![Tompkins Cortland Community College logo]

Agenda
December 18, 2024
Board of Trustees Meeting @ 5:30 p.m.
https://us02web.zoom.us/j/85934384359?pwd=lNiPmNv6bpca8tC6c2oF8rD8o0IFkc.1

1. Call to Order

2. Roll Call

3. Welcome Guests

4. Approval of Agenda

5. Public Comment**

6. Approval of November 20, 2024 Board of Trustees Meeting Minutes

7. Chair's Report
   a. Schedule Board of Trustees retreat
   b. Board Bylaws and MOA with TC3 Foundation

8. Treasurer/CFO
   a. Financial & Budget Update

9. Student Trustee's Report

10. County Liaison Reports
    a. Cortland County
    b. Tompkins County

11. College Senate Report

12. Committee and Affiliate Reports
    a. New York Community College Trustees (NYCCT)
    b. New York Community College Association of Presidents (NYCCAP/SUNY)
    c. Auxiliary Operations
    d. TC3 Foundation

13. President's Report
    a. Vice President Reports
       o Middle States Accreditation Update

14. Consent Agenda
   a. Appointment of Personnel
   b. Assistant Director of Enrollment Management Systems
   c. Professor Emerit Policy
   d. Equal Employment Opportunity Policy
   e. Mid-year Faculty Promotions

15. Executive Session

16. Adjournment

17. Informational Items
   a. Board of Trustees Meeting, January 15, 2025
   b. Board Basketball Night TC3 vs Cayuga CC January 29, 2025 @ 6:00 p.m.

**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.

Minutes
Board of Trustee Meeting
November 20, 2024
Open Session @ 5:30 p.m.

Present: Shannon Boyd, Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Matt McSherry, Seth Peacock, Lisa Perfetti

Excused: Arthur Kuckes, Schelley Michell-Nunn

County Liaisons: Cathy Bischoff, Mike Lane

Foundation Board Liaison: Regina Grantham

Staff: Scot Beekman, Carolyn Boone, Aaron Decker, Joe Dehart, Darese Doskal, Amy Faben-Wade, John Geer, Amber Gilewski, Regina Holl, Amy Kremenek, Nancy Murphy, Michelle Nightingale, Rob Palmieri, Dennis Panagitsas, Donald Perkins, Jason Pomeroy, Patty Tvaroha, Melissa Schmidt, Malvika Talwar

1. **Call to Order**: The meeting was called to order at 5:30 p.m. by Chair Davison in the Board room at the College.

2. *Roll Call*: Ms. Murphy called the roll.

3. *Approval of Agenda*: Ms. Buck moved the Board of Trustees November 20, 2024 meeting agenda be approved as submitted; seconded by Ms. Boyd; motion carried unanimously.

4. **Public Comment:** There were no requests for public comment.

5. **Approval of October 16, 2024 Board of Trustees Meeting Minutes:** Ms. Buck moved that the minutes from the October 16, 2024 Board of Trustees meeting be approved as submitted; seconded by Mr. McSherry; motion approved unanimously.

6. **Chair's Report:**
   a. December Graduate Ceremony-
      The annual ceremony to recognize December graduates will be held on Friday, December 6th at 6 p.m. in the Forum. Board members are encouraged to attend if their schedule allows. CEANY Adult Learner Award-

Student Trustee Shannon Boyd was honored on November 14th in Saratoga by the Continuing Education Association of NY as Adult Student of the Year. Professor Aaron Decker, who nominated Ms. Boyd for this prestigious award, came forward to speak about Ms. Boyd.
Professor Decker read from his nomination letter about her persistence and drive to achieve educational goals and diligence. He described how Ms. Boyd moved from a residential treatment facility, group homes, foster care, and persevered. Her leadership qualities can be seen in and outside the classroom.

7. **Treasurer/CFO:**
   a. Financial & Audit Committee Report-
   Board Treasurer and Committee Chair Matt McSherry shared that the committee had their first meeting. Enrollment was up, but did not meet the number budgeted for in the fall, but the College is working to make up for the deficit. Currently, the audit is in process and items from last year on cybersecurity measures are being addressed. The committee was updated on the budget process, enrollment forecasting and spending allocations. Ms. Post, Comptroller, gave a presentation on the budget line and how they are categorized.
   b. Financial & Budget Update-
   CFO Dennis Panagitsas shared that the audit is going well. The Bonadio Group was on-site in October, and will be returning to campus for a week in December and in January to continue with the audit.

8. **Student Trustee's Report**:
Ms. Boyd shared that the Student Government Association is currently focusing on sustainability in correlation with the SUNY plastic ban and a strong interest in composting and bringing these ideas together in a fiscally responsible way. Ms. Boyd attended a lab for the nursing program, met with Scot Beekman, CIO, and talked about the future of AI and possible formation of a Focus Group on embracing AI. There was an Intercultural Fair with booths to learn about other cultures. Students are interested in creating a location for alumni to leave their mark. A few students expressed interest in wearing formal regalia for the December Graduate Ceremony in the future. This will be considered for 2025.

9. **County Liaison Reports:**
   a. Cortland County -
   Ms. Bischoff shared that Cortland County is in process of reassessing how mandated services are delivered and how the sales taxes are distributed to municipalities. With homelessness being a concern and the state not paying for Code Blue Center during the winter. Cortland has identified a solution.

With the partnership of Grace and Holy Spirit Church, it will remain open regardless of temperature offering a plethora of services and supports.

b. Tompkins County -

Mr. Lane shared that Tompkins County is struggling with homelessness as well. The current provider who houses the homeless no longer wishes to do. The county is converting a building to a temporary Code Blue shelter. The village of Dryden Christmas lighting is on Dec 7th.

10. **College Senate Report**:

Ms. Faben-Wade, Chair of College Senate, updated the Board that they are currently reviewing Bylaws, 3.7.1, 12.1, 3.7.2 on the formation, adding in, maintenance and dissolving committees. Ms. Faben-Wade gave an update on the Chancellor's Awards, a nomination has been put forth for the Adjunct award. The next nominations must be completed in full by early February, currently advertising, and speaking at the President's Cabinet meeting to encourage nominations that are due December 20.

11. **Faculty Council on Community Colleges (FCCC) Update:**

Professor Patty Tvaroha, Faculty Council Representative, invited all to attend the recognition event for the Tompkins Direct Service Provider Microcredential graduates on December 6 at 4:30pm in Sprole. Ms. Tvaroha shared that the FCCC is working with SUNY on resolutions defining the terms and term limits for temporary and executive positions in administrator in charge and interims across SUNY. In addition, they are requesting and encouraging support from SUNY for Community Colleges. The FCCC is requesting that there be more notice for SUNY policy work time for shared governance. Historically the time assigned has been off contract.

12. **Committee and Affiliate Reports**

   a. New York Community College Trustees (NYCCT): Ms. Buck shared that she attended two zoom calls on retention and enrollment, covering much of what TC3 already does. She did question if we have Esports, and the College does not. Ms. Buck shared that Mohawk Valley CC has obtained funding to braid together non-credit programs free of charge, Phlebotomy being an example. The SUNY Board of Trustees passed a resolution for a pilot program for the 24-25 academic year for the Chancellor's Presidential hiring and oversight model. Some community college boards are recommending filing article 78 in response.

13. New York Community College Association (NYCCAP/SUNY): President Kremenek attended an in-person meeting in October and a Zoom meeting in November. The NY State Legislative Advocacy plan is for a $100 million dollar ask, 1/3 operating aid, 1/3 high needs, high demand programs (STEM and health care workforce demand) and 1/3 new high demand programs the state has

prioritized. SUNY is willing to support green jobs, cybersecurity/IT, advanced manufacturing, semiconductors and health care. We have a plan due at the end of December for our PLA - Prior Learning Assessment, to include industry certification, advanced placement, for international baccalaureate and military. The Chancellor is actively speaking about the shared governance the FCCC has raised and ensuring adequate time for shared governance to occur.

14. Auxiliary Operations: Ms. Holl, Director of Auxiliary Services, shared that through operational assessment they found efficiencies and were able to reduce spending and costs. The Childcare Center received a $100k grant to offset staffing costs. Athletics brought thousands of spectators to the campus for tournaments.

15. TC3 Foundation: Mr. Pomeroy, Executive Director of the Foundation, shared his Strategic Fundraising Plan. He spoke about taking a deep dive into relationships, data health and updating processes. His plan encompasses personalizing the connections made through his office, increasing the alumni program and communication while focusing on the TC3 story, hosting formal and informal events and implementing changes to the fundraising model.

16. **President's Report:**
   a. President Kremenek referred to the written report in the packet. Mr. Corbin asked about the Child Care Center employment numbers. Mr. Geer shared employment numbers are strong. Ms. Dale-Hall asked if we do exit interviews. President Kremenek said they are voluntary and added that Ms. Goodwin, the Director, was able to secure funding last year to give bonuses to staff based on longevity.
   b. Policy Update: Study Abroad Policy, Mr. DeHart shared that the policy has been through shared governance. It went before the faculty on October 18 via survey and received 14 in support and 18 against out of 68. It went to the Senate and passed 7-2. Following brief discussion, Mr. McSherry moved the Study Abroad Policy be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously. Management Confidential Employee Policy, Ms. Buck moved the Management Confidential Employee Policy be approved as submitted; seconded by Ms. Boyd; motion carried unanimously.
   c. Vice President Reports
      o Strategic Enrollment Plan Presentation, Mr. Palmieri, VP of Enrollment, shared his Strategic Enrollment Plan that was developed in coordination with 40 faculty and staff members. Mr. Corbin moved the Strategic Enrollment Plan be approved as submitted; seconded by Ms. Buck; motion carried unanimously.

17. **Consent Agenda:** Mr. McSherry moved the Consent Agenda be approved as submitted; seconded by Ms. Dale-Hall; motion carried unanimously.
    a. Appointment of Personnel

18. Discussion Items

19. **Middle States Accreditation Overview**
    a. Ms. Talwar shared Standard 3 – Design and Delivery of the Student Learning Experience. She updated the Board that there will be Co-Chairs for each standard.

20. **Adjournment**: Ms. Buck moved that the meeting be adjourned at 8:29 p.m.; seconded by Mr. McSherry; motion carried unanimously.

21. **Informational Items:**
    a. December Graduate Ceremony, December 6, 2024 @ 6:00 p.m. in the Forum
    b. Board of Trustees Meeting, December 18, 2024
    c. Board Basketball Night TC3 vs Cayuga CC January 29, 2025 @ 6:00 p.m.

Nancy C Murphy
Clerk to the Board of Trustees
Tompkins Cortland Community College

Financial and Budget Update

TC3 Finance Report

1. November 2024 Close

   A quarter of the year has gone by. We should be at about 25% after the first three months of FY2025. Our expenses have been very close to the budget (favorable) and very similar to last year's numbers. We will continue our monitoring of the budget as year goes on.

   Revenues again are very close to where we were last year. The incremental underperformance of Fall tuition still exists but our preliminary Spring numbers give us reason to believe that we will recover. Chargebacks are coming a bit better than budgeted.

   Overall we feel satisfied of our budget performance. As we are diving deeper in the year we are trying to improve processes and identify ways to further improve our efficiencies.

2. Current year Audit
   The auditors have made significant progress with the single audit as well the College Audit. We provided a lot of information regarding the GLBA requirements for this year and in a meeting we had with the Auditors it seems that this finding will not be repeated.
   January will be the month we will finish the field work and we are on pace to have a draft Audit to the Board Finance Committee in early February.

3. Budgeting for 2025-26
   We have been working with College stakeholders and we are close to finalize our enrollments forecasts for next year. At the same time we are working on wages and contractual expenses budgeting with the Executive Council and the Departments. I feel we are on schedule producing a first draft of the budget for the BOT's review in March.

Tompkins Cortland Community College
2023-2024 Appropriations
Year-to-Date through November 30th, 2024

	Modified Budget 2024-25	Expend to Date 2024-25	Unexpend Balance 2024-25	% Expended 2024-25	Total Exp PY 2023-24	YTD Exp PY to Date 2023-24	PY % Expended 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,679,820	4,054,207	12,625,613	24.3%	17,064,774	3,769,693	22.1%	(284,513)	-1.7%
Equipment	100,000	6,777	95,362	6.8%	77,984	4,103	5.3%	(2,675)	-3.4%
Contractual Expenses	6,680,409	1,451,614	5,228,795	21.7%	5,733,797	1,311,184	22.9%	(140,430)	-2.4%
Employee Benefits	8,339,910	2,023,913	6,315,997	24.3%	9,605,836	2,128,500	22.2%	104,588	1.1%
Total Forecasted Departmental Appropriations[1]	31,800,139	7,536,511	24,265,767	23.7%	32,482,392	7,213,481	22.2%	(323,031)	-4.5%
Scholarships & Awards									
Student Services	95,000	185,424	(90,424)	195.2%	107,900	261,955	242.8%	76,532	29.2%
Academic Support	3,290,136	1,275,929	2,014,207	38.8%	3,369,560	1,196,455	35.5%	(79,474)	(6.6%)
Total Scholarships & Awards	3,385,136	1,461,353	1,923,784	43.2%	3,477,460	1,458,410	41.9%	(2,943)	(0.2%)
Total Forecasted Appropriations[2]	34,555,428	30,292,685	4,262,743	87.7%	32,168,617	28,481,343	88.5%	(1,811,342)	(6.4%)
Adjustments to Approved Budget									
Personal Services				0.0%			0.0%	0	0.0%
Equipment									
Contractual Expenses				0.0%			0.0%	0	0.0%
Employee Benefits									
Total Adjustments to Approved Budget[3] Favorable (Unfav)	0	0		0.0%	0	0	0.0%	0	0.0%
Personnel	16,679,820	4,054,207	12,625,613	24.3%	17,064,774	3,769,693	22.1%	(284,513)	-1.7%
Equipment	100,000	6,777	95,362	6.8%	77,984	4,103	5.3%	(2,675)	-3.4%
Contractual	6,680,409	1,451,614	5,228,795	21.7%	5,733,797	1,311,184	22.9%	(140,430)	-2.4%
Scholarship & Awards Offset	3,385,136	1,461,353	1,923,784	43.2%	3,477,460	1,458,410	41.9%	(2,943)	-0.1%
Fringe Benefit	8,339,910	2,023,913	6,315,997	24.3%	9,605,836	2,128,500	22.2%	104,588	1.1%
Total Approved Budget Appropriations[4]	35,185,275	8,997,864	26,189,551	25.6%	35,959,851	8,671,891	24.1%	(325,973)	-3.8%

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 2024-25 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 2024-25	Expend to Date 2024-25	Unexpend Balance 2024-25	% Expended 2024-25	Total Exp PY 2023-24[5]	YTD Exp PY to Date 2023-24	PY % Expended 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,873,419	1,838,126	5,035,293	26.7%	7,345,836	1,856,122	25.3%	17,997	1.0%
Equipment			0	0.0%	1,233		0.0%	0	0.0%
Contractual Expenses	1,770,800	400,469	1,370,331	22.6%	1,501,259	411,992	27.4%	11,523	2.8%
Employee Benefits	3,436,727	917,943	2,518,784	26.7%	4,137,974	1,045,702	25.3%	127,759	12.2%
Total Instruction	12,080,946	3,156,538	8,924,408	26.1%	12,986,301	3,313,816	25.5%	157,278	4.7%
Public Service									

Personal Services		0	0	0.0%	0				
Equipment									
Contractual Expenses			0	0.0%					
Employee Benefits		0	0	0.0%					
Total Public Service		0	0	0	0.0%				
Academic Support									
Personal Services	1,730,249	367,532	1,362,717	21.2%	1,729,175	361,005	20.9%	(6,527)	(1.8%)
Equipment			0	0.0%	34,056		0.0%	0	0.0%
Contractual Expenses	293,470	16,459	277,011	5.6%	155,731	24,054	15.4%	7,595	31.6%
Employee Benefits	865,124	183,766	681,358	21.2%	987,365	210,047	21.3%	26,281	12.5%
Total Academic Support	2,888,843	567,757	2,321,086	19.7%	2,872,271	595,106	20.7%	27,349	4.6%
Libraries									
Personal Services	582,717	127,434	455,283	21.9%	568,333	134,604	23.7%	7,170	5.3%
Equipment			0	0.0%	1,612	1,612	100.0%	1,612	100.0%
Contractual Expenses	313,250	54,773	258,477	17.5%	285,126	75,908	26.6%	21,136	27.8%
Employee Benefits	291,359	63,717	227,642	21.9%	319,009	75,378	23.6%	11,661	15.5%
Total Libraries	1,187,326	245,924	941,402	20.7%	1,172,467	285,891	24.4%	39,967	14.0%
Student Services									
Personal Services	2,509,121	552,396	1,956,725	22.0%	2,451,431	492,499	20.1%	(59,897)	(12.2%)
Equipment			0	0.0%	1,156	389	33.7%	389	100.0%
Contractual Expenses	859,603	148,793	710,811	17.3%	676,147	156,943	23.2%	8,150	5.2%
Employee Benefits	1,254,545	276,198	978,347	22.0%	1,380,478	280,572	20.3%	4,373	1.6%
Total Student Services	4,623,269	977,387	3,645,882	21.1%	4,509,212	930,403	20.6%	(46,984)	(5.0%)
Maintenance and Operations									
Personal Services	1,933,723	438,699	1,495,024	22.7%	2,032,462	328,536	16.2%	(110,163)	(33.5%)
Equipment	100,000	4,638	95,362	4.6%	9,426		0.0%	(4,638)	0.0%
Contractual Expenses	1,149,290	136,307	1,012,983	11.9%	1,100,768	216,037	19.6%	79,730	36.9%
Employee Benefits	966,861	219,349	747,512	22.7%	1,162,133	187,363	16.1%	(31,987)	(17.1%)
Total Maintenance and Operations	4,149,874	798,993	3,350,881	19.3%	4,304,789	731,935	17.0%	(67,057)	(9.2%)
Institutional Support									
Personal Services	1,724,826	382,111	1,342,715	22.2%	1,695,498	345,204	20.4%	(36,907)	(10.7%)
Equipment		2,140	(2,140)	0.0%			0.0%	(2,140)	0.0%
Contractual Expenses	414,625	166,970	247,655	40.3%	546,442	82,376	15.1%	(84,595)	(102.7%)
Employee Benefits	862,413	191,056	671,357	22.2%	950,880	193,668	20.4%	2,612	1.3%
Total Institutional Support	3,001,864	742,277	2,259,587	24.7%	3,192,819	621,247	19.5%	(121,030)	(19.5%)
General Institutional Services									
Personal Services	1,325,765	347,908	977,857	26.2%	1,242,040	251,723	20.3%	(96,186)	(38.2%)
Equipment			0	0.0%	30,502	2,101	6.9%	2,101	100.0%
Contractual Expenses	1,879,371	527,843	1,351,528	28.1%	1,468,325	343,874	23.4%	(183,969)	(53.5%)
Employee Benefits	662,881	171,883	490,998	25.9%	667,998	135,772	20.3%	(36,112)	(26.6%)
Total General Institutional Services	3,868,017	1,047,635	2,820,382	27.1%	3,408,864	733,470	21.5%	(314,165)	(42.8%)
Total Forecasted Departmental Appropriations[1]	31,800,139	7,536,511	24,263,628	23.7%	27,502,873	7,211,869	26.2%	(324,643)	-1.2%

2024-2025 Appropriations
Schedule of Employee Benefits
as of November 30th, 2024

	2024-25 Mod Bud	2024-25 Actual	2024-25 Uexpended Balance	2024-25 % Unexpended	2023-24 Total Exp PY	2023-24 PY to Date	2023-24 PY % Expended	Variance CY to PY Fav(Unfav)	% Variance CY to PY Fav(Unfav)
Retirement Incentive Costs	175,906	99,079	76,827	56.3%	322,370	182,038	56.5%	82,958	45.6%
HRA Retiree Benefits	81,651	18,130	63,521	22.2%	102,221	27,105	26.5%	8,975	33.1%
State Employee's Retirement	1,076,389	323,251	753,138	30.0%	1,305,366	288,218	22.1%	(35,034)	(12.2%)
State Teacher's Retirement	179,135	46,943	132,192	26.2%	179,435	42,502	23.7%	(4,441)	(10.4%)
Optional Retirement Fund	778,863	156,915	621,948	20.1%	689,263	187,287	27.2%	30,372	16.2%
Social Security	1,248,047	312,648	935,399	25.1%	1,309,213	294,954	22.5%	(17,694)	(6.0%)
Worker's Compensation	92,888	49,078	43,810	52.8%	15,715	(638)	(4.1%)	(49,716)	7797.1%
Executive Benefits	36,347		36,347	0.0%			0.0%	0	0.0%
Disability Insurance	8,270	1,955	6,315	23.6%	6,998	1,934	27.6%	(21)	(1.1%)
Hospital and Medical Insurance	2,905,149	704,000	2,201,149	24.2%	2,771,313	688,741	24.9%	(15,259)	(2.2%)
Post Retirement Health Insurance	1,513,592	360,000	1,153,592	23.8%	1,440,000	360,000	25.0%	0	0.0%
Employee Tuition Benefits	125,841	44,455	81,386	35.3%	98,988	49,208	49.7%	4,753	9.7%
Life Insurance	7,380	2,099	5,281	28.4%	7,339	1,919	26.1%	(180)	(9.4%)
Vacation Benefits	91,947		91,947	0.0%	75,000	22,500	30.0%	22,500	100.0%
Miscellaneous	3,180	700	2,480	22.0%	3,875	425	11.0%	(275)	(64.7%)
Unemployment Insurance	15,325	15,003	322	97.9%	13,434		0.0%	(15,003)	0.0%
Total Employee Benefits	8,339,910	2,134,256	6,205,654	25.6%	8,340,530	2,146,192	25.7%	11,937	0.6%

Tompkins Cortland Community College
YTD Revenues 2024-2025
November 30th , 2024

	Modified Budget 2024-25	Revenues to Date 2024-25	Unrealized Balance 2024-25	% Realized 2024-25	Total Rev PY 2023-24	YTD Rev PY 2023-24	PY % Realized 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,894,291	3,735,942	158,349	95.9%	3,886,989	3,888,479	100.0%	(152,537)	-3.9%
Spring	3,442,436	1,861,204	1,581,232	54.1%	3,432,760	1,864,620	54.3%	(3,416)	-0.2%
Winter	140,361	133,536	6,825	95.1%	159,385	132,484	83.1%	1,052	0.8%
Summer	614,802		614,802	0.0%	506,052	(138)	0.0%	138	-100.0%
Nonresident Tuition	800,000	957,061	(157,061)	119.6%	772,872	1,165,635	150.8%	(208,575)	-17.9%
Student Fee Revenue	982,033	716,743	265,290	73.0%	1,002,981	727,962	72.6%	(11,219)	-1.5%
Total Core Student Revenue	9,873,923	7,404,486	2,469,437	75.0%	9,761,040	7,779,042	79.7%	(374,557)	-4.8%
Concurrent Enrollment Tuition	3,290,136	1,276,561	2,013,575	38.8%	3,367,146	1,195,191	35.5%	81,370	6.8%
Total Student Revenue	13,164,059	8,681,047	4,483,012	65.9%	13,128,186	8,974,233	68.4%	(293,187)	-3.3%
Government Appropriations									
New York State	9,762,800	2,446,950	7,315,850	25.1%	9,762,800	2,440,700	25.0%	6,250	0.3%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,897		0.0%	0	0.0%
Appropriated Cash Surplus	1,127,425	1,127,425	0	100.0%	1,003,562	1,003,562	100.0%	123,863	12.3%
Charges to Other Counties	5,700,000	2,394,672	3,305,328	42.0%	5,526,117	2,274,589	41.2%	120,083	5.3%
Total Govt Appropriations	21,473,107	5,969,047	15,504,060	27.8%	21,175,376	5,718,851	27.0%	250,196	4.4%
Other Revenues									
Service Fees	96,040	46,556	49,484	48.5%	94,098	47,031	50.0%	(474)	-1.0%
Interest Earnings	9,007	3,007	6,000	33.4%	13,946	4,629	33.2%	(1,622)	-35.0%
Rental of Real Property	11,035		11,035	0.0%	1,400	100	7.1%	(100)	-100.0%
Contract Courses	25,031	48,043	(23,012)	191.9%	96,899	59,189	61.1%	(11,146)	-18.8%
Noncredit Tuition	174,870	35,427	139,443	20.3%	126,420	30,379	24.0%	5,048	16.6%
Grant Offsets	180,373	852	179,521	0.5%	153,571	(1,597)	-1.0%	2,449	-153.3%
Unclassified Revenues	51,753	17,596	34,157	34.0%	63,410	40,220	63.4%	(22,624)	-56.3%
Total Other Revenues	548,109	151,481	396,628	27.6%	549,743	179,951	32.7%	(28,470)	-15.8%
TOTAL REVENUES	35,185,275	14,801,575	20,383,700	42.1%	34,853,304	14,873,036	42.7%	(71,461)	-0.5%
Student Revenue	13,460,000	8,811,073	4,648,927	65.5%	13,445,602	9,110,832	67.8%	(299,759)	-3.3%
State Revenue	9,762,800	2,446,950	7,315,850	25.1%	9,762,800	2,440,700	25.0%	6,250	0.3%
Local Revenue	10,582,882	2,394,672	8,188,210	22.6%	10,409,014	2,274,589	21.9%	120,083	5.3%
Use of Fund Balance	1,127,425	1,127,425	0	100.0%	1,003,562	1,003,562	100.0%	123,863	12.3%
Other	252,168	21,455	230,713	8.5%	232,326	43,353	18.7%	(21,898)	-50.5%
Total	35,185,275	14,801,575	20,383,700	42.1%	34,853,304	14,873,036	42.7%	(71,461)	-0.5%

To: TC Board of Trustees

From: College Senate /Amy Faben-Wade (Chair), Sierra Brock (Secretary), and Sayre Paradiso (Ex-Officio)

College Senate Report December 5, 2024

- We are in the process of reviewing and voting on Article 3.7.1, Criteria for establishing a committee and any recommended updates to these procedures. This also includes reviewing the charge document for standing committees. Our recommendations have been submitted to President Kremenek for feedback.
- On December 6, Joseph DeHart, Interim Provost, presented to College Senate about the Academic Master Plan. Anndrea Mathers, Assistant Provost, shared details about the Online Teaching Policy. Malvika Talwar, Vice President of Institutional Effectiveness, and Victoria Zeppelin, Director of CollegeNow, discussed the Middle States Self Study Design- Institutional Priorities Draft.
- The nominations for Chancellor's Excellence Awards in Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching are open and are due December 20.

Auxiliary Operations Report, December 2024

TC3 dedicated substantial financial and human resources in 2024 to strengthening auxiliary operations, ensuring compliance, safeguarding assets, and exploring revenue-generating opportunities. Below is a summary of the progress achieved and initiatives underway:

Foundation and Philanthropy

- **Re-staffing Success**: Hired an Executive Director and Director of Auxiliary Operations to align the Foundation's strategic vision with College leadership.
- **Financial Reconciliation**: The Budget and Finance Office addressed prior financial reconciliations and audits, ensuring accurate accounting of Foundation funds.
- **Donor Stewardship**: Alumni and Development Office is auditing donor records and resuming robust engagement efforts.
- **Traditional Operations Restored**: Investments in new and existing staff have supported improvements in operations, with continued advancement expected in 2025.

Facilities and Compliance

- **Safety Compliance**: Auxiliary properties meet state, county, and village safety standards, with enhanced efforts to sustain timely inspections.
- **Residence Halls**: Successfully housed the Fall 2024 cohort in closer-to-campus Residence Halls A-D. Maintenance completion reduced emergency repair incidents significantly.
- **Debt Management**: Collaborative discussions with bondholders are progressing to repurpose vacant residence halls and address financial obligations.
- **Critical Repairs**: Despite progress, significant repair and upgrade needs remain, requiring creative navigation of limited financial resources for Spring 2025.

Culinary and Farm-to-Bistro Initiative

- **Coltivare Reopening**: A new Executive Chef/Director of Operations was hired in January 2024, with event & banquet services resuming in April and public dining in September 2024.
- **Integration Efforts**: Coltivare, the Culinary Arts Program, and TC3 Farm continue to synergize under the Farm-to-Bistro Initiative, fostering internships, enhanced curricula, and experiential learning.
- **Revenue Monitoring**: Ongoing monitoring and evaluation of financial performance against projections.

Real Estate Management

- **Cortland Extension Center**: Arranged sale to SUNY Cortland, with final approval anticipated by early 2025. Decommissioning plans are in progress.
- **Ithaca Extension Center**: Addressing critical repairs. Engaged Howard Hanna Real Estate Services to market unused spaces, aiming to increase rental income and reduce financial strain.

Looking Ahead to 2025

TC3 aims to:

- Continue assessing auxiliary operations for compliance and strategic alignment.
- Enhance policies and processes for efficient operations.
- Prioritize financial health through cost management and revenue optimization.

This comprehensive approach underscores TC3's commitment to operational excellence and strategic stewardship, positioning the College for sustained success in 2025 and beyond.

The following update reflects progress toward the 2024-25 Presidential Goals as approved by the Board of Trustees and shared with the campus community in August 2024. The goals are organized according to the 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
- The assessment of Student Affairs is progressing as scheduled, with the review and analysis of the interviews and documentation underway. The report is due from the consultant by 12/31/24.
- Faculty, staff and presidents of five SUNY community colleges met to discuss next steps regarding affiliation as a consortium with Achieving the Dream. The current plan is for each college to send a team to the DREAM Conference in February in Philadelphia and to meet there with ATD leadership. ATD is a national network of community colleges focused on student success.

CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS
- College leadership met 11/18 with the Residence Hall bondholders' Indentured Trustee and their Legal Counsel. Presented the analysis conducted by the College/Foundation and the proposed plan to resolve long-standing issues with occupancy and bond payments. The response was favorable and we will proceed according to the direction of the bondholders' representatives.
- The sale of the Cortland Extension Center to SUNY Cortland continues to proceed. The SUNY Board of Trustees is scheduled to next meet on 12/17, where we anticipate this item will be considered. The SUNY Board must approve property acquisitions by state-operated campuses.
- Following a national search for the Provost & Vice President of Academic Affairs, Dr. Aaron Tolbert has been named to the role. He brings eight years of academic leadership and 10 years' teaching experience, including SUNY community college experience. He begins in January.

CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION
- The SUNY Campus Climate Survey closed 11/22 and the survey results were delivered on 12/6. The Diversity Equity Action Committee has been charged with reviewing the results and making recommendations. Next steps are to receive the recommendations, followed by prioritizing resources necessary for action items.
- The College held its annual December Graduate Ceremony on 12/6 in the Forum with approximately 50 graduates and a full house of families and friends. In addition, students completing the Direct Support Professional (DSP) credentials were recognized also on 12/6, with state and SUNY representatives in attendance.
- The 2025-28 Strategic Plan Working Group met on 12/3. Institutional Effectiveness presented relevant data and an initial discussion of the four Strategic Directions was held. The next meeting is scheduled for 1/23/25 and will be facilitated by our external consultants.
- The new division of Institutional Effectiveness, led by Dr. Malvika Talwar, has been established to centralize operations for college-wide priorities, including Middle States Accreditation, Strategic Planning, the institutional planning framework and organizational development.

EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION
- I served on the presentation team for the Village of Dryden's application for the NY Forward $10 million grant competition. The presentation was in Binghamton on 12/4 to the Southern Tier Regional Economic Development Board; the awards announcement is expected in early 2025.
- I submitted a letter of support on behalf of TC3 for the Southern Tier's application for the NYS Regional ON-RAMP (One Network Regional Advanced Manufacturing Program) focused on battery technology and rail car manufacturing.

Vice President Reports

Status of Open Positions
as of December 3, 2024

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Accounting Faculty	ASAP	September 9, 2024	October 9, 2024	Conducting Reference Checks
Digital Content Specialist	ASAP	November 13, 2024	November 27, 2024	Reviewing Applications
Director of Educational Opportunity Programs and Assistant Diversity Officer	ASAP	August 9, 2024	September 9, 2024	Hired: Shadayvia Wallace (01/07/25)
Systems Administrator	ASAP	September 27, 2024	October 11, 2024	Interviews Concluded – Internal Only Posting

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Campus Environmental Health & Safety Officer (1.0 FTE)	Facilities	ASAP	Conducting Reference Checks
Senior Cleaner (1.0 FTE)	Facilities	ASAP	Hired: Jessica Lafever (12/02/24)

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Substitute Teacher	Childcare	July 2023	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics & Recreation	ASAP	Accepting Applications
Assistant Coach, Men's Basketball	Athletics & Recreation	September 2024	Hired: Jake Fusilli (11/12/24)
Assistant Coach, Men's Baseball	Athletics & Recreation	ASAP	Accepting Applications
Assistant Teacher	Childcare	ASAP	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Bartender	TC3 Bistro	ASAP	Accepting Applications
Busser/Food Runner	TC3 Bistro	ASAP	Accepting Applications Hired: Robert Fausel (11/08/24)
Dishwasher	TC3 Bistro	ASAP	Accepting Applications Hired: Robert Fausel (11/08/24) Hired: Hayllie Grant (11/09/24)
Host/Hostess	TC3 Bistro	ASAP	Accepting Applications
Line Cook	TC3 Bistro	ASAP	Accepting Applications
Server	TC3 Bistro	ASAP	Accepting Applications Hired: Jason Sagarin (11/20/24)
Catering & Event Coordinator	TC3 Bistro	ASAP	Accepting Applications
Kitchen Expediter	TC3 Bistro	ASAP	Accepting Applications
Steward/Dishwasher	TC3 Bistro	ASAP	Accepting Applications

Status of Grievances
as of December 18, 2024

COMPLAINANT/SUBJECT

CSEA
Filed a Class Action. One known complaint.
CSEA alleging misinterpretation of Article 28.8.

FACULTY ASSOCIATION
None.

PROFESSIONAL ADMINISTRATORS ASSOCIATION
None.

TC3 ADJUNCT ASSOCIATION
None.

Public Safety

Campus Police continues to work on switching our reporting system to Spillman, this last month we completed over five hundred reports in the Spillman system. This number includes reported crime activity (6), service reports (64), and property checks (476). As we approach the Holiday Season, Campus Police has partnered with other Tompkins County Law Enforcement entities to support Cops, Kids and Toys (a program to assist families in need with holiday gifts). As we look forward to the winter break, Campus Police will be completing several of our mandatory in-service training blocks over this time frame. We will also be assisting our Executive Council with a table top exercise on January 16, 2025 utilizing our Emergency Management Plan and Incident Command Systems. This training is designed to help build understanding and teamwork between our departments, while working to mitigating the emergency circumstances in a way that best serves our community.

Facilities

Grounds Crews performed the usual snow removal duties as weather dictated (plowing and salting) and repairs to snow related equipment. Grounds crews also worked to fully winterize the baseball and softball fields and hung numerous banners for college initiatives. One larger project for grounds was the cleaning up of the grounds yard. This work consisted of scrapping years of accumulated pieces of obsolete equipment, removal of brush, general reorganizing and leveling the area and placing stone to inhibit future growth. Crews were also tasked with numerous foliage related duties such as mulching leaves and removing 8 trees on Panther Drive. The grinding of multiple stumps and trimming around the main campus building was also completed. College Maintenance Staff was busy as they changed air filters and did preventative maintenance on all air handlers. Staff also painted the men's and women's locker room as well as some additional areas that were in need of upgrades. The maintenance division also tackled quite a few routine plumbing problems over the last month along with the installation of water lines to service the new coffee machine in the Fireside Café. Staff also was involved with electrical repairs in the gymnasium to the basketball shot clock and score board and poured exterior concrete around numerous pillars that were in a state of disrepair near the cafeteria. Custodial Staff Members occupied their time with their regular cleaning duties as well as event set up and room set up for the many events the college hosts. Staff also replaced all battery operated paper towel dispensers to units without batteries to be more environmentally conscious. This group also concentrated on cleaning out storage areas and deep cleaning the cafeteria floor.

Foundation Facilities staff has been busy at the numerous sites they oversee and provide maintenance within. At Coltivare shelving was installed in the kitchen area, a new dedicated server line was installed and an extensive HVAC overhaul was started. At the Ithaca Extension Center heating and plumbing repairs dominated the month of November. Upgrades and repairs included a repair to the domestic hot water, the rebuilding of the 6th floor circulator pump, the replacement of multiple ball valves and a major software upgrade was employed to ensure system visibility. At the Dormitories private contractors worked on the ongoing renovations in the D building and completed five more apartment renovations. Foundation staff completed all State Fire related corrections and completed the long time boiler installation in F building. Other tasks that were completed were repairs to flooring in numerous buildings and roof repairs residence hall D.

Resignations/Retirements/Separations

Presented to the Board of Trustees
December 18, 2024

NAME	TITLE	DEPARTMENT	EFFECTIVE	REASON
Henson, Debra	Cleaner	Facilities	01/03/25	Retirement

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

2024-2025 Goals

- Procure updated datacenter equipment including an appropriate mix of cloud and on-premises resources by 11/1/2024.
    - We have been able to minimize the requirements for this equipment which result in significant savings for the college. We are currently pricing replacement datacenter hardware and hope to order equipment in the next 30 days.

- Migrate all possible on campus servers to ITEC Infrastructure as a Service (IaaS).
    - ~40 servers have been successfully moved to the ITEC IaaS cloud Hosted solution.
    - We have finalized planning and expect completion of the remaining ~10 servers by 12/31/2024.

- Complete the 2025 – 2028 Technology Strategic Plan by 3/1/2025.
    - I have discussed this with President Kremenek and plan to work on this during the Strategic Planning process in the Winter of 2025. I plan to present this to the Board in March 2025.

- Create and roll out updated MyTC3 Portal by 4/30/2025.
    - Our Software Development team is currently working with our Marketing and Web Development team to design MyTC3 2.0 in a sustainable and secure way, ensuring alignment with the college's vision for web services.

- Implement Multifactor Authentication for students by 11/1/2024.
    - We have enabled MFA for all students with minor knows technical exemptions which we expect to be overcome by Fall 2025.
    - This will effectively provides MFA for all services accessed at TC3 by all users (within our accepted risk ruleset) and significantly strengthens our security posture and further aligns us with GLBA Cybersecurity requirements.

- Implement monthly KnowBe4 Security Awareness Training by 11/1/2024.
    - We have delivered the first monthly Security Awareness Training, with current participation at >60%.
    - Our goal is to have 100% participation by 12/31/2024.

- Complete Written Information Security Plan (WISP) by 8/31/2025.
    - We continue to progress with the development of the WISP, along with additional required policies.

December 2024

Chief Policy and Compliance Officer

I attended the virtual roundtable of STIXCA (SUNY Title IX Coordinator Association), the Student Conduct Institute, and SUNY Counsel's office for updates on the implementation of the new Title IX regulations. There was a very brief update on the US District Court of Kansas injunction prohibiting implementation of the 2024 regulations (that affects a few, but not all, SUNY institutions [including one that was recently added], but not TC3 [to date]).

The SUNY EITA (Electronic & Information Technology Accessibility) Officers continues to meet to be a valuable resource as TC3 ramps up its efforts to bring all of its electronic and information technology into full compliance with federal, state, and SUNY laws, regulations, orders, and policies. Changes to Title II of the Americans with Disabilities act puts a strong emphasis on the work New York State SUNY began several years ago. These changes will, among other things, require that all presentations, including student presentations, be made fully accessible.

Policy

There are two revised policies ready for Board action: Professor Emerit Policy that had gone through College Governance (Faculty and College Senate in May 2023) that does not appear to have been sent to the Board for approval (the Board-approved original Professor Emeritus Policy is still on the website). In addition, there is a revised Equal Employment Opportunity Policy. I anticipate that in January, there will be additional new and revised policies related to Human Resources, Finance, and General Administration. Additional input on the SUNY mandated Single Use Plastics Policy is being sought from students and should be ready in January or February.

Compliance

Human Resources and Student Affairs both report an increased level of compliance in an increasing number of mandated trainings. The Executive Team is exploring ways to more fully examine and make accessible all meetings. SUNY is requiring us to examine and, if necessary, revise a number of policies and/or processes ancillary to the Maintenance of Public Order Policy approved in September. That work remains ongoing.

Strategic Enrollment Plan (SEP)

The Strategic Enrollment Plan was formally adopted by the Board of Trustees at the November 20th meeting. The selection of members to the new SEP Council is being finalized in consultation with the President and Executive Council. This includes the development of a formal charge. The first meeting of the SEP Council will be scheduled for February 2025.

Enrollment Services Center (ESC) Reorganization

Planning continues for the design of a centralized one-stop welcome center to enhance the student experience and streamline office processes. Staff members will be visiting Finger Lakes Community College's One Stop Center on December 13th as part of their professional development and to incorporate best practices. Additional training opportunities are currently being planned.

The first "Accepted Panther Day" new student onboarding pilot program for Spring 2025 scheduled for November 22nd was canceled due to inclement weather. The next event is scheduled on Saturday, December 7th with 44 accepted students signed up along with 43 family members.

Enrollment Update

Spring 2025 "Core" Enrollment is up +16.4% (129) in headcount and +14.7% in FTE as of December 5th. This growth is reflected in both full-time and part-time students and is largely the result of more continuing students registering before the end of the semester. Extensive efforts continue to encourage current fall students to register including Road 2 Registration outreach, emails, and text messages. A comprehensive proactive outreach campaign to thousands of former students (students who left and did not transfer) is in development to encourage re-enrollment as well.

Winter 2025 "Core" Enrollment is down -12.5% (-18) in headcount and – 11.5% in FTE as of December 5th. This decline is largely new non-matriculated students. Concerted efforts continue to encourage more applications including digital ads to students attending other regional colleges and communications to previous applicants who did not attend TC3. Winter classes begin on December 18th.

The Continuing Education and Workforce Development Office is currently serving a non-credit enrollment of 283 registrations for Fall 2024 through open enrollment and contract training. The vast majority of enrollment occurs during the spring and summer each year.

Recruitment efforts have yielded 26 applications to date for the Ithaca Area Economic Development (IAED) Direct to Work – Pathways to Manufacturing program and the Microelectronics & Nanomanufacturing program which provides a free opportunity to veterans and their dependents to earn a certificate in partnership with Penn State and Cornell University. Sixteen students participated in a Zoom interview and have been invited to participate in live interviews at Cornell NanoScale Science and Technology Facility (CNF). The program begins January 13, 2025.

Career Programming & Events

The Continuing Education and Workforce Development and Admissions Offices presented to College Initiative Upstate (CIU) of Tompkins County on career exploration and ways TC3 can help them meeting their goals. The Continuing Education and Workforce Development Office is partnering with Groton High School on a student conference focusing on career and college readiness.

The Continuing Education and Workforce Development Office and Assistant Professor of Business Janita Moricette hosted a "Careers and Coffee: Insurance Industry" event for business students. Approximately 40 students attended. Special thanks is given to Dryden Mutual Insurance Company and Bailey Place Insurance for their participation.

The following areas have been areas of focus this month:

Middle States Self-Study Institute and Self- Study Progress: Our focus has been on assembling the working groups for each of the affiliation standards for Middle States. There are seven standards of affiliation and each of those standards has a working group with two co-chairs – these working groups will be engaging in the work of reflection and writing over the next year for their designated standard and are crucial to the work of the Middle States self-study process. The working groups will be beginning their work in earnest in the Spring 2025 semester. The Middle States core group (Dr. Wessel, Ms. Zeppelin and myself) are concurrently working on finalizing a draft of our self-study design document. This document will help guide the College's self-study process over the next year and a half and will be submitted to our designated MSCHE (Middle States) liaison in February of 2025 after review and input by several stakeholders.

Institutional Research and Institutional Effectiveness: The Strategic Planning steering committee met in early December. To help understand the context of our strategic priorities the IR team presented a data review to examine the outcomes of TC3 students (completion, transfer, retention and labor market outcomes) relative to those at other comparable community colleges. The College participates in a voluntary student outcomes benchmarking project called the Post-Secondary Data Partnership (PDP) that allows us to compare our student outcomes to student outcomes at other institutions across many important parameters that higher education research has shown to be important in determining student success. The PDP data was an important part of the benchmarking data we reviewed and this project will continue to help the College to set goals to improve our student outcomes.

We also continued our collaboration with the VP of Finance and the VP of Enrollment to create models for enrollment projections for the upcoming year based on a careful examination of quantitative and qualitative parameters. Additionally, data reporting to the New York State Education Department, and the Integrated Post-Secondary Education Data Systems (IPEDS) also commenced for the December collection cycle.

Middle States Standard Spotlight: Last month I briefly shared some highlights of Standard III Design and Delivery of the Student Learning Experience. I am copying an excerpt from that Standard here. This affiliation standard focuses on the intellectual breadth and depth of the student learning experience and consistency in the quality of the educational offerings across modalities and faculty. The working group for this standard will be co-chaired by Dr. Fares Jnaid, Faculty of Civil Engineering and Construction and Dr. Anndrea Mathers, Assistant Provost.

Standard III

Design and Delivery of the Student Learning Experience

An institution provides students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.

Criteria

An accredited institution possesses and demonstrates the following attributes or activities:

1. certificate, undergraduate, graduate, and/or professional programs leading to a degree or other recognized higher education credential:

    a. are designed to foster a coherent student learning experience and to promote synthesis of learning;

    b. are assigned a reasonably approximate number of credit hours (or other value) for the amount of work completed by a student;

    c. include sufficient course content and program length appropriate to the objectives of the degree or other credential;

2. student learning experiences that are designed, delivered, and assessed by faculty (full-time or part-time) and/or other appropriate professionals who are:

    a. rigorous and effective in teaching, assessment of student learning, scholarly inquiry, and service, as appropriate to the institution's mission, goals, and policies;

    b. qualified for the positions they hold and the work they do;

    c. sufficient in number with a core of faculty (full- or part-time) and/or other appropriate professionals with sufficient responsibility to the institution to assure the continuity and coherence of the institution's educational programs;

    d. provided with and utilize sufficient opportunities, resources, and support for professional growth and innovation;

    e. reviewed regularly and equitably based on written, disseminated, clear, and fair criteria, expectations, policies, and procedures;

3. academic programs of study that are clearly and accurately described in official publications of the institution in a way that students are able to understand and follow degree and program requirements and expected time to completion;

4. sufficient learning experiences and resources to support both the institution's programs of study and the academic progress of all student populations;

5. at institutions that offer undergraduate education, a general education program, free standing or integrated into academic disciplines, that:

    a. offers a sufficient scope to draw students into new areas of intellectual experience, expanding their cultural and global awareness and cultural sensitivity, and preparing them to make well-reasoned judgments outside as well as within their academic field;

b. offers a curriculum designed so that students acquire and demonstrate essential skills including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy. Consistent with mission, the general education program also includes the study of values, ethics, and diverse perspectives;

c. in non-US institutions that do not include general education, provides evidence that students can demonstrate general education skills;

6. in institutions that offer graduate and professional education, opportunities for the development of research, scholarship, and independent thinking, provided by faculty and/or other professionals with credentials appropriate to graduate-level curricula;

7. adequate and appropriate institutional review and approval on any student learning opportunities designed, delivered, or assessed by third-party providers; and

8. periodic assessment of the effectiveness of student learning experiences for all student populations.

Provost December 2024 Board Report

Provost Transition
With the coming appointment of a new Provost, planning is underway for a smooth handoff between the Interim and Permanent Provosts. Transition planning includes transition meetings between Joe, Anndrea and staff to identify ongoing projects under way with upcoming work and deadlines. In addition to these planning meetings, all materials, emails and bookmarks used/received during the time the Interim Provost was here will be archived and shared with the new Provost as well as with Sierra Brock. A Provost calendar is being populated for the new Provost so that these meetings can easily be transferred to the new Provost's calendar. The Interim Provost will also document projects underway and other information that will help reduce the learning curve for the new Provost. Meetings with the new Provost will be conducted to begin the transition as early as possible.

Academic Records
All final fall grades are due from faculty by noon on Monday, December 16, and then we expect to have academic standing calculated and posted by the end of the day on Wednesday, December 18. Letters and emails regarding academic probation and academic suspension will be sent to impacted students by December 20. For students who are placed on Academic Suspension but who want to seek permission to attend while on Suspended status, hearing requests will be due to the Committee on Academic Status (COAS) in early January with hearings scheduled January 15-17. About 125 students applied for December graduation. Degree conferrals will be posted to students' transcripts as soon as possible after grades are in and academic standing has posted, with all conferrals completed within 30 days of the end of the semester, which allows time for students to finalize any outstanding items such as incompletes or portfolios. Conferral of microcredentials will also occur within this timeframe.
We have about 125 applicants so far for May graduation, and all students who applied for May graduation by the end of the fall semester will get a formal audit from the Academic Records Office prior to the beginning of the spring semester so that any necessary schedule adjustments can be made to ensure they are on-track for degree completion. We will continue to get May graduation applications over the next several months and will do outreach to students who are on track to graduate but who did not complete an application for graduation on their own.

Baker Learning Commons/Access and Equity
On December 2, 2024, the Baker Center for Learning hosted a brunch and Sensory Pop-Up event in collaboration with our own Best Life, the Racker Center and Mental Health Association of Cortland County (MHACC). Racker brought items for students to explore that appeal to the multiple sensory systems in our body. Over 30 students explored multiple sensory tools and made homemade aromatherapy putty. MHACC paid for the food and hosted other Cortland County agencies who are resources for our students. These agencies included: Guthrie Cortland Medical Center (Behavioral Health Unit), Access to Independence of Cortland County, Catholic Charities of Cortland County, Catholic Charities of Cortland County – SOS program (Safe Options Support), Cortland County Sheriff's Office, National Alliance on Mental Illness (NAMI Finger Lakes), Mental Health Association of Cortland County, Cortland County Health Department – (Cancer Services Youth Bureau, Tobacco Free Zone), Family Health Network of Central New York and NYS Office of Mental Health. Over 50 students and staff eat with us and peruse the multiple resource tables Cortland County has to offer. We are grateful for the collaboration with these agencies and look forward to more opportunities to collaborate. MHACC has donated $5000 to us to implement a Sensory Space in the Baker Center coming in March 2025.

Athletics and Recreation – Men's Basketball is tied for 1st place in the Region with 5-0 record. The Women's Team sits in 6th with 3-2 record. Rec programming included volleyball, indoor soccer, and archery. 25 children completed swimming lessons as part of the NY Swims Grant. Fitness membership visits were up in all categories. We started our "12 Days of Fitness" Fall Challenge on 11/14 and have 104 participants focusing on using the fitness center.

Childcare – The center will be hiring for 3 open positions for Spring; 1 teacher assistant and 2 teacher aides. Six incoming students have applied for childcare. They will receive registration packets in Dec. and have appointments in mid-Jan.   Most Early Childhood Ed. students have completed their required hours at the center. The partnership with the program is progressing well. The director is meeting with PTECH (the BOCES program) to move forward in a possible community service partnership with the students.

Health and Wellness – HWS attended the New York State College Health Association Annual Meeting in Utica, NY to network and share best practices. Lynette Montgomery and SUNY Service Corps Mental Health Peer Jessica conduct HER Campus every Tuesday around common student challenges and successes. More than 3,000 lbs. of food was delivered to the Panther Pantry on Monday, November 25th. The Panther Pantry provided eight Thanksgiving turkeys to students and staff.

Office of Diversity Education and Support Services/EOP – We hired Shadayvia Wallace as the Director of EOP/Assistant Diversity Officer; she will start in January. We recruited future EOP students at Open House and group visits with Urban Dove HS and OCM BOCES. The Diversity, Equity Action Council (DEAC) reviewed council bylaws and the 2022-2027 EDJI plan. The campus climate survey was administered from Oct. 23-Nov. 22 with 23% of students responding and 36% of employees. DEAC will analyze this data and present to all constituencies this spring.

Residence Life – Residence Halls closed for Thanksgiving Break on Nov. 27th. 22 Students were billed $25 per night for break. Winter Break closing is Saturday, Dec. 14th. Four students are registered. Athletes and student employees will not be charged.   RHA's Destress Fest was on Dec. 5th. Students will have both active and passive activity options to provide a study break and promote mental health and well-being. 4 new RAs were hired for Spring semester.

Student Activities hosted 14 events over Nov. and early Dec. which included the Snow Globe Spectacular hosted by the Student Leadership Assistants. SGA sent two student representatives to the SUNY Student Assembly in November, hosted several open events and has worked to update their Constitution and other documents this semester.

Student Conduct, CARE Team & Title IX – We saw 22 conduct incidents involving 36 students. 4 had marijuana charges and 3 were involved in a physical altercation which resulted in 2 suspensions. There were 4 Title IX reports (Non-Clery level) this month. There were 8 CARE team referrals. I attended the STIXCA (SUNY Title IX Coordinators Assoc.) fall meeting; I am serving my term as past-president.

Tompkins Cortland Community College

Consent Agenda

TOMPKINS CORTLAND COMMUNITY
COLLEGE RESOLUTION 2024-2025-22

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK: **I, 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 18th day of December 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 18th day of December 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Wong, Haven	Provide supervision while administering medications - NURS208 M34 - Replacement	Adjunct	$3,517.20	8/26/2024 To 12/13/2024
October				
Bechtold, Charles	Program Development/Facilitation - College Preparatory Mathematics Workshop for CIU - BIZ	Adjunct	$2,064.16	10/11/2024 To 11/20/2024
Wolff, Sarah	Program Development/Facilitation - Integrated Reading and Writing Workshop for CIU - BIZ	Adjunct	$2,225.28	10/11/2024 To 11/20/2024
Frisbie, Megan	ENGL Developmental Education Meeting	Adjunct	$50.00	10/22/2024
Weed, Steve	ENGL Developmental Education Meeting	Adjunct	$50.00	10/22/2024
November				
Bui, Michelle	CAPS131 M01	Adjunct	$1,200.42	11/06/2024 To 12/13/2024
Kyle, John	CAPS123 M01; CAPS131 M02, BL3; CAPS133 BL1	Adjunct	$6,037.20	11/06/2024 To 12/13/2024
Okaru, Alfie	FITN102 M01	Adjunct	$1,720.50	11/06/2024 To 12/13/2024
Bui, Michelle	Professional Tutor - Revision	Adjunct	$3,370.65	11/11/2024 To 12/13/2024
Frisbie, Megan	ENGL Developmental Education Meeting	Adjunct	$50.00	11/14/2024
Weed, Steve	ENGL Developmental Education Meeting	Adjunct	$50.00	11/14/2024
January				
Shadayvia Wallce	Office of Diversity Education and Support Services - Director of Educational Opportunity Programs and Assistant Diversity Officer	Grade 4	$80,000.00 [*]	1/7/2024

* Annual Salary to be Prorated.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE	**GRADE**	**PAGE**
Assistant Director of	3	1 of 2
Enrollment Management Systems		

ORGANIZATIONAL UNIT	**REPORTS TO**	**APPROVED BY**
Enrollment Management	Director Of Enrollment Management Systems & Slate Captain	Board of Trustees

SUMMARY

The Assistant Director of Enrollment Management Systems works under the direction of the Director of Enrollment Management Systems and is responsible for coordinating and overseeing day-to-day enrollment operations across the campus. In addition to managing daily operations, this position supports systems integration initiatives and future development projects. The Assistant Director leads the coordination of operational processes such as document and data imports, oversees inbound communications through the Slate inbox, and ensures the accuracy and timeliness of data clean-up tasks, including duplicate record consolidation and managing bounced emails.

This role is responsible for maintaining and improving documentation and continuity across operational processes, procedures, and current business practices. The Assistant Director also collaborates with various campus departments, including marketing, student success, admissions, financial aid, student accounts, athletics, College Now (concurrent enrollment), International/ Global Initiatives, and workforce development, to support communications and campaign development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the oversight and management of application processing and review workflows for applicants, accepted students, and enrolled student populations, ensuring seamless transitions across phases.
2. Ensure that all data and documents are processed promptly and accurately, including completing the application and enrollment checklist items.
3. Supervise all email communications managed through the Slate Inbox, including admissions and transcript-related inquiries. Lead the strategic transition of additional functional areas across campus into Slate's Inbox, enhancing centralized communication processes. Ensure the effective use of Slate snippets by all users to maintain consistent messaging and efficient email handling.
4. Oversee daily operations involving duplicate record consolidation, management of bounced messages, and rigorous data validation to maintain the highest standards of data integrity across all enrollment systems.
5. Oversee the accuracy of data imports and exports, document and record processing, and ensure that standard and ad hoc reporting is accurate. Lead communication flow planning, inventory control, and fulfillment processes.
6. Fulfill data requests from various campus departments and external vendors, ensuring accurate and timely responses.
7. Provide leadership in maintaining and developing new data integrations between various enrollment systems (Slate, PowerCampus, PowerFAIDS, Parchment, College Board, EAB). Oversee data imports, exports, and ongoing data cleanup, ensuring seamless interoperability between systems and the accuracy of enrollment data. Act as a key liaison between IT and functional departments to ensure data systems are aligned with institutional goals.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE	**GRADE**	**PAGE**
Assistant Director of Enrollment Management Systems	3	1 of 2

ORGANIZATIONAL UNIT	**REPORTS TO**	**APPROVED BY**
Enrollment Management	Director Of Enrollment Management Systems & Slate Captain	Board of Trustees

8. Drive continuous improvement initiatives in enrollment processing by analyzing current practices, identifying areas for enhancement, and implementing innovative solutions. Participate in strategic planning efforts to align enrollment operations with institutional priorities and long-term goals.
9. Provide front and backend user support, including training and documentation for Slate users across the institution.

MINIMUM QUALIFICATIONS
A Bachelor's degree and 2 years of experience in a related field (higher education, K-12, government or non-profit, peer coaching, an internship in a related field, etc.) are required, or an Associate's degree and 4 years of relevant experience; Ability to work evening and weekends as needed for program support; must have reliable transportation for site visits, etc.; familiarity with Microsoft Office suite, video-conferencing programs, and cloud-based file sharing. Organizational skills, attention to detail, and being a self-starter are critical for success. This role takes a hands-on approach to troubleshooting functional, process, and system issues and managing these through resolution.

DESIRED QUALIFICATIONS
Knowledge of Student Information Systems is preferred. Experience with PowerCampus (or other Ellucian products) and experience with Slate is preferred. Knowledge of customer relationship management databases is preferred. Looking for detail oriented and highly organized individual with the ability to manage day-to-day enrollment operations processing needs and the desire to continue to enhance and evolve existing processes.

TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2023-2024-63

Professor Emerit
Policy

WHEREAS, the College has identified need to update the existing Professor Emeritus 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 gone through faculty review and recommendation in May 2023 and was recommended by the Provost,

WHEREAS, this policy has gone through a review by the College Senate and has drafted a charge for the committee designated in this policy in May 2023 and is recommended by the President, be it therefore, and

WHEREAS, this policy has gone through administrative review 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 Professor Emerit Policy.

STATE OF NEW YORK: **I, NANCY MURPHY, DEPUTY 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 18th day of December 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 18th day of December 2024.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Professor Emerit Policy

Purpose and Scope

This policy formalizes the recognition of outstanding retired Tompkins Cortland Community College Faculty.

Policy

To have Professor Emerit status conferred, the individual must meet the requirements as set forth below.

Service Length

1. 15 years service (30 semesters in the case of adjunct faculty), achieved rank of Full Professor for at least 3 years
2. Must have been retired from the College for at least 1 year.

Distinguished Service

Emerit Criteria: Must have evidence of Category 1 **and** Category 2, and evidence of at least one other area:

1. **Excellence in Primary Area of Job Responsibility**– as demonstrated by items such as student evaluations, supervisor evaluations, awards or nominations for awards, innovation in curriculum and instruction, and commitment to student learning.
2. **Service to the College** – advisement, committee service, leadership positions, work with student organizations, accomplishments outside the realm of their primary job responsibility.
3. **Academic degrees and professional certifications** – degrees or professional certifications (e.g., CPA) beyond the minimum requirements of the position.
4. **Contribution to the body of knowledge in a field** – as demonstrated by items such as publications, artistic creations, conference presentations, positions of responsibility in professional organizations.
5. **Service to the community** – as demonstrated by items such as special projects, notable accomplishments, offices held, and service to community organizations.

Additional Information

1. Must consent to review of personnel files for purposes of selection
2. The College reserves the right to deny Emerit status to a candidate whose professional or personal actions reflect poorly on the College
3. Posthumous Awards may be considered

Selection Process and Selection Committee

1. Nomination: Emerit nominations will be considered from current faculty members, utilizing a form created by the Emerit Committee.
2. Communication: Every September the Human Resources department will send a communication to the campus with eligibility qualifications and past Emerit appointments. This communication will include retired faculty who have become eligible since the last solicitation and for two years after.
3. The committee will accept nominations up until November 1.
4. Nominees will be notified by Human Resources in early November and must respond within 2 weeks with permission to review their personnel file.
5. The Emerit Selection committee will be formed annually (as needed), following the parameters of its charge document. This committee will make recommendations Provost by February 1.
6. The Provost will make recommendations to the President by March 1.
7. The President will make recommendations to the Board of Trustees during the Spring semester.

Emerit Benefits

1. Use of campus recreational and social facilities at the same rate as current employees
2. Listed in college directories and the catalog
3. Emerit ID cards providing library and other services
4. Participation in academic processions and ceremonies
5. Opportunity to audit courses
6. Access to the College Teaching Center Lounge and, depending on availability, shared office space in the Faculty Suites.
7. Recognition of Emerit Faculty at retiree events
8. Special display on campus with photos
9. Standing Invitation to Commencement
10. Opportunity to serve on campus committees at the discretion of the College
11. E-mail address in perpetuity, as allowable and appropriate according to Campus Institutional Technology policies.

Emerit Title

The College will use the term **Emerit** in place of **Emeritus**, as the former is more gender inclusive.

Resolution	History	Policy Reference Code
2024-##-##	Replaces 6/20/91 – Resolution #1990-91-90 – Policy on Professor Emeritus Status	AA-02

TOMPKINS CORTLAND COMMUNITY COLLEGE
Resolution 2024-2025-20

Trustee Resolution on revised Equal Employment Opportunity Policy

WHEREAS Tompkins Cortland Community College has a Equal Employment Opportunity Policy; and

WHEREAS, Title VII of the Civil Rights Act of 1964, *42 U.S.C., § 2000e, et seq.*, and the New York Human Rights Law have undergone revisions; and

WHEREAS the Tompkins Cortland Community College Board of Trustees ensures that the policies it establishes for the employees and applicants of Tompkins Cortland Community College are consistent with these and other nondiscrimination laws; and

WHEREAS, this policy has gone through administrative review and is recommended by the President, be it therefore

RESOLVED, that the Tompkins Cortland Community College Board of Trustees adopts the revised Equal Employment Opportunity Policy.

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 18th day of December 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 18th day of December 2024.

Clerk of the Board of Trustees
Tompkins Cortland
Community College

Responsible Executive
VP Administration

Review Cycle
Annual

References
42 USC § 2000e, et seq.
NYS EXC Ch 18, Art 15

Equal Employment Opportunity Policy

Purpose and Scope

This policy is established to ensure compliance with Federal and state anti-discrimination laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, *42 U.S.C., § 2000e, et seq.*, and the New York Human Rights Law. This policy applies to all Tompkins Cortland Community College employees and all terms and conditions of employment including, but not limited to, recruiting, hiring, placement, promotion, discipline, termination, layoff, transfer, leave of absence, compensation, benefits, training, and social and recreational programs.

Policy Statement

Tompkins Cortland Community College is an Equal Opportunity Employer. The college is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, College expects that all relationships among persons will be business-like and free of bias, prejudice, and harassment. The College complies with all federal, state and local regulations and affirms that it will not unlawfully discriminate against an employee on the basis of any protected class or status including:

- age, religion, creed, disability, military status, veteran status, prior arrest or conviction record;
- race (including traits historically associated with race including hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship or immigration status, predisposing genetic characteristics or carrier status;
- marital status, familial status, pregnancy or related conditions, reproductive health choices, sexual orientation, gender identity or expression (including transgender status), status as a victim of domestic violence; or
- any other legally protected class, status, or activity.

Retaliation is prohibited against any person who files a charge of discrimination, participates in an EEOC (Equal Employment Opportunity Commission) or DHR (Division for Human Rights) proceeding or otherwise opposes discrimination under federal law.

Resolution
2024-##-##

History
11/17/77; 3/20/86; 4/24/86; 12/15/88: 3/17/94 – Resolution #1993-94-60 – Modification to the Equal Opportunity/Affirmative Action Policy Statement; 5/10/2007: 11/10/2016

Policy Reference Number
AD01

DATE: November 12, 2024

TO: Amy Kremenek, Tompkins Cortland CC President

CC: John Geer, VP of Administration

FROM: Joe DeHart
                Interim Provost and VP for Academic Affairs

SUBJECT: Mid-year Promotions

Promotion of faculty is an important way to not only recognize individual contributions to the college, but also prepare faculty for more advanced service to the college. Procedures for promotion are established in Article XIII of the Faculty Collective Bargaining Agreement. The candidates listed below have applied for promotion in a timely manner and have met all requirements for promotion in accordance with Article XIII. I have reviewed their promotion materials, and these candidates have shown exceptional leadership and service to the college. I am proud to recommend the following promotions to be effective January 2025.

To the rank of Associate Professor

      Susan Mueller, Associate Professor of Nursing

To the rank of Assistant Professor

      Margaret DeGaetano, Assistant Professor of Mathematics

      Theresa Tambascio, Assistant Professor of English

If you have any questions or need additional information, I will be glad to talk more about these faculty and their engagement with the college.