

VISION

*To see strengths and unique potential in every person.
To inspire people to make the courageous choice to learn, grow, and serve.*

MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global community.

VALUES

*Learning
Excellence
Diversity
Opportunity
Innovation
Relationships*

TOMPKINS CORTLAND COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Tuesday March 24, 2020
Ronald W. Space Board Room – 5:30 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment*
6. Approval of Minutes
 - a. February 20, 2020 Regular meeting
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Audit Report
9. Information Items:
 - a. Human Resources Updates

10. Consent Agenda (Action Items):
 - a. Capital Payments
 - b. Appointment of Personnel
 - c. Interim CFO's Report
 - d. Position Description – IT Infrastructure Manager
 - e. Position Description – Assistant Vice President for College Relations
 - f. Approval of Tompkins Cortland Core Requirements

11. Standing Reports:
 - a. Provost & Vice President of Academic Affairs – Paul Reifenheiser
 - b. Faculty Student Association – Greg McCalley
 - c. Vice President Student Affairs – Greg McCalley
 - d. Chief Diversity Officer Report – Seth Thompson
 - e. Director of Community Outreach and Engagement – Deb Mohlenhoff
 - f. College Senate – Ashley Ahola & Jonathan Walz-Koeppel
 - g. Tompkins Cortland Community College Foundation, Inc. – Matt McSherry
 - h. Chairman's Report – Raymond Schlather
 - i. Liaison Report (Cortland County) – Kevin Fitch
 - j. Liaison Report (Tompkins County) – Michael Lane
 - k. Student Trustee's Report – Lana Esho
 - l. President's Report

12. Executive Session (to discuss personnel issue – action to be taken)

13. Upcoming Events:

Spring Break – March 23 – 27, 2020 – No classes
Spring Vacation Day – College closed – March 27, 2020
Mobile Food Truck - April 8, 2020 – 11:00 a.m. in the Student Center
PTK Award Ceremony and Chancellor's Award for Student Excellence Ceremony -
April 22, 2020 in Albany
Graduate of Note Ceremony – April 29, 2020 at 11:30 a.m. in the Forum
Take Pride Award Ceremony – May 6, 2020 at 12 noon in the Forum

14. Adjournment

***Public Comment:** Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 20, 2020
Board Room
5:30 P.M.

PRESENT: Roxann Buck, Elizabeth Burns, Lana Esho, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

EXCUSED: Arthur Kuckes, Judy Davison

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Bryan Chambala, Sharon Clark, Tim Densmore, Sue Dewey, Sunday Earle, Julie Gerg, Greg McCalley, Deb Mohlenhoff, Orinthia Montague, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Jason Thayer, Seth Thompson, Peter Voorhees

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:33 p.m. by Chair Schlather in the Ronald W. Space Board Room at the College.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** None
4. **Approval of Agenda:** Ms. Buck moved that the agenda be approved; seconded by Mr. McSherry; carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – January 16, 2020 Regular Meeting:** Ms. Burns moved that the minutes of the January 16, 2020, regular meeting be approved as presented; seconded by Ms. Michell-Nunn; motion called to approve minutes, motion approved unanimously.
7. **Communications: (2)** – On January 23, 2020 Cortland County Board of Legislature in Resolution No. 10-20 reappointed Matt McSherry to the Tompkins Community Cortland Board of Trustees for a seven-year term ending June 30, 2026. On January 23, 2020 Cortland County Board of Legislature in Resolution No. 25-20 appointed Kevin Fitch as the Cortland County liaison to the Tompkins Cortland Community College Board of Trustees through December 31, 2021. (Resolutions saved with these minutes.)
8. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees): Sharon Clark and Sunday Earle.** Sharon Clark, Director of Human Resources, thanked the Board of Trustees for approving the position for a Benefit Coordinator last year. Sunday Earle, Benefits Coordinator, meets with individual employees, retirees, vendors, etc. on a wide array topics regarding benefit packages. A copy of the presentation has been attached to the minutes of this meeting and is also included in the complete packet for this meeting on the website. Ms. Clark and Ms. Earle went through the list of the benefits offered to

the employees of the college, speaking to the differences between the four unions on campus and retirees. Retirement is state mandated and dependent on which union the employee is in. Presentation did not include benefits offered to FSA employees. The Benefit Summary presentation explains the health insurance plans offered by the College which is an 80/20 split in premium cost share (80% College paid/20% employee paid). A color-coded list of the plans offered effective January 1, 2020 with the cost and coverage for both an individual or family plan was distributed. Plans are negotiated with each bargaining unit. Benefit costs to the College are 24% of the College Budget with salaries adding another 51% to the College budget.

9. **Provost and Vice President of Academic Affairs – Report:** Written report provided. Ms. Michell-Nunn asked about Sports Management and the recent trip that was made to the Dominican Republic by faculty and administration. Provost Reifenheiser explained that the Global Connections students who come here for 2 summers receive an Associate’s degree. This is not the model that the school visited on this trip would be interested in. They are more interested in the farm to bistro program. Athletes in the Dominican Republic are “imported”. Rich Echevarria, an Instructor and Athletic Coach at TC3, connected with the son of the founder of the school so there may be a possibility for this in the future. Jorge Huayhuaca will contract with TC3 to help move this program possibility forward. Mr. Schlather asked if we used to have a relationship with schools in Columbia and Provost Reifenheiser said this will look at in the fall to try re-establish this relationship. When asked by Mr. Schlather asked about the ILO’s and if they are mandated by Middle States, Provost Reifenheiser stated the College needs to show that students can demonstrate abilities in 5 areas. While mandated to the 5 areas we have the option to expand and include more.

At the request of the Board, a Library presentation will be added for future Board of Trustees meeting date.

10. **Information Items:**

- a. **Human Resources Updates** – No discussion.

11. **Consent Agenda (Action Items):** Ms. Burns moved that the Consent Agenda be approved as submitted; seconded by Mr. Tytler; the motion was called; carried unanimously.

- a. **Capital Payments** – No discussion.

- b. **Appointment of Personnel** – No discussion.

- c. **Interim CFO Report** – Written report provided with preliminary financial statements ending December 31, 2019 and January 31, 2020. The 2018-2019 audit is complete and the Bonadio Group will give a presentation of their report at the March 19, 2020 Board of Trustees meeting. Even with the shortfall in FTE’s for the Spring semester to be a little more than predicted, we will be able to maintain the prior forecast. The three discussions on the 2020-21 Planning Process for the budget were well received and many good questions and positive comments were expressed.

- d. **Position Description – Student Account Administrator**

- e. **Position Description – Comptroller**

12. **Standing Reports:**

- a. **College Senate** - No report provided as the monthly meeting wasn’t held due to a snow day.
- b. **Faculty Student Association** – Written report provided. Vice President for Student Services also supplied a written report provided. It was noted that E-gaming (already popular with students on campus) will be a great recruitment tool and is already a true NJCAA sport –

year round; students have the ability make money on E-gaming and not lose eligibility. The location being looked at for the students use would be the “pit” or lower level section of the cafeteria if approved. An E-game sport management program might be possible in the future.

- c. **Chief Diversity Officer** – Written report provided. A Barbershop (creative idea between Residence Life staff and ODESS) gives an opportunity for connection between and with male students (female students are also invited to this and engage in the conversations). The use of the Panther Den is transformed into a barbershop (licensed barbers are brought in). Originally grant funds were used for this. Lana Esho stated was at the last Barbershop event and students said the conversations were uncomfortable but they are glad they had them. There is no charge to the students. There is a 5 hour block of time and 3-4 barbers. Mr. Tytler asked about the program that had scheduled for the snow day to talk about students and their concerns with Walmart. This is planned be rescheduled. Ms. Michell-Nunn asked about the ID summit and Seth Thompson said it was well attended with approximately 80 students from various campuses participated.
- d. **Director of Community Outreach and Engagement** –Written report provided. In addition she invited everyone to purchase tickets for Mardi Gras event on Tuesday, February 25th, 5-8 p.m. President Montague will be a guest bartender. This is a partnership with United Way and a fundraiser for the United Way. Mike Lane thanked Deb Mohlenhoff for the information provided on the census and noted there is still need a need for employees @ \$20/hour, with flexible hours (skills assessment of what the person can do); and goes through end of July.
- e. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
- f. **Chairperson’s Report** – No report. Chair Schlather asked when an article would be coming out in the Ithaca Voice to give a more accurate account of our enrollment. Bryan Chambala and Peter Voorhees will follow up with the reporter.
- g. **Liaison Report (Cortland County)** – No report.
- h. **Liaison Report (Tompkins County)** – Mr. Lane reiterated the census information. He noted the Chair of the County Legislature is Leslyn McBean-Clairborne and the County Clerk is Shawna Black. Senator Schumer was in Ithaca to talk about Veterans. There is concern about Medicaid and the cost to the County if the Governor’s plan moves forward. A delegation was sent to Albany to represent the county.
- i. **Student Trustee’s Report** – The Student government held an open house last Friday. The TC3 chapter of PTK reached 5 star level for the 4th year in a row. When asked about student concerns with food/cafeteria she noted that the cafeteria is moving forward little bits at a time.
- j. **President’s Report** – Written Report. Members of President’s Cabinet met with Cortland County legislators and were given an update and overview as well as a tour of the facility so they could see the need to update labs, classrooms, etc. President Montague noted that she is a Board of Trustee member for Ithaca College, went with that Board to California and toured their CA campus. While there, she the met CEO of Disney. Being a Board member for Ithaca College provides a relationship and opportunity to connect with and partner with people who may be able to be connected in the future with TC3. President Montague attended GIAC where she heard from one of the Central Park 5 and was able to put into perspective all he went through. Ms. Michell-Nunn added that this young man represented a lot of people and is well-adjusted in spite of what he went through. It was noted there are people in jail that could contribute to society and need someone advocate for them. Questions were ask about the education given to students coming out of prison. There are programs offered at other colleges and this is something that can be looked into as a possibility for TC3 down the road. Zonta Club will meet with President Montague at the College for a second time on March 17th.

13. Executive Session (to discuss a personnel issue – action to be taken) – Ms. Burns moved that the meeting convene in executive session at 7:09 p.m. for discussion of a personnel issue, with no action to be taken; seconded by Mr. McSherry; President Montague, Sharon Clark and Bill Talbot were invited.

Motion to go back into open session moved by Ms. Buck seconded by Mr. Tytler; approved unanimously. The meeting reconvened in regular session at 8:16 p.m.

14. Upcoming Events – No discussion.

15. Adjournment: Ms. Burns moved that the meeting be adjourned; seconded by Ms. Michell-Nunn; carried unanimously. The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of March 19, 2020

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Comptroller	June 2020	February 25, 2020	March 25, 2020	Accepting Applications
Coordinator of Applied Learning Initiatives	Spring 2020	February 14, 2020	March 16, 2020	Accepting Applications
Coordinator of Global Partnerships and Programs	March 2020	November 25, 2019	January 9, 2020	Offer in Progress
Director of Global Education and Initiatives	March 2020	November 22, 2019	January 6, 2020	Conducting On-Campus Interviews
Institutional Research Analyst	October 2019	September 6, 2019	October 21, 2019	Hired: Qin Xu (03/02/20)
Instructor of Computer Science/Computer Information Systems	August 24, 2020	February 5, 2020	March 5, 2020	Accepting Applications
School Food Grant Coordinator	February 2020	December 13, 2019	January 13, 2020	Conducting On-Campus Interviews
Technology Support Associate	February 2020	December 18, 2019	January 20, 2020	Zoom Interviews Completed

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Enrollment Services Specialist (1.0 FTE)	Ithaca Extension Center	December 2019	Hired: Christine Ibert (03/02/20) Provisional Appointment

FACULTY STUDENT ASSOCIATION

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Assistant Coach, Men's Soccer	Athletics & Recreation	March 2020	Accepting Applications
Head Coach, Women's Softball	Athletics & Recreation	February 2020	Hired: Dave Stevenson (1/20/20)
Lifeguard	Athletics & Recreation	March 2020	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	March 2020	Accepting Applications; Continuous Recruitment
Substitute Teacher	Childcare	March 2020	Accepting Applications; Continuous Recruitment
College Health Services Registered Nurse	Health Center	March 2020	Accepting Applications

BISTRO

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Banquet Server	TC3 Bistro	March 2020	Accepting Applications
Banquet Bartender	TC3 Bistro	March 2020	Accepting Applications
Banquet Supervisor	TC3 Bistro	March 2020	Accepting Applications
Bartender	TC3 Bistro	March 2020	Accepting Applications
Busser/Food Runner	TC3 Bistro	March 2020	Accepting Applications
Dishwasher	TC3 Bistro	March 2020	Accepting Applications
Line Cook	TC3 Bistro	March 2020	Accepting Applications
Server	TC3 Bistro	March 2020	Accepting Applications
Host/Hostess	TC3 Bistro	March 2020	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of March 19, 2020

COMPLAINANT

SUBJECT

DISPOSITION

None.

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
CAPITAL PAYMENTS - MARCH 2020**

	AMOUNT	SUBTOTAL	GRAND TOTAL
Childcare Facility Project			
Design/Architectural Services			
Claudia Brenner Design (PO #31685)			
Architectural Design & Related Services			
Invoice #3227	\$2,566.25		
Invoice #3228	\$68.75		
Total Design/Architectural Services		\$2,635.00	
Playground			
Play by Design (PO #33135)			
Custom Panel System	\$2,005.00		
Total Playground		\$2,005.00	
Administrative			
Harris Beach			
Legal Fees, All Seasons Dispute			
Invoice #2357328	\$325.10		
Total Administrative		\$325.10	
HVAC			
Kimble (PO #33186)			
HVAC			
Application #16	\$6,239.00		
Total HVAC		\$6,239.00	
TOTAL CHILDCARE FACILITY PROJECT			\$11,204.10
TOTAL CAPITAL PAYMENTS			\$11,204.10

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-35**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of

Trustees of Tompkins Cortland Community College,

DO HEREBY CERTIFY the foregoing resolution is

a true copy of a resolution duly adopted by the Board of

Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19th day of March 2020, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of March 2020.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Tuesday, March 3, 2020
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
January				
Ahmed, Ahmed	Teach per-student class compensated at independent study rate (CHEM228-HY50/4 students) team taught w/ J. Jacobs)	Adjunct	\$1,140.00	1/22/2020 To 5/15/2020
Archer, Pamela	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,649.20	1/22/2020 To 5/15/2020
Arnold, Melanie	Teach per-student class compensated at independent study rate (COMM115-M49C/3 students)	Adjunct	\$1,710.00	1/22/2020 To 5/15/2020
Bechtold, Charles	ENSC137 M01 MATH122 M01	Adjunct	\$5,355.00	1/22/2020 To 5/15/2020
Christofferson, Martin	CAPS111 HY1 CAPS121 HY1	Adjunct	\$2,777.46	1/22/2020 To 4/9/2020
Coretti, Justin	Developed online PARA206 - Spring 2020	Adjunct	\$3,100.00	1/22/2020 To 5/15/2020
Coretti, Justin	Teach per-student class compensated at independent study rate (PARA206-BL1/3 students)	Adjunct	\$1,710.00	1/22/2020 To 5/15/2020
Donohue, Kathryn	ENGL098 EL04 ENGL100 M04 ENGL100 EL04	Adjunct	\$5,820.00	1/22/2020 To 5/15/2020
Earley, Bernard	ENGL100 BL3 ENGL102 BL4 ENGL102 BL3	Adjunct	\$10,710.00	1/22/2020 To 5/15/2020
Emilian, Cathy	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,118.10	1/22/2020 To 5/15/2020
Farah, Fred	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,270.44	1/22/2020 To 5/15/2020
Galezo, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$559.05	1/22/2020 To 5/15/2020
Grossman, Rick	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,677.15	1/22/2020 To 5/15/2020
Kidder, Jennifer	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$670.86	1/22/2020 To 5/15/2020
Kyle, John	CAPS111 M02 CAPS133 BL1 CAPS131 BL3 CAPS131 BL2 CAPS121 M04 CAPS121 M03 CAPS121 M02 CAPS111 M04 CAPS111 M03	Adjunct	\$12,498.57	1/22/2020 To 5/15/2020
Lipa, Thomas	HLTH207 BL1 HLTH207 BL2	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Maltz, Allyson	Provide supervision to NURS225-32 FLD students while administering medications	Adjunct	\$1,829.80	1/22/2020 To 5/20/2020
Need, Barbara	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,354.30	1/22/2020 To 5/15/2020
Nottelman, Andrew	Provide supervision to NURS120-M36 and NURS225-34 FLD students while administering medications	Adjunct	\$2,352.60	1/22/2020 To 5/15/2020
Okaru, Alfie	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$559.05	1/22/2020 To 5/15/2020
Okaru, Alfred	FITN101 M01 RECR107 M01 FITN216 M01 FITN107 M01 FITN102 M01	Adjunct	\$7,245.00	1/22/2020 To 5/15/2020
Pittsley, Jaclyn	ENGL100 BL4 ENGL102 M04	Adjunct	\$6,660.00	1/22/2020 To 5/15/2020
Richards, David	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,677.15	1/22/2020 To 5/15/2020
Ross, Jessica	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,677.15	1/22/2020 To 5/15/2020
Sheehan, John	ANTH202 BL4 HSTY111 BL1	Adjunct	\$7,140.00	1/22/2020 To 5/15/2020
Smith, Nancy	Instruct students in practical skills applications, coordinate and assist with final practical skills exam delivery	Adjunct	\$1,254.72	1/22/2020 To 5/15/2020
Suben, Mark	Teach per-student class compensated at independent study rate (CRJU205-M49C/1 student)	Adjunct	\$570.00	1/22/2020 To 5/15/2020
Tate, Susan	Provide supervision to NURS255-M36 students while administering medications	Adjunct	\$1,699.10	1/22/2020 To 5/15/2020
Van Heusen, Matthew	Perform Clinical Coordinator functions for EMT Program	Adjunct	\$1,568.40	1/22/2020 To 5/15/2020
Vazenios, George	MATH109 M02	Adjunct	\$3,330.00	1/22/2020 To 5/15/2020
Veshcherevich, Radmil	Teach per-student class compensated at independent study rate (RSN280-M49C)	Adjunct	\$1,140.00	1/22/2020 To 5/15/2020
Wells, Frances	BUAD203 BL2 CAPS131 BL1 CAPS111 BL1	Adjunct	\$6,347.46	1/22/2020 To 5/15/2020
Whitecraft, Michele	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$1,677.15	1/22/2020 To 5/15/2020
Young, Tammi	CollegeNow Concurrent Enrollment Faculty Liaison Duties	Adjunct	\$3,354.30	1/22/2020 To 5/15/2020
Young, Tammi	BIOL232 M01 RECR285 BL1 RECR232 M01 RECR112 M01	Adjunct	\$7,245.00	1/22/2020 To 5/15/2020

February

Almann, Nancy	Redesign of Anatomy and Physiology courses	Adjunct	\$500.00	2/3/2020 To 5/22/2020
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Employee	Department	Title/Rank	Salary	Employment Dates
Kobre, Michael	Redesign of Anatomy and Physiology courses	Adjunct	\$500.00	2/3/2020 To 5/22/2020
McGee, Andrew	ECON101-D85 (Concurrent Enrollment)	Adjunct	\$3,330.00	2/3/2020 To 6/5/2020
McMahon, Joseph	ECON101-D99 (Concurrent Enrollment)	Adjunct	\$3,570.00	2/3/2020 To 6/12/2020
Amidon, Amanda	AMENDMENT - One day of work	Adjunct	\$261.40	2/13/2020
Donohue, Kathryn	Grant Writing Consultant	Adjunct	\$914.43	2/14/2020 To 5/1/2020
Caroompas, Alice	ENGL215 BL1	Adjunct	\$3,105.00	2/26/2020 To 5/15/2020
Carr, Kyle	COMM111 ME50 COMM265 M01 COMM112 ME50	Adjunct	\$6,347.46	2/26/2020 To 5/15/2020
Coleman, Cynthia	SOCI101 BL3 SOCI101 BL4	Adjunct	\$7,140.00	2/26/2020 To 5/15/2020
Pask, Margery	CAPS121 M01	Adjunct	\$1,388.73	2/26/2020 To 4/9/2020
Wee, Chia	HUMS128 BL2	Adjunct	\$2,910.00	2/26/2020 To 5/15/2020

March

Ibert, Christine	Ithaca Extension Center	Enrollment Services Specialist (Provisional Appointment)	\$45,952.32*	3/2/2020
Xu, Qian	Institutional Research	Institutional Research Analyst	\$58,350.00 *	3/2/2020
Strauf, Dale	FITN120 M01 FITN121 M01	Adjunct	\$1,785.00	3/17/2020 To 5/15/2020

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

March 19, 2020

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Bruce Need	08/31/20	Retirement

FACULTY STUDENT ASSOCIATION

None.

BISTRO

None.

TO: President Montague
FROM: Sharon Clark, Susan Dewey, and Bill Talbot
RE: Position Descriptions for March 2020 Board Approval
DATE: March 9, 2020

For the month of March 2020, there are two position descriptions being presented to the Board of Trustees for approval:

IT Infrastructure Manager

The IT Infrastructure Manager is a member of the Campus Technology Department. The position focuses on managing the College's information technology infrastructure. The position has oversight and responsibility for physical servers, storage devices, and cloud-based infrastructure. This is a grade 5, full-time, administrative position. The hiring range for a Grade 5 position is \$67,916-\$84,894.

Assistant Vice President for College Relations

The Assistant Vice President for College Relations is a member of the President's Cabinet and is designated as an M/C position. The position serves as the Tompkins Cortland liaison to our community, SUNY, state and federal officials. This position also has oversight of the College's Communications and Corporate and Community Partnership departments.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-36**

**APPROVAL OF POSITION DESCRIPTION
IT INFRASTRUCTURE MANAGER**

WHEREAS, the College has determined, based on a review and analysis of the Campus Technology department, that there is a need to create an IT Infrastructure Manager position description, and

WHEREAS, the attached IT Infrastructure Manager position description has been reviewed by the Administrative Classification Committee and is recommended by the President, be it therefore

RESOLVED, that the IT Infrastructure Manager position description be approved in accordance with the position description attached to this resolution, and be it further

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

STATE OF NEW YORK:

SS:
COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustees of Tompkins Cortland Community College, **DO HEREBY CERTIFY** the foregoing resolution is a true copy of a resolution duly adopted by the Board of Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the 19th day of March 2020, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of March 2020.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

IT Infrastructure Manager

GRADE

5

PAGE

1 of 2

ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Chief Information Officer

APPROVED BY

SUMMARY

This position manages the College's information technology infrastructure including physical servers, storage devices, network components, data backup and cloud-based infrastructure. Designs and implements IT infrastructure, oversees operations of networks, servers, telecommunications, and cloud services resulting in stable, scalable, and secure environments. Develops and enforces policies and procedures to protect the College's IT infrastructure, identifying risk and mitigating vulnerabilities in order to protect the College from security breaches and catastrophic loss.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages on-premises and cloud IaaS networking and server solutions, considering functionality, security, cost, and performance. Ensures high availability (uptime) of IT services through adoption of industry standard practices. Forecasts system demands and recommends upgrades, expansions, and reconfigurations. Manages infrastructure equipment lifecycles.
2. Leads IT Security programs including preparation of security briefings, computer/network security audits, guidance to other team members for implementing and enforcing information systems security policies, standards, and methodologies. Maintains operational IT security posture. Provides continued monitoring for security-relevant information system software, hardware, and firmware.
3. Leads the design and implementation of datacenter, networking, and telecommunication architecture. Ensures infrastructure diagrams and documentation are produced and maintained.
4. Responsible for the administration of Active Directory including group policy, user management, and security groups.
5. Develops reporting metrics, dashboards, and status reports, including tracking performance trends.
6. Contributes to the design, documentation and testing of business continuity and disaster recovery planning.
7. As a member of the Campus Tech management team, ensures technology services are delivered in alignment with College goals and objectives. Provides regular and accurate management reporting on IT Service performance. Conducts needs assessment to develop short and long-range plans that provide the technologies and services to meet the needs of the various groups on campus.
8. Establishes strategic relationships with key vendors, consultants, SUNY, and other colleges and universities.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

IT Infrastructure Manager

GRADE

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ORGANIZATIONAL UNIT

Campus Technology

REPORTS TO

Chief Information Officer

APPROVED BY

- 9. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
- 10. Directs assigned staff. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action laws, other applicable laws, regulations, and collective bargaining agreements.
- 11. Serves on various College committees and performs other job related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

Indicate number of direct reports in each category:

- Classified Staff
- Administrative
- Faculty
- Students

- # of Classified Staff
- 2 # of Administrative
- # of Faculty
- 1-2 # of Students

MINIMUM QUALIFICATIONS

B.S. Degree in Information Technology/Information Systems or related field and 5 years of related experience.

PREFERRED QUALIFICATIONS

Supervisory experience.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2019-2020-37**

**APPROVAL OF POSITION DESCRIPTION
ASSISTANT VICE PRESIDENT FOR COLLEGE RELATIONS**

WHEREAS, The College has determined, based on a review and analysis of the functions within the President's office that there is a need to create an Assistant Vice President for College Relations position description, and

WHEREAS, the attached Assistant Vice President for College Relations position description has been reviewed by the President's Cabinet and is recommended by the President, be it therefore

RESOLVED, that the Assistant Vice President for College Relations position description be approved in accordance with the position description attached to this resolution, and be it further

RESOLVED, that the Clerk of the Board of Trustees be authorized to forward the professional service position description to State University of New York for approval.

STATE OF NEW YORK: I, **JAN BRHEL, CLERK** of the Board of
SS: Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
a true copy of a resolution duly adopted by the Board of
Trustees of Tompkins Cortland Community College at a regular meeting of said Board on the
19th day of March 2020, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 19th day of March 2020.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Vice President
for College Relations

GRADE

Executive
Management/Confidential

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ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

SUMMARY

The position is responsible for serving as the primary liaison to SUNY, the community and with congressional, federal, regional, state and local officials and the community at large. The Assistant Vice President (AVP) for College Relations plans and directs the College's policies and objectives for all government and local community relations. The AVP monitors federal, state and local legislation that could impact College operations; represents and promotes the College and facilitates collaborative relationships with a variety of external stakeholders. This position is also responsible for developing and leading service-based programs for the College, emphasizing civic engagement. Provides overall leadership and management responsibility for services, staffing, and programming related to civic and community engagement initiatives on the main campus and at both extension centers. Coordinates efforts across campus to develop, implement, and evaluate an integrated marketing plan. Serves as the main point of contact for community members and organizations to support and cultivate local collaborative initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Working with executive and senior leadership team, develops and implements a comprehensive outreach strategy to members of Congress, federal, state and local officials, and their staff to advance the College's policy priorities. Advances the College's priorities at the legislative, executive, regional, state, and local levels of government by working with elected and key appointed officials, and their staff to drive and implement the College's policy ideas into policies and legislation.
2. Tracks and reports to the executive and senior management teams on legislative, policy, and political developments within Congress, and federal, regional, state and local governments that affect the work of SUNY and Tompkins Cortland.
3. Coordinates government relations strategies with relevant internal and external stakeholders, including executives, student organizations, employee unions, SUNY's government relations, and government relations staff from other universities and associations. Engages internal and external constituents in support of the College's government and community relations agenda.
4. Develops a wide range of materials in support of the College's government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports, and letters.
5. Supervises the Communications Department. In collaboration with appropriate College staff, develops and shares information about the external market to help the College develop recommendations and ideas for new strategies, tactics, and programs. Facilitates the development of documents related to strategic planning, economic impact statements and annual report. Works collaboratively with Vice President of Student Services for the department to execute targeted enrollment management communication strategies.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Vice President
for College Relations

GRADE

Executive
Management/Confidential

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ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

6. Assists the College president with internal and external communications, crisis communications, and government relations. Serves as the College's government relations officer.
7. Serves as the site manager for the extension centers. Supervises administrative, support staff, and student employees of the Extension Centers and provides oversight for Leadership Tompkins and Leadership Cortland programs.
8. In collaboration with the Director of Continuing Education, supports the mission and goals of the College by providing workforce development programs for area employers and individuals, facilitating access to relevant programs and services, and developing and implementing strategies to meet revenue goals.
9. Plans and implements events and other activities to support the College's external relations goals, such as town halls, campus visits, and other meetings.
10. Consults with the Assistant to the President on scheduling of activities for the President.
11. Coordinates special initiatives as determined by the President.
12. Represents the college at events in the absence of the President.
13. Provides technical assistance to College's faculty and staff on government and community relations issues.
14. Ensures effective use of human resources by recommending hiring, disciplinary, and other administrative actions together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Law, other applicable laws, regulations, and collective bargaining agreements.
15. Ensures efficient use of material resource by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
16. Serves on the President's Cabinet, Executive Council, may serve as a member of the College Negotiations Team, and other College committees. Performs other related tasks as assigned.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant Vice President
for College Relations

GRADE

Executive
Management/Confidential

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ORGANIZATIONAL UNIT

President's Office

REPORTS TO

President

APPROVED BY

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

1.4 # of Classified Staff
3 # of Administrative
 # of Faculty
1-2 # of Adj. faculty, **students**, etc.
 # of FSA Staff

MINIMUM QUALIFICATIONS

Master's degree in Higher Education or a related field and five years of progressively responsible leadership experience in the higher education, non-profit, and/or public / government sector, including managerial, project management, supervision and strategic planning experience.

Tompkins Cortland Community College Core Requirements

Proposal:

Remove the Tompkins Cortland General Education Requirements and create a list of required courses for all programs as detailed below.

The following courses shall be required in all programs (A.A., A.S., and A.A.S.), unless an exception is approved by the Provost of the College:

Tompkins Cortland Community College Core Requirements (18-24 Credits)

- ENGL 100 (if required), ENGL 101, and either ENGL 201 or ENGL 204: 6-9 credit hours
- A minimum of one 3-4 credit hour course in each of the following areas: humanities, mathematics, natural sciences, and social sciences: 12-15 credit hours

Please note that all A.A. and A.S. programs must follow SUNY guidelines for GEN ED.

Rationale:

This proposal allows the College to maintain the current list of required courses, while separating that list from Institutional Learning Outcomes.

The current TC3 General Education Guidelines (listed here:

<https://www.tompkinscortland.edu/academics/general-education>) are a combination of a) required courses to take in all programs and B) Institutional Learning Outcomes. However, those two entities should be separate.

The Academic Assessment Committee will propose Institutional Learning Outcomes that are not tied to any specific classes. This helps avoid a check-the-box assessment approach, and it allows faculty to craft learning outcomes that are more specifically geared towards program-specific needs.

Provost Report March 2020

Global: The past few weeks have been dominated by our search for two positions in the Global Area. The Coordinator position is essentially completed. The Director of Global Education and Initiatives has been a bit slower, because each candidate is asked to do a campus-wide presentation. Then we afford the campus the ability to provide feedback. We also had five candidates that we brought to campus. However, this search should be completed soon. Both searches have been going well, and I am pleased with the process and progress to date.

Mid-Winter Day: Malvika and I gave a presentation at Mid-Winter Day about some grants/scholarships that have been approved this year or have met at least one stage of approval. The total amount that has been approved is close to 1.5 Million (spread out over a few years), and there are around 3.5 Million in grants that have met with at least one stage of approval but have not yet been finalized. We are working hard on these other grants, and I hope they are approved.

Assessment Committee: The Academic Assessment Committee met on Mid-Winter Day and began work on a template for Curriculum Mapping. Also the Curriculum Committee approved the recommendation of the Assessment Committee to propose two sets of ILOs (Institutional Learning Outcomes) to the faculty for a vote and to have the set of ILOs with the most votes be forwarded on for consideration. Next steps for the Academic Assessment Committee will be to finalize a mapping template and look at best practices for reporting assessment results.

Cornell Partnership: We currently have a partnership with the Latin American Studies Program (LASP) at Cornell that is part of a grant. This week I was approached by the folks at Cornell to have us be a part of a similar grant application connected with Cornell's Institute for African Development (IAD). I agreed... quickly. The partnership with the LASP has been rewarding for many faculty, and it continues to be productive. I believe the same is possible for a partnership with the IAD.

Fulbright Award: Please join me in congratulating Professor David Flaten, who has been granted a Fulbright Award to Colombia. While David has a few more steps to complete, this is impressive; it is a result of a lot of hard work; and it is worthy of note. Great work David.

Cornell Grad Students and TC3: Malvika and I met with the three graduate students from Cornell (all in Literature... woot woot) to talk about what it means to transition from a Research 1 Doctoral Program to a Community College. The meeting was set up by Anndrea Mathers, who wrote the following about the program of which this was a part: "In partnership with OCC and the Society for Humanities at Cornell, we are working with a cohort of four PhD students at Cornell who are interested in pursuing faculty jobs at community colleges. Both OCC and TC3 have hosted them, and we will be meeting throughout the semester to discuss readings addressing pedagogy, equity, and support services on community college campuses. TC3's CTC will be hosting one of these grad students for a roundtable in March, and we are looking for other ways that this cohort can be assets to our own students. There is institutional support for this program to be maintained for at least four years with the possibility of being renewed after that." It was a fun meeting; thank you Anndrea.

PTK: I've learned the following from Katrina Campbell: "For the 4th consecutive year, our Alpha Gamma Nu chapter of Phi Theta Kappa has achieved "Five-Star" chapter status, which is the highest level that

can be attained. Of the 58 chapters in the New York region, there are 15 that achieved five-star level for 2019. There are many activities and achievements required in order to be recognized as a five star chapter each year. The officer team did a great job making sure that all the criteria were met by their respective deadlines, several of which were during the holiday break. As you know, it has been an exceptional year for the group, given that two of our members are current regional officers and that we hosted the Fall Honors-in-Action Conference.” Kudos to the PTK crew for all of their excellent work.

Academic Continuity: Malvika and I sent out an Academic Continuity Plan to help address/mitigate the impact of COVID-19 on our academic functions on campus. I would elaborate on this, but I know it is being addressed in other ways to the BOT. I will note, that this pandemic has helped raise questions about how well we can as a college (and as individual faculty/staff) respond to classes missed because of emergencies. We will use this to prepare for the future and help make sure that we increase our readiness for class disruptions (of all kinds).

Provost’s Office: We have been reviewing the structure of the Provost’s Office, especially since the decision to ask Jan to assist both the President and Provost was a temporary measure to realize cost savings. We are currently reviewing job descriptions in the office, identifying gaps in our ability to serve the campus as well as we could, and working towards some proposals.

March 9, 2020

Chief Diversity Officer Report to the Board of Trustees

Recruitment Committee

Serving on the Director of Global Education and Initiatives recruitment search committee.

Mid -Winter Staff Development Day

Coordinated Mid-Winter staff development activities. Our plenary speaker was Dr. Tiffany Mfume. Dr. Mfume serves as the Assistant Vice President for Student Success and Retention at Morgan State University. The Assistant Vice President for Student Success and Retention manages new student and parent orientation, placement testing, Starfish Retention Solutions' Early Alert and Connect systems, first-year advisement, financial literacy, alumni mentoring, and academic recovery among other programs and services. Concurrent session topics included, cultural humility, right to know training, cardiopulmonary resuscitation (CPR) certification, MyInfo and MyTC3 technology updates, Starfish (a student staff technology retention tool), developing a faculty and staff resource guide and working with students in crisis. Also, in response to feedback, a committee will be developed to support upcoming staff development.

Retention & Success of Students of Color in Higher Education Conference

Attend the Retention & Success of Students of Color in Higher Education Conference at SUNY Erie on February 28th. This was an opportunity for open and honest dialogue regarding improving the retention & success of students of color at the secondary and post-secondary levels.

Community Dialogue

On March 6, I met with a local community group (Dryden Groton Belonging) on our campus that is forming to address racism in our rural communities. We are in the planning stages but aim to collaborate to host BRAVE Dialogues in the Dryden and Groton community.

Respectfully submitted by,

Seth A. Thompson

College Senate Report
Board of Trustees
March 9, 2020

The College Senate met on March 6, 2020 at noon in the VIP Room in the athletics area. Roll call was taken and guests Katrina Campbell, Sara Watrous, and Matt Kiechle were welcomed. Ashley Ahola shared a brief update on the discussion for the new Chancellor's Award process for next year. We would like to take the work off of the nominee. Past practice has been that nominees are aware they were nominated, expected to update their personnel files, and seek letters of support for their nomination. We would like to remove these steps, saving time for the committee volunteers from reviewing files, time from the nominee seeking letters of support, and time from Human Resources pulling updated files together for the committees to view. This discussion is still in progress and an ad hoc committee will be formed to come up with a viable solution. Once the ad hoc committee comes up with a process it will be voted on by the College Senate and added to our bylaws.

The College Senate had a presentation from Matt Kiechle and Sara Watrous about the updated wording and map of the Campus Tobacco Use Policy on campus. The map would be updated to show the new designated smoking areas and wording was updated to comply with New York State law. The College Senate voted and approved of the updates to the wording and the map. The map given was not updated yet, but the Senate was informed of the changes that will be made. Matt Kiechle and Sara Watrous also shared updates on the Wellness Council. There is currently a need for chairs of a couple of their subcommittees.

The College Senate was requested by Paul Reifenheiser to make a level 3 vote concerning the Tompkins Cortland Community College Core Requirements. Katrina Campbell answered any questions the Senate had. The proposal is to create a list of required courses for all programs and remove the Tompkins Cortland General Education Requirements so that the required courses and Institutional Learning Outcomes are separated. The College Senate voted and approved this proposal.

Lastly, there was a request for a formation of an ad hoc review committee who would work on the reviewing/revising any of the College Senate bylaws since this is the first year of them. The goal is to make any necessary revisions and/or additions and enter the Chancellor's College Governance award next year.

Foundation Board Report
Board of Trustees
March 19, 2020

Meetings

An investment committee meeting took place on February 25. Discussion with our investment advisor took place regarding the down turn of the stock market due to the coronavirus. The Foundation's restricted funds are invested in a diversified manner.

The alumni committee met on March 3 and they continue to work on gathering alumni stories.

Distinguished Alumni - Call for Nominations were distributed, and nominations are due April 3. The recipient(s) will be recognized at Commencement.

Audit

The audit is in process of being completed and approved.

Upcoming meetings/events:

March 13 – Executive Committee Meeting

April 14 – Board Meeting

Friday, March 06, 2020