



**Agenda**

**May 14, 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. FY2023-24 Audit Presentation**
- 6. Public Comment\*\***
- 7. Approval of April 23, 2025 Board of Trustees Meeting Minutes**
- 8. Chair's Report**
  - a. NYCCT Chair's Testimony to the SUNY Board of Trustees
- 9. Treasurer/CFO**
  - a. Financial & Budget Update
  - b. 2025-26 College Operating Budget
  - c. Resolution on Student Tuition and Fees
- 10. Student Trustee's Report**
- 11. County Liaison Reports**
  - a. Cortland County
  - b. Tompkins County
- 12. College Senate 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. Organizational Structure – Enrollment Management & Student Affairs
  - b. Vice President Reports
    - i. Deactivation of Culinary Arts AAS
- 15. Consent Agenda**
  - a. Appointment of Personnel
  - b. Resolution to Deactivate Culinary Arts AAS
  - c. Approval of Position Description – Vice President, Enrollment Management & Student Affairs
  - d. Resolution of Appreciation for Retirees
    - i. Debra Henson, 45 years
    - ii. Mary Sue Keep, 20 years
    - iii. Gail Neely, 8 years
    - iv. James Jacob, 25 years
    - v. Kimberly Sharpe, 24 years

- e. Resolution of 2025 Chancellor's/Trustees Award
  - i. Excellence in Adjunct Teaching – Steve Weed
  - ii. Excellence in Classified Service – Cathy Christopher
  - iii. Excellence in Faculty Service – Kerry Curran
  - iv. Excellence in Professional Service – Carrie Coates Whitmore
  - v. Excellence in Scholarship and Creative Activities – Melissa Schmidt
  - vi. Excellence in Teaching – Lisa Seyfried
- f. Purchase of 3-D Digital Optical Microscope Resolution
- g. Anti-Hazing Policy Resolution
- h. Modification to Maintenance of Public Order Policy

## **16. Adjournment**

## **17. Informational Items**

- a. Data from Aspen Institute Tompkins Cortland, Labor Market Data Report
- b. Nurse Pinning Ceremony, May 21, 2025
- c. Commencement, May 21, 2025
- d. Board Finance & Audit Committee Meeting, June 11, 2025
- e. Board of Trustees Meeting, June 18, 2025
- f. Board of Trustees Retreat, August 15, 2025 | Sprole Conference Rm (204)
- g. NYCCT Annual Conference, September 10-12 | Saratoga Casino Hotel

***\*\*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



**Minutes**  
**Board of Trustees Meeting**  
**April 16, 2025**  
**Open Session @ 5:30 p.m.**

Present: Shannon Boyd, Roxann Buck (v), Dean Corbin, Sue Dale-Hall,  
 Judy Davison, Matt McSherry, Lisa Perfetti

Excused: Arthur Kuckes, Schelley Michell-Nunn, Seth Peacock

County Liaisons: Mike Lane, excused: Cathy Bischoff

Staff: Scot Beekman, Carolyn Boone, Amy Faben-Wade, John Geer,  
 Amy Kremenek, Anndrea Mathers, Nancy Murphy, Rob Palmieri,  
 Dennis Panagitsas, Donald Perkins, Jason Pomeroy, Malvika Talwar (v),  
 Patty Tvaroha  
 V- virtual

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. **Welcome Guests:** No guests were present.
4. **Approval of Agenda:** Ms. Perfetti motioned to approve the amended agenda with the FY2023-24 Audit Presentation moving to the May Board meeting. The preliminary audit presentation will occur at the Finance and Audit Committee meeting on April 23; Ms. Dale-Hall seconded the motion, motion carried unanimously.
5. **Public Comment:** There were no requests for public comment.
6. **Approval of March 19, 2025 Board of Trustees Meeting Minutes:**  
 Mr. McSherry moved that the minutes from the March 19, 2025 Board of Trustees meeting be approved as submitted; seconded by Mr. Corbin; motion approved unanimously.

## **7. Chair's Report:**

- a. Update on NYCCT Action Regarding Presidential Transitions, all parties and lawyers remain in a 90-day pause.
- b. NYCCT Advocacy Chair Davison thanked the Board members who sent advocacy letters to legislative members.
- c. Board Workgroups on BOT Bylaws and Foundation MOA  
Ms. Buck is working in collaboration with President Kremenek updating language of the Bylaws, evaluating duties assigned to the role of Treasurer and Assistant Treasurer, and reviewing the length of terms. The updated Bylaws will be brought to the Board at the June meeting. Ms. Dale-Hall provided and update on the Foundation MOA workgroup, she, Ms. Michell-Nunn and President Kremenek have met once and are using the SUNY version as a model.
- d. Presidential Evaluation 2024-25  
Mr. Geer, VP of Administration, distributed a paper version of the Presidential Evaluation to Board members. In addition, he will send an electronic PDF fillable version to Board members. It is due by May 7.

## **8. Treasurer/CFO:**

- a. Financial & Budget Update  
Mr. McSherry, Board Treasurer, shared that the Auditors will be presenting at the Finance and Audit Committee meeting on April 23, and to the full Board at the May meeting. Mr. Panagitsas, VP of Finance, updated that the TC3 Foundation is rightsizing the footprint with the current sale of the Cortland Extension Center and the college space disengaging of the 5<sup>th</sup> and 6<sup>th</sup> floor of the Ithaca Extension Center.

- 9. Student Trustee's Report:** Ms. Boyd shared that she attended the national PTK Catalyst event that included a college transfer fair, engagement events, and speakers. TC3 welcomed 77 high school students to the Open House on Friday, April 4; and 65 potential students with families and community members attended on Saturday, April 5. Ms. Boyd attended a SGA meeting where the upcoming Middle States visit was highlighted and student leadership were invited to attend.

## **10. County Liaison Reports:**

- a. Cortland County - Ms. Bischoff was not present, no report given.

- b. Tompkins County – Mr. Lane shared that the budget meeting was held with Counties’ Legislative leadership, President Kremenek and Mr. Panagitsas received positive feedback to an increase in funding. There will be a trustee position opening up in June, this will be advertised with application review thereafter.

**11. College Senate Report:** Professor Faben-Wade, Chair of College Senate, updated that she attended the Faculty Council on Community Colleges Plenary. At the plenary, they decided to break up by region to make a cohort model to collaborate between the meetings. The Senate has two more meetings for the year, with a heavy focus on policy review. Continuing the same structure next year – a rotation of working and speaker sessions. They are reviewing terms for Senate and when members are rotating off.

**12. Faculty Council on Community Colleges (FCCC) Update:** Professor Patty Tvaroha, TC3 Delegate to the FCCC, shared updates from the plenary visit. The theme covered potential responses to potential governmental changes.

**13. Committee and Affiliate Reports:**

- a. New York Community College Trustees (NYCCT) - Ms. Buck shared that there are two pieces of legislation being brought before the Assembly A5979A and the Senate S4685A, these would impact the Board by adding an additional member. Attending the NYCCT Conference April 25 at MVCC are Ms. Dale-Hall, Ms. Davison, Ms. Michell-Nunn, and President Kremenek.
- b. New York Community College Association of Presidents (NYCCAP/SUNY) - on Tuesday, April 15, President Kremenek participated virtually in a NYCCAP meeting with the focus on budget. There are two issues driving the delay in the budget being passed - cell phones in K12 classrooms and issues related to sentencing in the criminal justice system. There was discussion of the adult learner proposal, and an amendment that SUNY technology schools may be included. The inclusion of tech schools with a finite pot of money would mean a smaller disbursement for community colleges.
- c. Auxiliary Operations - no verbal report given this month.
- d. TC3 Foundation - Executive Director, Jason Pomeroy, announced the election of Foundation Chair, Kansas Underwood; Vice Chair, Mary Stoe; and Foundation Liaison to the TC3 Board, Loren Sparling. TC3 Giving Day will be on

May 1. There will be a Distinguished Alumni ceremony on May 21 before Commencement honoring three recipients this year.

**14. President's Report:**

- a. Vice President Reports
  - Campus Technology Master Plan, Mr. Beekman, CIO, shared the Technology Master Plan for 2025-27 prioritizing end-of-life system replacement and core security, deferring less urgent projects until budget /master plan clarity, and ensuring stable, efficient, compliant operations.
  - Middle States Accreditation Preparations meeting for Board members will be held on Monday, April 21 from 4:00-5:00 p.m. via Zoom or in person

**15. Consent Agenda:** Ms. Perfetti moved the Consent Agenda be approved as submitted; seconded by Mr. Corbin; motion carried unanimously.

- a. Appointment of Personnel
- b. Military Leave of Absence Policy
- c. Institutional Grant Policy

**16. Adjournment:** Mr. McSherry moved that the meeting be adjourned at 7:43 p.m.; seconded by Ms. Boyd; motion carried unanimously.

**17. Informational Items:**

- a. Board Finance & Audit Committee Meeting, April 23, 2025
- b. NYCCT Spring Meeting | Mohawk Valley CC, April 25, 2025
- c. Middle States Liaison Visit, April 28, 2025 | Board Room
- d. Board of Trustees Meeting, May 14, 2025
- e. Nurse Pinning Ceremony, May 21, 2025
- f. Commencement, May 21, 2025
- g. Board of Trustees Retreat, August 15, 2025 | Sprole Conference Rm (204)
- h. NYCCT Annual Conference, September 10-12 | Saratoga Casino Hotel

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



# Chairs Report



# Testimony to the SUNY Board of Trustees

## May 5, 2025

### The Value of Local Control for New York's Community Colleges George Cushman, Chair, NYCCT

Distinguished members of the SUNY Board of Trustees, thank you for this opportunity to address you today.

I speak to you as an advocate for preserving and strengthening local control of New York's community colleges, a governance model that has proven essential to their responsiveness, effectiveness, and financial sustainability.

The data tells a compelling story that deserves your full consideration:

First, let's acknowledge the financial reality: counties and students collectively shoulder approximately 75% of community college operating costs for credit students alone, while the state's contribution continues to decline. This financial commitment at the local level isn't just a budget line—it represents a profound investment in our communities' futures.

Local boards of trustees don't merely balance budgets. They create fiscally responsible institutions while ensuring these colleges remain engines of economic mobility. When local trustees make decisions, they do so with intimate knowledge of regional workforce needs and economic conditions that no centralized authority can match.

Consider this critical fact: In addition to the 165,000 students enrolled at New York's community colleges, another 160,000 are enrolled in noncredit programs—certificate training in fields like healthcare, advanced manufacturing, and skilled trades that receive no support through our FTE calculation for SUNY operating funds yet are essential to local economies. Research shows locally controlled institutions develop these vital workforce programs 40% faster than centralized systems.

Community colleges with strong local governance demonstrate:

- 18% higher job placement rates for certificate programs
- 22% higher completion rates for non-credit workforce programs
- 28% growth in employer-sponsored training contracts

When local trustees and presidents have meaningful authority, they forge powerful partnerships with employers, secure equipment donations, and align curriculum with regional needs—creating

pathways to family-sustaining careers. These local leaders strategically allocate operating funds to maximize outcomes, something a centralized system with prescribed funding restrictions simply cannot achieve. The suggestion that local trustees lack this capability contradicts both evidence and their proven record of fiscal responsibility.

We appreciate SUNY and systemwide initiatives like BrightSpace that benefit all colleges. However, local control isn't merely administrative—it's fundamental to our colleges' ability to fulfill their mission. New York's diverse economy demands governance that understands local context and can respond with agility.

The most successful model is one where SUNY provides support while respecting the authority of local trustees who live and work in the communities they serve.

Thank you for your consideration.



# Financial and Budget Update

## TC3 Finance Report

### April 2025 Financials

We have completed the 8<sup>th</sup> month of the year. Our operating expenses should be at the 67%. With the close of April I am reporting that we are running just over this mark at but very close compared to last year. The savings from the foundation rents and other efficiencies keep us on track to be very close to our final budgeted numbers.

Our revenue is coming as expected very close to last year's marks.

Overall and as we are coming close to year end we need to be prudentl on our expenses but overall I feel we will be very close to our budgeted expenses and revenue.

### Audit

Auditors will be at the May Board meeting to present the College Audit. As a Finance Division, we have a clear plan to improve our processes and be able to finish our Audits much earlier in the coming years.

### 2025-26 Budget

Currently we are facing several uncertainties in order to finish our budget. The State has not finalized their budget so our funding is not guaranteed. Also we do not have support from the counties for the increase of their operating contribution for 5%. We have developed different scenarios to be able to present a balanced budget without significant use of fund balance but there is still a lot of uncertainty.



Personal Services	0	0	0.0%						
Equipment									
Contractual Expenses			0	0.0%					
Employee Benefits	0	0	0	0.0%					
Total Public Service	0	0	0	0.0%					
Academic Support									
Personal Services	1,730,249	1,070,959	659,290	61.9%	1,723,663	1,096,779	63.6%	25,819	2.4%
Equipment		13,152	(13,152)	0.0%			0.0%	(13,152)	0.0%
Contractual Expenses	293,470	72,954	220,516	24.9%	177,992	49,337	27.7%	(23,617)	(47.9%)
Employee Benefits	865,124	534,414	330,710	61.8%	867,742	617,692	71.2%	83,278	13.5%
Total Academic Support	2,888,843	1,691,479	1,197,364	58.6%	2,769,397	1,763,808	63.7%	72,329	4.1%
Libraries									
Personal Services	582,717	371,409	211,308	63.7%	568,333	376,247	66.2%	4,838	1.3%
Equipment			0	0.0%	1,612	1,612	100.0%	1,612	100.0%
Contractual Expenses	313,250	119,039	194,211	38.0%	297,591	119,598	40.2%	559	0.5%
Employee Benefits	291,359	189,589	101,770	65.1%	286,115	207,504	72.5%	17,915	8.6%
Total Libraries	1,187,326	680,037	507,289	57.3%	1,152,039	703,349	61.1%	23,312	3.3%
Student Services									
Personal Services	2,509,121	1,647,296	861,825	65.7%	2,395,914	1,491,718	62.3%	(155,578)	(10.4%)
Equipment		2,032	(2,032)	0.0%	1,156	1,156	100.0%	(876)	(75.8%)
Contractual Expenses	859,603	341,843	517,760	39.8%	772,384	456,061	59.0%	114,218	25.0%
Employee Benefits	1,254,545	861,174	393,371	68.6%	1,206,173	836,128	69.3%	(25,046)	(3.0%)
Total Student Services	4,623,269	2,852,346	1,770,923	61.7%	4,375,627	2,785,063	63.6%	(67,283)	(2.4%)
Maintenance and Operations									
Personal Services	1,933,723	1,348,595	585,128	69.7%	2,032,462	1,217,234	59.9%	(131,360)	(10.8%)
Equipment	100,000	18,173	81,827	18.2%	9,426	7,143	75.8%	(11,030)	(154.4%)
Contractual Expenses	1,149,290	826,518	322,772	71.9%	1,130,432	728,275	64.4%	(98,243)	(13.5%)
Employee Benefits	966,861	678,253	288,608	70.1%	1,023,201	692,532	67.7%	14,279	2.1%
Total Maintenance and Operations	4,149,874	2,871,538	1,278,336	69.2%	4,195,521	2,645,184	63.0%	(226,354)	(8.6%)
Institutional Support									
Personal Services	1,724,826	1,133,941	590,885	65.7%	1,689,321	1,066,816	63.2%	(67,125)	(6.3%)
Equipment		2,682	(2,682)	0.0%			0.0%	(2,682)	0.0%
Contractual Expenses	414,625	429,103	(14,478)	103.5%	615,867	287,873	46.7%	(141,230)	(49.1%)
Employee Benefits	862,413	569,379	293,034	66.0%	845,643	587,990	69.5%	18,611	3.2%
Total Institutional Support	3,001,864	2,135,104	866,760	71.1%	3,150,832	1,942,678	61.7%	(192,425)	(9.9%)
General Institutional Services									
Personal Services	1,325,765	1,051,129	274,636	79.3%	1,236,718	746,749	60.4%	(304,380)	(40.8%)
Equipment		38,486	(38,486)	0.0%	30,502	30,502	100.0%	(7,984)	(26.2%)
Contractual Expenses	1,879,371	1,116,037	763,334	59.4%	1,765,879	765,951	43.4%	(350,086)	(45.7%)
Employee Benefits	662,881	451,600	211,281	68.1%	626,832	396,659	63.3%	(54,941)	(13.9%)
Total General Institutional Services	3,868,017	2,657,251	1,210,766	68.7%	3,659,931	1,939,860	53.0%	(717,391)	(37.0%)
<b>Total Forecasted Departmental Appropriations<sup>1</sup></b>	<b>31,800,139</b>	<b>21,939,552</b>	<b>9,860,587</b>	<b>69.0%</b>	<b>31,276,466</b>	<b>20,552,088</b>	<b>65.7%</b>	<b>(1,387,464)</b>	<b>-4.4%</b>

**2024-2025 Appropriations  
Schedule of Employee Benefits  
as of April 30th, 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	213,760	(37,854)	121.5%	322,370	247,671	76.8%	33,912	13.7%
HRA Retiree Benefits	81,651	50,727	30,924	62.1%	102,221	70,708	69.2%	19,981	28.3%
State Employee's Retirement	1,076,389	792,777	283,612	73.7%	1,071,517	742,224	69.3%	(50,553)	(6.8%)
State Teacher's Retirement	179,135	72,964	106,171	40.7%	154,256	105,710	68.5%	32,746	31.0%
Optional Retirement Fund	778,863	543,265	235,598	69.8%	681,867	390,413	57.3%	(152,852)	(39.2%)
Social Security	1,248,047	801,998	446,049	64.3%	1,292,720	739,732	57.2%	(62,266)	(8.4%)
Worker's Compensation	92,888	49,078	43,810	52.8%	14,453	(1,154)	(8.0%)	(50,232)	4351.4%
Executive Benefits	36,347		36,347	0.0%			0.0%	0	0.0%
Disability Insurance	8,270	4,608	3,662	55.7%	6,998	3,830	54.7%	(778)	(20.3%)
Hospital and Medical Insurance	2,905,149	1,637,730	1,267,419	56.4%	2,983,178	1,601,695	53.7%	(36,035)	(2.2%)
Post Retirement Health Insurance	1,513,592	840,000	673,592	55.5%	117,053	745,616	637.0%	(94,384)	(12.7%)
Employee Tuition Benefits	125,841	75,147	50,694	59.7%	98,988	88,588	89.5%	13,441	15.2%
Life Insurance	7,380	5,391	1,989	73.0%	7,339	4,575	62.3%	(815)	(17.8%)
Vacation Benefits	91,947		91,947	0.0%	149,493	52,500	35.1%	52,500	100.0%
Miscellaneous	3,180	2,044	1,136	64.3%	3,875	1,530	39.5%	(514)	(33.6%)
Unemployment Insurance	15,325	22,740	(7,415)	148.4%	13,434		0.0%	(22,740)	0.0%
Total Employee Benefits	8,339,910	5,112,229	3,227,681	61.3%	7,019,762	4,793,637	68.3%	(318,592)	(6.6%)

**Tompkins Cortland Community College**  
**YTD Revenues 2024-2025**  
**April 30th, 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
<b>Student Revenue</b>									
Core Tuition									
Fall	3,894,291	3,738,640	155,651	96.0%	3,826,135	3,892,991	101.7%	(154,351)	-4.0%
Spring	3,442,436	3,399,899	42,537	98.8%	3,398,654	3,434,848	101.1%	(34,949)	-1.0%
Winter	140,361	157,803	(17,442)	112.4%	157,578	160,356	101.8%	(2,553)	-1.6%
Summer	614,802	417,099	197,703	67.8%	496,880	343,523	69.1%	73,576	21.4%
Nonresident Tuition	800,000	1,202,193	(402,193)	150.3%	1,010,787	1,069,959	105.9%	132,233	12.4%
Student Fee Revenue	982,033	975,344	6,689	99.3%	1,002,981	982,736	98.0%	(7,392)	-0.8%
<b>Total Core Student Revenue</b>	<b>9,873,923</b>	<b>9,890,978</b>	<b>(17,055)</b>	<b>100.2%</b>	<b>9,893,015</b>	<b>9,884,413</b>	<b>99.9%</b>	<b>6,565</b>	<b>0.1%</b>
Concurrent Enrollment Tuition	3,290,136	2,214,212	1,075,924	67.3%	3,367,146	3,345,895	99.4%	(1,131,683)	-33.8%
<b>Total Student Revenue</b>	<b>13,164,059</b>	<b>12,105,190</b>	<b>1,058,869</b>	<b>92.0%</b>	<b>13,260,161</b>	<b>13,230,308</b>	<b>99.8%</b>	<b>(1,125,118)</b>	<b>-8.5%</b>
<b>Government Appropriations</b>									
New York State	9,762,800	7,534,013	2,228,787	77.2%	9,762,800	7,322,100	75.0%	211,913	2.9%
Local Sponsors	4,882,882	1,684,594	3,198,288	34.5%	4,882,897	1,684,609	34.5%	(15)	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	5,608,939	91,061	98.4%	5,716,385	5,538,529	96.9%	70,410	1.3%
<b>Total Govt Appropriations</b>	<b>21,473,107</b>	<b>15,954,971</b>	<b>5,518,136</b>	<b>74.3%</b>	<b>21,365,644</b>	<b>15,548,800</b>	<b>72.8%</b>	<b>406,171</b>	<b>2.6%</b>
<b>Other Revenues</b>									
Service Fees	96,040	71,998	24,042	75.0%	94,098	81,212	86.3%	(9,214)	-11.3%
Interest Earnings	9,007	7,475	1,532	83.0%	13,946	9,410	67.5%	(1,935)	-20.6%
Rental of Real Property	11,035	600	10,435	5.4%	1,400	200	14.3%	400	200.0%
Contract Courses	25,031	101,693	(76,662)	406.3%	96,899	65,777	67.9%	35,916	54.6%
Noncredit Tuition	174,870	86,952	87,918	49.7%	126,420	70,455	55.7%	16,497	23.4%
Grant Offsets	180,373	7,567	172,806	4.2%	187,099	86,295	46.1%	(78,728)	-91.2%
Unclassified Revenues	51,753	35,867	15,886	69.3%	223,195	81,156	36.4%	(45,288)	-55.8%
<b>Total Other Revenues</b>	<b>548,109</b>	<b>312,152</b>	<b>235,957</b>	<b>57.0%</b>	<b>743,056</b>	<b>394,505</b>	<b>53.1%</b>	<b>(82,353)</b>	<b>-20.9%</b>
<b>TOTAL REVENUES</b>	<b>35,185,275</b>	<b>28,372,313</b>	<b>6,812,962</b>	<b>80.6%</b>	<b>35,368,861</b>	<b>29,173,613</b>	<b>82.5%</b>	<b>(801,300)</b>	<b>-2.7%</b>
<b>Student Revenue</b>	<b>13,460,000</b>	<b>12,365,832</b>	<b>1,094,168</b>	<b>91.9%</b>	<b>13,577,578</b>	<b>13,447,752</b>	<b>99.0%</b>	<b>(1,081,920)</b>	<b>-8.0%</b>
<b>State Revenue</b>	<b>9,762,800</b>	<b>7,534,013</b>	<b>2,228,787</b>	<b>77.2%</b>	<b>9,762,800</b>	<b>7,322,100</b>	<b>75.0%</b>	<b>211,913</b>	<b>2.9%</b>
<b>Local Revenue</b>	<b>10,582,882</b>	<b>7,293,533</b>	<b>3,289,349</b>	<b>68.9%</b>	<b>10,599,282</b>	<b>7,223,138</b>	<b>68.1%</b>	<b>70,395</b>	<b>1.0%</b>
<b>Use of Fund Balance</b>	<b>1,127,425</b>	<b>1,127,425</b>	<b>0</b>	<b>100.0%</b>	<b>1,003,562</b>	<b>1,003,562</b>	<b>100.0%</b>	<b>123,863</b>	<b>12.3%</b>
<b>Other</b>	<b>252,168</b>	<b>51,510</b>	<b>200,658</b>	<b>20.4%</b>	<b>425,639</b>	<b>177,061</b>	<b>41.6%</b>	<b>(125,551)</b>	<b>-70.9%</b>
<b>Total</b>	<b>35,185,275</b>	<b>28,372,313</b>	<b>6,812,962</b>	<b>80.6%</b>	<b>35,368,861</b>	<b>29,173,613</b>	<b>82.5%</b>	<b>(801,300)</b>	<b>-2.7%</b>



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-55**

**2025-2026 TUITION AND FEE SCHEDULE**

**WHEREAS**, the 2025-2026 Tuition and Fee Schedule has been reviewed and is recommended by the Administration of the College, be it therefore

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

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

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

**RESOLVED**, that the attached 2025-2026 Tuition and Fee Schedule be adopted by the Board of Trustees of Tompkins Cortland Community College.

<p><b>STATE OF NEW YORK:</b></p> <p style="padding-left: 100px;"><b>SS:</b></p> <p><b>COUNTY OF TOMPKINS:</b></p>	<p><b>I, NANCY MURPHY, CLERK</b> of the Board of Trustees of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14th day of May 2025 and the same is a complete copy of the whole of such resolution.</p>
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**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 14th day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

Tuition -	New York State residents who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$
	Part-Time (per credit hour)	\$
Tuition -	New York State residents who are not a resident of the sponsorship area and do <u>not</u> present a Certificate of Residence:	
	Full-Time (per academic year)	\$
	Part-Time (per credit hour)	\$
Tuition -	New York State residents who have been awarded the Excelsior Scholarship and who are residents of the sponsorship area or non-residents of the sponsorship area who present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$
Tuition -	New York State residents who have been awarded the Excelsior Scholarship and who are not a resident of the sponsorship area and do <u>not</u> present a Certificate(s) of Residence:	
	Full-Time (per academic year)	\$
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	\$
	Part-Time (per credit hour)	\$
Tuition -	Auditing a Course (per credit hour)	\$
	Non-Resident	\$
	Out-of-State	\$
Off Semester, Off Hours, Off Campus Tuition (per credit hour):		
	Web-Based Courses	\$
	Concurrent Enrollment Program - Resident	\$ 79.00
	Concurrent Enrollment Program – Nonresident	\$158.00
Tuition Deposits-	Full-Time	\$50.00
	Part-Time	-0-

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

<u>Student Service Fee</u>		<u>Charge Per</u>	<u>Service Rendered</u>
Transcript Fee	\$ 8.00	Official Transcript	Online Request – Paper
	\$ 8.00	Official Transcript	Online Request – Electronic
	\$ 15.00	Official Transcript	Manual Request and Payment
	\$ 25.00	Official Transcript	Emergency Service
International Application Fee	\$ 50.00	Application	Begin Admissions Process
Technology Service Fee	\$ 23.00	Credit	Technology Services
Web Course Fee	\$ 6.00	Credit	Technology Services
OER Fee	\$ 10.00	Student	Course Materials
Late Payment Fee			
Part-Time	\$ 10.00	Student	Acceptance of Late Payment
Full-Time	\$ 20.00	Student	Acceptance of Late Payment
Matriculation Fee	\$ 50.00	Student	Provides for cost of cap and gown for graduation and access to unofficial transcripts.
Experiential Credit	\$ 50.00	Evaluation	Portfolio Evaluation
Proficiency Exams	\$ 10.00	Credit	Administration of Exam
	\$ 30.00	Minimum	
	Note: there is an additional charge for the Dante exam		
Nursing Proficiency Exam	\$105.00	Exam	Administration of Exam
Returned Check Charge	\$ 25.00	Occurrence	Processing Returned Check
Library Lost Book Fee	\$ 15.00	Occurrence	Processing Fee for Replacement Book
Library Reserved Materials			
Late Fines	\$ .25	Hour	
Late Return of Media Equipment	\$ 5.00	Hour	
Study Abroad Program Fee	\$200.00	Semester	Administrative Services
Administrative Withdrawal Fee			
Full-Time	\$100.00	Semester	Administrative Services
Part-Time	\$ 10.00	Credit	Administrative Services

## Course Fees:

ART 109	\$70	Course Kit Purchased for Students
ART 111	\$250	Course Kit Purchased for Students and Course Fee
ART 112	\$250	Course Kit Purchased for Students and Course Fee
ART 115	\$120	Course Kit Purchased for Students
ART 116	\$120	Course Kit Purchased for Students
ART 117	\$70	Course Kit Purchased for Students
ART 118	\$100	Course Kit Purchased for Students
ART 120	\$120	Course Kit Purchased for Students
ART 123	\$70	Course Kit Purchased for Students
ART 124	\$30	Course Kit Purchased for Students
ART 180	\$100	Course Kit Purchased for Students
ART 212	\$150	Course Kit Purchased for Students
ART 222	\$150	Course Kit Purchased for Students
ART 270	\$50	Course Kit Purchased for Students
ART 271	\$80	Course Kit Purchased for Students
BIOL 100	\$30	Lab fee for supplies
BIOL 101	\$30	Lab fee for supplies
BIOL 102	\$30	Lab fee for supplies
BIOL 104	\$30	Lab fee for supplies
BIOL 105	\$30	Lab fee for supplies
BIOL 112	\$30	Lab fee for supplies
BIOL 119	\$30	Lab fee for supplies
BIOL 125	\$30	Lab fee for supplies
BIOL 131	\$30	Lab fee for supplies
BIOL 132	\$30	Lab fee for supplies
BIOL 201	\$30	Lab fee for supplies
BIOL 202	\$30	Lab fee for supplies
BIOL 206	\$30	Lab fee for supplies
BIOL 211	\$30	Lab fee for supplies
BIOL 216	\$30	Lab fee for supplies
BIOL 221	\$30	Lab fee for supplies
BIOL 232	\$30	Lab fee for supplies
CAPS 191	\$100	Software Fee
CHEM 101	\$30	Lab fee for supplies
CHEM 102	\$30	Lab fee for supplies
CHEM 107	\$30	Lab fee for supplies
CHEM 108	\$30	Lab fee for supplies
CHEM 205	\$30	Lab fee for supplies

CHEM 206	\$30	Lab fee for supplies
CONT 208	\$90	Certification for OSHA 10
CONT 209	\$40	Lab Fee for Supplies
CONT 216	\$40	Lab Fee for Supplies
CULI 101	\$250	Lab Fee – Culinary Center/Food
CULI 102	\$300	Lab Fee – Culinary Center/Food
CULI 110	\$200	Lab Fee – Culinary Center/Food
CULI 120	\$150	Lab Fee – Culinary Center/Food
CULI 205	\$300	Lab Fee – Culinary Center/Food
ELEC 102	\$90	Course Kit Purchased for Students and software fee
DRAF 127	\$25	Software Fee
DRN 101	\$175	Exam Fee
ELEC 126	\$10	Software Fee
ELEC 127	\$10	Software Fee
ELEC 128	\$10	Software Fee
ELEC 224	\$90	Lab Fee for supplies
ENSC 137	\$40	Software Fee
ENSC 203	\$10	Software Fee
ENSC 204	\$40	Software Fee
ENVS 110	\$30	Lab Fee – Farm
ENVS 116	\$20	Lab Fee – Farm
ENVS 117	\$100	Lab Fee – Farm
ENVS 141	\$20	Lab Fee – Farm
ENVS 142	\$100	Lab Fee – Farm
ENVS 202	\$20	Lab Fee – Farm
ENVS 203	\$100	Lab Fee – Farm
FITN 101	\$10	Red Cross Certification Fee
FITN 102	\$10	Red Cross Certification Fee
FITN 107	\$240	Certification Fee and Course Equipment
FITN 109	\$300	Lift Ticket Purchased for Students
FITN 112	\$10	Red Cross Certification Fee
FITN 120	\$25	Equipment Fee
FITN 121	\$25	Equipment Fee
FITN 203	\$120	Lane Rental Purchased for Students
FITN 216	\$85	Red Cross Certification Fee
FITN 221	\$100	Lift Ticket Purchased for Students
FSS 131	\$10	Testing Fee
HLTH 111	\$125	Course Equipment/Red Cross Fee
GEOG 130	\$40	Software Fees

HLTH 205	\$40	Red Cross Certification Fee
HRMG 100	\$30	Servsafe Testing Fee
HRMG 105	\$40	Servsafe Testing Fee
NURS 110	\$451.75	Software Fee & Materials
NURS 120	\$326.75	Software Fee
NURS 208	\$326.75	Software Fee
NURS 225	\$326.75	Materials
MNT 100	\$250	Course Fee
MNT 101	\$225	Course Fee
PSED 160	\$10	Exam Fee
RECR 107	\$210	Certification Fee and Course Equipment
RECR 110	\$40	Conference Attendance Fee
RECR 140	\$120	Certification Fee
RECR 210	\$25	Student Inclusion Certification Fee
RECR 274	\$50	Course Equipment/Travel
RECR 276	\$375	Course Equipment/Travel
RECR/FITN 159	\$100	Course Equipment/Travel
RECR/FITN 160	\$40	Course Equipment/Travel
RECR/FITN 161	\$30	Course Equipment/Travel
RECR/FITN 163	\$30	Course Equipment/Travel
RECR/FITN 164	\$25	Course Equipment/Travel
RECR/FITN 165	\$30	Course Equipment/Travel
RECR/FITN 166	\$30	Course Equipment/Travel
SPMT 190	\$60	Course Fee Travel
SPMT 195	\$60	Course Fee Travel
WINE 110	\$400	Lab Fee – Culinary Center
WINE 120	\$300	Lab Fee – Culinary Center
WINE 130	\$200	Lab Fee – Culinary Center
WINE 200	\$200	Lab Fee – Culinary Center
WINE 202	\$300	Lab Fee – Culinary Center
WINE 220	\$200	Lab Fee – Culinary Center
STUDY ABROAD	TBD	Travel Fees (typically \$3000-\$4500) are established closer to the start of each semester as costs vary greatly

To: TC Board of Trustees

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

College Senate Report April 21, 2025

- Call for College Senate Seats for the 2025-26 Academic year
- Meeting dates for the 2025-26 Academic year were voted on and approved
- 3.7.2 bylaw revisions were sent to President Kremenek for review
- The Senate members reviewed and revised the 12.1.1 & 12.1.2 bylaws
- The Cyber Security & Campus Technology Plan was presented by Scot Beekman (Interim Chief Information Officer)
- The College Senate office is now labeled with a sign. Our final step before our office is official is the installation of the camera and computer for virtual meetings.
- On May 9, our final meeting, we will be hearing from the following presenters:
  - Strategic Plan- Malvika Talwar & Michelle Nightingale
  - Facilities Master Plan- Nicholas Dovi & John Geer
  - ODESS- Shadayvia Wallace

**Operational Status Report**  
**Prepared for the Board of Directors**  
**May 2025**

TC3 continues to navigate an operational transition, balancing long-term strategic planning with immediate demands across a diverse portfolio of facilities and institutional initiatives. The following are key highlights of ongoing progress:

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**Residence Halls & Debt Reconciliation**

- **Property Sale Preparation:** TC3 leadership, legal counsel, and bond trustee representatives conducted broker interviews and jointly selected CBRE to manage the sale of the residence halls. Legal counsel is currently finalizing the broker agreement.
- **Bond Reporting:** Preparations are underway to meet quarterly EMMA reporting obligations following the completion of the annual audit and IRS Form 990.
- **Community Engagement:** TC3 leadership continues regular engagement with county leaders—including the Mayor and Superintendent of the Village of Dryden—to communicate objectives and explore mutually beneficial solutions. Tompkins County has maintained strong interest in purchasing the property.

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**Cortland Extension Center (CEC)**

- **Ownership Transition:** Approval from the New York State Attorney General is in progress. Final property transfer remains on track for completion by August 2025. The Foundation has retained Bond, Schoeneck & King (BSK) for representation, and BSK has submitted the required conflict of interest waiver to SUNY.
- **Stakeholder Coordination:** TC3 is coordinating with SUNY Cortland to facilitate access for post-purchase planning, including Department of Labor fiber optic cabling installation.

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**Ithaca Extension Center (IEC)**

- **Leasing Progress:** All non-leased tenants have vacated the premises. The Finance Office is coordinating the return of applicable security deposits.
- **Tenant Interest:** Tompkins County has expressed strong interest in long-term occupancy (estimated five-year term due to a facility rebuild). Lease negotiations are expected to conclude this month, with a start date in April. Two additional potential tenants have been identified should the County pursue other options.
- **Facility Improvements:** The Facilities team has submitted a refresh proposal and budget for the vacated space. Investment decisions are pending confirmation of Tompkins County's lease agreement. With movement toward a fully leased building, TC3 is also exploring the potential engagement of a property management team to address tenant needs, which are expected to increase significantly with higher occupancy.



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### Culinary Arts Center / Coltivare

- **Operational Closure:** Coltivare's wind-down continues, including final audits, tax filings, and invoicing. The Foundation has retained BSK to guide the LLC dissolution, manage collateral associated with the Tompkins Trust Farm-to-Table loan, and close out the REDC grant from Empire State Development (ESD). TC3 remains in productive dialogue with both entities to resolve all obligations.
- **Academic Collaboration:** The Foundation is actively supporting faculty visioning for the future of the Culinary Arts academic program and evaluating operational models for both short- and long-term academic needs.
- **Space Leasing Activity:** There is strong leasing interest in the Culinary Arts Center. Active discussions are ongoing with American Flatbread and Zero Gravity Brewery. An additional meeting is scheduled with ASM Global to explore their interest. ASM Global is a leading international venue management and services company, operating convention centers, arenas, and cultural institutions worldwide. Their interest, along with American Flatbread and Zero Gravity Brewery, represents a potentially significant opportunities to align the space with a high-profile and experienced operator.
- **Revenue Recovery:** Serendipity Catering continues operations under a facility use agreement and has requested an extension through September. Extension decisions will be made based on academic program needs and lease transition timelines.

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### Miscellaneous

- **American Food and Vending (AFV):** TC3 is working to strengthen collaboration with AFV to improve student services and ensure contract compliance. Student feedback is being collected, and summer meetings are scheduled to consider adjustments for the fall semester.
- **TC3 Bookstore:** The marketing team is partnering with the Follett manager to design and stock rebranded merchandise for fall. This includes reviewing obligations for unused merchandise with the former logo. The bookstore is also collaborating with the art department on exterior branding.
- **FY25/26 Budget Process:** The budgeting process is underway. All auxiliary areas have been asked to prioritize cost reduction and operational efficiency. The Finance team is providing enhanced support across business units to ensure strategic alignment and successful rollout.

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**

- TC3's acceptance into Achieving the Dream with a consortium of three SUNY community colleges will be publicly announced in June. A team of faculty and staff will attend the Kickoff Institute in June in Charlotte, NC, with all community colleges of the 2025 Cohort. TC3's affiliation is supported by the TC3 Foundation and philanthropist MacKenzie Scott's gift to ATD.
- SUNY Senior Vice Chancellor Dr. Donna Linderman will be on campus on 5/27 for a visit focused on TC3's progress and plans to strengthen enrollment and retention. VP of Enrollment Rob Palmieri, VP of Institutional Effectiveness Malvika Talwar and I will host.
- TC3 hosted Dr. Pascale Charlot, Director of the Aspen Institute's College Excellence Program, for an all-day workshop on the *Transfer Playbook 2.0* on 5/2. Teams from TC3, SUNY Erie, Adirondack and Finger Lakes attended, creating "Keep Stop Start" action plans for each institution. Labor market data for living wage jobs in TC3's service region was provided (attached as an Information Item).
- VP of Enrollment Rob Palmieri, Associate Provost Anndrea Mathers and I met on 4/17 with representatives of the Cornell College of Agriculture & Life Sciences (CALS) to discuss our growing partnership and expanding transfer opportunities.
- TC3 is pursuing a dual admission agreement with SUNY Cortland, similar to the agreement between SUNY Adirondack and SUNY Plattsburgh. SUNY Cortland is the top transfer destination for TC3 graduates.

#### **CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS**

- The 2025-28 Strategic Plan continues to be on track, with external data from a community survey and focus groups with industry partners (STEM, Advanced Manufacturing, Green Jobs, Health Care, Education) aligned with the Governor's Free Community College for Adult Students proposal.
- Interviews were conducted this week by representatives of the Bondholders with four commercial real estate brokers to serve as the broker of record for the sale of three of the College's vacant residence halls that are owned by the TC3 Foundation. The bondholders chose CBRE, a national real estate company with a significant local/regional presence.

#### **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION**

- TC3 student Haiyan Li, a Nursing student, was honored for academic excellence at the Phi Theta Kappa Awards Ceremony in Albany on 4/29. In addition, SUNY Chancellor's Award for Student Excellence winners Kylie Golden-Appleton and Haichuan Gu were recognized in Albany on the same day.
- On 5/1, the TC3 chapter of Phi Theta Kappa International 2-year Honor Society held its first induction ceremony in several years, with 22 students inducted. It was a spectacular week of celebrating students.

#### **EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION**

- I met with the NYS Commissioner on Addiction Services & Supports Dr. Chinazo Cunningham on 5/1 at the invitation of TC3 Professor Patty Tvaroha. Dr. Cunningham visited regarding the OASYS grant.
- I attended the Congressional Breakfast at the Cortland Chamber of Commerce on 4/24 and spoke with Congressman John Mannion, and separately, Congressman Josh Riley regarding TC3's proposed Career & Applied Learning. TC3 has submitted a \$480K capital request to Congressman Riley's office to support this project.



# Vice President Reports

**Status of Open Positions**  
as of May 1, 2025

**UNCLASSIFIED STAFF**

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Assistant Comptroller	ASAP	February 21, 2025	March 21, 2025	On-Campus Interviews Concluded
Assistant Registrar (0.4 FTE/Temporary)	May 1, 2025	N/A	N/A	Hired: Julie Ray (05/01/25)
Nursing Faculty	August 18, 2025	April 3, 2025	May 5, 2025	Accepting Applications
Technology Support Associate	ASAP	March 20, 2025	April 21, 2025	Accepting/Reviewing Applications

**CLASSIFIED STAFF**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
None.			

**FACULTY STUDENT ASSOCIATION**

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Substitute Teacher	Childcare	July 2025	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications Hired: Jennifer Haaland (04/28/25)
Kitchen Assistant	Childcare	ASAP	Accepting Applications
Lifeguard	Athletics	ASAP	Accepting Applications
Head Coach, Women's Softball	Athletics	May 2025	Accepting Applications

**Status of Grievances**  
as of May 1, 2025

**COMPLAINANT/SUBJECT**

**DISPOSITION**

**CSEA**

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

Parties have agreed to July 7<sup>th</sup> for the arbitration.

**FACULTY ASSOCIATION**

None.

**PROFESSIONAL ADMINISTRATORS ASSOCIATION**

None.

**TC3 ADJUNCT ASSOCIATION**

None.

## **Public Safety**

Campus Police is proud to welcome a new addition to our fleet—a Hybrid 2025 Ford Police Interceptor Utility vehicle. Along with replacing one of our older patrol vehicles, we’ve also upgraded the onboard computer and connectivity systems. We look forward to showcasing our new cruiser in the upcoming Memorial Day Parade. In March, our March Madness Pizza Party brought together approximately 30 students for a great game and the chance to connect with Campus Police in a relaxed, informal setting. We extend our sincere thanks to the Wellness Center staff for their invaluable support in making the event a success.

At the end of April, Campus Police proudly participated in the First Annual Walk-a-thon for Cops, Kids, and Toys at the Shoppes at Ithaca Mall. The event successfully raised awareness and funds for this important county-wide program.

We continue to plan and prepare for our upcoming events and are looking forward to a safe, enjoyable spring season and a memorable Graduation Day.

## **Facilities**

### Maintenance

Throughout April 2025, the TC3 Maintenance staff focused on a range of projects. Notably, they completed the annual servicing and startup of the campus chiller and refurbished RTUs 9 and 11. Significant progress was also made in the new 121 Nano Lab, including electrical wiring, painting, and door installations. Additional efforts included painting in the Sproule Conference Room and the Forum, as well as completing the installation of new cafeteria pockets to conceal the security grill. The team installed lighting in the Historic Fireman’s Cabinet on the second floor and replaced lighting in the Route 13 entrance signs

### Grounds

As winter tapered off, the Grounds crew continued seasonal duties, including snow plowing and salting as dictated by late-season weather events. They also began transitioning the campus to spring by reducing the mowing footprint, notably through the removal of the disc golf course (all baskets and five tee pads removed). The batting cage and turf were relocated from the parking lot to the area beyond the baseball center field. Additional spring preparations included lawn repairs around parking lots and walkways, mulching, and servicing summer equipment before beginning regular mowing.

### Custodial

Custodial staff remained focused on routine cleaning and an increased number of event setups. In preparation for the Middle States visit, special attention was given to window cleaning in designated areas. Deep cleaning was conducted in the bathrooms on the first and second floors, with crews working to remove hard water scale from sink fixtures and cleaning tile walls and floor grout. Storage spaces at both ends of the pool were reorganized, and a substantial quantity of cleaning supplies was moved out of the orange storage areas. Two dumpsters were filled with discarded, broken, or obsolete furniture, equipment, and supplies.

### Foundation Properties:

In April, Foundation staff completed a wide variety of projects. Highlights include finishing the cleanout and renovation of the D Building 4th floor, installing laundry machines, and cleaning dryer vents. They conducted monthly building inspections and completed minor drywall repairs in the A/B connector. In the E dormitory, a burned-out circulator pump was replaced, and a door closer was installed at Building B's southeast entrance. Electrical improvements included removing live circuits behind cabinets on the D 4th floor and troubleshooting multi-door controllers. Crews also carried out routine preventive maintenance, removed clutter from common areas, maintained grounds around the E, F, and G buildings, and performed backflow testing (ABJ). Additional work included cutting new keys for Residence Life, completing numerous high-priority work orders, continuing I & I (Inflow and Infiltration) investigations, and uncovering buried manhole covers. Crews also resolved thermostat wiring issues in Building C, relocated basement clutter to the storage shed, furnished a 4th floor D Building classroom, and maintained mechanical areas. Lighting was replaced across all occupied buildings, and heat was shut down in unoccupied ones.

At the Ithaca extension sites, cleaning was performed multiple times per week. Staff met with contractors for the Tioga Place refresh project and obtained quotes. They also collaborated with Johnson Controls to upgrade the fire panel and replaced a major section of deteriorating cast iron sewer pipe in the basement

**Resignations/Retirements/Separations**

Presented to the Board of Trustees  
May 14, 2025

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Jason Pomeroy	Executive Director of the Foundation	Foundation	05/15/25	Resignation

**FACULTY STUDENT ASSOCIATION**

Cheyenne Hendrickson	Kitchen Assistant	Child Care	04/18/25	Resignation
Amelia Booher	Substitute Teacher	Child Care	04/23/25	Termination



### **2024-2025 Goals**

- Procure updated datacenter equipment including an appropriate mix of cloud and on-premises resources by 11/1/2024.
  - All servers have arrived, been configured, and we have migrated all on premises servers to the new equipment. This project is now complete as of 2/28/2025.
- 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 – 2027 Technology Strategic Plan by 3/1/2025.
  - This plan has been completed and presented to Executive Council, College Senate, and the Board of Trustees.
  - It will continue to be reviewed and updated regularly with input from campus stakeholders.
- 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 in March 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 and expect this to be completed by 8/31.

*Strategic Enrollment Plan (SEP)*

The SEP Council convened for its third meeting of the semester on April 25<sup>th</sup>. During the meeting, members reviewed draft Key Performance Indicators (KPIs) and examined the Strategy Prioritization Matrix, developed from SEP brainstorming sessions and aligned with the College's Strategic and Academic Primary Plans. At the upcoming meeting on May 9<sup>th</sup>, the Council will evaluate and rank strategies using the Noel-Levitz scoring framework – Relationship, Impact, and Feasibility – to guide recommendations for the next phase of the Strategic Enrollment Plan. Specific focus was also dedicated to learning about the status of the following strategies:

- Prioritize the conversion of CollegeNow students to matriculated students in targeted school districts by establishing pathways.
- Develop a comprehensive and segmented communications plan.
- Develop systems to proactively engage former students with specific focus on reviewing the status of billing and collections and mitigation strategies.
- Strategically expand the utilization of international partnerships for the recruitment of international students including student athletes.

*Enrollment Planning*

The Admissions Office successfully hosted Open Houses on Friday, April 4<sup>th</sup> and Saturday, April 5<sup>th</sup>, welcoming 238 attendees, including 141 prospective students and their 97 guests. Thanks to the dedication of TC3's faculty and staff, both events were a great success!

Registration for new on-campus students is underway through a series of small Accepted Panther Days. Online, transfer, and returning students are encouraged to meet virtually with a Student Success Advisor or request a schedule via a registration survey. These enhanced onboarding efforts focus on completing enrollment checklists, introducing campus technology and support services, and ensuring most students are registered before August.

The CollegeNow and Continuing Education and Workforce Development Offices, in partnership with OCM BOCES, will host a Micron-funded CHIPS Camp from July 30<sup>th</sup> to August 1<sup>st</sup>. The camp will welcome 120 rising 7<sup>th</sup> graders from Cortland County and surrounding districts to engage in hands-on STEM activities led by TC3 faculty, OCM educators, and partners such as Cornell University, the Sciencenter, and Menlo Micro. Highlights include Arduino traffic light coding, drone soccer, and a visit to Cornell's Nanoscale Facility.

The Continuing Education and Workforce Development Office is actively recruiting for Spring 2025 contract training and open enrollment programs. Current highlights include 8 students enrolled in Phlebotomy and 10 students in the Certified Surgical Technologist (CST) course.

*Career & Transfer Programming*

The Continuing Education and Workforce Development Office hosted several career-focused events in April, including "Um, Hello? How to Chat with Employers at Events" on April 1<sup>st</sup> and "My Life on One Page: Resume Lab" on April 2<sup>nd</sup>. The month concluded with the Oven Fresh Internship and Job Fair on April 24, which drew approximately 40 student attendees.

The Institutional Effectiveness and research team has been working on the following items in April.

**Strategic Planning:** The Strategic Planning Steering Committee has drafted its goals and objectives. This month we convened several round tables with area employers to affirm that we had captured the needs of employers, and other important community partners, such as, transfer schools in our strategic plan. The last two of these engagements were focused on ensuring that our strategic plan robustly covered the NY free community college program that offers important opportunities for area adults in high demand programs to return to College. We will be engaging in one final one that will be with area school superintendents from Tompkins County and TST BOCES (a month ago we engaged with Cortland County and OCM BOCES).

**Middle States (MSCHE) Self Study Update:** On April 28<sup>th</sup> Dr. Kristy Bishop visited the College to help kick off our official Middle States self-study writing. She engaged with constituencies across the College and defined our next steps. She also provided affirmation of the work done so far by the Middle States Steering Committee, and of the draft Self Study Design.

Next Steps:

1. After a few minor edits – we will be resubmitting our Self Study Design draft to Middle States, and we will then receive official notice to begin our Self Study writing (working committees will be submitting outlines in May).
2. In the fall of 2025 we will be assigned a Self-Study Chair from Middle States who will be leading the evaluation of our Self Study.
3. In the spring of 2026 the Self Study Chair will visit the campus.
4. We will need to finalize our Self Study in late July 2026
5. In the fall of 2026, we will have our Self Study Team visit (likely in October).

#### **Institutional Effectiveness and Research Updates:**

The College senate has approved the formation of the Institutional Effectiveness Council. This council will play an important role in helping to provide input into the planning framework at the College, and will focus in its inaugural year into improving support for the non-academic assessment framework and professional development.

## Chief Policy and Compliance Officer

Middle States was a significant focus of time and energy, with Dr. Kristy Bishop's liaison visit on April 28. Meeting with her provided an excellent opportunity to not only review our self-study design but to gain new insights on this process. The entire Middle States process has permitted reflection on the nature of our policies and the expectations of accreditation and how some policy language is embedded in unexpected places and others are alluded to, without necessarily being express.

I worked with the Director of Global Initiatives and our Counsel to finalize an agreement for a new program with PUECC. This is a faculty led short-term study abroad program involving instruction in both the Spanish Language and Public Health Systems.

## Policy

There are two policies ready for Board action, one new – the Anti-Hazing Policy – and one revised – the Animals on Campus Policy. The Anti-Hazing Policy is required by the passage last December of the [Stop Hazing on Campus Act](#). The law requires adoption of a policy as well as formation of a committee with broad membership and training resources. The committee has formed and is currently chaired by AVPSA Darese Doskal and appropriate training and resource materials identified and will be ready for posting by the required June 23, 2025 deadline. The Animals on Campus Policy revision clarifies/untangles some of the language differences from among the relevant laws (Americans with Disabilities Act, The Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and the New York State Human Rights Law). It is written to make more clear on rights and responsibilities for covered animals and their handlers as well as clarifying there is a separate approval process for animals not related to provision of an accommodation for a person with a disabilities.

There are about a half dozen other policies near completion.

## Compliance

I met with the new Campus Environmental Health and Safety Officer, Shelley Knickerbocker and will be working closely with her as we determine where we are with compliance items in the areas of Health and Safety. Many of these items have been routinely taken care of, but not necessarily logged or cataloged in a centralized way, or even necessarily by the person or department expected. I anticipate more orderly and systematic compliance reporting and communication will be forthcoming.

## **Academic Affairs Updates**

### **Academic Master Plan**

A full draft of the academic Master plan is complete and under review with the president and the faculty. It has four core goal areas.

1. *The Academic Portfolio* - The academic offerings are the core of the college. The college will engage in a three year review of its academic offerings, looking at a) what programs can be started to grow meaningful enrollment, b) what programs can be re-imagined and invested in or condensed into concentrations under other programs, and c) what programs need to be deactivated or discontinued.
2. *Retention* - Improving retention rates is the single top priority of the college over the next few years as it works to stabilize and grow its total enrollment. The division of Academic Affairs can have the most impact on the college's retention rate because the students' experience in their classrooms is paramount to their time at the college. In the fall, the faculty will begin a full 360 review of our academic advising process as the lead area of change to impact student retention rates.
3. *Academic Affairs Leadership Structure* - Critical to the mission of any functioning academic affairs office is the functional support of all members of the division. Currently, over 200 full and part-time faculty are led by only two direct supervisors. The division will continue to engage discussions already underway about how to best organize a dynamic, functional, accountable, and engaged leadership structure. The goal is to develop options in January 2026 after a reorganization of the academic communities.
4. *Culture* - Core to the quality of any work is the culture in which it is conducted. Academic Affairs will build a positive culture for inquiry and action by intentionally developing strategies to engage our whole division and the campus in meaningful ways.

### **Tenure and Promotions Criteria**

The college and Faculty Association have signed an MOU that allows us to use next academic year to develop formal tenure and promotions criteria. These criteria are best when they represent that the administration and the faculty believe their peers need to contribute to the college to earn a promotion. In addition, written criteria will give them clarity and transparency so that they can make meaningful professional development plans to attain these goals.

### **Summer Planning**

I have planned a summer retreat for my directors and Associate Provost to focus on change leadership in higher education where we will focus on how to build momentum in leading institutional change.

**Athletics and Recreation** – Staff are working with the Foundation planning for the May 1, Day of Giving outreach. May 7 will be the Student Athlete Recognition Event. \$29,000 revenue has been generated this year through larger community events hosted by the Athletics staff. Lacrosse earned a spot in the Regional Championship.

**Childcare** –The Center was recognized for receiving a National Apprenticeship Award for their Department of Labor childcare Apprentice program. They have hired a FT aide and are awaiting approval on an offer for the kitchen position. They have 1 remaining open position. Over the summer, they will lose 50% of their student work study and sub employees who typically cover other staff vacations. It will be tight this summer for covering all shifts.

**Health and Wellness** – Best Life 5K scheduled for May 10 and has 40 registrants. The HWS Student Satisfaction Survey is open and collecting student feedback on all Health and Wellness services. Staff are providing a StressLess event on May 7 in cooperation with Daisy Hollow Farm. The event will feature small farm animals, snacks, games and an opportunity to relax. Active Minds (a mental health focused student group) was nominated for a Student Leadership Award.

**Office of Diversity Education and Support Services/EOP** – ODESS staff attended the bi-yearly Tri-State EOP Consortium Conference to connect with other EOP professionals within the network. This year's summer bridge program is slated for Monday, August 4- Friday, August 22, 2025 to help transition our EOP students to campus life. The BOT will have an opportunity to meet our newest Scholars during lunch on Friday, August 15. Our priority deadline for EOP recruitment is May 31, but can take students until July 21.

**Residence Life** –Staff are preparing to close the residence halls on May 17. A small number (4) of students have turned in contracts for summer housing. The fall contracts are available and starting to come in. At the moment, we have 81 completed contracts. 13 RAs were hired for fall.

**Student Activities** – The Student Leadership Awards were on May 30. 62 nominations were received for 8 awards. Awards were: Student Leader of the Year – Kai Hokanson, New Student of the Year – Louis Elsom, Resiliency Award – Skylar Running Rabbit, Club Advisor of the Year – Rich Echevarria, Outstanding Organization of the Year – Resident Assistants, Emerging Organization of the Year – TC3 Tappers, Excellence in Service Award – Student Government Association, Student Event of the Year – Spooky Serenade by Active Minds & Audio Alchemy. SGA and Student Trustee elections will be taking place May 5.

**Student Conduct, CARE Team & Title IX** – We saw 14 conduct incidents involving 23 students in April. There was an alcohol related event involving 8 students; 4 were incomplete sanctions, there was one relationship altercation. There were 7 new CARE team referrals. There was 2 discrimination/harassment report. April was Sexual Assault Awareness Month. There was good participation at tabling and educational events.



# Consent Agenda

**TOMPKINS CORTLAND COMMUNITY  
COLLEGE RESOLUTION 2024-2025-37**

**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 14th day of May 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 14th day of May 2025.

Clerk of the Board of Trustees  
 Tompkins Cortland Community College



**Appointment of Personnel**  
**Thursday, May 1, 2025**  
**Presented to the Board of Trustees**

Employee	Department	Title/Rank	Salary	Employment Dates
<b>January</b>				
Archer, Pamela	CollegeNow Faculty Liaison	Adjunct	\$247.98	1/27/2025 To 3/28/2025
Evans, Christine	CollegeNow Faculty Liaison	Adjunct	\$62.00	1/27/2025 To 3/28/2025
Farah, Fred	CollegeNow Faculty Liaison	Adjunct	\$1,053.92	1/27/2025 To 3/28/2025
Grossman, Rick	CollegeNow Faculty Liaison	Adjunct	\$619.95	1/27/2025 To 3/28/2025
Ha, Lien	CollegeNow Faculty Liaison	Adjunct	\$123.99	1/27/2025 To 3/28/2025
Need, Barbara	CollegeNow Faculty Liaison	Adjunct	\$247.98	1/27/2025 To 3/28/2025
Whitecraft, Michelle	CollegeNow Faculty Liaison	Adjunct	\$278.98	1/27/2025 To 3/28/2025
<b>March</b>				
Kyle, John	CAPS131 BL4	Adjunct	\$1,565.46	3/3/2025 To 5/16/2025
<b>April</b>				
Weed, Steve	ENGL100 MCS Updates (split)	Adjunct	\$12.50	4/7/2025
Zaia, Heather	ENGL100 MCS Updates (split)			
<b>May</b>				
Ray, Julie	Academic Affairs - Assistant Registrar (0.4 FTE/ Temp.)	Grade 3	\$1,237 bi-weekly	5/1/2025

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-54**

**RESOLUTION TO  
DEACTIVATE CULINARY ARTS AAS**

**WHEREAS**, the Culinary Arts AAS program was first registered with the NYS Department of Education in September 2013 based on a “farm to table” model with a shared restaurant space leased by the TC3 Foundation through the City of Ithaca, and;

**WHEREAS**, the annual cost of a portion of the restaurant space sub-leased to TC3 by the TC3 Foundation is \$450,000 annually, and;

**WHEREAS**, the restaurant space also housed the restaurant operated by the TC3 Foundation known as “Coltivare” which closed in January 2025 due to financial losses and operational issues, and;

**WHEREAS**, enrollment in the Culinary Arts AAS program has declined from approximately 50 students prior to the COVIC-19 pandemic to 22 students, creating a significant operating loss, and;

**WHEREAS**, Hanover Research Academic Optimization Portfolio on culinary programs indicate an expected 6.3% decline in jobs in the field, and these jobs largely require a high school diploma or equivalent rather than a college degree, and;

**WHEREAS**, the Provost and Vice President of Academic Affairs has recommended deactivation of the Culinary Arts AAS program to the President, and;

**WHEREAS**, the Culinary Arts AAS program will remain registered with the State University of New York, but new students will not be admitted to the program in order to reassess the need for the program, restructure the program or allow currently enrolled students to graduate, per SUNY policy, therefore be it

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the deactivation of the Culinary Arts AAS program for a period of no more than three years, by which time the program must be reactivated or discontinued.

**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 14th day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-38**

**APPROVAL OF POSITION DESCRIPTION  
VICE PRESIDENT FOR ENROLLMENT MANAGEMENT & STUDENT AFFAIRS**

**WHEREAS**, the College has determined, based on a review and analysis of the College's executive structure, that there is a need to create a Vice President for Enrollment Management & Student Affairs position, and

**WHEREAS**, the attached Vice President for Enrollment Management & Student Affairs position description has been recommended by the President, be it therefore

**RESOLVED**, that the Vice President for Enrollment Management & Student Affairs description be approved in accordance with the position description attached to this resolution, and be it further

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

<b>STATE OF NEW YORK:</b>	<b>I, NANCY MURPHY, CLERK</b> of the Board of Trustee of
<b>SS:</b>	Tompkins Cortland Community College, <b>DO HEREBY</b>
<b>COUNTY OF TOMPKINS:</b>	<b>CERTIFY</b> that the foregoing resolution is a true copy of a
	resolution duly adopted by the Board of Trustees of
	Tompkins Cortland Community College at a regular meeting of said Board on the 14 <sup>h</sup> of May
	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 14th day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

# TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**

Vice President for Enrollment Management &  
Student Affairs

**GRADE**

M/C

**PAGE**

Page 1 of 2

**ORGANIZATIONAL UNIT**

Executive

**REPORT TO**

President

**APPROVED BY****SUMMARY:**

The Vice President of Enrollment Management and Student Affairs (VPEMSA) is the College's senior executive responsible to lead, develop and maintain an integrated and proactive system that serves and supports students from initial contact with the College to a comprehensive co-curricular student development model to successful transfer and career placement. The VPEMSA serves as a member of the senior leadership team and demonstrates executive leadership, strategic thinking, in-depth analysis, evaluation, and collaboration with other senior leaders to advance strategic institutional goals and proactively address issues affecting the success of the College and its students. Provides executive leadership for the VPEMSA Division and manages the leadership team with responsibility for functional areas, including Admissions, Athletics, Childcare Center, Continuing Education and Workforce Development, Early College/College Now, Enrollment Management Systems, Financial Aid, Health & Wellness, Welcome Center Services, Opportunity Programs, Residence Life, Strategic Marketing, Student Activities, Student Conduct and Student Success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides vision and strategic leadership for the Division of Enrollment Management and Student Affairs, focused on coordinated planning and goal setting, cohesion of leadership, team development, and communication and shared goal attainment.
2. Conducts research and employs a data-informed approach to develop, execute, evaluate, and continuously strengthen comprehensive plans that emphasize proactive strategies that achieve goals for student enrollment, retention, and post-graduation outcomes.
3. Advances a research-informed, comprehensive student development model and a coordinated system of student-focused programs and services that support the growth and development of the whole student.
4. Fosters a culture of innovation, continuous improvement, teamwork, and professional development within the division.
5. Formulates policy recommendations for Enrollment Management and Student Affairs, fidelity in practice to approved policies and protocols, and recommends adjustments as necessary.
6. Leads the development, implementation, and evaluation of the College's Strategic Enrollment Plan and Strategic Enrollment Plan Council, as well as related sub-councils and/or workgroups.
7. Working collaboratively with Academic Affairs, leads and develops co-curricular initiatives to advance institutional goals, support institutional learning outcomes, strengthen student success, and utilize best practices.
8. Sustains strong analytics functions that leverage information and technology tools in predictive modeling and evaluation to track progress and assess student success strategies.
9. Represents the College and serves as liaison to SUNY leadership and affinity groups, national associations, and other appropriate organizations related to the scope of responsibilities.
10. Provides data to identify opportunities, monitor and track results, and recommend adjustments to advance the mission and goals of the college.
11. Demonstrates fiscal responsibility in the oversight of the Division's operating budget while evaluating and maximizing the impact of resources.
12. Ensures compliance with applicable federal (e.g., FERPA), state, and local laws, policies, SUNY regulations, board and college policies, and other necessary and required reporting.
13. Serves on the Executive Council, other various college committees, and respective councils, participates in such other institutional activities as planning and assessment, and performs other related tasks as assigned.
14. Collaborates actively with the senior leadership team to ensure effective and efficient service coordination.

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**POSITION TITLE**Vice President for Enrollment Management &  
Student Affairs**GRADE**

M/C

**PAGE**

Page 2 of 2

**ORGANIZATIONAL UNIT**

Executive

**REPORT TO**

President

**APPROVED BY**

15. The performance of this work is primarily in-person and on-site. Options for occasional remote work may be available with appropriate approvals.
16. Flexible hours required; some travel may be necessary

**MINIMUM QUALIFICATIONS:**

Master's degree with at least 10 years of progressive responsibility in enrollment and student affairs leadership. Experience working closely with Institutional Research and related data assessment and trend analysis. Demonstrated ability to be a collaborative and student-centered leader. Ability to perform with a high degree of diplomacy, confidentiality, and professionalism. Demonstrated success in supervising multiple components within a complex institution. A forward-thinking leader with a record of successful recruitment and retention strategies, professional diligence, and creative problem solving. Ability to work successfully with diverse populations, building an inclusive learning and working environment to enhance diversity and sense of belonging. Knowledge of FERPA, TITLE IX, and other regulatory guidelines applicable to this area of work.

**DESIRED QUALIFICATIONS:**

Leadership experience in a community college setting.

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-40**

**IN APPRECIATION OF Debra Henson**

**WHEREAS**, Debra Henson was hired on October 8, 1979,

**WHEREAS**, Debra Henson elected to retire from her position as Cleaner effective January 3, 2025, and

**WHEREAS**, Debra Henson is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Debra Henson for over 45 years of dedicated service, and be it further

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

<p><b>STATE OF NEW YORK:</b></p> <p style="text-align: center;"><b>SS:</b></p> <p><b>COUNTY OF TOMPKINS:</b></p>	<p><b>I, Nancy Murphy, CLERK</b> of the Board of Trustees of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> 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 14th day of May 2025, and the same is a complete copy of the whole of such resolution.</p>
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**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 14th day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-41**

**IN APPRECIATION OF Mary Sue Keep**

**WHEREAS**, Mary Sue Keep was hired on February 7, 2005,

**WHEREAS**, Mary Sue Keep elected to retire from her position as Student Housing Coordinator effective February 27, 2025, and

**WHEREAS**, Mary Sue Keep is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Mary Sue Keep for over 20 years of dedicated service, and be it further

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

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, Nancy Murphy, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14th day of May 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 14th day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-42**

**IN APPRECIATION OF Gail Neely**

**WHEREAS**, Gail Neely was hired on August 29, 2016,

**WHEREAS**, Gail Neely elected to retire from her position as Enrollment Service Specialist effective May 7, 2025, and

**WHEREAS**, Gail Neely is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Gail Neely for over 8 years of dedicated service, and be it further

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

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, Nancy Murphy, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14th day of May 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 14th day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-43**

**IN APPRECIATION OF James Jacob**

**WHEREAS**, James Jacob was hired on January 25, 2000,

**WHEREAS**, James Jacob elected to retire from his position as Professor of Biology effective September 1, 2025, and

**WHEREAS**, James Jacob is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to James Jacob for over 25 years of dedicated service, and be it further

**RESOLVED**, that the Board of Trustees extends best wishes to in all of his future endeavors.

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, Nancy Murphy, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14th day of May 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 14th day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-44**

**IN APPRECIATION OF Kimberly Sharpe**

**WHEREAS**, Kimberly Sharpe was hired on August 23, 2001,

**WHEREAS**, Kimberly Sharpe elected to retire from her position as Professor of Nursing effective September 1, 2025, and

**WHEREAS**, Kimberly Sharpe is an outstanding individual and professional and will be greatly missed at Tompkins Cortland Community College, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College expresses thanks to Kimberly Sharpe for over 24 years of dedicated service, and be it further

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

**STATE OF NEW YORK:**

**SS:**

**COUNTY OF TOMPKINS:**

**I, Nancy Murphy, CLERK** of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14th day of May 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 14th day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-45**

**2025 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN ADJUNCT TEACHING  
Steve Weed**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Adjunct Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College (.5 FTE or less), and

**WHEREAS**, Steve Weed has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling his responsibilities with evidenced excellence in adjunct teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2025 Chancellor's/Trustees' Award for Excellence in Adjunct Teaching to Steve Weed.

**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 14<sup>th</sup> day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-46**

**2025 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN CLASSIFIED SERVICE  
Cathy Christopher**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Classified Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Ms. Cathy Christopher has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in classified service, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2025 Chancellor's/Trustees' Award for Excellence in Classified Service to Ms. Cathy Christopher.

<p><b>STATE OF NEW YORK:</b></p> <p style="text-align: center;"><b>SS:</b></p> <p><b>COUNTY OF TOMPKINS:</b></p>	<p><b>I, Nancy Murphy, CLERK</b> of the Board of Trustees of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> 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 14<sup>th</sup> day of May 2025, and the same is a complete copy of the whole of such resolution.</p>
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**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-47**

**2025 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN FACULTY SERVICE  
Kerry Curran**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Faculty Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Professor Kerry Curran has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in faculty service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2025 Chancellor's/Trustees' Award for Excellence in Faculty Service to Professor Kerry Curran.

<p><b>STATE OF NEW YORK:</b></p> <p style="text-align: center;"><b>SS:</b></p> <p><b>COUNTY OF TOMPKINS:</b></p>	<p><b>I, NANCY MURPHY, CLERK</b> of the Board of Trustees of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> 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 14<sup>th</sup> day of May 2025, and the same is a complete copy of the whole of such resolution.</p>
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**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-48**

**2025 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN PROFESSIONAL SERVICE  
Carrie Coates Whitmore**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Professional Service to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Ms. Carrie Coates Whitmore has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in professional service in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2025 Chancellor's/Trustees' Award for Excellence in Professional Service to Ms. Carrie Coates Whitmore.

**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 14<sup>th</sup> day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-49**

**2025 CHANCELLOR'S/TRUSTEES' AWARD  
FOR EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES  
Melissa Schmidt**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Scholarship and Creative Activities, which is to be presented to an individual who consistently engages in and has established a solid record of scholarship and creative productivity in addition to their teaching responsibilities, and

**WHEREAS**, Professor Melissa Schmidt has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in outstanding scholarly and creative productivity, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2025 Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities to Professor Melissa Schmidt.

**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 14<sup>th</sup> day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-50**

**2025 CHANCELLOR’S/TRUSTEES’ AWARD  
FOR EXCELLENCE IN TEACHING – Lisa Seyfried**

**WHEREAS**, the Chancellor of the State University of New York and the Board of Trustees of Tompkins Cortland Community College annually present an Award for Excellence in Teaching to an individual who, through continued and exceptional service, represents the highest level of commitment to the mission and goals of the College, and

**WHEREAS**, Assistant Professor Lisa Seyfried has been named by the Chancellor and by the selection committee appointed by the Board of Trustees as an individual who performs superbly in fulfilling her responsibilities with evidenced excellence in teaching in numerous areas, and who has exceeded standards in a creative and innovative fashion, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby presents the 2025 Chancellor’s/Trustees’ Award for Excellence in Teaching to Assistant Professor Lisa Seyfried.

<p><b>STATE OF NEW YORK:</b></p> <p style="text-align: center;"><b>SS:</b></p> <p><b>COUNTY OF TOMPKINS:</b></p>	<p><b>I, NANCY MURPHY, CLERK</b> of the Board of Trustees of Tompkins Cortland Community College, <b>DO HEREBY CERTIFY</b> 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 14<sup>th</sup> day of May 2025, and the same is a complete copy of the whole of such resolution.</p>
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**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-39**

**3-D Digital Optical Microscope**

**WHEREAS**, there is a need for a 3-D Digital Optical Microscope for instruction at TC3, to be funded by the SUNY Transformations Grant, and

**WHEREAS**, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for a 3-D Digital Optical Microscope and

**WHEREAS**, Hirox USA of Oradell, NJ has provided the lowest responsible bid meeting specifications that were distributed to all bidders, be it therefore

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College awards the bid for a 3-D Digital Optical Microscope to Hirox USA per their bid of \$48,382.00. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by the Interim Provost and Faculty that the required specifications have been met, approval of all governmental agencies having jurisdiction, the furnishing by contract of required insurance, and acceptable recommendation, be it further

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

**STATE OF NEW YORK:**  
**SS:**  
**COUNTY OF TOMPKINS:**

**I, NANCY MURPHY, CLERK** of the Board of Trustee of Tompkins Cortland Community College,  
**DO HEREBY CERTIFY** that the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on this 16th day of October 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees

4/23/25

From: Kevin Caveney, Purchasing

**RE: Recommendation of Bid Award for 3-D Digital Optical Microscope**

Tompkins Cortland Community College seeks to purchase equipment for Micro-Nanotechnology Fabrication and Safety curriculum to expand existing programming. Funding has been secured by a SUNY Transformations grant and will be used to purchase equipment and update the college facilities. The equipment for these credentials will also be an important enhancement for interdisciplinary undergraduate research projects for students in the biology, environmental science, and chemistry departments.

In consultation with the Provost and Faculty, we are recommending the award of the bid for a **3-D Digital Optical Microscope** to HIROX-USA Inc. for the bid amount of \$48,382.00. A sealed bid process was conducted per the requirements of New York State General Municipal Law 103. A summary of the bids received is listed below.

The bid was advertised in The Ithaca Journal, and on the College's website. Bid requests were sent to 2 qualified vendors for this specific equipment. Bids were received from HIROX-USA Inc. in the amount of \$48,382.00 and from Keyence Corporation in the amount of \$52,517.25 and \$79,565.50 (alternate proposal) for equipment meeting the specifications.

Kevin Caveney  
Purchasing

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-51**

**ANTI-HAZING POLICY**

**WHEREAS**, Stop Campus Hazing Act (Amendments to 20 U.S.C 1092 (f) requires the college to adopt an Anti-Hazing Policy, and;

**WHEREAS**, the College has tasked the Associate VP of Student Affairs to create, outline, and recommend best practices, and has been reviewed by College Senate, and;

**WHEREAS**, this policy has gone through review process 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 Anti-Hazing 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 14th day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Responsible Executive**  
Vice President of Student Affairs  
Director of Public Safety

**Review Cycle**  
Annual. May 2026

**References**  
[Stop Campus Hazing Act](#)  
[\(Amendments to 20 U.S.C. 1092\(f\)\)](#)

# Anti-Hazing Policy

## Purpose and Scope

Tompkins Cortland Community College complies with the *Stop Campus Hazing Act* by separating this anti-hazing policy from the [Maintenance of Public Order Policy](#) and developing processes and procedures to ensure the campus' on-going commitment to maintaining a safe campus environment.

## Policy Statement

Tompkins Cortland Community College adopts the definition of ***hazing*** provided in the *Stop Campus Hazing Act*, and that definition will be published in conjunction with the implementation processes and procedures, including any future updates or changes to the definition. In the event that NYS Law is amended to include further acts or expands the federal definition, those acts or definition will be included as well.

## Campus Hazing Transparency Report

Tompkins Cortland also will record, monitor, and report via a *Campus Hazing Transparency Report* by December 23, 2025 and update that report thereafter no later than January 15 and July 15 each year, with the details required by the *Stop Campus Hazing Act*. These records will be maintained on the Tompkins Cortland Community College website for a period of five (5) academic years. The reporting processes and procedures will comply with the Family Educational Rights Privacy Act (FERPA).

## Hazing Prevention

Tompkins Cortland will develop and maintain a comprehensive research-based program to prevent hazing that will be a campus-wide program for students, staff, faculty, and other campus stakeholders, such as alumni and families of students. In addition, this program is designed and implemented in partnership with a broad coalition of campus stakeholders, including leadership of the institution, faculty, staff, and students, parents, and alumni. This program will further include information on hazing awareness, hazing prevention, the institution's policies on hazing, how to report hazing, and the process used to investigate hazing. It will include skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.

**Resolution**  
2024-2025-51

**History**  
New

**Policy Reference Number**  
SA-02-BOT

**TOMPKINS CORTLAND COMMUNITY COLLEGE  
RESOLUTION 2024-2025-53**

**Modification to Maintenance of Public Order Policy**

**WHEREAS**, the Board of Trustees has adopted the **Anti-Hazing Policy**, and

**WHEREAS**, the Board's Policy on Maintenance of Public Order Policy has a section on anti-hazing, and

**WHEREAS**, the *Hazing* section of the Maintenance of Public Order Policy is now addressed under the Anti-Hazing Policy,

**RESOLVED**, that the Board of Trustees of Tompkins Cortland Community College hereby authorizes the deletion of the *Hazing* section of the Maintenance of Public Order Policy.

**STATE OF NEW YORK:**

**55:**

**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 14<sup>th</sup> day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Responsible Executive**

Vice President of Student Affairs  
Director of Public Safety

**Review Cycle**

June 2025; 3 years

**References**

[NYS Education Law §6430;](#)  
[Civil Rights Act of 1964](#)

# Maintenance of Public Order Policy

## Purpose and Scope

This policy governs the conduct of students, faculty, all other staff, licensees, invitees and all other persons, whether or not their presence is authorized, upon the campus of Tompkins Cortland Community College. They also apply to the same individuals with respect to any other premises or property, under the control of the College, and that are used in teaching, research, administrative service, cultural, recreational, athletic or other programs and activities.

## Policy Statement

The college promotes free speech and discussion because of the tremendous benefits this freedom confers on our students' education. Tompkins Cortland Community College is also obligated to both observe the protections for speech provided by the First Amendment to the United States Constitution and Article 1, Section 8 of the New York Constitution and support protections offered by The Civil Rights Act of 1964, as amended, and other federal, state and local civil rights laws and regulations. However, the college must continue to function if the search for knowledge and truth is to be meaningful.

An academic institution cannot function properly in its search for knowledge and truth in an atmosphere that is not open. Therefore, no person, individually, or in concert with others, will engage in activity that interferes with the operations of the college or its affiliate organizations, including:

- willfully or recklessly cause injury to another person, or create a significant risk of doing so, nor threaten to do so;
- physically restrain or detain any other person;
- remove anyone from any place where he or she is authorized to remain;
- willfully or recklessly damage or destroy property of the campus or property under its care, nor create a significant risk of doing so;
- remove property of the campus or property under its care without authorization;
- use campus property or property in the campus's care without authorization;
- enter into any private office {of an administrative officer, member of the faculty or staff member} without implied or explicit permission;
- enter into and remain in any campus building or facility in such manner as to obstruct its authorized use;
- remain in any building or facility after it is closed without authorization;
- refuse to leave a campus building or facility after being required to do so by an authorized personnel or police authority;
- obstruct the free movement of people and vehicles in any place to which this policy applies;

- deliberately disrupt or prevent the peaceful and orderly conduct of college or affiliated organizations' business;
- deliberately disrupt or prevent the freedom of any person to express their views, including invited speakers;
- excepting law enforcement officers, knowingly have in their possession upon the premises to which this policy applies, any firearm or weapon without the written authorization of the Director of Campus Police, whether or not a license to possess the weapon has been issued to the person;
- willfully incite others to commit immediate acts of violence or immediate acts of destruction of property, or
- Take any action, create or participate in the creation of any situation, which recklessly or intentionally endangers the mental or physical health of anyone for the initiation into or affiliation with any organization.

## Violations

The penalty for violations of these rules shall include the ejection of a violator from the College and its property. Student or employee (including faculty) violations will be governed by the Code of Conduct or applicable employee disciplinary procedures and may include suspension, termination, expulsion, or other appropriate disciplinary action. An organization which authorizes such conduct by its members shall be subject to rescission of permission to operate on campus property.

## Freedom of Speech and Assembly

No person shall be subject to any limitation or penalty for expressing their views or for assembling with others for such purpose so long as there is no violation of the above rules. . Demonstrations may take place between the hours of 9:00 am and the close of normal College hours of operation; be located in designated demonstration locations: 1 - north end main building parking south of lot 3 and the adjoining grassy knoll; 2 - grassy area immediately south of cafeteria and east of student center); and be of a manner that does not disrupt normal College operations; impede vehicle or pedestrian traffic; prevent access to buildings, offices or facilities; or pose a reasonable threat of harm to persons or property. Peaceful picketing and other orderly demonstrations in such designated areas of the campus are not subject to interference providing there is no violation of the above rules.

## Hazing

~~The practice commonly known as "hazing" will not be permitted on the Tompkins Cortland Community College campus and no recognized student organization may practice an initiation rite, or require it as a condition for membership or affiliation, that involves reckless or intentional acts that create risk to the health, well-being, and lives of individuals. Individuals may not be harassed, humiliated, or abused, and may not be forced to consume liquor or drugs for the purpose of initiation into, or affiliation with, an organization.~~

~~The charter of all recognized student organizations will contain a statement prohibiting hazing and all new students will be made aware of the college position relative to hazing.~~

~~Individuals or organizations involved in hazing practices shall be subject to college disciplinary procedures, as well as to applicable local, state, or federal laws.~~

### Additional Processes and Procedures

The Board of Trustees of Tompkins Cortland Community College authorizes the president of the college, or their delegate(s), to develop additional reasonable processes and procedures to enforce this policy.

#### Resolution

2024-~~2025-53##-##~~

#### History

6/19/69 – 4/24/86; 2/16/17

#### Policy Reference Code

SA-01-BOT



**Tompkins Cortland Community College Board of Trustees Resolution  
Resolution Number 2024-2025- 56**

**Nomination of Linda Bruno  
NYCCT Friend of Community Colleges Award**

**WHEREAS**, Tompkins Cortland Community College values and seeks to recognize the outstanding achievements and contributions of individuals to advance the cause of community college education; and

**WHEREAS**, Linda Bruno has made significant contributions to the education field as a high school business teacher that reflect the core values of Tompkins Cortland Community College; and

**WHEREAS**, The New York Community College Trustees is seeking nominations for the Friend of Community Colleges Award;

**RESOLVED** that the Board of Trustees of Tompkins Cortland Community does hereby nominate Linda Bruno for the NYCCT Friend of Community Colleges Award in recognition of their outstanding achievements and contributions; and

**RESOLVED** that this resolution be documented in the official records of the Tompkins Cortland Community College Board of Trustees and that a formal nomination package be submitted to the NYCCT in support of Bruno's candidacy for the Friend of Community Colleges Award ; and

**RESOLVED** that the Board of Trustees extends its heartfelt congratulations to Linda Bruno for their exemplary achievements and wishes them continued success in all future endeavors.

**STATE OF NEW YORK:**                    **I, NANCY MURPHY, CLERK** of the Board of  
**SS:**                                        Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**           **DO HEREBY CERTIFY** the foregoing resolution is

a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14<sup>th</sup> day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Tompkins Cortland Community College Board of Trustees Resolution  
Resolution Number 2024-2025- 57**

**Nomination of Kelly Tobin, '01  
NYCCT Distinguished Alumni Award for Professional Contribution**

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

**WHEREAS**, Kelly Tobin '01 has made significant contributions to the childcare and community programming field that reflect the core values of Tompkins Cortland Community College; and

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

**RESOLVED** that the Board of Trustees of Tompkins Cortland Community does hereby nominate Kelly Tobin, '01 for the NYCCT Distinguished Alumni Award for Professional Service in recognition of their outstanding achievements and contributions; and

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

**RESOLVED** that the Board of Trustees extends its heartfelt congratulations to Kelly Tobin, '01 for their exemplary achievements and wishes them continued success in all future endeavors.

**STATE OF NEW YORK:**                    **I, NANCY MURPHY, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:**           **DO HEREBY CERTIFY** the foregoing resolution is

a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14<sup>th</sup> day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College

**Tompkins Cortland Community College Board of Trustees Resolution  
Resolution Number 2024-2025- 58**

**Nomination of Cayuga Medical Center  
NYCCT Edward J. Pawenski Business/Industry Partnership Award**

**WHEREAS**, Tompkins Cortland Community College values and seeks to recognize the outstanding achievements and contributions of corporation for their commitment to TC3; and

**WHEREAS**, Cayuga Medical Center has significant partnership with TC3 designed to stimulate increased worker training and/or retraining activity and reflect the core values of Tompkins Cortland Community College; and

**WHEREAS**, The New York Community College Trustees is seeking nominations for the Edward J. Pawenski Business/Industry Partnership Award;

**RESOLVED** that the Board of Trustees of Tompkins Cortland Community does hereby nominate Cayuga Medical Center for the NYCCT Edward J. Pawenski Business/Industry Partnership Award in recognition of their outstanding achievements and contributions; and

**RESOLVED** that this resolution be documented in the official records of the Tompkins Cortland Community College Board of Trustees and that a formal nomination package be submitted to the NYCCT in support of Cayuga Medical Center's candidacy for the Edward J. Pawenski Business/Industry Partnership Award; and

**RESOLVED** that the Board of Trustees extends its heartfelt congratulations to Cayuga Health for their exemplary achievements and wishes them continued success in all future endeavors.

**STATE OF NEW YORK:** I, **NANCY MURPHY, CLERK** of the Board of  
**SS:** Trustees of Tompkins Cortland Community College,  
**COUNTY OF TOMPKINS:** **DO HEREBY CERTIFY** the foregoing resolution is

a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 14<sup>th</sup> day of May 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 14<sup>th</sup> day of May 2025.

Clerk of the Board of Trustees  
Tompkins Cortland Community College



# Informational Items

# Tompkins Cortland Labor Market Data Report

Analysis produced using Lightcast.com.

Data represents Broom, Cayuga, Chemung, Chenango, Cortland, Madison, Oneida, Onondaga, Ontario, Oswego, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, and Yates counties.

Data accessed April 18, 2025

## 20 Largest Occupations

Occupation	Median Annual Earnings: 2024	# Jobs: 2024	Change, # Jobs: 2021-24	Typical Entry-Level Education
1 Home Health and Personal Care Aides	<b>\$34,586</b>	23,209	1,337	High school diploma or equivalent
2 Retail Salespersons	<b>\$33,092</b>	21,903	-590	No formal educational credential
3 Postsecondary Teachers	<b>\$88,900</b>	21,106	2,017	Doctoral or professional degree
4 Fast Food and Counter Workers	<b>\$31,403</b>	20,840	1,201	No formal educational credential
5 Cashiers	<b>\$31,042</b>	18,524	-816	No formal educational credential
6 Registered Nurses	<b>\$82,528</b>	17,594	469	Bachelor's degree
7 General and Operations Managers	<b>\$92,984</b>	15,534	944	Bachelor's degree
8 Janitors and Cleaners, Except Maids and Housekeeping Cleaners	<b>\$34,463</b>	15,367	834	No formal educational credential
9 Stockers and Order Fillers	<b>\$37,972</b>	14,885	2,824	High school diploma or equivalent
10 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	<b>\$44,372</b>	13,171	-1,355	High school diploma or equivalent
11 Office Clerks, General	<b>\$38,060</b>	13,109	-31	High school diploma or equivalent
12 Customer Service Representatives	<b>\$41,686</b>	12,698	108	High school diploma or equivalent
13 Teaching Assistants, Except Postsecondary	<b>\$32,544</b>	12,614	1,092	Some college, no degree
14 Laborers and Freight, Stock, and Material Movers, Hand	<b>\$37,662</b>	11,855	1,044	No formal educational credential
15 Maintenance and Repair Workers, General	<b>\$45,927</b>	11,063	-420	High school diploma or equivalent
16 Heavy and Tractor-Trailer Truck Drivers	<b>\$52,480</b>	10,142	303	Postsecondary nondegree award
17 Bookkeeping, Accounting, and Auditing Clerks	<b>\$46,573</b>	9,159	-442	Some college, no degree
18 Waiters and Waitresses	<b>\$43,959</b>	9,040	509	No formal educational credential
19 Elementary School Teachers, Except Special Education	<b>\$72,024</b>	8,819	447	Bachelor's degree
20 Nursing Assistants	<b>\$37,214</b>	8,256	217	Postsecondary nondegree award

**MIT living wage (New York State) - 1 adult, no dependents =**

**\$57,337**

Analysis produced using Lightcast.com. Data represents Broom, Cayuga, Chemung, Chenango, Cortland, Madison, Oneida, Onondaga, Ontario, Oswego, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, and Yates counties.

## 20 Largest Occupations that require a post-secondary credential and provide a living wage

Occupation	Median Annual Earnings: 2024	# Jobs: 2024	Typical Entry-Level Education
1 Postsecondary Teachers	<b>\$88,900</b>	21,106	Doctoral or professional degree
2 Registered Nurses	<b>\$82,528</b>	17,594	Bachelor's degree
3 General and Operations Managers	<b>\$92,984</b>	15,534	Bachelor's degree
4 Elementary School Teachers, Except Special Education	<b>\$72,024</b>	8,819	Bachelor's degree
5 Accountants and Auditors	<b>\$77,596</b>	6,734	Bachelor's degree
6 Secondary School Teachers, Except Special and Career/Technical Education	<b>\$73,708</b>	6,617	Bachelor's degree
7 Software Developers	<b>\$114,132</b>	5,545	Bachelor's degree
8 Middle School Teachers, Except Special and Career/Technical Education	<b>\$73,791</b>	4,687	Bachelor's degree
9 Project Management Specialists	<b>\$95,657</b>	3,985	Bachelor's degree
10 Human Resources Specialists	<b>\$68,815</b>	3,594	Bachelor's degree
11 Market Research Analysts and Marketing Specialists	<b>\$69,054</b>	3,271	Bachelor's degree
12 Lawyers	<b>\$115,647</b>	3,062	Doctoral or professional degree
13 Business Operations Specialists, All Other	<b>\$76,971</b>	3,010	Bachelor's degree
14 Managers, All Other	<b>\$85,931</b>	2,984	Bachelor's degree
15 Educational, Guidance, and Career Counselors and Advisors	<b>\$59,103</b>	2,806	Master's degree
16 Management Analysts	<b>\$84,966</b>	2,798	Bachelor's degree
17 Financial Managers	<b>\$142,989</b>	2,736	Bachelor's degree
18 Industrial Engineers	<b>\$91,329</b>	2,579	Bachelor's degree
19 Buyers and Purchasing Agents	<b>\$67,668</b>	2,404	Bachelor's degree
20 Child, Family, and School Social Workers	<b>\$60,592</b>	2,205	Bachelor's degree

## 20 Largest Occupations that require a post-secondary credential and **do not** provide a living wage

Occupation	Median Annual Earnings: 2024	# Jobs: 2024	Typical Entry-Level Education
1 Heavy and Tractor-Trailer Truck Drivers	<b>\$52,480</b>	10,142	Postsecondary nondegree award
2 Nursing Assistants	<b>\$37,214</b>	8,256	Postsecondary nondegree award
3 Licensed Practical and Licensed Vocational Nurses	<b>\$53,507</b>	5,317	Postsecondary nondegree award
4 Automotive Service Technicians and Mechanics	<b>\$45,434</b>	4,955	Postsecondary nondegree award
5 Substitute Teachers, Short-Term	<b>\$37,323</b>	3,851	Bachelor's degree
6 Medical Assistants	<b>\$40,094</b>	2,771	Postsecondary nondegree award
7 Hairdressers, Hairstylists, and Cosmetologists	<b>\$30,860</b>	2,640	Postsecondary nondegree award
8 Preschool Teachers, Except Special Education	<b>\$36,659</b>	2,500	Associate's degree
9 Teaching Assistants, Postsecondary	<b>\$46,361</b>	2,235	Bachelor's degree
10 Substance Abuse, Behavioral Disorder, and Mental Health Counselors	<b>\$56,661</b>	2,103	Bachelor's degree
11 Dental Assistants	<b>\$43,701</b>	1,918	Postsecondary nondegree award
12 Healthcare Social Workers	<b>\$50,903</b>	1,802	Master's degree
13 Coaches and Scouts	<b>\$44,792</b>	1,701	Bachelor's degree
14 Emergency Medical Technicians	<b>\$39,671</b>	1,089	Postsecondary nondegree award
15 Manicurists and Pedicurists	<b>\$32,911</b>	1,088	Postsecondary nondegree award
16 Clergy	<b>\$50,506</b>	1,031	Bachelor's degree
17 Graphic Designers	<b>\$54,763</b>	1,003	Bachelor's degree
18 Medical Records Specialists	<b>\$48,791</b>	927	Postsecondary nondegree award
19 Tutors	<b>\$48,313</b>	902	Bachelor's degree
20 Health Technologists and Technicians, All Other	<b>\$47,754</b>	872	Postsecondary nondegree award



## 20 Largest Occupations that require more than a HS diploma, less than a bachelor's, and provide a living wage

Occupation	Median Annual Earnings: 2024	# Jobs: 2024	Typical Entry-Level Education
1 Computer User Support Specialists	\$57,888	3,187	Some college, no degree
2 Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$57,914	1,955	Postsecondary nondegree award
3 Radiologic Technologists and Technicians	\$76,205	1,480	Associate's degree
4 Paralegals and Legal Assistants	\$59,785	1,424	Associate's degree
5 Dental Hygienists	\$83,098	1,159	Associate's degree
6 Electrical and Electronic Engineering Technologists and Technicians	\$68,640	724	Associate's degree
7 Firefighters	\$73,625	713	Postsecondary nondegree award
8 Telecommunications Equipment Installers and Repairers, Except Line Installers	\$70,080	663	Postsecondary nondegree award
9 Industrial Engineering Technologists and Technicians	\$61,202	657	Associate's degree
10 Respiratory Therapists	\$79,487	605	Associate's degree
11 Computer Network Support Specialists	\$62,832	589	Associate's degree
12 Diagnostic Medical Sonographers	\$84,125	584	Associate's degree
13 Surgical Technologists	\$58,184	570	Postsecondary nondegree award
14 Architectural and Civil Drafters	\$58,017	520	Associate's degree
15 Engineering Technologists and Technicians, Except Drafters, All Other	\$62,316	429	Associate's degree
16 Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	\$104,700	398	Postsecondary nondegree award
17 Tool and Die Makers	\$61,336	398	Postsecondary nondegree award
18 Mechanical Engineering Technologists and Technicians	\$69,267	371	Associate's degree
19 Mechanical Drafters	\$59,620	334	Associate's degree
20 Medical Equipment Repairers	\$64,060	332	Associate's degree