



Agenda
February 19, 2025
Board of Trustees Meeting @ 5:30 p.m.
[Zoom Link](#)

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of January 15, 2025 Board of Trustees Meeting Minutes
7. Chair's Report
 - a. Summer Board of Trustees Retreat
 - b. Update on NYCCT Action Regarding Presidential Transitions
8. Treasurer/CFO
 - a. Financial & Budget Update
 - b. 2025-2026 Operating Budget Update
9. Student Trustee's Report
10. County Liaison Reports
 - a. Cortland County
 - b. Tompkins County
11. College Senate Report
12. Faculty Council on Community Colleges (FCCC) Report
13. 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



14. President's Report

- a. ACCT National Legislative Summit
- b. Diversity Equity Action Council (DEAC) Update
- c. Middle States Accreditation Preparations

15. Consent Agenda

- a. Appointment of Personnel
- b. Assistant Comptroller Job Description
- c. Involuntary Leave of Absence Policy Resolution

16. Adjournment

17. Informational Items

- a. Board of Trustees Meeting, March 19, 2025
- b. NYCCT Spring Meeting @ Mohawk Valley CC April 25, 2025
- c. Middle States Liaison Visit April 28th, 2025
- d. Board of Trustees Retreat August 15, 2025 | Sprole Conference Room

*****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 Trustees Meeting
January 15, 2025
Open Session @ 5:30 p.m.

Present: Shannon Boyd, Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti

Excused: Arthur Kuckes, Seth Peacock

County Liaisons: Cathy Bischoff, Mike Lane

Staff: Christopher Austen, Scot Beekman, Carolyn Boone, John Geer, Regina Holl, Amy Kremenek, Nancy Murphy, Michelle Nightingale, Rob Palmieri, Dennis Panagitsas, Donald Perkins, Malvika Talwar, Aaron Tolbert, Shadayvia Wallace

- 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. A Moment of Silence in Honor of Tompkins Cortland Community College Foundation Board Chair Regina Grantham** was held to recognize her humanity, leadership and service to the College, our students and the entire community.
- 3. Roll Call:** Ms. Murphy called the roll.
- 4. Welcome Guests:** President Kremenek introduced Shadayvia Wallace, new Director of the Educational Opportunity Program and Assistant Diversity Officer.
- 5. Approval of Agenda:** Ms. Perfetti moved the Board of Trustees January 15, 2025 meeting agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.
- 6. Public Comment:** There were no requests for public comment.
- 7. Approval of December 18, 2024 Board of Trustees Meeting Minutes:** Ms. Buck moved that the minutes from the December 18, 2024 Board of Trustees meeting be approved as submitted; seconded by Mr. McSherry; motion approved unanimously.

8. Chair's Report:

- a. NYCCT Resolution Chair Davison referenced the NYCCT Resolution (contained in the packet) Tompkins Cortland Community College has engaged with Ingerman Smith law firm and the Article 78 proceeding. As a secondary step, a declaratory ruling letter from TC3 was requested, this was sent with letters from additional community colleges directly to the Chancellor.

9. Treasurer/CFO:

- a. Financial & Budget Update from Mr. Panagitsas shared that at the close of December we are 1/3 into the fiscal year. The winter and spring tuition look to cover the fall enrollment shortage. Chargebacks from the counties are currently up \$150k from last year. The department is working on wage files, examining expenses and benefits, identifying the needs of each department. The Bonadio Group is finishing the audit, the department is implementing new work flows and procedures, and issuing tax forms.
- b. Disposal of Surplus Items Report- items no longer of use or value were either disposed or sent to auction per required procedures.

10. Student Trustee's Report:

Ms. Boyd shared the changes to the Panther Welcome Center to create a more open welcoming space.

11. County Liaison Reports:

- a. Cortland County - Ms. Bischoff thanked President Kremenek and team for the informative campus gathering of the two counties January 15th. Ms. Bischoff expressed gratitude for Ms. Grantham and the space to support the homeless population in Grace Holy Spirit Church that she helped establish.
- b. Tompkins County - Mr. Lane commented on the campus presentation to the counties, sharing it was informative and he would like more gatherings like it. The Tompkins Legislature reorganizes each year, Dan Klein was re-elected as Chair, Greg Mezey elected as Vice Chair, new committee assignments are in the works.

12. Committee and Affiliate Reports:

- a. New York Community College Trustees (NYCCT) - Ms. Buck shared that Stephen Acquario, Esq., of the New York State Association, met with the Chancellor to put forth our case, ending with an agreement for a meeting with himself, the Chancellor and Trustees. Ms. Buck updated that NYCCT has partnered with an AI firm that offers small groups of trustees/staff to embark on a process to understand and work with AI by offering a class that meets 15 minutes a day for 30 days. Trustees Ms. Michell-Nunn and Ms. Boyd are currently participating.
- b. New York Community College Association of Presidents (NYCCAP/SUNY) - President Kremenek spoke of the State of the State where Governor Hochul addressed workforce high need high demand jobs

and the \$30 million request put forth by the Chancellor. The Governor outlined her program of free tuition to adults 25-55 without a college degree and are pursuing high needs high demand areas. A new SUNY grant program offers \$50,000 to support the needs of adult students. NYCCAP advocacy day will be on February 24th, President Kremenek is hoping to bring students to attend.

- c. Auxiliary Operations - Ms. Holl, Director of Auxiliary Operations, indicated the student housing number is down 10 percent for spring as of January 19. Ms. Holl hosted brokers whom toured facilities, Cortland officials visited the Cortland Extension Center to review the site, and the sale is likely in April. The fourth floor of the Ithaca Extension Center has been leased to BOCES.
- d. TC3 Foundation - No update was given this month.

13. President's Report:

- a. President Kremenek introduced Dr. Aaron Tolbert, the new Provost & VP of Academic Affairs who officially started on January 6th.
- b. Chris Austen, Director of Campus Police presented on the Annual Emergency Plan Update.
- c. Strategic Plan 2025-2028 is in process, a final plan will be presented to the Board by June. The Strategic Plan Workgroup will be meeting January 23rd to work through proposed strategies and the four pillars.
- d. Vice President Reports
 - o Middle States Accreditation, Dr. Talwar, VP of Institutional Effectiveness, updated that the self-study design deadline is February 14th. The committee is seeking input from various parties and is on target for completion.
 - o Panther Welcome Center, Mr. Palmieri, VP for Enrollment, gave an update on the roll out of the center, a one stop model. Students are triaged by staff at the front desk who are trained to answer any question and succinctly fulfill the request. The Panther Welcome Center is also undergoing a cosmetic change, making it more open and adding the new brand.

14. Consent Agenda: Ms. Dale-Hall moved the Consent Agenda be approved as submitted; seconded by Ms. Buck; motion carried unanimously.

- a. Appointment of Personnel
- b. Student Support Program Specialist Job Description
- c. Vice President of Institutional Effectiveness Job Description

- d. Dean of Organizational Development and Institutional Effectiveness Job Description
- e. Records Retention and Disposition Schedule LGS-1

15. Adjournment: Mr. McSherry moved that the meeting be adjourned at 7:03 p.m.; seconded by Ms. Boyd; motion carried unanimously.

16. Informational Items:

- a. College Annual Report for 2024
- b. NYCCT Action on SUNY Resolution
- c. Board Basketball Night TC3 vs Cayuga CC January 29, 2025 @ 6:00 p.m.
- d. Finance and Audit Committee Meeting, February 12, 2025
- e. Board of Trustees Meeting, February 19, 2025

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Financial and Budget Update

TC3 Finance Report

January 2025 Financials

For our close of January 2025 our budget comes close to the half of the year point. Our operating expenses should be at about the 42% percentile. We are exactly at that point and very close to last year's budget.

Our revenue looks higher than last years but this is due to timing of payments came from the state and the sponsor counties. The Chargebacks revenue from other NY counties is increased from last year.

Audit

Working with our Auditors to finalize the Audits in all three areas (College, Foundation and FSA). We need to finalize all three areas to issue the Audit for the College. We are planning to have the Bonadio Group present the College Audit at the March Board Meeting.

2025-26 Budget

We are finalizing all the revenue budgeting. Until the end of the month we will get all the expenses budgets and put together a draft budget. We are looking to introduce a balanced draft budget for Board consideration at the March 2025 Board Meeting.

**Tompkins Cortland Community College
2023-2024 Appropriations
Year-to-Date through Jan 31, 2025**

	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	7,464,195	9,215,625	44.7%	16,790,785	6,869,287	40.9%	(594,908)	-3.5%
Equipment	100,000	43,729	58,411	43.7%	43,929	14,166	32.2%	(29,563)	-67.3%
Contractual Expenses	6,680,409	2,333,875	4,346,534	34.9%	6,001,242	2,103,892	35.1%	(229,983)	-3.8%
Employee Benefits	8,339,910	3,399,666	4,940,245	40.8%	8,370,299	3,922,101	46.9%	522,436	6.2%
Total Forecasted Departmental Appropriations ¹	31,800,139	13,241,464	18,560,815	41.6%	31,206,255	12,909,446	41.4%	(332,018)	-2.6%
Scholarships &Awards									
Student Services	95,000	271,996	(176,996)	286.3%	343,913	334,343	97.2%	62,347	18.6%
Academic Support	3,290,136	1,596,748	1,693,388	48.5%	3,369,560	1,621,053	48.1%	24,305	1.5%
Total Scholarships & Awards	3,385,136	1,868,744	1,516,392	55.2%	3,713,473	1,955,396	52.7%	86,652	4.4%
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	7,464,195	9,215,625	44.7%	16,790,785	6,869,287	40.9%	(594,908)	-3.5%
Equipment	100,000	43,729	58,411	43.7%	43,929	14,166	32.2%	(29,563)	-67.3%
Contractual	6,680,409	2,333,875	4,346,534	34.9%	6,001,242	2,103,892	35.1%	(229,983)	-3.8%
Scholarship & Awards Offset	3,385,136	1,868,744	1,516,392	55.2%	3,713,473	1,955,396	52.7%	86,652	2.3%
Fringe Benefit	8,339,910	3,399,666	4,940,245	40.8%	8,370,299	3,922,101	46.9%	522,436	6.2%
Total Approved Budget Appropriations ⁴	35,185,275	15,110,208	20,077,207	42.9%	34,919,727	14,864,842	42.6%	(245,367)	-1.7%

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)

[illegible]

Contractual Expenses			0	0.0%					
Employee Benefits			0	0.0%					
Total Public Service	0	0	0	0.0%					
Academic Support									
Personal Services	1,730,249	699,000	1,031,249	40.4%	1,723,663	694,624	40.3%	(4,376)	(0.6%)
Equipment		13,152	(13,152)	0.0%			0.0%	(13,152)	0.0%
Contractual Expenses	293,470	37,898	255,572	12.9%	177,992	38,580	21.7%	682	1.8%
Employee Benefits	865,124	317,927	547,197	36.7%	859,249	401,764	46.8%	83,836	20.9%
Total Academic Support	2,888,843	1,067,977	1,820,866	37.0%	2,760,904	1,134,967	41.1%	66,990	5.9%
Libraries									
Personal Services	582,717	244,667	338,050	42.0%	568,333	248,392	43.7%	3,725	1.5%
Equipment			0	0.0%	1,612	1,612	100.0%	1,612	100.0%
Contractual Expenses	313,250	73,743	239,507	23.5%	297,591	92,066	30.9%	18,323	19.9%
Employee Benefits	291,359	112,613	178,746	38.7%	283,315	139,099	49.1%	26,486	19.0%
Total Libraries	1,187,326	431,023	756,303	36.3%	1,149,238	479,557	41.7%	48,534	10.1%
Student Services									
Personal Services	2,509,121	1,043,638	1,465,483	41.6%	2,395,914	943,223	39.4%	(100,415)	(10.6%)
Equipment		1,237	(1,237)	0.0%	1,156	389	33.7%	(848)	(217.7%)
Contractual Expenses	859,603	228,417	631,186	26.6%	772,384	282,008	36.5%	53,591	19.0%
Employee Benefits	1,254,545	479,780	774,765	38.2%	1,194,368	534,231	44.7%	54,452	10.2%
Total Student Services	4,623,269	1,753,072	2,870,197	37.9%	4,363,822	1,759,852	40.3%	6,780	0.4%
Maintenance and Operations									
Personal Services	1,933,723	866,808	1,066,915	44.8%	2,032,462	733,366	36.1%	(133,442)	(18.2%)
Equipment	100,000	15,540	84,460	15.5%	9,426	1,950	20.7%	(13,590)	(696.9%)
Contractual Expenses	1,149,290	355,165	794,125	30.9%	1,130,432	401,401	35.5%	46,236	11.5%
Employee Benefits	966,861	399,234	567,627	41.3%	1,013,187	417,827	41.2%	18,593	4.5%
Total Maintenance and Operations	4,149,874	1,636,747	2,513,127	39.4%	4,185,507	1,554,544	37.1%	(82,203)	(5.3%)
Institutional Support									
Personal Services	1,724,826	707,824	1,017,002	41.0%	1,689,321	662,669	39.2%	(45,155)	(6.8%)
Equipment		2,140	(2,140)	0.0%			0.0%	(2,140)	0.0%
Contractual Expenses	414,625	287,821	126,804	69.4%	613,192	171,344	27.9%	(116,477)	(68.0%)
Employee Benefits	862,413	314,648	547,765	36.5%	837,367	371,108	44.3%	56,460	15.2%
Total Institutional Support	3,001,864	1,312,433	1,689,431	43.7%	3,139,881	1,205,121	38.4%	(107,312)	(8.9%)
General Institutional Services									
Personal Services	1,325,765	659,311	666,454	49.7%	1,236,718	468,710	37.9%	(190,600)	(40.7%)
Equipment		11,659	(11,659)	0.0%	30,502	10,214	33.5%	(1,445)	(14.1%)
Contractual Expenses	1,879,371	735,166	1,144,205	39.1%	1,483,046	468,967	31.6%	(266,198)	(56.8%)
Employee Benefits	662,881	259,329	403,552	39.1%	619,933	253,572	40.9%	(5,757)	(2.3%)
Total General Institutional Services	3,868,017	1,665,464	2,202,553	43.1%	3,370,200	1,201,464	35.6%	(464,000)	(38.6%)
Total Forecasted Departmental Appropriations¹	31,800,139	13,241,464	18,558,675	41.6%	27,502,873	12,907,834	46.9%	(333,630)	-1.2%

**2023-2024 Appropriations
Schedule of Employee Benefits
as of Jan 31st, 2025**

	2024-25	2024-25	2024-25	2024-25	2023-24	2023-24	2023-24	Variance	% Variance
	Mod Bud	Actual	Unexpended	%	Total Exp	PY to Date	PY %	CY to PY	CY to PY
			Balance	Unexpended	PY		Expended	Fav(Unfav)	Fav(Unfav)
Retirement Incentive Costs	175,906	207,510	(31,604)	118.0%	322,370	247,671	76.8%	40,162	16.2%
HRA Retiree Benefits	81,651	39,728	41,923	48.7%	102,221	50,716	49.6%	10,988	21.7%
State Employee's Retirement	1,076,389	564,628	511,761	52.5%	1,297,366	538,419	41.5%	(26,209)	(4.9%)
State Teacher's Retirement	179,135	72,964	106,171	40.7%	179,435	76,764	42.8%	3,800	5.0%
Optional Retirement Fund	778,863	359,705	419,158	46.2%	685,651	286,970	41.9%	(72,734)	(25.3%)
Social Security	1,248,047	584,657	663,390	46.8%	1,302,180	536,706	41.2%	(47,951)	(8.9%)
Worker's Compensation	92,888	49,078	43,810	52.8%	15,715	(982)	(6.2%)	(50,060)	5097.0%
Executive Benefits	36,347		36,347	0.0%			0.0%	0	0.0%
Disability Insurance	8,270	3,933	4,337	47.6%	6,998	2,560	36.6%	(1,372)	(53.6%)
Hospital and Medical Insurance	2,905,149	1,167,000	1,738,149	40.2%	2,746,569	1,139,608	41.5%	(27,392)	(2.4%)
Post Retirement Health Insurance	1,513,592	600,000	913,592	39.6%	1,440,000	600,000	41.7%	0	0.0%
Employee Tuition Benefits	125,841	75,852	49,989	60.3%	98,988	78,754	79.6%	2,902	3.7%
Life Insurance	7,380	4,560	2,820	61.8%	7,339	3,183	43.4%	(1,377)	(43.3%)
Vacation Benefits	91,947		91,947	0.0%	149,493	37,500	25.1%	37,500	100.0%
Miscellaneous	3,180	1,540	1,640	48.4%	3,875	1,250	32.3%	(290)	(23.2%)
Unemployment Insurance	15,325	15,003	322	97.9%	13,434		0.0%	(15,003)	0.0%
Total Employee Benefits	8,339,910	3,746,158	4,593,752	44.9%	8,371,636	3,599,121	43.0%	(147,037)	(4.1%)

Tompkins Cortland Community College
YTD Revenues 2023-2024
Jan 31, 2025

	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	3,736,926	157,365	96.0%	3,886,989	3,874,272	99.7%	(137,347)	-3.5%
Spring	3,442,436	3,428,727	13,709	99.6%	3,432,760	3,509,626	102.2%	(80,899)	-2.3%
Winter	140,361	157,803	(17,442)	112.4%	159,385	160,356	100.6%	(2,553)	-1.6%
Summer	614,802		614,802	0.0%	506,052	(735)	-0.1%	735	-100.0%
Nonresident Tuition	800,000	1,165,227	(365,227)	145.7%	1,008,885	1,305,743	129.4%	(140,516)	-10.8%
Student Fee Revenue	982,033	919,975	62,059	93.7%	1,002,981	939,057	93.6%	(19,082)	-2.0%
Total Core Student Revenue	9,873,923	9,408,657	465,266	95.3%	9,997,053	9,788,319	97.9%	(379,662)	-3.9%
Concurrent Enrollment Tuition	3,290,136	1,597,380	1,692,756	48.6%	3,367,146	1,618,165	48.1%	(20,785)	-1.3%
Total Student Revenue	13,164,059	11,006,037	2,158,022	83.6%	13,364,199	11,406,484	85.4%	(400,447)	-3.5%
Government Appropriations									
New York State	9,762,800	4,893,900	4,868,900	50.1%	9,762,800	2,440,700	25.0%	2,453,200	100.5%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,897	756,847	15.5%	(756,847)	-100.0%
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	2,416,800	3,283,200	42.4%	5,716,385	2,327,380	40.7%	89,420	3.8%
Total Govt Appropriations	21,473,107	8,438,125	13,034,982	39.3%	21,365,644	6,528,489	30.6%	1,909,636	29.3%
Other Revenues									
Service Fees	96,040	61,941	34,099	64.5%	94,098	68,796	73.1%	(6,855)	-10.0%
Interest Earnings	9,007	4,545	4,462	50.5%	13,946	5,867	42.1%	(1,323)	-22.5%
Rental of Real Property	11,035		11,035	0.0%	1,400	100	7.1%	(100)	-100.0%
Contract Courses	25,031	101,693	(76,662)	406.3%	96,899	59,189	61.1%	42,504	71.8%
Noncredit Tuition	174,870	58,356	116,514	33.4%	126,420	40,012	31.7%	18,344	45.8%
Grant Offsets	180,373	7,567	172,806	4.2%	187,099	65,846	35.2%	(58,279)	-88.5%
Unclassified Revenues	51,753	20,447	31,306	39.5%	90,260	71,065	78.7%	(50,617)	-71.2%
Total Other Revenues	548,109	254,549	293,560	46.4%	610,121	310,875	51.0%	(56,326)	-18.1%
TOTAL REVENUES	35,185,275	19,698,711	15,486,564	56.0%	35,339,964	18,245,848	51.6%	1,452,863	8.0%
Student Revenue	13,460,000	11,228,027	2,231,973	83.4%	13,681,615	11,574,481	84.6%	(346,454)	-3.0%
State Revenue	9,762,800	4,893,900	4,868,900	50.1%	9,762,800	2,440,700	25.0%	2,453,200	100.5%
Local Revenue	10,582,882	2,416,800	8,166,082	22.8%	10,599,282	3,084,227	29.1%	(667,427)	-21.6%
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	32,559	219,609	12.9%	292,705	142,878	48.8%	(110,319)	-77.2%
Total	35,185,275	19,698,711	15,486,564	56.0%	35,339,964	18,245,848	51.6%	1,452,863	8.0%
Federal Revenue	0	0	0	0.0%	88,753	0	0.0%	0	0.0%
Use of Fund Balance	1,003,562	1,003,562	0	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: TC Board of Trustees

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

College Senate Report January 30, 2025

- The College Senate Executives presented to the college on Opening Day updating the college on what the team has been working on and recruiting for open seats.
- The College Senate is starting to examine Article 3.7.2, Criteria for dissolution of a committee and any recommended updates to these procedures in the bylaws.
- The Senate has reviewed the nominations and has put forth our selection for the Chancellor's Excellence Awards in Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching.
- The nominations for Chancellor's Excellence Awards in Classified Service are open and are due February 7 at noon.

Jason Pomeroy, Executive Director of the Foundation

2024-2025 Fundraising totals

- Donors – 73
- Gifts – 256
- Amount - \$1,093,629

Large gifts expected this month

- Guthrie - \$122,824
- Cayuga Medical - \$59,369

Upcoming Solicitations

- February - Recurring Giving Email Campaign
- March – Spring Direct Mail appeal
- April – Giving Day (Date TBD)

Scholarships Awarded

- 2024-2025 - \$501,805
- 2023-2024 - \$497,610
- 2022-2023 – \$386,185

Emergency Funding YTD

- Mary Porcari Brady Fund (Nursing) - \$8,150
- Student Emergency Fund – \$3,1772
- Other - \$1,000

Other Business

Alumni and Development

- New scholarship management software being adopted for Fall 2025
- 2024 Tax Statements sent out
- Planning multiple alumni events for Spring 2025
- Giving Day committee has started planning our 2025 Giving Day
- Alumni of Distinction nomination form sent out. Due back 3/14/2025.

Foundation Board

- Voted to end retail operations at Coltivare (restaurant/event space) in perpetuity
 - o Looking to sublease restaurant space
- 5 New Directors
 - o Loren Sparling – Town of Dryden
 - o Tiffanie Parker – Town of Cortland (Retired)
 - o Herb Alexander – Cayuga Medical
 - o Liz Millhollen – Cornell University
 - o Schelley Michell-Nunn (BOT Liaison)
- Chair Position
 - o Voted to Make Regina Grantham a Director Emeritus
 - o Kansas Underwood will be serving as Interim-Chair for the time being
 - o The Development Committee will nominate a new Chair/Officers that will be voted on at the April Foundation Board Meeting



Vice President Reports

John Geer, VP of Administration

Status of Open Positions as of February 5, 2025

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Assistant Director of Enrollment Management Systems	ASAP	January 17, 2025	February 17, 2024	Accepting Applications
Digital Content Specialist	ASAP	November 13, 2024	November 27, 2024	Hired: Monica Panagakis (02/10/25)
Technology Support Specialist	ASAP	January 22, 2025	February 5, 2025	Reviewing Applications

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Campus Environmental Health & Safety Officer (1.0 FTE)	Facilities	ASAP	Accepting Applications via Tompkins County Department of Human Resources. Unanimous choice candidate withdrew at conclusion of 1 st search attempt.

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Coach, Men's Baseball	Athletics & Recreation	ASAP	Hired: Brandon Shirley (02/04/25)
Assistant Teacher	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics & Recreation	ASAP	Hired: Valencia Gell (02/03/25)
Substitute Teacher	Childcare	July 2023	Continuous Recruitment Hired: Sophia Tyrrell (02/03/25)
Teacher Aide	Childcare	ASAP	Accepting Applications Promoted: Jushawna Crane (01/27/25)

John Geer, VP of Administration

Status of Grievances as of February 19, 2025

COMPLAINANT/SUBJECT

DISPOSITION

CSEA

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

An arbitrator has been assigned to hear the matter and will reach out
in the near future regarding scheduling.

FACULTY ASSOCIATION

None.

PROFESSIONAL ADMINISTRATORS ASSOCIATION

None.

TC3 ADJUNCT ASSOCIATION

None.

Public Safety

Campus Police successfully completed their January In-Service Training, during which all department members received instruction on medical emergencies, bleeding control, proper Taser deployment, and annual policy and legal updates.

As we welcomed students back to campus, Campus Police calls for service have returned to pre-break levels. This expected increase allows Campus Police staff to engage with students and the broader campus community. Campus Police continues to collaborate with various on- and off-campus partners to enhance available resources for our campus.

During this past month, Campus Police had the privilege of assisting with New Student Orientation and Resident Assistant Training. With fewer prescheduled events coming into the end of February, Campus Police will be seizing the opportunity to provide additional officer training focused on active shooter response and mental health awareness.

Facilities

Maintenance

During the month of January 2025 TC3's Maintenance staff focused on a medley of student facing items prior to their return for the semester. The most notable being a header was installed for the new security curtain in the cafeteria, the installation of plumbing and electrical for the new coffee vending machine in the Fireside Café, hung 2 new instructional white boards and 3 new wall mounted monitors around campus and the total reconfiguring of our welcome center (room 101). Our crews also focused on routine maintenance over the last month. Good examples of this are grouting small areas in the cafeteria, internal sprinkler inspections, new safety flow switches on A/F boilers, the replacement of batteries for riding floor scrubber and sewer and sheet rock repairs associated with an ongoing issue in the 2nd floor men's yellow bathroom.

Grounds

Our grounds crew performed seasonal weather relates duties. Crews worked on many occasions plowing and salted all of campus as conditions and precipitations dictated. Grounds personnel also provided extensive services for the decommissioning of the Ithaca Extension Centers 5th and 6th floors. A few employees received their DEC recertification training and repaired various pieces of equipment in house.

Custodial

Custodial employees concentrated on their normal cleaning related duties and event set ups but added a deep cleaning of many areas that are not conducive to tackle during a regular semester. Examples of this are carpet shampooing in various offices, attention given to the windows near the entrances to the bookstore and a scrub down and disinfection of the pool and athletics locker rooms.

John Geer, VP of Administration

Foundation

Foundation employees were tasked with many items in January in preparation for the return of our student body. Maintenance crews worked on completing all soon to be occupied apartments in our D dormitory. Tasks included were plumbing related, cabinet & countertop installation, base molding, shade installations, sheet rocking and minor paint. Many heat related issues were also identified and rectified in the dorms. Crews also moved over 100 pieces of furniture from the dormitories up on the hill to the quad and ran new communication lines for approximately 20 apartments where connectivity has been an issue in the past. New communication utilities were also installed in the connector building between Dorm A and B for a small community computer lab.

Human Resources

Our Paycor implementation continues to progress with our team becoming more proficient users each month and identifying new ways to improve departmental efficiency. The implementation of both the Time and Payroll modules has been successfully completed, and work on the Benefits module remains ongoing, with a target completion by the end of February. Training for the Applicant Tracking module continued in January and is expected to conclude in March. In early Q2, we will begin developing applicant tracking procedures.

In January, we transitioned select small employee new hire groups to the Paycor onboarding system. As we refine the process with these smaller groups, we will gradually expand Paycor's onboarding capabilities to additional new hire groups with more complex onboarding requirements.

Recruitment activity remained high throughout January, driven by adjunct and student worker rehiring for the spring semester, alongside ongoing hiring efforts for the College and its related entities. In preparation for this year's performance evaluations, we are developing evaluation processes aligned with each unit's collective bargaining agreement requirements and timelines, utilizing Paycor's Performance module.

Resignations/Retirements/Separations

Presented to the Board of Trustees
February 19, 2025

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
James Jacob	Professor	Academic Affairs	09/01/25	Retirement
Kimberly Sharpe	Professor	Academic Affairs	09/01/25	Retirement

FACULTY STUDENT ASSOCIATION

None.

2024-2025 Goals

- Procure updated datacenter equipment including an appropriate mix of cloud and on-premises resources by 11/1/2024.
 - Our servers have arrived and have been racked. Our storage has been delivered and will be racked by 2/7/2025. We expect to have all on premise servers migrated from the old equipment to the new equipment by the end of February.
- Migrate all possible on campus servers to ITEC Infrastructure as a Service (IaaS).
 - 45 servers have been successfully moved to the ITEC IaaS cloud Hosted solution.
 - This completes our hybrid cloud migration.
- Complete the 2025 – 2028 Technology Strategic Plan by 3/1/2025.
 - I am in track with this plan and will present it to the Board in March 2025. I am making final edits to the draft, and then will share it with the Campus Technology Department for their feedback, and then share it with President Kremenek for her feedback by the end of February.
- 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 known technical exemptions which we expect to be overcome by Fall 2025.
 - This 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 KnowBe4 Security Awareness Training, with 2024 completion at 65.5%, up from 20% completion in 2023.
 - We are still revising this process and expect to increase participation to 100% in 2025.
 - We will begin 2025 Security Awareness Training later in February with the 2025 Mitnick Update, and continue regularly throughout the year with additional engaging, timely, and relevant content.
- 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.

Chief Policy and Compliance Officer

The Standard II of the Middle States Self Study: Ethics and Integrity Committee has met and begun its work. Dr. Shank and I have successfully recruited Zachery Snyder, Director of Marketing, Sarah Dockstater, Director of Financial Aid, and Barb Thayer, Assistant to the Vice President for Student Affairs to serve with us.

The EITA (Electronic Information Technology Accessibility Committee) met and will be setting out a timeline and plan for training and evaluating software and digital apps, in an effort to meet the Spring 2026 deadline for full web and app accessibility pursuant to the new ADA regulations. These requirements include both public-facing and internal digital information, including instructional materials.

Policy

There is a new policy ready for Board action: Involuntary Withdrawal Policy. Both Faculty and the College Senate reviewed this policy and process. Additional input on the SUNY mandated Single Use Plastics Policy is being sought from students. Purchasing is endeavoring to comply with the SUNY Single Use Plastics Policy goals for this year. The report/form was sent to SUNY for TC3 and affiliate purchases. Purchasing is working with American Dining Services to submit a report on their purchases.

Compliance

On January 9, 2025, a federal court in Kentucky ruled the Biden Administration's Title IX regulations were invalid and issued a nationwide injunction barring their use and directing campuses to follow the 2020 regulations. Fortunately, we had no cases being brought under Title IX on that date. TC3's 2024 processes are no longer on our website and the 2020 are now in effect for violations of Title IX.

For the **Stop Campus Hazing Act**, we had already drafted a policy and an ad hoc committee of stakeholders is currently working to develop appropriate processes and procedures. SUNY's guidance will be considered during this process.

Rob Palmieri, VP for Enrollment

Strategic Enrollment Plan (SEP)

The new Strategic Enrollment Plan has been officially launched. The selection of SEP Council members has been finalized and the first meeting of the semester is scheduled for February 28th.

As part of the SEP strategy to design a new marketing brand approach that differentiates TC3 as the career pathway resource of the region, the Strategic Marketing Office launched a new college logo and website on January 24th. The new streamlined website prioritizes search functionality, calls to action, as well as new photos and videos. Each individual academic program page highlights the career outcomes including types of jobs, salary expectations, employers hiring in the region (with company logos), and potential transfer paths (with college logos). See example: [Chemical Dependency Counseling A.A.S. | Tompkins Cortland Community College](#)

Enrollment Services Center (ESC) Reorganization

The design of a centralized one-stop welcome center to enhance the student experience and streamline office processes continued throughout the month of January. The Panther Welcome Center includes updated signage that incorporates the new brand, an open concept floor plan, and a modern welcome desk. The training of staff will continue to be the focus throughout the semester.

Enrollment Planning & Initiatives

CollegeNow registration for Spring 2025 began on January 27th and will continue through March 11th. There are 4% additional class sections compared to last spring.

The Continuing Education & Workforce Development Office is planning a series of career programming and events for the spring. Examples include: Life After TC3: Career Confidence for Transfers on March 3rd, Life After TC3: Demystify the Job Search on March 4th, Summer Job and Internship Fair on March 11th, Um, Hello? How to Chat with Employers at Events on April 1st, Oven Fresh Internship and Job Fair on April 24th, and so much more!

The Admissions Office is planning various recruitment and student engagement initiatives for Fall 2025. Highlights include providing opportunities for prospective students to sit-in on a college class during February and April high school breaks, enhanced campus tours based on academic and extracurricular interests, Instant Admission Events at local and surrounding area high schools, open houses on April 4th and 5th, New York City Bus Tour and Panther Welcome Day on May 17th, and so much more! The Vice President for Enrollment Management, Rob Palmieri and Dean of Admissions and Recruitment, Wendy Allen will also be visiting and meeting with principals at local and surrounding area high schools to strengthen partnerships and work together to create more opportunities for students.

Institutional Research and Effectiveness Updates:

Data Reports: January and February have many Federal data reporting deadlines for our office. Our work in this period has been focused on reporting student outcomes, financial aid and cost data to allow us to fulfill our compliance and obligation and to allow us to benchmark our own performance to that of institutions across the country and the state to promote both transparency and accountability. Dr. Li Jiang is the lead on this work.

Student Survey Data: Our office has also been working on getting summaries together for two important surveys in the last month – the SUNY student satisfaction survey and the SUNY Student and Employee Campus Climate Survey. Both these surveys are important sources of data that allow us to understand how we are doing in various functional areas of the College and in terms of supporting our students and community. The student satisfaction survey indicates that we have many areas of growing strength and in all general satisfaction categories for students the College had high satisfaction scores. Two other notable high scoring areas were “individual differences are accepted at the College” and “been intellectually engaged by the material covered in the class. The areas where the College needs to show improvement we College food services, community and service learning activities as part of a course, and the general condition of Residence Halls. This survey was administered last spring before significant renovations were undertaken so it will be important to see how we do in subsequent surveys.

Strategic Planning Progress: The College strategic planning process has been gaining momentum and we are in the midst of carrying out an internal stakeholder survey to get the campus’s voice reflected in the new strategic plan. Michelle Nightingale is the functional lead for this effort and we are going to be sharing more regular updates in the upcoming months.

Middle States Self-Study Institute and Self- Study Progress: Our first submission to Middle States is due this month and we are on track to submit the Middle States Self Study Design draft on February 14 to our newly appointed VP from Middle States Dr. Kristy Bishop.

Middle States Standard Spotlight: Last month I shared some highlights of Standard V: Educational Effectiveness Assessment. Academic assessment is the centerpiece of this standard and it is focused on demonstrating that the institution’s students have accomplished educational goals consistent with their program of study, degree level, institution’s mission and appropriate expectations for institutions for higher education. This standard is co-chaired by our English faculty chair – Kerry Curran and our new Provost Dr. Aaron Tolbert. We have done significant work since the previous self-study design on this standard. It was an area identified by Middle States during the 2018 accreditation visit as needing improvement.

Standard V: Educational Effectiveness Assessment

Assessment of student learning and achievement demonstrates that the institution's students have accomplished educational goals consistent with their program of study, degree level, the institution's mission, and appropriate expectations for institutions of higher education.

Criteria

A candidate or accredited institution possesses and demonstrates the following attributes or activities:

1. clearly stated student learning outcomes at the institution and degree/program levels, which are interrelated with one another, with relevant educational experiences, and with the institution's mission;
2. organized and systematic assessments, conducted by faculty and/or appropriate professionals, evaluating the extent of student achievement of institutional and degree/program goals. Institutions should:
 - a. define student learning outcomes that are appropriate to higher education with defensible standards for assessing whether students are achieving those outcomes;
 - b. articulate how they prepare students in a manner consistent with their mission for successful careers, meaningful lives, and, where appropriate, further education. They collect and provide data on the extent to which they are meeting these goals;
 - c. support and sustain assessment of student learning outcomes and communicate the results of this assessment to stakeholders;
3. consideration and use of disaggregated assessment results for all student populations for the improvement of student learning outcomes, student achievement, and institutional and program-level educational effectiveness;
4. if applicable, adequate and appropriate institutional review and approval of assessment services designed, delivered, or assessed by third-party providers; and
5. periodic assessment of the effectiveness of assessment policies and processes utilized by the institution for the improvement of educational effectiveness.

Provost February Board Report

Academic Vision

Academic Affairs is launching its plan to build an Academic Primary Plan for approval by the President, followed by a presentation to the BOT. This plan will include strategic directions for: 1) revision of the academic portfolio, including how to best position TC3 with SUNY's 3 key strategic program areas; 2) an integrative and holistic pathway for the library, and 3) a map of the Baker Learning Common's work. This will be a "living document." By having a clear direction of where the academic portfolio will go, a project management plan can be drafted in the summer for fall 2025 start of implementation.

To support this work, Academic Affairs has contracted with Hannover Research, one of the nation's premier organizations, to provide a comprehensive academic portfolio review and market analysis that can guide the strategic direction of the plan.

Speaking of curriculum, the provost and faculty have met about the draft health sciences degree, and we are hopeful that, following required internal governance processes, the full program will be ready for the May BOT approval to then send on to SUNY/NYSED.

Solidifying the Academic Affairs Executive Team

Dr. Anndrea Mathers, with BOT approval, has been appointed the Associate Provost. Dr. Mather's long history with TC3, her unique understanding of the faculty culture, and her work, proven through major improvements in Academic Affairs in the past few years, all recommend her to this critical role.

Budget Management

The provost has worked to realign the 25-26 academic affairs budget to best leverage the strategic use of funds within the division. Priorities include faculty professional development, grant writing, and an innovation fund to help spur engagement with new ideas, like using AI in the classroom.

Announcements

The Baker Learning Commons announced the opening of a new space the: Neurodiverse Universe: The Sensory Space. The \$8,000 in funding for this work was made possible by the SUNY Enhancement Fund.

Global Education started another successful cohort of Disney interns in Florida at the start of the semester.

Athletics and Recreation – TC3 Basketball teams are performing well with the men's team in 1st place and the women's team in 4th place in the MSAC. All spring teams (baseball, golf, lacrosse, softball) are underway with practices. The first session of Lifeguard certification classes has a full roster of students and the second offering already has a waiting list.

Childcare – We have 1 open position, either a teacher assistant or an aide depending on applications. Student workers and subs are helping to fill the gap. All students who applied for childcare received spots. This is the last week for student priority spots, then spots will open to the community. We are currently working on our QSNY (Quality Stars NY) binder to resubmit for rating in May. The center is up for renewal of its license this year as well in August.

Health and Wellness – We are collaborating with the Welcome Center via Slate to clear students for immunization requirements. Counseling added evening hours, 4:00 to 7:00 pm Mon. through Thurs. Office Manager/Pantry Coordinator Sayre attended the State of the State Address and spoke at the Peoples State of the State hosted by the Alliance for a Hunger Free NY. Ashley Dickson began their position as LGBTQ+ Student Support Specialist. HWS and campus partners are developing goals for LGBTQ+ campus support and community building.

Office of Diversity Education and Support Services/EOP – Shadayvia Wallace joined TC3 on January 7 and has quickly become a valuable member of the ODESS team. January was the inaugural Winter Bridge Program, introducing 4 new EOP Scholars to both the EOP and TC3 communities. Returning Scholars had a refresher on classroom expectations and an opportunity to meet Shadayvia. ODESS has organized a Black History Kickoff program and will host a campus-wide outing to Ithaca College to attend *We Are Because They Were: An Evening with a Living Ancestor* featuring Angela Davis. DEAC has resumed its spring semester meetings.

Residence Life – Residence Halls reopened for students on January 25-26. We have 253 residents for spring semester and are utilizing Tompkins, Cortland, Tioga, and Cayuga Lake Halls. Resident Assistant mid-year training was held on January 24-26. RAs received training in conflict resolution and de-escalation techniques, bystander intervention, campus and residence hall policies and procedures, event planning, community building, and incident response.

Student Activities – 57 of the 117 new and transfer students participated in Orientation and 91 completed the online program. The first week of events for Welcome Week kicked off with Sticker Fest, Panther Den Open Late, Lego Palooza, and Make N Take Street Signs. Two students were submitted for the SUNY Chancellor's Award for Student Excellence. Student Government held leadership training and is goal setting for spring. There are 2 new student clubs this spring.

Student Conduct, CARE Team & Title IX – We saw 3 conduct incidents involving 6 students in January. 2 had marijuana charges and the other incident was related to room damage. There were 2 CARE team referrals. The Title IX team is working on updates as we reset to the 2020 regulations (2024 regulations were vacated in early January.) A workgroup is looking at the new Anti-Hazing regulation and working to get all policy/procedures in place by June 23.



Consent Agenda

**TOMPKINS CORTLAND COMMUNITY
COLLEGE RESOLUTION 2024-2025-30**

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 19th day of February 2025, 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 19th day of February 2025.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Wednesday, February 5, 2025
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
August				
Arnold, Melanie	CTC New Teaching Mentorship Program with D. Masciari	Adjunct	\$573.75	8/19/2024 To 12/16/2024
Masciari, Daniel	CTC New Teaching Mentorship Program with M. Arnold	Adjunct	\$456.15	8/19/2024 To 12/16/2024
Timonin, Michael	CTC New Teaching Mentorship Program with T. Wirth	Adjunct	\$481.05	8/19/2024 To 12/16/2024
Wirth, Thomas	CTC New Teaching Mentorship Program with M. Timonin	Adjunct	\$481.05	8/19/2024 To 12/16/2024
January				
Coyote, Milo	Para-Professional Lab Tech.	Adjunct	\$10,148.32	1/21/2025 To 5/23/2025
Delisle, Jake	Para-Professional Lab Tech.	Adjunct	\$10,148.32	1/21/2025 To 5/23/2025
Duthie, Diane	Para-Professional Lab Tech.	Adjunct	\$5,854.80	1/21/2025 To 5/23/2025
Izzo, Sophia	Para-Professional Lab Tech.	Adjunct	\$10,148.32	1/21/2025 To 5/23/2025
LaMorte, Michelle	Para-Professional Lab Tech.	Adjunct	\$3,512.88	1/21/2025 To 5/23/2025
Sylstra, Jennifer	Professional Tutor	Adjunct	\$13,441.22	1/21/2025 To 5/23/2025
Azmera, Meron	Professional Tutor	Adjunct	\$12,650.56	1/22/2025 To 5/16/2025
Brown, Jacquelyn	Professional Tutor	Adjunct	\$7,298.40	1/22/2025 To 5/16/2025
Bui, Michelle	Professional Tutor	Adjunct	\$4,743.96	1/22/2025 To 5/16/2025
Bullock, Sarah	Professional Tutor	Adjunct	\$12,650.56	1/22/2025 To 5/16/2025
Debessai, Solomie	Para-Professional Tutor	Adjunct	\$9,551.36	1/22/2025 To 5/16/2025
Duthie, Diane	Professional Tutor	Adjunct	\$5,352.16	1/22/2025 To 5/16/2025
Gomezdelata Torre Clavel, Macarena	Professional Tutor	Adjunct	\$12,650.56	1/22/2025 To 5/16/2025
Gray, Amanda	Professional Tutor	Adjunct	\$12,650.56	1/22/2025 To 5/16/2025
Haedicke, Ahjreanna	Para-Professional Tutor	Adjunct	\$9,551.36	1/22/2025 To 5/16/2025
Haverlock, Alanna	Professional Tutor	Adjunct	\$4,865.60	1/22/2025 To 5/16/2025
LaMorte, Michelle	Professional Tutor	Adjunct	\$8,271.52	1/22/2025 To 5/16/2025
Mack, Alyssa	Professional Tutor	Adjunct	\$13,341.12	1/22/2025 To 5/16/2025
Mack, Joshua	Professional Tutor	Adjunct	\$12,650.56	1/22/2025 To 5/16/2025
Miranda, Tracy	Professional Tutor	Adjunct	\$4,865.60	1/22/2025 To 5/16/2025
Riedl, Sophie	Para-Professional Tutor	Adjunct	\$4,408.32	1/22/2025 To 5/16/2025
Snyder, Emily	Para-Professional Tutor	Adjunct	\$9,551.36	1/22/2025 To 5/16/2025
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$12,650.56	1/22/2025 To 5/16/2025
Tanquary, Laura	Para-Professional Tutor	Adjunct	\$3,673.60	1/22/2025 To 5/16/2025
Tau, Jediah	Para-Professional Tutor	Adjunct	\$12,650.56	1/22/2025 To 5/16/2025
VanKanegan, Megan	Professional Tutor	Adjunct	\$2,693.88	1/22/2025 To 5/16/2025
Vargas, Kristina	Para-Professional Tutor	Adjunct	\$9,551.36	1/22/2025 To 5/16/2025
Weaver, Bobbie	Professional Tutor	Adjunct	\$6,157.44	1/22/2025 To 5/16/2025
Wong, Haven	Para-Professional Tutor	Adjunct	\$5,510.40	1/22/2025 To 5/16/2025
Yang, Min Hsun	Para-Professional Tutor	Adjunct	\$4,408.32	1/22/2025 To 5/16/2025
Ahmed, Ahmed	CHEM107 ME50	Adjunct	\$6,021.00	1/27/2025 To 5/16/2025
Ahmed, Ahmed	CHEM206 M49C - INDP	Adjunct	\$2,496.00	1/27/2025 To 5/16/2025
Altmann, Herman	BIOL101 M02 BIOL102 M01	Adjunct	\$9,366.00	1/27/2025 To 5/16/2025
Anderson, Maja	COMM252	Adjunct	\$1,065.00	1/27/2025 To 5/16/2025
Archer, Pamela	CAPS111 BL2 CAPS131 BL4 CAPS121 BL4 CAPS121 BL3 CAPS121 BL1 CAPS111 BL3	Adjunct	\$9,368.68	1/27/2025 To 5/16/2025
Aspinwall, Breck	BIOL100 BL1	Adjunct	\$4,165.00	1/27/2025 To 5/16/2025
Atchison, Gabriel	HSTY233 BL1 WGST233 BL1	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Avery, Samuel	COMM160 BL1 ENGL200 BL1	Adjunct	\$6,738.00	1/27/2025 To 5/16/2025
Benedetto, Lynn	ACCT204 M01	Adjunct	\$4,260.00	1/27/2025 To 5/16/2025

Employee	Department	Title/Rank	Salary	Employment Dates
Bennett, Chauncey	COMM227 ME50	Adjunct	\$3,930.50	1/27/2025 To 5/16/2025
Carr, Jenelle	NURS225 M37	Adjunct	\$11,715.00	1/27/2025 To 5/16/2025
Cicciarelli, Richard	BIOL104 M01	Adjunct	\$6,247.50	1/27/2025 To 5/16/2025
Coleman, Cynthia	SOCI101 BL1	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Collison, Jeremy	Provide supervision while administering medications - NURS120 M32	Adjunct	\$6,842.25	1/27/2025 To 5/16/2025
Cornish, Erin	MATH020 EL06 MATH120 ME50 MATH120 EL50 MATH117 M02 MATH117 EL02	Adjunct	\$12,042.00	1/27/2025 To 5/16/2025
Earley, Bernard	ENGL100 BL2 ENGL101 BL1 ENGL100 BL4	Adjunct	\$12,042.00	1/27/2025 To 5/16/2025
Eaves, Robert	MATH200 M05	Adjunct	\$3,195.00	1/27/2025 To 5/16/2025
Eckert, Regina	HSTY116 M01 HSTY201 M02	Adjunct	\$7,140.00	1/27/2025 To 5/16/2025
Eisenberg, Seth	CRJU215 BL1 PARC216 BL1 PARC101 BL1 PARA216 BL1 PARA101 BL1	Adjunct	\$8,028.00	1/27/2025 To 5/16/2025
Esworthy, Barrett	HSTY117 M01 HSTY202 M01	Adjunct	\$8,028.00	1/27/2025 To 5/16/2025
Evans, Christine	ESL 120 M01 SPAN102 M01 SPAN101 M01	Adjunct	\$13,380.00	1/27/2025 To 5/16/2025
Falk, Laura	WINE202 V01	Adjunct	\$3,570.00	1/27/2025 To 5/16/2025
Farah, Fred	BIOL125 M01 GEOL125 M01	Adjunct	\$7,024.50	1/27/2025 To 5/16/2025
Feavearyear, Jody	MATH017 EL50 MATH020 EL50	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Floyd, Laurie	ENGL204 BL2 ENGL210 BL3 ENGL210 BL2	Adjunct	\$9,585.00	1/27/2025 To 5/16/2025
Ford, Gary	ACCT101 BL1 ACCT101 BL2	Adjunct	\$10,704.00	1/27/2025 To 5/16/2025
Ford, Lisa	ENGL233 BL1 ENGL255 BL1	Adjunct	\$8,028.00	1/27/2025 To 5/16/2025
Ford, Shawn	DRN101 M01	Adjunct	\$2,662.50	1/27/2025 To 5/16/2025
Frisbie, Megan	ENGL101 M06	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Frisbie, Megan	ENGL101 M03 ENGL101 M09	Adjunct	\$6,738.00	1/27/2025 To 5/16/2025
Fussner-Kelly, Shirley	MATH017 EL02	Adjunct	\$1,190.00	1/27/2025 To 5/16/2025
Galezo, David	PHIL101 BL1	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Gammage-Sikora, Gina	SPAN101 BL1 SPAN102 BL1 SPAN101 BL2	Adjunct	\$12,042.00	1/27/2025 To 5/16/2025
Goldfeld, Alla	PHSC211 M01	Adjunct	\$4,792.50	1/27/2025 To 5/16/2025
Gonzalez Suarez, Jose	CONT203 M01	Adjunct	\$4,772.75	1/27/2025 To 5/16/2025
Ha, Lien	DRAF118 ME50	Adjunct	\$5,686.50	1/27/2025 To 5/16/2025
Hamilton, William	MATH117 BL3	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Hemingway Jones, Kathy	ENGL201 M02	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Hendrix, Brittany	NURS108 M31	Adjunct	\$11,715.00	1/27/2025 To 5/16/2025
Hollenbeck, Charles	ENGL101 BL3	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Hollenbeck, Charles	ENGL101 BL4 ENGL101 BL5	Adjunct	\$8,028.00	1/27/2025 To 5/16/2025
Iacobucci, Christine	ANTH202 M01	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Kaminski, Adrian	ASTR101	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Kent, Nicholas	POSC104 BL1	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Kilanowski, Deanna	Professional Tutor	Adjunct	\$12,650.56	1/27/2025 To 5/16/2025
Kobre, Michael	BIOL114 BL1	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Komar, Tanya	ART 117 M01 ART 118 M01	Adjunct	\$7,455.00	1/27/2025 To 5/16/2025
Komar, Tanya	ART 271	Adjunct	\$3,727.50	1/27/2025 To 5/16/2025
Kuck, Carol	Provide supervision while administering medications - NURS120 M38 & NURS208 M32	Adjunct	\$6,842.25	1/27/2025 To 5/16/2025
Kyle, John	CAPS111 BL1 CAPS131 BL1 CAPS123 BL2 CAPS123 BL1 CAPS111 M01	Adjunct	\$7,807.23	1/27/2025 To 5/16/2025
LaFavor, Erik	SOCI101 BL4 SOCI101 M02	Adjunct	\$7,140.00	1/27/2025 To 5/16/2025
Lewis, Justine	SOCI101 BL3 SOCI101 ME50	Adjunct	\$6,738.00	1/27/2025 To 5/16/2025
Lillard, Marketa	CHEM101 BL1	Adjunct	\$6,021.00	1/27/2025 To 5/16/2025
Littell, Harry	ART 248 M01	Adjunct	\$4,683.00	1/27/2025 To 5/16/2025
Loviglio, Christopher	ENGL098 EL03 ENGL101 M02 ENGL100 M03 ENGL100 EL03	Adjunct	\$9,585.00	1/27/2025 To 5/16/2025

Employee	Department	Title/Rank	Salary	Employment Dates
Lyon, Crystal	ART 123 BL1	Adjunct	\$3,930.50	1/27/2025 To 5/16/2025
Malinowitz, Stanley	ECON120 M01	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Marie, Jill	ENGL103 BL1 ENGL204 BL3 ENGL204 BL1	Adjunct	\$12,042.00	1/27/2025 To 5/16/2025
Marvin, Tracy	ENGL201 M04 ESL 121 M01 ESL 112 M01 ESL 092 M01	Adjunct	\$12,353.00	1/27/2025 To 5/16/2025
McCabe, Thomas	ENGL101 BL2	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
McComb, Jared	MATH029 EL50 MATH200 ME50 MATH200 EL50	Adjunct	\$6,390.00	1/27/2025 To 5/16/2025
McComb, Jared	MATH200 M07	Adjunct	\$3,195.00	1/27/2025 To 5/16/2025
McIntyre, David	HRMG105 M01	Adjunct	\$1,190.00	1/27/2025 To 2/28/2025
McLane, Todd	CULI120 V01 ENVS111 M01	Adjunct	\$6,188.25	1/27/2025 To 5/16/2025
Moore, Amy	NURS120 M32	Adjunct	\$11,715.00	1/27/2025 To 5/16/2025
Muscalu, Laura	PSYC103 M04	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Need, Barbara	ENGL100 M06 ENGL101 M04	Adjunct	\$8,028.00	1/27/2025 To 5/16/2025
Nottelman, Andrew	Provide supervision while administering medications - NURS120 M36	Adjunct	\$2,736.90	1/27/2025 To 5/16/2025
Okaru, Alfie	FITN102 M01 INDP	Adjunct	\$208.00	1/27/2025 To 5/16/2025
Olson, Richard	Communication Department - Video Equipment Maintenance	Adjunct	\$6,311.25	1/27/2025 To 5/16/2025
Opperman, William	ASL 101 M01 ASL 102 M01	Adjunct	\$6,738.00	1/27/2025 To 5/16/2025
Orinda, Lisa	NURS120 M31	Adjunct	\$11,715.00	1/27/2025 To 5/16/2025
Panzer, Nina	SOCI101 BL2	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Parks, Paul	ART 102 M01 HUMN232 M01	Adjunct	\$8,028.00	1/27/2025 To 5/16/2025
Payton, L. Christine	Provide supervision while administering medications - NURS120 M31	Adjunct	\$7,647.75	1/27/2025 To 5/16/2025
Peterson, Komekia	CDSC210 BL1	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Pittsley, Jaclyn	ENGL102 BL1	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Potter, Kristi	ENGL098 EL50 ENGL100 ME50 ENGL100 EL50	Adjunct	\$6,390.00	1/27/2025 To 5/16/2025
Raethka, Timothy	HLTH205 ME50	Adjunct	\$4,014.00	1/27/2025 To 5/16/2025
Reed, Bryan	PHSC105 M49C INDP	Adjunct	\$1,664.00	1/27/2025 To 5/16/2025
Reed, Bryan	ENSC203 M01	Adjunct	\$5,591.25	1/27/2025 To 5/16/2025
Rice, Douglas	ENGL102 - OCM BOCES	Adjunct	\$6,738.00	1/27/2025 To 5/16/2025
Richards, David	BUAD201 M01 COMM225 M01 BUAD202 BL1	Adjunct	\$12,042.00	1/27/2025 To 5/16/2025
Roach, Benjamin	CULI110 V01	Adjunct	\$6,922.50	1/27/2025 To 5/16/2025
Roche, Heather	NURS225 M36	Adjunct	\$11,715.00	1/27/2025 To 5/16/2025
Schaffer, Patricia	NURS120 M33	Adjunct	\$14,718.00	1/27/2025 To 5/16/2025
Schat, Marjolein	ENVS101 M01 ENVS141 M01	Adjunct	\$11,707.50	1/27/2025 To 5/16/2025
Schmid, Joseph	ACCT102 BL1 ACCT205 BL1 ACCT120 BL1	Adjunct	\$14,718.00	1/27/2025 To 5/16/2025
Seyfried, Matthew	COMM101 BL1 COMM101 M01	Adjunct	\$8,028.00	1/27/2025 To 5/16/2025
Seyfried, Matthew	SPMT260 M49C INDP, ENGL237 M49C INDP	Adjunct	\$3,744.00	1/27/2025 To 5/16/2025
Shah, Syed Omar	PARA/PARC220 BL1	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Sheehan, John	ANTH202 BL1 ANTH202 BL2	Adjunct	\$8,028.00	1/27/2025 To 5/16/2025
Sherman, Jill	ART 180	Adjunct	\$3,930.50	1/27/2025 To 5/16/2025
Sherman, Jill	ART 109 M01 ART 270 M01	Adjunct	\$7,861.00	1/27/2025 To 5/16/2025
Shortell, Westbrook	COMM140 M01 COMM210 M01	Adjunct	\$7,455.00	1/27/2025 To 5/16/2025
Shortell, Westbrook	COMM290 M49C INDP	Adjunct	\$1,248.00	1/27/2025 To 5/16/2025
Snyder, Stephen	BIOL101 BL1 BIOL101 BL2	Adjunct	\$9,366.00	1/27/2025 To 5/16/2025
Sorensen, Ann Marie	ESL 091 M01 ESL 111 M01	Adjunct	\$4,492.00	1/27/2025 To 5/16/2025
Steady, Julie	NURS225 M32	Adjunct	\$11,715.00	1/27/2025 To 5/16/2025
Steenburg, Jennifer	NURS120 M35	Adjunct	\$13,090.00	1/27/2025 To 5/16/2025
Thompson, Jacqueline	NURS225 M31	Adjunct	\$12,353.00	1/27/2025 To 5/16/2025
Usherwood, Colleen	NURS120 M37	Adjunct	\$11,715.00	1/27/2025 To 5/16/2025
van der Veur, Shirley	ESL 090 M01 ESL 110 M01	Adjunct	\$4,492.00	1/27/2025 To 5/16/2025
VanDonsel, Mandy	ECHD242 INTRN	Adjunct	\$2,662.50	1/27/2025 To 5/16/2025

Employee	Department	Title/Rank	Salary	Employment Dates
VanKanegan, Megan	ART 115 M01 ART 120 M01 ART 116 M01	Adjunct	\$7,861.00	1/27/2025 To 5/16/2025
Vazenios, George	MATH029 EL03 MATH200 M03 MATH200 EL03 MATH117 ME50 MATH117 EL50	Adjunct	\$12,042.00	1/27/2025 To 5/16/2025
Vorhis, Melissa	NURS120 M34	Adjunct	\$11,715.00	1/27/2025 To 5/16/2025
Weaver, Bobbie	ENGL201 M01 ENGL204 M01	Adjunct	\$6,738.00	1/27/2025 To 5/16/2025
Wheaton, Justin	ENGL100 BL3 ENGL102 BL2	Adjunct	\$6,390.00	1/27/2025 To 5/16/2025
Whitecraft, Michele	CHEM101 BL2 CHEM101 M02	Adjunct	\$12,042.00	1/27/2025 To 5/16/2025
Wilk, Thomas	FITN130 M10 FITN230 M20	Adjunct	\$1,597.50	1/27/2025 To 4/11/2025
Williams, Diane	BIOL101 M01 BIOL114 M01	Adjunct	\$8,697.00	1/27/2025 To 5/16/2025
Wirth, Thomas	HSTY117 BL1	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Wojciechowicz, Donald	BIOL112 M01 BIOL112 M02	Adjunct	\$7,861.00	1/27/2025 To 5/16/2025
Wolff, Sarah	ENGL101 M10 ENGL102 M05 ENGL102 M04	Adjunct	\$12,042.00	1/27/2025 To 5/16/2025
Woloszyn, Alexander	ACCT101 M01 ACCT102 M01	Adjunct	\$8,984.00	1/27/2025 To 5/16/2025
Wong, Haven	Provide supervision while administering medications - NURS225 M35	Adjunct	\$6,842.25	1/27/2025 To 5/16/2025
Wright, Jocelin	FITN130 M11 FITN230 M21	Adjunct	\$1,597.50	1/27/2025 To 4/11/2025
Young, Tammi	FITN217 M01 RECR112 M01	Adjunct	\$5,355.00	1/27/2025 To 5/16/2025
Young, Tammi	RECR285 BL1 INTRN	Adjunct	\$1,666.00	1/27/2025 To 5/16/2025
Zaia, Heather	ENGL101 ME50	Adjunct	\$3,369.00	1/27/2025 To 5/16/2025
Zhao, Jiang	CHEM108 ME50	Adjunct	\$5,053.50	1/27/2025 To 5/16/2025

February

Panagakakis, Monica	Enrollment Management - Digital Content Specialist	Grade 3	\$75,000.00 *	2/10/2025
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March

Bui, Michelle	CAPS121 M01 CAPS131 M01	Adjunct	\$2,485.71	3/3/2025 To 5/16/2025
Gilbert, Mary	ENGL102 BL3	Adjunct	\$4,014.00	3/3/2025 To 5/16/2025
Sewell, Patrick	PHIL101 M01	Adjunct	\$4,014.00	3/3/2025 To 5/16/2025
Weingarten, Jennifer	CAPS121 BL2 CAPS131 BL3 CAPS131 BL2	Adjunct	\$3,728.57	3/3/2025 To 5/16/2025

APPROVAL OF POSITION DESCRIPTION ASSISTANT COMPTROLLER

Clerk of the Board of Trustees
Tompkins Cortland Community College

TO: Dr. Amy Kremenek, President
FROM: John Geer and Dennis Panagitsas
RE: Position Descriptions for February Board Approval
DATE: February 7, 2025

For February 2025, one position description is being presented to the Board of Trustees for approval:

Assistant Comptroller

The Assistant Comptroller is a new position for the College. This position is responsible for day-to-day accounting functions for the College, including preparing and posting journal entries and maintaining the accuracy of restricted funds for grants and capital funds. This position will assist with budget preparation for the College and the related entities. This position will report to the Comptroller and support the Finance department to maintain financial controls over the budgetary accounts and financial reporting. It is classified as a Grade 2 position with a salary range of \$60,405 to \$80,371 is contained within the Operating Budget.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Comptroller

GRADE

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Page 1 of 1

ORGANIZATIONAL UNIT

Finance

REPORT TO

Comptroller

APPROVED BY**SUMMARY:**

Responsible for the day-to-day accounting functions of the College, including record-keeping activities, grant accounting, and independently performing difficult analysis. Perform advanced professional work in the preparation and submission of the annual budgets of the College as well as for the related entities of the College; the Faculty Student Association (FSA), and the TC3 Foundation. The work will be performed under general supervision in accordance with prescribed policies and procedures, allowing for the exercise of independent judgment in planning and carrying out the details of the work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for posting entries in subsidiary and general ledgers and closing the general ledger monthly, including the preparation of journal entries.
2. Responsible for ensuring all bank accounts for the College are properly reconciled monthly, identifying and correcting reconciling items in a timely manner.
3. Responsible for maintaining the accuracy of restricted funds, including the federal, grant, and capital funds.
4. Assists the finance department staff with creating monthly financial statements and the college's annual independent audits.
5. Assists with variance analysis, identification of trends, and providing insights into financial performance.
6. Provides assistance to the finance department staff with preparing annual budget documents for the College, the FSA, and the TC3 Foundation.
7. Responsible for ensuring the maintenance of necessary financial controls over budgetary accounts.
8. Assists with revising, systematizing, and installing account-keeping methods and procedures

SUPERVISION

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
_____ Adjunct Faculty
_____ Students

Indicate the number in each category:

_____ # of Classified Staff
_____ # of Administrative
_____ # of Faculty
_____ # of Adjunct Faculty
_____ # of Students

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or a closely related field and at least 3 years' experience in accounting.

DESIRED QUALIFICATIONS:

Master's in Business Administration or a Certified Public Accountant license and Governmental Accounting experience are preferred.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-29**

**Resolution on
Involuntary Leave
of Absence Policy**

WHEREAS, the College has deemed the need for an Involuntary Leave of Absence Policy consistent with SUNY guidance and recommendation,

WHEREAS, Faculty and College Senate reviewed the policy and the Executive Council and President gave review and approval of the policy

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the adoption of the Involuntary Leave of Absence 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 19th day of February 2025, 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 19th day of February 2025.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

Involuntary Leave of Absence Policy

Purpose and Scope

Requiring a student to take a leave of absence is rare and only happens when current medical knowledge and/or the best available objective evidence indicates to the President or Designee(s) at Tompkins Cortland Community College that there is a significant risk to the student's health or safety, or the health or safety of others in the Campus community, or the student's behavior severely disrupts the College environment, where no reasonable accommodations can adequately reduce that risk or disruption.

Policy Statement

Consistent with Tompkins Cortland's Nondiscrimination Policy, the College prohibits unlawful discrimination on the basis of any type of disability or any other characteristic protected by applicable Federal and/or State law in the administration of programs and activities.

The College offers a range of resources, support services, and accommodations to address the physical and mental health needs of students. However, on rare occasions, a student's needs may require a level of services that exceeds that which the institution can appropriately provide. Where current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to their own safety not based on mere speculation, stereotypes, or generalizations, or the health and safety of others in the Campus community, or where a student's behavior severely disrupts the College environment and the student does not take a voluntary leave of absence, the President or Designee, has the authority to place a student on an involuntary leave of absence, after appropriate procedural due process has occurred according to this policy.

Before placing any student on an involuntary leave of absence, the institution will conduct an individualized assessment, in consultation with the Office of Access and Equity Services to determine if there are reasonable accommodations that would permit the student to continue to participate in the College environment without taking a leave of absence.

The President or Designee may be notified about a student who may meet the criteria for an involuntary leave of absence from a variety of sources, including, but not limited to, the student, the student's academic advisor, Residential Life staff, an academic department, or a member of the College's CARE team. If the President or Designee deems it appropriate, the process and procedures under this policy can be initiated.