



Board Members:

Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

August 19, 2021

**Executive Session @ 5:00 p.m. followed by:
Regular Board of Trustees Meeting @ ~6:30 p.m.
Via Zoom Meeting**

<https://us02web.zoom.us/j/89747688865?pwd=RVRjTFhiYkFHQIF2WHpKVmJxSlpmdz09>

Agenda

1. Call to Order
2. Roll Call
3. Executive Session
4. Welcome Guests
5. Approval of Agenda
6. Public Comment**
7. Approval of July 22, 2021 Annual Meeting Minutes and July 22, 2021 Regular Meeting Minutes
8. Communications
9. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)
NONE
10. Information Items:
 - a. Human Resources Updates
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Approval of Administrator in Charge
 - c. In Appreciation of President Orinthia T. Montague
12. Upcoming Events: Opening Day with Faculty and Staff – August 23rd @ 8:30 a.m.; Next BOT meeting – September 16, 2021
13. 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
ANNUAL MEETING
July 22, 2021
Via Zoom Due to COVID19
Executive Session 5:00 P.M.
Open Session 6:30 P.M.

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry (until 6:35 p.m.), Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

EXCUSED: Matt McSherry (after 6:35 p.m.)

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Kerry Curran, Tim Densmore, Mary Ellen Ensign, Dave Fish, David Flaten, Tim McCabe, Greg McCalley, Orinthia Montague, Jennica Petrella-Baum, Nancy Putnam, Paul Reifenheiser, Joe Smith, Janet Swinnich, Bill Talbot, Malvika Talwar, Patty Tvaroha, Jonathan Walz-Koeppel, Carrie Whitmore,

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:07 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue – action to be taken) –** It was determined that there was quorum. Mr. Tytler moved that the meeting convene in executive session at 5:08 p.m. for discussion of a personnel issue, with action to be taken; seconded by Mr. McSherry; President Montague, Sharon Clark, Tim Densmore, Greg McCalley, Bill Talbot, Paul Reifenheiser and Malvika Talwar were invited.

Motion to go back into open session moved by Ms. Davison seconded by Ms. Michell-Nunn; approved unanimously. The meeting reconvened in regular session at 6:35 p.m.

4. ANNUAL MEETING

- a. **Election of Officers:** Ms. Buck on behalf of the nominating committee moved the following slate of officers for the Board of Trustees for the 2021- 2022 year:
 - **Raymond Schlather – Chairperson**
 - **Judy Davison – Vice Chairperson**
 - **Matt McSherry - Treasurer**
- b. **Appointments:** Ms. Burns moved that Jan Brhel be appointed Clerk of the Board of Trustees and Sharon Clark be appointed Deputy Clerk of the Board of Trustees; seconded by Mr. Tytler; carried unanimously.
- c. **Meeting Dates**
 - August 19, 2021
 - September 16, 2021
 - October 21, 2021
 - December 16, 2021
 - January 20, 2022

February 17, 2022

March 17, 2022

April 21, 2022

May 19, 2022

June 16, 2022

July 21, 2022

All meetings will be held either in the Ronald W. Space Board Room at the College or via Zoom meetings. Executive Session will be scheduled for 5:30 p.m. with Regular Open Session to follow. Ms. Burns moved that the proposed meeting dates be approved as presented; seconded by Ms. Davison; approved unanimously.

5. Other Business: None

6. Adjournment: Ms. Michell-Nunn moved the Annual Meeting be adjourned; seconded by Mr. Tytler; carried unanimously. The Annual Meeting adjourned at 6:49 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting
July 22, 2021
Via Zoom Due to COVID19
Executive Session 5:00 P.M.
Open Session 6:30 P.M.

PRESENT: Roxann Buck, Elizabeth Burns, Judy Davison, Arthur Kuckes, Matt McSherry (until 6:35 p.m.), Schelley Michell-Nunn, Raymond Schlather, Bruce Tytler

EXCUSED: Matt McSherry (after 6:35 p.m.)

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Kerry Curran, Tim Densmore, Mary Ellen Ensign, Dave Fish, David Flaten, Tim McCabe, Greg McCalley, Orinthia Montague, Jennica Petrella-Baum, Nancy Putnam, Paul Reifenheiser, Joe Smith, Janet Swinnich, Bill Talbot, Malvika Talwar, Patty Tvaroha, Jonathan Walz-Koeppel, Carrie Whitmore,

GUESTS: None

1. **Call to Order:** The meeting was called to order at 6:50 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Schlather welcomed everyone and stated how much he and the Board of Trustees appreciate the large attendance of faculty and staff at the meeting.
4. **Approval of Agenda:** The agenda was amended to add Ratification of Recommendations from the President and TC3/PAA Agreement to the Consent Agenda. Ms. Davison moved that the amended agenda be approved; seconded by Ms. Michell-Nunn; motion carried unanimously.
5. **Public Comment:** None
6. **Approval of Minutes – June 17, 2021 Regular Meeting:** Mr. Tytler moved that the minutes of the June 17, 2021, regular meeting be approved as presented; seconded by Ms. Buck; motion approved unanimously.
7. **Approval of Minutes – July 12, 2021 Special Meeting:** Ms. Michell-Nunn moved that the minutes of the June 17, 2021, regular meeting be approved as presented; seconded by Mr. Kuckes; motion approved unanimously
8. **Communications:** Chair Schlather reported he received a letter from President Montague regarding her resignation as President of Tompkins Cortland CC effective August 23, 2021.
9. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None

10. Information Items:

a. Human Resources Updates – No discussion.

11. CFO Report – Written report provided. Mr. Talbot explained that the Designated Net Position Account is money that is drawn down from HEERF to be kept in a separate account for future years in case enrollment numbers don't increase as planned and can be used for future years. In response to a question from Ms. Burns regarding the changes in course fees he responded that the goal is to align the cost with the individual classes and not the department as a whole. It also expands the cost into classes that need updates on a regular basis (ex. Science labs, software, computers for computer classes/labs). This is also the result of State funding being below what it should be. The fees can be covered by the student's financial aid packages. Ms. Talwar also added that this is a very common model in most other school.

a. Approval of Proposed 2021-2022 Executive Budget – Mr. Tytler moved that the 2021-2022 Executive Budget be approved as submitted; seconded by Ms. Buck; carried unanimously

b. Approval of Establishment of Designated Net Position Account – Ms. Davison moved that the establishment of a Designated Net Position Account be approved as submitted; seconded by Ms. Michell-Nunn; carried unanimously.

c. Approval of Course Fee Schedule 2021-2022 – Mr. Kuckes moved that the Course Fee Schedule 2021-2022 be approved as submitted; seconded by Mr. Tytler; carried with no abstentions and 1 Nay vote by Ms. Burns.

12. Consent Agenda (Action Items): Mr. Tytler moved that the Consent Agenda be approved with the addition of Ratification of Recommendations by the President; seconded by Ms. Michell-Nunn; the motion was called and carried unanimously.

a. Appointment of Personnel – No discussion.

b. Approval of Position Description – Director of Strategic Marketing

c. Approval of Position Description – Public Information Officer

d. Approval of Position Description – Digital Content Specialist

e. Approval of Position Description – Asst. Dir. For Employer Relations & Experiential Learning

f. Approval of Position Description – Assistant Provost

g. Approval of Position Description – Associate Dean of Student Success & Retention

h. Approval of Position Description – Associate Director of Budget and Finance

i. Approval of Position Description – Assistant to the Vice President for Student Affairs Recommendations by the President – Promotions, Administrative Appointments, Quality Steps, Continuing Appointments and Awards for Excellence – In answer to the question from Mr. Tytler regarding the number of job descriptions, Ms. Clark replied that there was only one new position and the rest were revisions or updates to current positions. Ms. Michell-Nunn asked what role performance and student evaluations play in awarding promotions. Dr. Reifenheiser replied that it will depend on the course because some of the developmental classes might have a lower success rates. Promotion review looks at extended periods of time, not just the most recent semester as well as annual reports.

j. TC3-Professional Administrators Association Agreement

13. Standing Reports:

a. Provost & Vice President of Academic Affairs – Written Report provided.

b. Vice President of Student Affairs & Faculty Student Association – Written report provided. Mr. McCalley gave an enrollment update that we are down 8% overall but primarily in continuing students. We are up 50% with transfers, and up 40% with reinstated students and even with new students. There are currently 153 residence hall contracts with 80 fully completed. With SWIM Digital working on plans for marketing, a new campaign look will go out in the next week. When asked about the

lag in continuing students, Mr. McCalley replied that we are starting with a smaller number of students and there are still students waiting to re-enroll. There is confusing messaging from SUNY regarding a vaccine mandate. A trip to SUNY Global Center is planned for August 3-5 to meet with students in the NYC area. He noted all 2-year schools are struggling with numbers, especially with residence halls and the loss of NYC students. Mr. Kuckes asked if the price of the residence halls was a contributing factor. It is possible that if the cost was less it might make a difference but it is also the condition of the dorms as well as the current food service. A 2nd child care center (located in the former child care center) will be open for community members which will contribute more money.

- c. **Associate VP of Student Services/Senior Diversity Officer** – Written Report provided.
 - d. **Associate VP for College Relations** – Written report provided.
 - e. **Chief Information Officer** – No Report.
 - f. **College Senate** – No Written Report provided.
 - g. **Tompkins Cortland Community College Foundation, Inc.** – Written report provided.
 - h. **Chairperson's Report** – Chairman Schlather reported the Board is working on the next steps in what hopes to be a smooth transition with President Montague's resignation. The Board will name and Administrator in Charge shortly and this person from the leadership council will help lead the College for up to 90 days. An Interim will need to be approved by the SUNY Board of Trustees and then a Presidential Search will be conducted. Requests for Proposals (RFP) will be sent to multiple search firms, a College Search Committee will be formed to work with the Search firm and a transparent process will begin.
 - i. **Liaison Report (Cortland County)** – No report.
 - j. **Liaison Report (Tompkins County)** – Mr. Lane stated that the College budget passed and he thanked Mr. Talbot for his hard work and efforts in the process with Tompkins County. Tompkins County also passed shared funding for the Work Force Development program. COVID vaccination rate in Tompkins County is at 66%. A Customs facility has been added to the airport. Ms. Michell-Nunn has been reappointed to TC3 Board of Trustees and will need to take her Oath of Office at the County Office.
 - k. **Student Trustee's Report** – No report. A Student Trustee will be appointed in September when students return to classes.
 - l. **President's Report** – Verbal Report given. President Montague shared that she has been working with the President's Cabinet on the transition. She will send notices to our Global partners informing them of the change in leadership. The College received final notice that TC3 is one of thirteen colleges to receive an NSF grant. This will help us learn how to write these grants. A press release will go out next week.
- 14. Upcoming Events** – August 19, 2021 Board of Trustees meeting will be in the Board Room and also via Zoom. August 23, 2021 faculty return to campus for opening day. Board members are invited to attend. Breakfast and welcome back session begins at 8:30.
- 15. Adjournment:** Ms. Michell-Nunn moved that the meeting be adjourned; seconded by Ms. Davison; motion carried unanimously. The meeting adjourned at 8:02 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 August 4, 2021

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION DEADLINE	CURRENT STATUS
Admissions and Financial Aid Advisor	July 2021	May 19, 2021	June 21, 2021	Reviewing Applications
Associate Director of Financial Aid and Compliance Officer	June 2021	June 3, 2021	June 17, 2021	Committee Forming
Assistant Director for Employer Relations and Experiential Learning	September 2021	July 21, 2021	August 23, 2021	Accepting Applications
Assistant Provost	August 2021	July 22, 2021	August 22, 2021	Accepting Applications
Comptroller	August 2021	July 1, 2021	August 9, 2021	Accepting Applications
Clinical Counselor	August 18, 2021	July 21, 2021	July 28, 2021	Posted to Faculty Association – Reviewing Applications
Director of Strategic Marketing	ASAP	July 15, 2021	August 16, 2021	Accepting Applications
Institutional Effectiveness Research Analyst	August 2021	July 7, 2021	August 13, 2021	Accepting Applications
Instructor of Criminal Justice	August 23, 2021	March 1, 2021	April 1, 2021	Hired: Cindy Whitney (08/23/21)
Student Success Advisor (3 Positions)	June 2021	May 5, 2021	June 7, 2021	Hire: Leah Calzolaio (08/16/21) Raychon Gillis (08/16/21) Tracey Guild (08/23/21)

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Building Maintenance Worker (1.0 FTE, Permanent)	Facilities	ASAP	Committee Forming
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Interviews Concluded
Senior Groundskeeper (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Committee Forming

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	August 2021	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	August 2021	Accepting Applications
Substitute Teacher	Childcare	August 2021	Accepting Applications; Continuous Recruitment
Head Teacher	Childcare	August 2021	Accepting Applications; Conducting Interviews
Assistant Teacher	Childcare	August 2021	Accepting Applications; Conducting Interviews Hired: Brooke Sweeney (9/1/21)
Teacher Aide 12 Month	Childcare	August 2021	Hired: Elina Thayer (9/1/21)
Teacher Aide 10 Month	Childcare	August 2021	Accepting Applications; Conducting Interviews
Head Coach, Men's & Women's Golf	Athletics & Recreation	August 2021	Accepting Applications
Head Coach, Women's Volleyball	Athletics & Recreation	August 2021	Accepting Applications
Head Coach, Men's Basketball	Athletics & Recreation	August 2021	Hired: Thomas Wilk (8/3/21)
Residence Director	Residence Life	August 2021	Accepting Applications
Head Coach, Men's Baseball	Athletics & Recreation	August 2021	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	August 2021	Accepting Applications
Banquet Bartender	TC3 Bistro	August 2021	Accepting Applications
Banquet Supervisor	TC3 Bistro	August 2021	Accepting Applications
Bartender	TC3 Bistro	August 2021	Accepting Applications Hired: Laurel Tilton (6/24/21)
Busser/Food Runner	TC3 Bistro	August 2021	Accepting Applications
Dishwasher	TC3 Bistro	August 2021	Accepting Applications
Line Cook	TC3 Bistro	August 2021	Accepting Applications Hired: Gianni Martino (7/10/21) Laurel Tilton (6/24/21)
Server	TC3 Bistro	August 2021	Accepting Applications
Host/Hostess	TC3 Bistro	August 2021	Accepting Applications
Catering and Events Coordinator	TC3 Bistro	August 2021	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of August 4, 2021

COMPLAINANT	SUBJECT	DISPOSITION
Civil Service Employees Assoc.	Employees outside of the unit conducting the work of unit members.	College will address division of work duties.

FACULTY ASSOC.

Faculty Association	Article 15 Reductions in Staff – Dismissal On behalf of Priscilla Burke	Resolved.
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PAA

None.

TC3 ADJUNCT ASSOC.

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-55**

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 August 2021, 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 August 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Monday, August 9, 2021
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
June				
Sabol, Zenta	Teach per-student class compensated at independent study rate (ACCT102-3 students)	Adjunct	\$1,800.00	6/2/2021 To 8/11/2021
July				
Kidder, Jennifer	BOOST Math Course - biz	Adjunct	\$1,543.05	7/19/2021 To 8/27/2021
Mast, Holli	BOOST Math Course - biz	Adjunct	\$1,183.05	7/19/2021 To 8/27/2021
Post, Kori	Associate Director of Budget and Finance	Grade 4	\$67,304.00*	7/23/2021
Thayer, Barbara	Assistant to the Vice President for Student Affairs	Grade 3	\$69,607.00*	7/23/2021
August				
Calzolaio, Leah	Student Success Advsiior	Instructor	\$60,874.00*	8/16/2021
Gillis, Raychon	Student Success Advsiior	Instructor	\$65,174.00*	8/16/2021
Guild, Tracey	Student Success Advsiior	Instructor	\$65,197.00*	8/23/2021
Whitney, Cindy	Criminal Justice	Assistant Professor	\$67,583.00*	8/23/2021

* Annual Salary to be Prorated

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

August 19, 2021

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Christopher Armitage	09/01/21	Resignation
Orinthia T. Montague	08/23/21	Resignation

FACULTY STUDENT ASSOCIATION

William Crowe	07/14/21	Resignation
Anthony Isaacs	08/31/21	Non-renewal

BISTRO

None.

Retrenchment

<u>NAME</u>	<u>UNION</u>	<u>NOTICE GIVEN</u>	<u>EFFECTIVE DATE</u>
Paul Brenner	PAA	11/10/20	09/10/21
Jennica Petrella-Baum	PAA	11/10/20	09/10/21
Peter Voorhees	PAA	11/10/20	09/10/21

NOTE: Retrenchment notifications may be rescinded.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-53**

APPROVAL OF ADMINISTRATOR IN CHARGE

WHEREAS, the Board of Trustees has accepted the resignation of President Orinthia T. Montague effective August 23, 2021, and

WHEREAS, the College will need temporary leadership until an Interim President is appointed and,

WHEREAS, the College will undergo a Presidential Search for a successor to President Montague, be it therefore

RESOLVED, that Provost & Vice-President of Academic Affairs, Paul Reifenheiser, will be appointed as Administrator in Charge beginning August 24, 2021 for a period of up to and not exceeding 90 days, and be it further

RESOLVED, that following this appointment the College will determine the next steps in the Presidential Search process.

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 August 2021, 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 August 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2020-2021-54**

IN APPRECIATION OF ORINTHIA T. MONTAGUE

WHEREAS, Dr. Orinthia T. Montague was employed at Tompkins Cortland Community College as President on July 1, 2017, and

WHEREAS, Dr. Montague was instrumental in assisting the College navigate through the COVID-19 pandemic, working in collaboration with College stakeholders to update the College Strategic Plan, and aligning the College structure to meet the changing higher education landscape, and

WHEREAS, Dr. Montague was a member of numerous local and regional groups including serving on the New York Community College Association of Presidents, Ithaca College Board of Trustees, Local Leaders of Color, and American Association of Community Colleges Commission on Institutional Infrastructure and Transformation, and

WHEREAS, Dr. Montague resigns her position as President effective August 23, 2021, and

WHEREAS, Dr. Montague is an outstanding individual and leader 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 its deepest gratitude to Dr. Montague for her 4 years of dedicated service and extends best wishes in all of her future endeavors.

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 August, 2021, 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 August 2021.

Clerk of the Board of Trustees
Tompkins Cortland Community College