developing a Plastics Policy. SUNY has mandated a reduction in the use of single use plastics that is quite comprehensive and will require a multilayered approach. Zach Snyder has agreed to chair this group. The first plastics to be eliminated are balloons. Beginning next fiscal year, no balloons will be purchased (this year we were to have a 50% reduction in our balloon purchases).

Compliance

I'm continuing the work on developing a usable Compliance Calendar and the procedures for securing a more seamless response to not only reporting deadlines, but making sure non-reportable compliance items (e.g., you must have a policy on **X**) are reviewed regularly for necessary updates (because the law about **X** has changed or been modified, or withdrawn). This is proving to be a big lift as the sheer number of regulatory bodies involved creates a spaghetti-like network of similar, yet different, compliance matters and reporting requirements.

There have been, in particular, a substantial number of changes to (surprise!!!) Financial Aid regulations. Colleen Conroy, Director of Financial Aid, and Sarah Dockstater, Associate Director of Financial Aid and Compliance Officer is in the process of developing appropriate processes and procedures in handbook form for her staff and others who may need to know. They are consulting with me as needed.

I met with Victoria Zeppelin, Director of College Now, in May, to discuss the current arrangement for contracting with schools and BOCES for Concurrent Enrollment classes conducted in districts and after consultation with BSK, am in the process modifying current contractual templates to clarify roles, responsibilities and rights within the guidelines established by SUNY.

Enrollment Management June 2024 Report

The Enrollment Management Division held a retreat on May 29th. This was a great opportunity for team members across individual departments to meet colleagues across the division. Each department introduced its members and gave a brief overview of their successes from the Spring semester. We participated in small group brainstorming sessions focused on strategies and actions we can take to help bolster fall enrollment. Small groups shared their ideas and together we decided upon 5-6 small lift action steps we could implement to increase enrollment. This was time well spent and helped everyone in the division to see how their role and ideas contribute to the overall recruitment and enrollment strategy.

The admissions team is working hard to improve year over year enrollment numbers. Their focus is enrolling students they have recruited. Nursing admissions review has concluded and letters sent out to students. Assistance is ongoing to international student to help them through the admissions process. Admissions and Marketing are collaboratively to improve acceptance communications and processes. Additionally, they are working to improve the visibility of the Admissions team on our website including short bios with pictures and the ability for prospective students to schedule meetings with admissions advisors.

The Enrollment Service Center has rolled out a Campus Caller Enrollment Campaign to accepted students to increase registration appointments. Admissions is connecting with guidance counselors to obtain final high school transcripts which will move students quickly through the enrollment funnel. "Become a Panther in a Day" Instant Registration Saturdays are scheduled for July 13th and August 10th. Prospective students can apply, fill out their FAFSA, register if they have a transcript, and walk out with a schedule (and bill) in hand.

The Adult Student Recruiter is meeting with organizations across Cortland and Tompkins counties. She is setting up regular times to be available at organizations to conduct presentations and meet with potential students.

Enrollment Management Operations is working to maximize our utilization of our Slate CRM across campus. They are working collaboratively to analyze operational workflow, business practices and procedures to ensure we are managing our applicant, accepted, and enrolled student populations seamlessly. We are working on several integrations to help automate many of our manual processes and are already looking ahead to start planning for the upcoming 24-25 cycle.

Strategic Marketing is currently playing an active role in addressing the new student gap. We are preparing communications campaigns in Slate for target audiences and also crafted the script and communications cadence for the admissions-department-led outreach to new students in need of advising. The department is also supporting enrollment with continuous Google search and display advertising through Hybrid and will soon add continuous social media ads to our roster.

Outside of enrollment efforts, we are working on migrating all of our media assets to a new software, working with Scott R. on the refresh of the Coltivare brand and website, and redoing admissions materials including the viewbook, accept packets, and the admissions presentation. The department is also eyeing new photo/video production this fall, a new marketing campaign, and greater mapping of Slate communication processes.

CollegeNow received re-accreditation through NACEP, the national accrediting body for dual enrollment. Program accreditation is a huge process, and supports our regional accreditation. Congratulations to the CollegeNow team for their hard work. Thank you!

CollegeNow hosted 70 students from 4 schools/BOCES to Coltivare for an “open house” to learn about all the Farm to Bistro degree programs. Faculty and students from each program facilitated interactive sessions, and included a session led by the new Executive Chef of Coltivare. The event was well-received and serves as a great recruiting tool. CollegeNow also hosted TST BOCES’ Exercise Studies program on campus to meet with the faculty associated with our Recreation and Health Sciences programs. Recruitment and enrollment continues for summer classes. So far, over 100 high school students have enrolled in summer coursework and we expect more to enroll in time for the 2nd 5wk session.

CollegeNow also helps to coordinate multiple grant-funded early college high school programs. Planning for the new Smart Scholars Early College High School began in earnest; this project was featured in the Cortland Standard and a couple of radio stations, but we are planning another press event in August when our first 9th grade cohort comes for a campus visit. Our campus-based early college high school, P-TECH, is preparing another cohort of seniors to start at TC3 this Fall. This May’s Commencement was special for CollegeNow as we celebrated our first cohort of P-TECH graduates, two of whom were featured in the College’s graduate profiles. In addition, we had 90 Early Degree graduates from 15 schools – 80 of whom attended Commencement with their families and school administrators.

The CNA program began June 3rd with 11 participants. This is our 3-week intensive program and culminates with students sitting for the NYS Certification Exam. Staff worked with 6 different funding sources to help students receive tuition assistance. Recruitment is underway for the Microelectronics and Nanomanufacturing Certificate Program. Our goal is to enroll 8 students for the fall semester. This is an intensive 12-week program specifically for Veterans and their dependents. They’ll earn several industry recognized credentials and meet several actively hiring semiconductor employers from across the country. We have secured Menlo Micro and Pall Corporation to present to the nationwide cohort.

We welcomed more than 25 students to Celebrate Your Next Steps event, acknowledging their hard work and plans after finishing the semester. This event is for all students and provides them an opportunity to connect and share with others. Implementation of the TC3 Internship Fund was hugely successful this spring. The Internship Fund Committed reviewed 15 applications and awarded a total of \$36,000 to 15 students participating in unpaid and low pay internships. This opportunity led to an increase in participation in the summer nursing internship elective by approximately 75% over last year. Training provided to summer Student Success Advisors to assist with utilizing career development tools to support students in their major decision-making. We processed over 50 reimbursements for licensing and NCLEX exam fees paid by nursing students thanks to the USDOL Strengthening Community College grant. Paying these fees is a huge financial barrier for students and we will be able to provide reimbursements through the end of the grant in 2026.

VP of Finance & Administrations Report:

May 2024 Close

Budget and Finance

The budget and finance department continues efforts to reimagine the department by enhancing policies and procedures, internal controls, and systems modernization. Financial and operational oversight continues with the Foundation and Faculty Student Association (FSA).

At the end of May we welcomed Regina (Gina) Holl as the Foundation's Director of Auxiliary Services. Gina is currently meeting with College, Foundation, farm and restaurant leadership and staff to identify the various needs for more efficient and sustainable operations, while training with Foundation staff departing the College. Gina will spend the next few weeks working with the VP for Finance and Administration on a strategic plan for aligning the Foundation's auxiliary operations with the College's needs. In the meantime, Gina has been focused on preparing the Foundation's annual budget and June Board and Committee presentations, as well as auditing the Foundation's policies for compliance.

We are preparing for our County Legislature meetings later this month.

Revenue continues to trend favorably as compared to last year and we expect to close the year on target with budgeted numbers. Expenses are also trending favorably as compared to last year and it is expected that we will close the year below forecasted projections.

Financial Aid

The financial aid office began sending financial aid award offers out and have included anticipated aid to the students' accounts for both the summer and the fall.

Students are able to make corrections to their FAFSA if need be, and in an effort to assist the students, the office has been reaching out to these students to assist them in making corrections as necessary.

Financial aid has been collaborating with TC3's new Slate Captain to assist with integrating financial aid information into the Slate system.

Daily, the financial aid office downloads reports of students who have registered for the fall '24 semester and evaluated to determine if a FAFSA is on file. If there is not a FAFSA, they are sending the student a message encouraging them to file the form. In the communications, the students are made aware that they may be eligible for grants based upon the new FAFSA rules to calculate grant eligibility. Additionally, the students are made aware that a FAFSA must be submitted to determine institutional scholarships.

Registration and Billing

The Registration and Billing department continues their work to prepare for the Fall Enrollment Cycle and have begun sending billing statements to students who are registered while continuing to focus on summer receivables.

The office has been busy notifying students who need to get a 'Certificates of Residence' for fall semester and offering assistance with this.

The Registration and Billing staff are working with various populations of students to assist them in being financially prepared to pay their bills for the fall '24 term.

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of June 20, 2024

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Assistant Director of Student Success: Advising, Career & Transfer Services	June 2024	April 26, 2024	May 10, 2024	Hired: Glenda Gross (06/01/24)
Associate Vice President of Student Affairs	June 2024	April 26, 2024	May 10, 2024	Hired: Darese Dosal (05/23/24)
Coordinator of Access & Equity Services	April 2024	February 19, 2024	March 19, 2024	Hired: Karen Rachetta (06/24/24)
Director of Facilities	ASAP	April 11, 2024	May 13, 2024	Hired: Nicholas Dovi (06/24/24)
Director of Public Safety	May 25, 2024	March 13, 2024	April 13, 2024	Hired: Christopher Austen (06/25/24)
Executive Director of the Foundation	ASAP	March 13, 2024	April 15, 2024	Hired: Jason Pomeroy (07/08/24)
Faculty – Accounting	August 2024	March 4, 2024	April 4, 2024	Failed Search
Faculty – Psychology	August 2024	March 4, 2024	April 4, 2024	Hired: Kamala Tabor (08/19/24)
Student Success Advisor	June 2024	April 22, 2024	May 6, 2024	Internal Only Posting – Interviews Concluded
Vice President for Enrollment Management	ASAP	March 1, 2024	April 1, 2024	Hired: Robert Palmieri (06/24/24)

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Cleaning Supervisor (1.0 FTE)	Buildings & Grounds	ASAP	Hired: Emily Nelson (06/13/24)
Enrollment Services Specialist (1.0 FTE)	Financial Aid	ASAP	Hired: William Francis (06/03/24)

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Teacher	Childcare	ASAP	Accepting Applications
Substitute Teacher	Childcare	July 2023	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics & Recreation	July 2023	Continuous Recruitment Hired: Kaiden Wiiki (05/13/24) Kayla Scuderi (05/28/24) Marybeth Ortlieb (05/30/24)
Resident Director	Residence Life	April 2024	On-Campus Interviews Scheduled

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications
Banquet Server	TC3 Bistro	July 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Dishwasher	TC3 Bistro	July 2023	Accepting Applications
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Accepting Applications
			Hired: McKenna Macomber (05/21/24)
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	ASAP	Accepting Applications
Event Coordinator	TC3 Bistro	ASAP	Conducting Interviews

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of June 3, 2024

COMPLAINANT/SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOCIATION

Alleged violation of Articles 5, 8 and 19

Arbitration hearing scheduled for September 19, 2024.

PROFESSIONAL ADMINISTRATORS ASSOCIATION

Alleged violation of Articles 29.2, 41.2,
49.2.4.1, 49.2.4.2 and 52.3

Held in abeyance; meeting with bargaining unit to attempt
informal resolution on June 6, 2024.

TC3 ADJUNCT ASSOCIATION

None.

Provost Board Report

June 2024

Interim Provost

Dr. Joe DeHart began his 7-month engagement as Interim Provost and VP for Academic Affairs on Monday June 3rd. He will be on-site until the end of 2024. Joe's responsibilities for this time is to manage the day-to-day activities of the office, build capacity and structure within his areas based on priorities of the colleges, and prepare for the search for a permanent Provost this fall ensuring a good match between the needs of the college and the experiences and abilities of this person. His first week included meeting key leaders across the college and especially within his department.

Registrar

The Academic Records office has conferred over 220 May 2024 degrees and certificates to date, and will ultimately exceed the number of May 2023 conferrals when processing has been completed. Over 40 microcredentials have been conferred to date for May 2024, with more expected once several students in the Direct Service Provider microcredentials have wrapped up their fieldwork. The number of microcredentials earned in spring 2024 is nearly double the number earned in spring 2023.

First Year Seminar Course

This past year, the Provost's Office worked with a group of faculty representatives from each community and advisors to revise the General Interest First Year Experience course (FSS 110). The resulting revised course provides new General Studies students the opportunity to research and reflect on their career and educational goals. Assessment metrics were created to track over the next year, with four full-time faculty members teaching the course in the fall. Our goal after this pilot is to work with each academic community to create a specific first year course for their entering students.

Program Reviews

Full program reviews are underway for Computer Science, Early Childhood, Human Services, Social Science, Sports Management and Sustainable Farming.

Chair Reports

Program Chairs will be working on their annual reports to be completed and ready for discussion by the fall in-service.

Report to Board of Trustees

Campus Technology

June 2024

2023-2024 Goals

- Complete Power Campus/Slate Integration via Constituo by 9/1/2024 (in concert with Richard Floyd)
 - Progress report – The new Slate Captain (BA) and I met with Constituo and have continued to meet regularly to discuss this project. BA is working with CT Staff to achieve her needs for integration and is making significant progress. We expect to continue to make progress and meet the 9/1/2024 goal for completing this project.
- Implement NYSERNET Internet connection by 2/28/2024.
 - Instead of moving forward with NYSERNET, we've decided to implement an additional 1G EPL Connection via FirstLight to separate and securely route traffic to our cloud hosted applications. We will reevaluate the campus needs in late 2025 in preparation for the 26-27 budget year when our current firewalls will be in need of replacement.
- Procure and migrate to updated datacenter equipment using an appropriate mix of cloud and on-premises resources by 4/1/2024.
 - Our first server has been successfully moved to the ITEC IaaS cloud Hosted solution and testing of the proof of concept had been positive. We will continue with none additional servers to prove viability, then order new on site hardware sized to meet the remaining on campus needs (as planned), and continue to migrate the remaining servers to the ITEC IaaS solution.
- Replace 12 remaining end of life campus fiber optic connections by 9/1/2024.
 - Installation of these fiber optics have begun, and none too soon, as the existing connections were beginning to fail regularly. The installation should be complete by mid-July.
- Complete the 2024 – 2027 Technology Strategic Plan by 11/30/2023.
 - Delayed due to resource constraints, but progress is being made and plans are becoming clearer and more focused. I should have more cycles to devote to this effort now that additional staff have been hired and have started in the department.
- Upgrade Power Campus Admin, Power Campus Self Service, and MyTC3 by 4/1/2024.
 - The upgrade was completed successfully 5/31 – 6/2. Many thanks to the CT staff who worked tirelessly on this important project and worked through several weekends to make this a success.

THE BOARD OF TRUSTEES REPORT
VP of Student Affairs and Senior Diversity Officer
June 2024

Athletics and Recreation

A full review of academic performance by TC3's student-athletes for the 23-24 school year will be included with the July Board report.

Baseball <https://www.tcpantthers.com/sports/bsb/index>

Golf <https://www.tcpantthers.com/sports/mgolf/index>

Lacrosse <https://www.tcpantthers.com/sports/mlax/index>

Softball <https://www.tcpantthers.com/sports/sball/index>

Fitness Center: Has seen significant increases in end of semester member participation since starting the fitness challenges that run the last 6 weeks of each semester. Prior to these challenges, participation would drastically decline. Events: TC3 will host both OCM and TST BOCES graduations on June 12 and June 18 respectively. These events bring thousands to campus and build stronger relationships between the College and our community.

Campus Police

Campus Police provided updated residence hall access cards to neighboring law enforcement agencies; these cards are stored in agency vehicles for use in the rare instance that a Campus Police officer may require emergency law enforcement assistance in one of the residence halls. Officer Davis visited the Arthur Kuckes Childcare Center on May 13th to help the children learn about community helpers. All Campus Police staff were on duty on May 21st to help ensure a safe and successful 55th Commencement Ceremony. Officer Davis and Officer Fazzary participated in the annual Village of Dryden Memorial Day Parade. Campus Police staff will assist the Village of Dryden with the annual Dairy Day Parade in June, as well as participate in the 2024 Special Olympics opening ceremony and award presentations at Ithaca College on June 14th and 15th.

Childcare

The Childcare center has a new paid radio ad that is coming out on June 3rd and running for a month. The ad is on Z95.5, marketing the open teacher-aide positions. The department is optimistic about receiving some applications from the initiative. The department recently had two applications come in for teacher aides, but no interviews have been conducted yet.

Health and Wellness Services

The 2nd Annual Best Life 5K was May 11th. Approximately 40 staff, faculty, students, and community members completed the course. Health and Wellness Services saw many students for walk-in sessions during the last few weeks of the semester, and they reported feeling supported by our walk-in availability. Jenai, a clinical counselor, provides in-person and telehealth mental health counseling to students enrolled in the fall and spring semesters or transferring to another higher education institution during the summer. The SUNY Transformation Fund provides assistance with summer services and auxiliary staffing. Case Manager Lynette attended a SUNY Homeless Liaison Meeting on May 20th. Liaisons shared experiences, reflections, and next steps regarding housing, other basic needs, and insecurity among students. Additionally, OASAS has approved the Coalition's sponsorship of Ithaca Pride. Health and Wellness Services has received the National College Health Assessment results and will use them to guide upcoming health and wellness initiatives.

Office of Diversity Education and Support Services

Two graduates of the Educational Opportunity Program (EOP) received acceptances to colleges and universities this month—one to Cornell University and the other to Elmira College. Additionally, an EOP participant was responsible for creating the design for the commencement program, showcasing our program's talent and creativity. On the recruitment front, efforts continue to be strong, with 25 prospective students identified for interviews. To streamline and improve the application process, EOP is collaborating with the Director of Enrollment to automate the EOP application process in Slate. As we prepare for the summer program, ODES is finalizing the daily activities for each week of the 4-week program. The institute features workshops and classes, providing our students with a comprehensive and enriching experience.

Residence Life

The Resident Director search continues in the on-campus interview stage, and the search committee recently hosted two additional candidates as Aero Kierstan, Resident Director, resigned from the position to relocate to be closer to family. Additionally, the ongoing construction on Tioga and Cayuga Lake Halls is on schedule for completion by move-in. The first floor of Tioga Hall now boasts new flooring and paint. Residence Life is expecting new furniture in June, overhauling the heating systems in Tompkins and Cortland Halls, and starting work on roofs and sealing buildings. Finally, we have completed a review process and are currently updating the Residence Life Student Handbook.

Student Conduct, CARE Team & Title IX

The CARE team is reviewing SUNY's Involuntary Leave of Absence Policy (see attached) that encourages community colleges to observe. The CARE team will also review possible related segments of the Medical Leave policy to determine the potential impact these policies may have on each other. Once reviewed, the CARE team will submit the feedback to the president and VP of Student Affairs/Senior Diversity Officer. The team will ultimately forward recommendations to the Executive Leadership Team for feedback. Additionally, the Department of Education issued new Title IX regulations that require campuses to implement new rules by August 1, 2024. These regulations will certainly require updates to policy and process to align.

Student Activities

After two weeks of associated end-of-year events, commencement activities concluded. The commencement ceremony was held on Tuesday, May 21, 2024. Faculty and staff received an invitation to participate, either by walking in the ceremony or volunteering. In accordance with SUNY guidance, an additional scenario planning session was held prior to this year's commencement preparation to ensure a safe graduation for all graduates and their guests. Student Success: Advising, Career, and Transfer Services

Student Success: Advising, Career, and Transfer Services

Student Success is currently reviewing technology options that support student retention and communication. The campus currently uses a few tools. The review is aimed at streamlining the tools used that show the best potential to meet or surpass the campus retention metrics. Additionally, the internal search process selected Glenda Gross, PhD, who was serving as the Interim Assistant Director of Student Success, for the permanent position.

Consent Agenda

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-67**

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, NANCY MURPHY, 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 20th day of June 2024, 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 20th day of June 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Wednesday, June 5, 2024
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Borovska, Svetla	CTC New Faculty Mentorship Program (H.K. Whitener)	Adjunct	\$463.65	1/16/2024 To 5/20/2024
Kent, Nicholas	CTC New Faculty Mentorship Program (T. Vande Berg)	Adjunct	\$463.65	1/16/2024 To 5/20/2024
February				
Cruz-Miazga, Libby	HLTH112 M01	Adjunct	\$1,539.00	2/29/2024 To 5/17/2024
April				
Kyle, John	CAPS131 M02	Adjunct	\$1,509.30	4/11/2024 To 5/17/2024
Duthie, Diane	Lab Tech - Additional Hours	Adjunct	\$864.24	4/20/2024 To 5/22/2024
May				
Delisle, Jake	Laboratory Technician - BIOL/CHEM	Adjunct	\$1,662.00	5/22/2024 To 6//28/2024
Doskal, Darese	Student Affairs - Associate Vice President of Student Affairs	MC	\$118,000.00 *	5/23/2024
Almann, Nancy	BIOL114 BL1	Adjunct	\$3,870.00	5/29/2024 To 7/3/2024
Cicciarelli, Richard	BIOL100 BL1	Adjunct	\$4,014.50	5/29/2024 To 7/3/2024
Cicciarelli, Richard	INDP BIOL104 M49C	Adjunct	\$1,664.00	5/29/2024 To 7//3/2024
Coleman, Cynthia	SOCI101 BL1	Adjunct	\$3,870.00	5/29/2024 To 7/3/2024
Earley, Bernard	ENGL100 BL1	Adjunct	\$3,870.00	5/29/2024 To 8/9/2024
Gonzalez Suarez, Jose	CONT202 Cancellation 05/28/24	Adjunct	\$300.00	5/29/2024
Gray, Amanda	Professional Tutor	Adjunct	\$6,448.20	5/29/2024 To 8/16/2024
Ha, Lien	DRAF117 Cancellation 05/28/24	Adjunct	\$300.00	5/29/2024
Mack, Alyssa	Professional Tutor	Adjunct	\$7,418.40	5/29/2024 To 8/16/2024
McComb, Jared	MATH029 EL10 MATH200 M10 MATH200 EL10	Adjunct	\$6,156.00	5/29/2024 To 8/9/2024
Richards, David	BUAD201 BL1	Adjunct	\$3,870.00	5/29/2024 To 8/9/2024
Schmid, Joseph	ACCT101 BL1 ACCT102 BL1	Adjunct	\$10,320.00	5/29/2024 To 8/9/2024
Seyfried, Matthew	ENGL204 BL1	Adjunct	\$3,870.00	5/29/2024 To 7/3/2024
Snyder, Emily	Para-Professional Tutor	Adjunct	\$2,659.20	5/29/2024 To 8/16/2024
Snyder, Stephen	BIOL101 BL1	Adjunct	\$4,515.00	5/29/2024 To 7/3/2024
Weaver, Bobbi	Professional Tutor	Adjunct	\$5,563.80	5/29/2024 To 8/16/2024
Wojciechowicz, Donald	BIOL112 M15	Adjunct	\$3,787.00	5/29/2024 To 7/3/2024
Zaia, Heather	INDP ENGL098/100 E49C, ENGL100 M49C	Adjunct	\$1,248.00	5/29/2024 To 8/9/2024
June				
Gross, Glenda	Student Success - Assistant Director of Student Success	Grade 3	\$78,000.00 *	6/1/2024
Webb, Marilyn	Returning Adjunct Library Assistant	Adjunct	\$4,520.10	6/2/2024 To 8/31/2024
Francis, William	Enrollment Services - Enrollment Services Specialist	Grade G	\$50,427.00 *	6/3/2024
Nelson, Emily	Buildings & Grounds - Cleaning Supervisor	Grade I	\$55,824.00 *	6/13/2024
Dovi, Nicholas	Finance & Administration - Director of Facilities	Grade 6	\$105,000.00 *	6/24/2024
Palmieri, Robert	Enrollment Management - Vice President for Enrollment Management	MC	\$134,000.00 *	6/24/2024
Rachetta, Karen	Academic Affairs - Coordinator of Access & Equity Services	Instuctor	\$80,000.00 *	6/24/2024
Austen, Christopher	Student Affairs - Director of Public Safety	Grade 6	\$105,000.00 *	6/25/2024

Employee	Department	Title/Rank	Salary	Employment Dates
July				
Pomeroy, Jason	TC3 Foundation - Executive Director of the Foundation	Grade 5	\$104,000.00 *	7/8/2024
Gammage-Sikora, Gina	SPAN101 BL1	Adjunct	\$3,870.00	7/8/2024 To 8/9/2024
Kyle, John	CAPS131 BL1	Adjunct	\$1,505.43	7/8/2024 To 8/9/2024
Lyon, Crystal	ART 124 BL1	Adjunct	\$3,787.00	7/8/2024 To 8/9/2024
Need, Barbara	ENGL102 BL1	Adjunct	\$3,651.00	7/8/2024 To 8/9/2024
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,870.00	7/8/2024 To 8/9/2024
Whitecraft, Michele	CHEM101 BL2	Adjunct	\$5,805.00	7/8/2024 To 8/9/2024
Williams, Diane	ASTR101 BL1	Adjunct	\$3,870.00	7/8/2024 To 8/9/2024
August				
Tabor, Kamala	Academic Affairs - Instructor of Psychology	Instructor	\$70,000.00 *	8/19/2024

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

June 20, 2024

Resignations/Retirements/Separations

NAME	TITLE	DEPARTMENT	EFFECTIVE	REASON
Kayla Conway	Principal Account Clerk	Budget & Finance	June 14, 2024	Resignation
Joseph Homza	IT Infrastructure Manager	Campus Technology	June 5, 2024	Resignation

FACULTY STUDENT ASSOCIATION

Aerotine Kierstan	Resident Director	Residence Life	May 31, 2024	Resignation
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BISTRO

Andrew Dillon	Sous Chef	TC3 Bistro	05/22/24	Separation
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**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-68**

**Nomination of Julianna Truesdale '09
NYCCT Distinguished Alumni Award for Professional Contribution.**

WHEREAS, Tompkins Cortland Community College values and seeks to recognize the outstanding achievements and contributions of its alumni; and

WHEREAS, Julianna Truesdale '09 has made significant contributions to the marketing and graphic design field that reflect the core values of Tompkins Cortland Community College; and

WHEREAS, The New York Community College Trustees is seeking nominations for the Distinguished Alumni Award for Professional service;

RESOLVED that the Board of Trustees of Tompkins Cortland Community does hereby nominate Julianna Truesdale '09 for the NYCCT Distinguished Alumni Award for Professional Service in recognition of their outstanding achievements and contributions; and

RESOLVED that this resolution be documented in the official records of the Tompkins Cortland Community College Board of Trustees and that a formal nomination package be submitted to the NYCCT in support of Truesdale's candidacy for the Distinguished Alumni Award for Professional Service ; and

RESOLVED that the Board of Trustees extends its heartfelt congratulations to Julianna Truesdale '09 for their exemplary achievements and wishes them continued success in all future endeavors.

STATE OF NEW YORK:

I, NANCY MURPHY, 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 20th day of June 2024, 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 20th day of June 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-62**

**Whistleblower
Policy**

WHEREAS, the College has identified need for a Whistleblower Board Policy

WHEREAS, the College has tasked the office of the Chief Policy and Compliance Officer to review, outline, and recommend best practices, and

WHEREAS, this policy has been reviewed by the Chief Policy and Compliance Officer and is recommended by the President, be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the administration of the College to execute the Whistleblower Board Policy

STATE OF NEW YORK:
SS:
COUNTY OF TOMPKINS:

I, NANCY MURPHY, DEPUTY CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 20th day of June 2024, 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 20th day of June 2024.

Deputy Clerk of the Board of Trustees
Tompkins Cortland Community
College



Responsible Executive
Vice President, Finance and
Administration

Review Cycle
June 2025, 3 years

References
[Labor Law §740](#), [Civil Service Law §75-b](#)

Whistleblower Policy

Purpose and Scope

Tompkins Cortland Community College ("College" or "TC3") is committed to lawful and ethical behavior and expects members of the College community (which includes, but is not limited to students, faculty, staff, Trustees, volunteers, etc.) to act in accordance with all College policies as well as all applicable laws, rules, and regulations. The purpose of this policy is to deter and detect fraud or other irregular activity by encouraging all individuals to report good faith concerns regarding such activities at the College. The policy establishes a confidential channel of communication by which individuals may report activity that they reasonably believe to be fraudulent or otherwise irregular.

Definitions

Good Faith Disclosure - Disclosure of fraudulent, dishonest, or unlawful conduct to an immediate supervisor, the Vice President of Finance and Administration or via the Fraud Hotline email TC3Fraud@tompkinscortland.edu, made with an honest belief in the truth of the allegations contained in the disclosure. The allegations contained in the disclosure do not have to ultimately be proven to be true to demonstrate good faith.

Fraudulent or Irregular Activity - Activities that (1) involve a misappropriation of assets (i.e. theft) or obtaining an unauthorized benefit; (2) are in violation of or non-compliant with any TC3 policy, or New York State or federal laws or regulations; or (3) are an indication of gross misconduct or incompetency; or (4) are an unethical, improper, or dishonest act.

Examples include, but are not limited to, the following:

- A violation of a law, rule or regulation which violation creates and presents a substantial and specific danger to public health or safety;
- Theft of any TC3 property, resources or assets, including, but not limited to, money, tangible property, trade secrets or intellectual property;
- Misappropriation, misapplication, destruction, removal, or concealment of TC3 property;
- Unlawful use of computer systems, including hacking and software piracy;
- Unauthorized disclosure of confidential or proprietary information;
- Unauthorized disclosure of student educational records, personal information, or medical information;
- Authorizing or receiving compensation for hours not worked or covered by appropriate and available leave;
- Fraudulent or otherwise deceptive financial reporting;
- Violation of any law, regulation, rule, policy, etc.
- Credit card and travel expense fraud;



- Use of staff to perform personal errands, services, or tasks;
- Forgery or unauthorized alteration or falsification of documents;
- False claims by students, employees, vendors, or others associated with TC3;
- Bribery, kickbacks, bid rigging, and conflicts of interest;
- Improper records destruction;
- Concealment of any of the above.

Retaliation - Any adverse action taken by TC3 or any individual doing work for or on behalf of TC3, in response to a Whistleblower's good faith disclosure of fraudulent or dishonest conduct or in response to any employee's good faith participation in an investigation under this policy. Retaliation may include an action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

Whistleblower - A whistleblower is an individual who reports an activity that they reasonably believe to be fraudulent or irregular, as defined herein, by the means specified in this policy. The whistleblower is not responsible for investigating the reported activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Policy Oversight/Implementation

The College President has designated the Vice President of Finance and Administration (VPFA), or person acting in that capacity, as the individual to whom suspected or detected fraud and irregularities must be reported, and who is responsible for the implementation of this policy and administration of the procedures herein.

Process for Reporting Fraud and Irregularities

Individuals with knowledge of fraudulent or irregular activity by a TC3 employee or member or officer of the Board of Trustees **must** report as set forth below. Individuals who know or reasonably should know that fraudulent or irregular activity has occurred or is occurring but who fail to report may be considered an accessory to the fraud or irregular activity. Note that a TC3 student or employee who knowingly files a false report, or who reasonably should know that the report is false, may be subject to discipline, including termination or expulsion. Every effort will be made to maintain confidentiality of the reporter throughout the investigation to the extent permitted by law; however, it cannot be guaranteed.

Individuals wishing to report fraudulent or dishonest activity may pursue any or all of the following options:

1. Email (TC3Fraud@tompkinscortland.edu); or
2. report to the VPFA; or
3. employees may report suspected illegal or dishonest activity to their supervisor and their supervisor must report it to the VPFA.

Individuals have the option of either providing contact information or reporting the information anonymously. Providing contact information will enable the reviewer to contact the individual to clarify the information being provided. In some instances, anonymity may limit the amount of investigation the College can conduct. At a minimum, reports should include key information such as: (i) a description of the incident; (ii) individual(s) involved; and (iii) financial loss, if any.



When requested, TC3 will make every effort to handle all information received confidentially, to the extent permitted by law. However, a whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, or to provide accused individuals their legal rights of defense.

Activities Covered Under Other Policies and Processes

Individual employee grievances and complaints concerning terms and conditions of employment will continue to be reviewed in accordance with applicable academic and human resources policies and collective bargaining agreements.

Complaints regarding unlawful harassment and discrimination on the basis of race, color, national origin, religion, age, sex, sexual orientation, pregnancy or related conditions, gender identity or expression, disability, veteran or marital status or other protected characteristic should be reported to the designated compliance officer and handled in accordance with the [applicable complaint procedures](#).

Resolution

#2024-##-##

History

Created upon adoption of
resolution above

Policy Reference Code

FA-01