



Board Members:

Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Lisa Perfetti, Raymond Schlather, Louis Scholl

**May 18, 2023 Agenda
Board of Trustees Meeting @ 5:30 p.m.**

<https://us02web.zoom.us/j/84085646428?pwd=dkVnZGovMm0vSWVrRzF3MVQrUThXZz09>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of April 20, 2023 BOT Meeting Minutes
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)
2023-2024 Proposed Operating Budget – Bill Talbot
 - a. Approval of Tuition and Fees 2023-2024 (Action Item)
 - b. Approval of 2023-2024 Operating Budget Action Item)
9. Information Items:
 - a. Human Resources Updates
10. CFO/Treasurer's Report – Report to follow
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. In Appreciation of Gary Ford
 - c. In Appreciation of Lisa Ford
 - d. In Appreciation of Milagros Cartagena-Cook
 - e. In Appreciation of Alexis Dengel
 - f. In appreciation of James Perkins
 - g. In Appreciation of Julie Ray
 - h. In Appreciation of Bill Talbot
 - i. In Appreciation of Darlene Gold
 - j. 2023 Chancellor's/Trustees Award of Excellence in Adjunct Teaching – Patricia Buchanan
 - k. 2023 Chancellor's/Trustees Award of Excellence in Faculty Service – Kelly Wessell
 - l. 2023 Chancellor's/Trustees Award of Excellence in Librarianship – Karla Block
 - m. 2023 Chancellor's/Trustees Award of Excellence in Professional Service – Keith Hall
 - n. 2023 Chancellor's/Trustees Award of Excellence in Classified Service – James Perkins
 - o. Approval of Microcredential – Direct Service Provider I
 - p. Approval of Microcredential – Direct Service Provider II
 - q. Approval of Site Work, Concrete & Masonry (Labs WDI)
 - r. Approval of Universal Test Machine (Labs WDI)
 - s. Approval of Study Abroad Policy
12. Standing Reports:
 - a. Provost & VP of Academic Affairs - Written Report Provided
 - b. Interim VP of Student Affairs/Senior Diversity Officer – Written Report provided
 - c. Campus Tech – Written report provided
 - d. College Senate – Written Report provided



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- e. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - f. Chairperson’s Report
 - g. Liaison Report – Tompkins County
 - h. Liaison Report – Cortland County
 - i. Student Trustee Report – Verbal Report will be given
 - j. President’s Report – Written Report provided
13. Upcoming Events:
- a. End of Year Recognition – May 22, 2023 – 12:30 in the Forum
 - b. Nursing Pinning Ceremony – May 23, 2023 – 2:30 p.m. in the gym
 - c. Commencement Ceremony – May 23, 2023 – 6:00 p.m.in the gym
 - d. Next BOT meeting – June 15, 2023
 - e. Annual BOT meeting – July 20, 2023 – 5:30 p.m.
 - f. Board of Trustees Retreat - August 17, 2023 (Information to follow)
14. Executive Session
15. 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
Regular Meeting
April 20, 2023
In person and Zoom
Open Session @ 5:30 p.m.

Present: Roxann Buck, Dean Corbin, Sue Dale-Hall, Judy Davison, Lisa Perfetti, Raymond Schlather, Louis Scholl

Excused: Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn

County Liaisons: Mike Lane, Cathy Bischoff

Staff: Jan Brhel, Katrina Campbell, Dave Fish, Julie Gerg, Amy Kremenek, Sayre Paradiso, Paul Reifenheiser, Erik Snyder, Ruth Spencer, Bill Talbot, Malvika Talwar, Seth Thompson, Susanna Van Sant

Guests: Elaine Kuo, Logan Nordman, Kaylee Niznik, Emma Underwood,

1. **Call to Order:** The meeting was called to order at 5:39 p.m. by Chair Davison.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Welcome Guests:** Chair Davison welcomed those who attended via zoom.
4. **Introduction of Dean Corbin:** Chair Davison introduced the Cortland County Governor's Appointee to the TC3 Board of Trustees. He fills the position that Bruce Tytler held from 2015 – 2022. It was also noted that Mr. Corbin is a TC3 alum. Mr. Corbin relayed that he is happy to be able to serve the College where he once was a student.
5. **In Appreciation of Bruce Tytler – Resolution 2022-2023-43:** Chair Davison and President Kremenek recognized Bruce Tytler's service to the Board of Trustees by reading the resolution and commenting on the ways that he contributed to the College. While Mr. Tytler was not in attendance, it was noted that he had agreed to continue to serve until the Governor named his successor. A copy of the resolution and a small token of appreciation will be given to Mr. Tytler. Ms. Buck made a motion to approve Resolution 2022-2023-43 In Appreciation of Bruce Tytler; Mr. Schlather seconded the motion; the motion was carried unanimously.
6. **Approval of Meeting Agenda:** Mr. Schlather moved the April 20, 2023 meeting agenda be approved as submitted; seconded by Mr. Scholl; motion carried unanimously.
7. **Public Comment:** There were no requests for public comment.
8. **Approval of Minutes:** Ms. Buck moved that the minutes from the March 16, 2023 Board of Trustees meeting be approved as submitted; seconded by Ms. Dale-Hall; motion approved unanimously.
9. **CFO's Report:** Written report provided. Mr. Talbot highlighted that the enrollment numbers to date continue to be favorable. He noted that benefits had

initially been overestimated so there was some savings in that area. Some of the grants we now receive are being used to cover the items that had been paid by HEERF funds during the pandemic. This minimizes the impact on the use of fund balance. When asked by Mr. Schlather what the current fund balance is Mr. Talbot said it is ~\$5 million, which is one of the lowest fund balances among the SUNY community colleges. It is recommended that our fund balance be closer to \$20 million.

10. **Communications:** A thank you card was received from SUNY Chancellor John King for the March 20th visit he made to the TC3 campus. President Kremenek read the note and then passed the card on to Board members.
11. **Presentation:** After giving a brief description of the PTK – All NYS Academic Awards and also the Chancellor’s Award for Student Excellence, President Kremenek introduced the 3 PTK award recipients and the 2 Chancellor’s Award recipients. PTK recipients: Elaine Kuo; Michael Lambert; Kaylee Niznik; Chancellor’s Award of Excellence recipients: Logan Nordman; Emma Underwood.
12. **Information Items:**
 - a. Human Resources Updates: Interim VP for Human Resources Ruth Spencer gave updates on the status of Unclassified staff searches with most of the searches being in the 2nd or final round of interviews.
13. **Consent Agenda:** Before the vote on the Consent Agenda Ms. Dale-Hall asked for clarification on why domestic partners were not included in “close relatives” under the definition section of the Nepotism policy. Ms. Spencer noted that domestic partners were actually included in the language of household relationships. Mr. Schlather moved that the Consent Agenda be approved as submitted; seconded by Mr. Scholl; approved unanimously.
 - a. Appointment of Personnel
 - b. Approval of Nepotism Policy
 - c. Approval of 2023-2024 TC3 and CSEA Agreement
 - d. Approval of Fire Alarm Panels – WDI Lab Renovations
14. **Standing Reports:**
 - a. **Provost & VP of Academic Affairs** – Written report provided. Provost Reifenheiser noted the previous Academic Withdrawal policy has been rescinded and the new version of the policy would require students to withdraw themselves at a 9-week check-in point and/or receive the grade they had earned to that point. There are still some minor details being reviewed in this process. He noted the Curriculum Committee has approved a number of courses to meet the SUNY General Education requirement in Diversity. There was a Chairs/Coordinators one-day retreat scheduled earlier today with a presentation by Idahlynn Karre at Coltivare.
 - b. **Interim VP of Student Services/Senior Diversity Officer** – Written report provided. Mr. Thompson clarified that under the Campus Police section of his report, the lockdown review is meant to practice and curb the potential impact in the event of an active threat. The Road to Registration kickoff event was successful and fun for students. The

College is currently contracting with an in-person Mental Health Counselor. When the question arose from Mr. Schlather regarding the staff turnover in the childcare center, Mr. Thompson noted that 1 person left the area, 1 person was offered a signing bonus to go to another employer, and 2 people left for employment elsewhere. Ms. Dale-Hall relayed that turnover like this isn't uncommon in the childcare industry. Salaries may be slightly lower at TC3 but benefits are favorable.

- c. **Campus Tech** – Written report provided. Erik Snyder attended the meeting via zoom, giving an update on replacements needed in IT and the work with Comsource. Switches are still on back order, quotes are being requested for fiber replacement and need to consider what is ideal for the future state of the college's technology. He noted that SUNY ITEC representatives were on campus for 3 days and conducted interviews with all areas of the College. A report will be sent to the President with the priorities they suggest. **College Senate** – Written report provided. Ms. Paradiso noted a campus-wide request was sent asking for nominations to fill Senate seats. A survey was also conducted for updated information on college committees.
- d. **TC3 Foundation Inc.** – Written report provided. Ms. Gerg reported that Foundation Board Retreat is scheduled for Friday, April 28th in the Forum and there is still time for Board of Trustee member to RSVP for the social hour from 2 – 3 p.m. that day.
- e. **Chairperson's Report** – Chair Davison thanked Board member Roxann Buck for representing the College at the upcoming NYCCT meeting at Hudson Valley Community College. Ms. Buck noted she may not be able to attend in person and currently there isn't a virtual option. She asked if anyone would like to attend in her stead. President Kremenek noted that she participated in the ACCT Northeast region virtual meeting where she "met" former TC3 President Eduardo Marti. Chair Davison noted that the May Board of Trustees meeting will remain on Thursday, May 18th. President Kremenek, Ms. Buck and Chair Davison will be attending an all-afternoon virtual Aspen meeting. Chair Davison spoke regarding the Board Retreat. Ms. Brhel will send out possible dates for an August meeting this year.
- f. **Liaison Report Tompkins County** – Mr. Lane noted that Tompkins County budget process begins next week even though there is no NYS budget approved and in place. He also noted that vacancies due to retirements have begun to be filled.
- g. **Liaison Report Cortland County** – Ms. Bischoff noted that there were grants received for EMS (\$5,000,000), monies received for County Courthouse revitalization work to begin on May 5th, and \$570,000 to help people with addiction issues.
- h. **Student Trustee Report** – Verbal report given. Mr. Scholl noted there are many fun activities planned between now and the end of the semester to include a semi-formal, spring fest, carnival, tie dying, leadership awards, and a college-wide 5K walk/run that students may participate in.

There will be a new Student Government Association (SGA) position in the fall, VP of Diversity, Equity & Inclusion. He inquired about the 2 racquetball courts (currently used for storage) in the lower level of the Athletic facility to see if they could be renovated for use by students. Mr. Talbot said he would look in to it but there was significant structural work would be needed.

- i. **President's Report** – Written report provided. President Kremenek asked if anyone had questions regarding her report. Hearing no questions, she turned her time over to Associate Provost Malvika Talwar who provided a Power Point presentation on Aspen Data: Access vs. Outcomes (Retention Stop-Out Focus). A copy of this report is attached to the minutes. Ms. Brhel will send the presentation to Board of Trustees members on Friday.
15. **Executive Session:** Mr. Schlather moved that the meeting convene in executive session at 7:25 p.m. to discuss a personnel matter with no vote to be taken; seconded by Ms. Buck. Interim VP for Human Resources Ruth Spencer was invited to participate. Motion to go back in to Open Session was moved by Mr. Scholl at 7:55 p.m.; seconded by Mr. Schlather; approved unanimously. The meeting reconvened in open session.
16. **Adjournment:** Mr. Scholl moved that meeting be adjourned at 7:56 p.m.; seconded by Ms. Dale-Hall; motion carried unanimously.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees
Tompkins Cortland Community College

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2023-2024
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)	\$5,570.00
	Part-Time (per credit hour)	\$208.00
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)	\$11,455.00
	Part-Time (per credit hour)	\$425.00
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)	\$5,570.00
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)	\$11,455.00
Tuition -	Out-of-State Students:	
	Full-Time (per academic year)	\$11,455.00
	Part-Time (per credit hour)	\$425.00
Tuition -	Auditing a Course (per credit hour)	\$208.00
	Non-Resident	\$425.00
	Out-of-State	\$425.00
Off Semester, Off Hours, Off Campus Tuition (per credit hour):		
	Web-Based Courses	\$208.00
	Concurrent Enrollment Program - Resident	\$ 79.00
	Concurrent Enrollment Program – Nonresident	\$158.00

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE TUITION AND FEE SCHEDULE – 2023-2024
TOMPKINS CORTLAND COMMUNITY COLLEGE**

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

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE COURSE FEE – 2023-2024
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Course Fees:

ART 109	\$70.00	Student	Course Materials
ART 111	\$200.00	Student	Course Materials
ART 112	\$200.00	Student	Course Materials
ART 115	\$100.00	Student	Course Materials
ART 116	\$100.00	Student	Course Materials
ART 117	\$70.00	Student	Course Materials
ART 118	\$70.00	Student	Course Materials
ART 120	\$100.00	Student	Course Materials
ART 123	\$70.00	Student	Course Materials
ART 124	\$30.00	Student	Course Materials
ART 180	\$100.00	Student	Course Materials
ART 212	\$150.00	Student	Course Materials
ART 222	\$150.00	Student	Course Materials
ART 270	\$50.00	Student	Course Materials
ART 271	\$50.00	Student	Course Materials
BIOL 100	\$20.00	Student	Course Fee
BIOL 101	\$20.00	Student	Course Fee
BIOL 102	\$20.00	Student	Course Fee
BIOL 104	\$20.00	Student	Course Fee
BIOL 105	\$20.00	Student	Course Fee
BIOL 112	\$20.00	Student	Course Fee
BIOL 116	\$3,000.00	Student	Course Fee
BIOL 119	\$20.00	Student	Course Fee
BIOL 125	\$20.00	Student	Course Fee
BIOL 131	\$20.00	Student	Course Fee
BIOL 132	\$20.00	Student	Course Fee
BIOL 201	\$20.00	Student	Course Fee
BIOL 202	\$20.00	Student	Course Fee
BIOL 206	\$20.00	Student	Course Fee
BIOL 211	\$20.00	Student	Course Fee
BIOL 216	\$20.00	Student	Course Fee
BIOL 221	\$20.00	Student	Course Fee
BIOL 232	\$20.00	Student	Course Fee
CHEM 101	\$20.00	Student	Course Fee
CHEM 102	\$20.00	Student	Course Fee
CHEM 107	\$20.00	Student	Course Fee
CHEM 108	\$20.00	Student	Course Fee
CHEM 205	\$20.00	Student	Course Fee
CHEM 206	\$20.00	Student	Course Fee
CONT 208	\$65.00	Student	Certification for OSHA 10
CONT 209	\$40.00	Student	Course Materials
CONT 216	\$40.00	Student	Course Materials
CSCI 210	\$95.00	Student	Course Materials
CULI 101	\$250.00	Student	Lab Fee – Culinary Center
CULI 102	\$300.00	Student	Lab Fee – Culinary Center
CULI 110	\$200.00	Student	Lab Fee – Culinary Center

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE COURSE FEE – 2023-2024
TOMPKINS CORTLAND COMMUNITY COLLEGE**

CULI 120	\$150.00	Student	Lab Fee – Culinary Center
CULI 205	\$300.00	Student	Lab Fee – Culinary Center
ELEC 102	\$70.00	Student	Lab Kit
ENVS 110	\$30.00	Student	Lab Fee – Farm
ENVS 116	\$20.00	Student	Lab Fee – Farm
ENVS 117	\$100.00	Student	Lab Fee – Farm
ENVS 141	\$20.00	Student	Lab Fee – Farm
ENVS 142	\$100.00	Student	Lab Fee – Farm
ENVS 202	\$20.00	Student	Lab Fee – Farm
ENVS 203	\$100.00	Student	Lab Fee – Farm
FITN 101	\$10.00	Student	Red Cross Fee
FITN 102	\$10.00	Student	Red Cross Fee
FITN 107	\$240.00	Student	Scuba Fee
FITN 109	\$301.00	Student	Greek Peak
FITN 112	\$10.00	Student	Red Cross Fee
FITN 120	\$25.00	Student	Equipment Rental
FITN 121	\$25.00	Student	Equipment Rental
FITN 203	\$120.00	Student	Lane Rental – Cort-Lanes
FITN 216	\$85.00	Student	Red Cross Fees
FITN 221	\$100.00	Student	Greek Peak
FSS 131	\$10.00	Student	Testing Fee
HLTH 111	\$125.00	Student	Course Equipment/Red Cross Fee
HLTH 205	\$40.00	Student	Red Cross Fee
HRMG 100	\$30.00	Student	Testing Fee
HRMG 105	\$40.00	Student	Testing Fee
NURS 110	\$380.00	Student	Course Materials
NURS 225	\$525.00	Student	Exam Fee & Materials
PSED 160	\$10.00	Student	Exam Fee
RECR 107	\$210.00	Student	Equipment Fee
RECR 110	\$40.00	Student	Conference Attendance Fee
RECR 140	\$120.00	Student	Certification fee
RECR 210	\$30.00	Student	Student Inclusion Certification
RECR 274	\$50.00	Student	Course Equipment/Travel
RECR 276	\$375.00	Student	Course Equipment/Travel
RECR/FITN 159	\$100.00	Student	Course Equipment/Travel
RECR/FITN 160	\$40.00	Student	Course Equipment/Travel
RECR/FITN 161	\$30.00	Student	Course Equipment/Travel
RECR/FITN 163	\$30.00	Student	Course Equipment/Travel
RECR/FITN 164	\$25.00	Student	Course Equipment/Travel
RECR/FITN 165	\$30.00	Student	Course Equipment/Travel
RECR/FITN 166	\$30.00	Student	Course Equipment/Travel
WINE 110	\$400.00	Student	Lab Fee – Culinary Center
WINE 120	\$300.00	Student	Lab Fee – Culinary Center
WINE 130	\$200.00	Student	Lab Fee – Culinary Center
WINE 200	\$200.00	Student	Lab Fee – Culinary Center
WINE 202	\$300.00	Student	Lab Fee – Culinary Center

**STATE UNIVERSITY OF NEW YORK
COMMUNITY COLLEGE COURSE FEE – 2023-2024
TOMPKINS CORTLAND COMMUNITY COLLEGE**

WINE 220
STUDY ABROAD

\$200.00 Student Lab Fee – Culinary Center
Cost determined by market for travel & lodging – TBD

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-64**

ADOPTION OF THE PROPOSED 2023-2024 OPERATING BUDGET

WHEREAS, a proposed executive budget for Tompkins Cortland Community College for the fiscal year September 1, 2023 through August 31, 2024 has been presented to the Board of Trustees of Tompkins Cortland Community College pursuant to Section 6306 of the Education Law, be it therefore

RESOLVED, that an operating budget in the amount of \$34,862,992 for the fiscal year September 1, 2023 through August 31, 2024 is adopted pursuant to Section 6306 of the Education Law, and be it further

RESOLVED, that the Clerk of the Board of Trustees will forward certified copies of the resolution to the Cortland County Legislature, the Tompkins County Legislature, and the State University of New York for their approval.

STATE OF NEW YORK: **I, JAN BRHEL, CLERK** of the Board
 SS: of Trustees of Tompkins Cortland Community College,
COUNTY OF TOMPKINS: **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 the
18th day of May, 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand
and caused the official seal of Tompkins Cortland
Community College to be hereunto affixed this 18th day of
May, 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

TC3 2023-24 Proposed Operating Budget - Final 5/10/23

	A	B	C	D	E	F	G	H	I
	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	Variances to	% YOY	
	Actual	Actual	Actual	Budget	Forecast (as of Feb 2023)	Proposed Budget	PY Forecast Fav(UnFav)	Forecast Change Fav (Unfav)	Pro-portion of Expenses
Revenues									
Core Student Tuition	\$10,367,925	\$8,752,646	\$6,032,018	\$7,140,226	\$7,240,000	\$8,503,591	\$1,263,591	17.5%	24.4%
Concurrent Student Tuition	\$3,254,438	\$3,447,477	\$3,406,954	\$3,409,068	\$3,160,000	\$3,222,850	\$62,850	2.0%	9.2%
Core Student Fee Revenue	\$1,078,264	\$1,007,038	\$904,092	\$947,269	\$970,000	\$1,012,926	\$42,926	4.4%	2.9%
NY State Aid	\$9,906,511	\$9,967,699	\$9,753,019	\$9,753,019	\$9,753,019	\$9,763,019	\$10,000	0.1%	28.0%
Sponsoring Contributions	\$4,882,882	\$4,882,883	\$4,882,882	\$4,882,882	\$4,882,882	\$4,882,882	\$0	0.0%	14.0%
Chargebacks	\$4,686,054	\$4,093,164	\$5,399,713	\$5,418,607	\$5,500,000	\$5,891,772	\$391,772	7.1%	16.9%
Other Revenues	\$679,955	\$639,726	\$574,238	\$582,390	\$560,000	\$582,390	\$22,390	4.0%	1.7%
Reoccurring Revenues	\$34,856,028	\$32,790,632	\$30,952,917	\$32,133,461	\$32,065,901	\$33,859,430	\$1,793,529	5.6%	97.1%
Draw of Fed Aid-HEERF Lost Rev	\$0	\$2,000,000	\$2,120,459	\$0	\$100,000	\$0	-\$100,000	-100.0%	0.0%
Approved Use of Fund Balance	\$500,000	\$0	\$0	\$600,000	\$600,000	\$0	-\$600,000	-100.0%	0.0%
Approved Use of Designated Reserves	\$61,872	\$0	\$0	\$932,518	\$932,518	\$1,003,562	\$71,044	7.6%	2.9%
One-Time Revenues	\$561,872	\$2,000,000	\$2,120,459	\$1,532,518	\$1,632,518	\$1,003,562	-\$628,956	-38.5%	2.9%
Operating Revenues	\$35,417,900	\$34,790,632	\$33,073,376	\$33,665,979	\$33,698,419	\$34,862,992	\$1,164,573	3.5%	100.0%
Expenses									
Wages	\$16,711,882	\$15,720,513	\$15,308,198	\$16,029,773	\$15,900,000	\$16,331,466	-\$431,466	-2.7%	46.8%
Equipment	\$110,487	\$102,944	\$102,105	\$50,000	\$50,000	\$130,000	-\$80,000	-160.0%	0.4%
Contractual	\$4,591,148	\$4,432,799	\$4,400,247	\$5,601,892	\$5,200,000	\$6,471,866	-\$1,271,866	-24.5%	18.6%
Tuition Scholarship Offsets	\$3,254,438	\$3,447,477	\$3,478,120	\$3,439,832	\$3,190,764	\$3,439,832	-\$249,068	-7.8%	9.9%
Fringes	\$8,647,339	\$7,540,328	\$7,692,324	\$8,544,482	\$8,043,453	\$8,489,828	-\$446,375	-5.5%	24.4%
Operating Expenditures	\$33,315,294	\$31,244,061	\$30,980,993	\$33,665,979	\$32,384,217	\$34,862,992	-\$2,478,775	-7.7%	100.0%
Gain/Shortfall	\$2,102,605	\$3,546,572	\$2,092,383	\$0	\$1,314,202	\$0			

4 TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of May 1, 2023

UNCLASSIFIED STAFF

POSITION	DESIRED EMPLOYMENT DATE	ADVERTISED	APPLICATION REVIEW BEGINS	CURRENT STATUS
Admissions & Financial Aid Advisor	ASAP	October 4, 2022	November 4, 2022	Accepting Applications
Assistant Director of Student Activities and the Student Center	ASAP	April 24, 2023	May 8, 2023	Accepting Applications
Assistant Professor of Electrical Engineering (Grant-Funded)	March 15, 2023	November 29, 2022	January 3, 2023	Hired: Alex Chernyakov (07/10/23)
Assistant Registrar	ASAP	January 30, 2023	March 1, 2023	Hired: April Myles (05/30/23)
Case Manager	ASAP	March 29, 2023	May 1, 2023	Accepting Applications
Clinical Mental Health Counselor	ASAP	March 22, 2023	April 21, 2023	Accepting Applications
Director of Enrollment Operations	ASAP	February 3, 2023	March 3, 2023	Conducting Interviews
Institutional Research Analyst II	ASAP	November 29, 2022	January 1, 2023	Hired: Li Jiang (05/08/23)
Instructor of Anatomy and Physiology/Healthcare (Grant-Funded)	March 15, 2023	November 29, 2022	January 1, 2023	Conducting Interviews
Instructor of Civil Engineering/Construction Technology	August 21, 2023	November 5, 2022	January 5, 2023	Conducting Interviews
Instructor of English	Fall 2023	March 3, 2023	April 3, 2023	Conducting Interviews
Laboratory Technical Coordinator	ASAP	March 17, 2023	March 31, 2023	Interviews Concluded
Student Success Advisor	May 2023	March 7, 2023	April 7, 2023	Conducting Interviews
Vice President for Enrollment Management	ASAP	January 20, 2023	February 20, 2023	Conducting Interviews
Vice President of Finance and Administration	July 1, 2023	March 29, 2023	May 1, 2023	Accepting Applications
Vice President of Human Resources	ASAP	January 18, 2023	February 20, 2023	Checking References
Workforce Development Coordinator	ASAP	February 8, 2023	March 8, 2023	Offer in Process

CLASSIFIED STAFF

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
None.			

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Graduate Assistant	Residence Life/Student Center	May 2023	Accepting Applications; Continuous Recruitment
Lifeguard	Athletics & Recreation	May 2023	Accepting Applications; Continuous Recruitment
Recreation & Fitness Center Assistant	Athletics & Recreation	May 2023	Accepting Applications
Substitute Teacher	Childcare	May 2023	Accepting Applications; Continuous Recruitment
Van Driver	Athletics & Recreation	May 2023	Accepting Applications
Athletics Operations & Special Events Coordinator	Athletics & Recreation	June 2023	Hiring: Thomas Wilk (06/05/23)
Residence Director- Head Coach	Residence Life/Athletics & Recreation	June 2023	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	May 2023	Accepting Applications
Banquet Server	TC3 Bistro	May 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	May 2023	Accepting Applications
Bartender	TC3 Bistro	May 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	May 2023	Accepting Applications
Dishwasher	TC3 Bistro	May 2023	Accepting Applications Hired: Justin Richardson (04/22/23)
Host/Hostess	TC3 Bistro	May 2023	Accepting Applications
Line Cook	TC3 Bistro	May 2023	Accepting Applications
Server	TC3 Bistro	May 2023	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of May 1, 2023

COMPLAINANT	SUBJECT	DISPOSITION
CSEA		
CSEA-Campus Police Officer	Termination due to violation of Code of Conduct.	Requested Arbitration

FACULTY ASSOC.

None.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

Appointment of Personnel
Monday, May 1, 2023
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
March				
Woodruff, Lindsay	Provide supervision to NURS120 students while administering medications	Adjunct	\$2,504.70	3/8//2023 To 5/19/2023
VanDonsel, Miranda	RECR130 INDP - 2 students	Adjunct	\$1,224.00	3/3/2023 To 5/22/2023
Hendrix, Brittany	Clinical make-up - NURS208	Adjunct	\$306.13	3/17/2023
April				
Kyle, John	CAPS131 M02 INDP - 5 students	Adjunct	\$1,020.00	4/17/2023 To 5/19/2023
Weingarten, Jennifer	CAPS131 MO1	Adjunct	\$1,139.58	4/17/2023 To 5/19/2023
May				
Jiang, Li	Academic Affairs - Institutional Research Analyst II	Grade 4	\$76,000.00 *	5/8/2023
Myles, April	Academic Affairs - Assistant Registrar	Grade 3	\$64,811.00 *	5/30/2023
July				
Chernyakov, Alex	Teaching Faculty - Assistant Professor of Electrical Engineering		\$82,172.00 *	7/10/2023

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

May 18, 2023

Resignations/Retirements/Separations

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Daniel Krawiec	Assistant Director of Admissions-CRM Administrator	Admissions	05/31/23	Resigned
Miguel Maldonado	Programmer	Campus Technology	07/11/23	Resigned
James Perkins	Cleaning Supervisor	Buildings & Grounds	05/26/23	Retirement
Denver Stickrod	Dean of Enrollment Management	Enrollment	05/12/23	Resigned
Bill Talbot	Vice President of Finance and Administration	Finance and Administration	10/06/23	Retirement

FACULTY STUDENT ASSOCIATION

Breanna Hopkins	Teacher Aide	Childcare	04/21/23	Resigned
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BISTRO

Jason Sidle	Director of Operations	Bistro	05/13/23	Resigned
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**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-49**

**2023 CHANCELLOR’S/TRUSTEES’ AWARD
FOR EXCELLENCE IN CLASSIFIED SERVICE
JAMES PERKINS**

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, Mr. James Perkins 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 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 2023 Chancellor’s/Trustees’ Award for Excellence in Classified Service to Mr. James Perkins.

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 18th day of May 2023, and the same is a complete copy of the whole of
such resolution.

IN WITNESS WHEREOF, I have hereunto set my
hand and caused the official seal of Tompkins
Cortland Community College to be hereunto affixed
this 18th day of May 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-58**

**APPROVAL OF DIRECT SERVICE PROVIDER I
CREDENTIAL**

WHEREAS, as a result of meetings with local employers and agencies indicating community interest and employer need, a proposal has been developed for a Direct Service Provider I Credential, and

WHEREAS, upon review of this proposal, the College Curriculum Committee, the Faculty (through the level 3 voting process), the College Senate, the Provost, and the President have endorsed the proposal, be it therefore,

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College approves the attached Direct Service Provider I Credential.

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 18th day of May, 2023, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of May, 2023,

Clerk of the Board of Trustees
Tompkins Cortland Community College

CURRICULUM PROPOSAL FORM

Name: P. Tvaroha

Academic Community/Program: Health, Human Services, and Recreation

Date: 03-24-2023

TYPE OF SUBMISSION

(Check the type of submission and enter the requested information)

Change(s) in Degree/Certificate Requirements

Program Title:

Degree/Certificate Type: A.A.S. A.A./A.S. Certificate

Change(s) to Existing Course

Course Number and Title:

Identify the type of change(s) proposed:

- Change in Course Title or Number
- Change in Prerequisites, Co-requisites, and/or Basic Skills for Course Success
- Change in Credit Hours
- Change in Instructional Format (Lecture, Laboratory Hours)
- Change in Catalog Description
- Major Change in Course Content
- Change in essential topics/learning outcomes
- Deletion of course from curriculum
- Update to current Master Course Syllabus Template

New Course

Academic Community Proposing/Endorsing Course:

Proposed Course Title:

Developmental **First Year** (100 level) **Second Year** (200 level)

New Degree/Certificate/Microcredential

Academic Community Proposing/Endorsing Proposal: Health, Human Services, and Recreation

Proposed Title: Direct Support Professional I (DSP I)

Degree/Certificate: A.A.S. A.A./A.S. Certificate **Microcredential**

Other Curricular Change:

II. Proposal Summary and Rationale

Summarize the proposed curricular change(s) and provide a rationale. Indicate how the proposed change is intended to enhance or improve student learning.

The Direct Service Provider I Credential is proposed as a new microcredential to assist Direct Service Professionals to gain skills and knowledge which will help them advance in their careers and earn a higher wage.

SUNY has entered into an agreement with the National Association of Disability Service Professionals (NADSP) and the Office of People with Developmental Disabilities (OPWDD) to provide training in the form of microcredentials to existing and prospective Direct Service Professionals. Through the scope of this grant, the students will be able to complete both Credentials at no cost to the students or the employers. The grant will cover 100% of the cost of books, tuition and fees. The grant will also provide additional supports to students in the form of wrap-around funding to help with emergency expenses and a part-time coach to support the students in their career development.

Although the NADSP grant will end in the spring 2024 semester, we plan to continue to offer this microcredential to encourage career advancement in these critical roles and hopefully continue to feed students into the Human Services programs. Hums 109 *Case Management and Documentation* will also continue to be offered as an elective open to all students in the helping fields.



MICRO-CREDENTIAL PROPOSAL FORM

- A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential.
- All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
- A new micro-credential will be active immediately following Board of Trustees approval.
- When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION
Faculty lead: Patty Tvaroha	Proposed title: Direct Service Provider I (DSPI)
Department: Human Services	Minimum credits required (Minimum = 6; Maximum = 23): 7
Date submitted: 4/3/23	Courses: (List course code, title, and credits for each. Include any course choices allowed. Specify any minimum grade requirements. Note sequencing and semesters offered where relevant.)
Identify others who have been involved in the design/development of this credential. SUNY Provost Office National Association of Direct Service Professionals Office of People with Developmental Disabilities.	HUMS 105 Introduction to Human Services (3 credits) HUMS 107 Introduction to Disability Studies (3 credits) HUMS 120 Direct Service Provider I (DSPI) Field Work
	Non-credit components, if any:

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CREDENTIAL ALIGNMENT

Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificate(s) with which this credential aligns.

The courses in this microcredential align with the AS, AAS, and Certificate programs of Human Services. There is a critical need for Direct Service Providers in the field of Disability Service Provision. As a result, the National Alliance of Disability Service Providers (NADSP) has partnered with The Office of People With Developmental Disabilities (OPWDD) and SUNY to provide these Badging Microcredentials to Direct Service Providers who are already employed within the field.

What is the expected student population for this credential?

Students enrolled in the DSP I Credential will be Direct Service Professionals employed at one of the local OPWDD-funded Disability Service Provider agencies.

Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.

This credential has been developed to align with the National Association of Direct Service Provider badging system. Upon completion of this microcredential, student will have also completed 15 NADSP Badges. There is currently a nation-wide shortage of Direct Service Providers. The Department of Labor website states *"A current nationwide shortage of Direct Care Workers, including DSPs, adversely affects not only millions of DSP workers themselves, but also the many people who use or could benefit from their services. Shortages in recent years have spurred federal, state, and local action to bring more attention to this profession and mount an effective response to attract more people to become DSPs and support them through appropriate compensation and opportunities for advancement. People with disabilities can be great candidates as DSPs to help address the shortage."*

Explain the purpose of the proposed credential and list the learning outcomes.

The purpose of the DSP I Credential is to assist Direct Service Professionals to gain skills and knowledge which will help them advance in their careers and earn a higher wage. The Learning Outcomes for the DSP I Credential will align with 15 of the NADSP Badges. (see attached)

If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.

This microcredential aligns with the NADSP Badging system. It will allow students to earn Badges through NADSP, while earning this TC3 Credential.

Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

Students will be able to complete this Credential at no cost to themselves or the employers. The National Association of Disability Service Professionals (NADSP) grant will cover 100% of the tuition, fees, and books for this microcredential. The grant will also provide additional supports to students in the form of wrap-around funding to help with emergency expenses and a part-time coach to support the students in their career development.

Additional comments:

The grant will also provide additional supports to students in the form of wrap-around funding to help with emergency expenses and a part-time coach to support the students in their career development. Although the NADSP grant will end in the spring 2024 semester, we plan to continue to offer this microcredential to encourage career advancement in these critical roles and hopefully continue to feed students into the Human Services programs. When the grant ends, the cost to the student or sponsoring employer will be 7 credits of tuition/fees and books.

INSTITUTIONAL SUPPORT

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources and any other relevant supports. Please describe the relevant supports needed for the credential.

The grant provides for a part time 'coach' to assist students with academic decisions, as well as other barriers to success which might come up. In addition to the coach provided through the grant, students enrolled in this microcredential would be assigned to an academic advisor.

Technology supports must be in place as needed. Please identify any specialized technology needs. N/A

Identify target market audiences for this credential.

The target audiences for this microcredential are current employees at Disability Service Providing Agencies, as well as those who have a desire to work as a Direct Service Professional at a Disability Service Provider.

Additional comments:

NADSP Badging

DSP I – 15 Total E-Badges: Must include the following

- The Code of Ethics Commitment
- The 50 Hours of Accredited Education
- At Least One of the Core Competency
 - Crisis Prevention and Intervention
 - Safety
 - Person-Centered Practices
 - Health and Wellness

Core Competencies	E-Badge	Provided by TC3 or Employer
Safety	Abuse Prevention	Employer
Communication	Communication Modes	TC3/ HUMS 105
Cultural Competency	Cultural Reflection	TC3/ HUMS 107
Professionalism and Ethics	Ethics Roadmap	TC3/ HUMS 105
Safety	First Aid	Employer
Communication	Respectful Communication	TC3/ HUMS 105
Professionalism and Ethics	Respectful Confidentiality	TC3/ HUMS 105
Crisis Intervention and Prevention	Self Reflection	TC3/ HUMS 105
Person Centered Practices	Individual Activities	Employer
Communication	Translating Terms	TC3/ HUMS 107
Community Inclusion and Networking	Community Networking	TC3/ HUMS 105
Community Inclusion and Networking	Planning Activities	TC3/ HUMS 107
Health and Wellness	Medication Administration	Employer
Health and Wellness	Personal Care	Employer
Health and Wellness	Supporting Well-Being	TC3/ HUMS 107

CURRICULUM PROPOSAL FORM

Name: P. Tvaroha

Academic Community/Program: Health, Human Services, and Recreation

Date: 03-24-2023

TYPE OF SUBMISSION

(Check the type of submission and enter the requested information)

Change(s) in Degree/Certificate Requirements

Program Title:

Degree/Certificate Type: A.A.S. A.A./A.S. Certificate

Change(s) to Existing Course

Course Number and Title:

Identify the type of change(s) proposed:

- Change in Course Title or Number
- Change in Prerequisites, Co-requisites, and/or Basic Skills for Course Success
- Change in Credit Hours
- Change in Instructional Format (Lecture, Laboratory Hours)
- Change in Catalog Description
- Major Change in Course Content
- Change in essential topics/learning outcomes
- Deletion of course from curriculum
- Update to current Master Course Syllabus Template

New Course

Academic Community Proposing/Endorsing Course:

Proposed Course Title:

Developmental **First Year** (100 level) **Second Year** (200 level)

New Degree/Certificate/Microcredential

Academic Community Proposing/Endorsing Proposal: Health, Human Services, and Recreation

Proposed Title: Direct Support Professional II (DSP II)

Degree/Certificate: A.A.S. A.A./A.S. Certificate **Microcredential**

Other Curricular Change:

II. Proposal Summary and Rationale

Summarize the proposed curricular change(s) and provide a rationale. Indicate how the proposed change is intended to enhance or improve student learning.

The Direct Service Provider II Credential is proposed as a new microcredential to assist Direct Service Professionals to gain skills and knowledge which will help them advance in their careers and earn a higher wage.

SUNY has entered into an agreement with the National Association of Disability Service Professionals (NADSP) and the Office of People with Developmental Disabilities (OPWDD) to provide training in the form of microcredentials to existing and prospective Direct Service Professionals. Through the scope of this grant, the students will be able to complete both Credentials at no cost to the students or the employers. The grant will cover 100% of the cost of books, tuition and fees. The grant will also provide additional supports to students in the form of wrap-around funding to help with emergency expenses and a part-time coach to support the students in their career development.

Although the NADSP grant will end in the spring 2024 semester, we plan to continue to offer this microcredential to encourage career advancement in these critical roles and hopefully continue to feed students into the Human Services programs. HUMS 109 *Case Management and Documentation* will also continue to be offered as an elective open to all students in the helping fields.



MICRO-CREDENTIAL PROPOSAL FORM

- A micro-credential is a defined set of coursework that should “stack into” an existing degree or certificate, but can stand alone as a valuable career credential.
- All proposed micro-credentials will require campus approval in accordance with the Level III Curriculum Committee process, culminating with Board of Trustees approval.
- A new micro-credential will be active immediately following Board of Trustees approval.
- When developing a micro-credential, please refer to Curriculum Committee *Policies and Procedures* available on Sharepoint and consult with the Provost and the Registrar as needed.

CONTACT PERSON FOR THIS PROPOSAL	CREDENTIAL INFORMATION
Faculty lead: Patty Tvaroha	Proposed title: Direct Service Provider II (DSPII)
Department: Human Services	Minimum credits required (Minimum = 6; Maximum = 23): 7
Date submitted: 4/3/23	Courses: (List course code, title, and credits for each. Include any course choices allowed. Specify any minimum grade requirements. Note sequencing and semesters offered where relevant.)
Identify others who have been involved in the design/development of this credential. SUNY Provost Office National Association of Direct Service Professionals Office of People with Developmental Disabilities.	HLTH 206 Personal Health (3 credits) HUMS 109 Case Management and Documentation (3 credits) HUMS 121 Direct Service Provider II Field Work (1 Credit)
	Non-credit components, if any:

CREDENTIAL ALIGNMENT

Describe how the proposed credential is aligned with or complementary to a current Tompkins Cortland program and/or certificate with respect to institutional priority, and/or expressed workforce need. List program(s)/certificate(s) with which this credential aligns.

The courses in this microcredential align with the AS, AAS, and Certificate Human Services programs. There is a critical need for Direct Service Providers in the field of Disability Service Provision. As a result, the National Alliance of Disability Service Providers (NADSP) has partnered with The Office of People With Developmental Disabilities (OPWDD) and SUNY to provide these Badging Microcredentials to Direct Service Providers who are already employed within the field.

What is the expected student population for this credential?

Students in the DSP II Credential will be employed as Direct Service Professionals at one of the local OPWDD-funded Disability Service Provider agencies.

Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.

This credential has been developed to align with the National Association of Direct Service Provider badging system. Upon completion of this microcredential, student will have also completed 15 NADSP Badges. There is currently a nation-wide shortage of Direct Service Providers. The Department of Labor website states *"A current nationwide shortage of Direct Care Workers, including DSPs, adversely affects not only millions of DSP workers themselves, but also the many people who use or could benefit from their services. Shortages in recent years have spurred federal, state and local action to bring more attention to this profession and mount an effective response to attract more people to become DSPs and support them through appropriate compensation and opportunities for advancement. People with disabilities can be great candidates as DSPs to help address the shortage"*.

Explain the purpose of the proposed credential and list the learning outcomes.

The purpose of the DSP II microcredential is to assist Direct Service Professionals to gain skills and knowledge which will help them advance in their careers and earn a higher wage. The Learning Outcomes for the DSP II Microcredential will align with 15 of the NADSP Badges. (see attached)

<p>If applicable, describe how this credential is aligned to professional standards of a relevant professional organization. List any third-party certifications that students may earn by completing the credential.</p> <p>This microcredential aligns with the NADSP Badging system. It will allow students to earn Badges through NADSP, while earning their Credential with TC3.</p>
<p>Additional costs above tuition and institutional fees must be identified. (Examples: OER fees, course fees, required supplies or equipment, non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.</p> <p>Students will be able to complete this Credential at no cost to themselves or the employers. The National Association of Disability Service Professionals (NADSP) grant will cover 100% of the tuition, fees, and books for this microcredential. The grant will also provide additional supports to students in the form of wrap-around funding to help with emergency expenses and a part-time coach to support the students in their career development.</p>
<p>Additional comments:</p> <p>The grant will also provide additional supports to students in the form of wrap-around funding to help with emergency expenses and a part-time coach to support the students in their career development. Although the NADSP grant will end in the spring 2024 semester, we plan to continue to offer this microcredential to encourage career advancement in these critical roles and hopefully continue to feed students into the Human Services programs. When the grant ends, the cost to the student or sponsoring employer will be 7 credits of tuition/fees and books.</p>
<p>INSTITUTIONAL SUPPORT</p>
<p>Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources and any other relevant supports. Please describe the relevant supports needed for the credential.</p> <p>The grant provides for a part time ‘coach’ to assist students with academic decisions, as well as other barriers to success which might come up. In addition to the coach provided by the grant, students enrolled in this microcredential would be assigned to an academic advisor.</p>
<p>Technology supports must be in place as needed. Please identify any specialized technology needs. N/A</p>

Identify target market audiences for this credential.

The target audiences for this microcredential are current employees at Disability Service Providing Agencies, as well as those who have a desire to work as a Direct Service Professional at a Disability Service Provider.

Additional comments:

DSP II – 30 Total E-Badges: Must include the following

- DSP I badge
- The 100 Hours of Accredited Education
- At Least One of the Core Competency
 - Evaluation and Observation
 - Communication
 - Professionalism and Ethics
 - Community Inclusion and Networking

Core Competencies	E-Badge	Provided by TC3 or Employer
Cultural Competency	Cultural Connections	TC3/ HUMS 109
Cultural Competency	Cultural Support	Employer
Evaluation and Observation	Assessment Follow-up	TC3/ HUMS 109
Education, Training, Self Development	Technology Proficiency	Employer
Health and Wellness	Ongoing Health Supports	Employer
Safety	Community Safety	Employer
Community Living Skills and Supports	Building on Strengths	Employer
Evaluation and Observation	Data Collection	TC3/ HUMS 109
Evaluation and Observation	Informal Assessment	TC3/ HUMS 109
Professionalism and Ethics	Self Care	TC3/ HLTH 206
Safety	Abuse reporting	TC3/ HLTH 206
Person Centered Practice	Completing Documentation	TC3/ HUMS 109
Person Centered Practices	Participant Directed	TC3/ HUMS 109
Person Centered Practices	Plan Implementation	TC3/ HUMS 109
Empowerment and Advocacy	Informed Advocate	TC3/ HUMS 109

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-61
Site Work, Concrete & Masonry (Labs WDI)**

WHEREAS, there is a need for Site Work, Concrete & Masonry at TC3 as required, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for the Site Work, Concrete & Masonry and

WHEREAS, Architectural Concrete Plus of Dundee, New York, has provided the only responsible bid based on 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 Site Work, Concrete in the amount of \$104,382.00 and for Masonry in the amount of \$137,138.00 to Architectural Concrete Plus. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by 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, JAN BRHEL, 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 18th day of May 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of May 2023.

Clerk of the Board of Trustees

Recommendation of Bid Award for Universal Testing Machine (Labs/WDI Project)

In consultation with the Provost and Faculty, we are recommending the award of the bid for a **Universal Testing Machine**, to Instron of Norwood, Massachusetts for the bid amount of \$69,403.00. 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 The Cortland Standard as well as the College's website. Bid requests were sent to 15 vendors. Amendments were sent to all vendors as questions arose regarding specifications. Three bids were received as follows.

Technology International \$95,800
Instron \$69,403
Tech-Ed Systems \$26,967

While the bid from Tech-Ed Systems was lower, it did not meet the specifications required as communicated to vendors via amendments to the specifications.

Kevin Caveney
Purchasing

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-62
Universal Testing Machine – WDI Lab**

WHEREAS, there is a need for a Universal Testing Machine for instruction at TC3, and

WHEREAS, the College has complied with New York General Municipal Law Section 103, and solicited sealed bids for a Universal Testing Machine, and

WHEREAS, Instron, of Norwood, Massachusetts, has provided the low 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 the Universal Testing Machine to Instron per their bid of \$69,403. The award is subject to the fulfillment of all necessary and appropriate contingencies, including but not limited to verifications by the 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, JAN BRHEL, 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 18th day of May 2023 and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of May 2023.

Clerk of the Board of Trustees

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2022-2023-63**

Study Abroad Policy

WHEREAS, the College has identified that the Study Abroad Policy needs to comply with changes made by the State University of New York pertaining to study abroad, and

WHEREAS, the College has tasked the Global Council and the Provost's Office to review, outline, and to recommend best practices, and

WHEREAS, this policy has been reviewed by the Executive Council 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 attached Study Abroad Policy.

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 18th day of May 2023, and the same is a complete copy of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of Tompkins Cortland Community College to be hereunto affixed this 18th day of May 2023.

Clerk of the Board of Trustees
Tompkins Cortland Community College



Study Abroad Programs Policy Statement

I. Policy statement: Faculty-led study abroad experiences offer opportunities to enrich student learning and must be planned, implemented, and assessed to ensure academic alignment, support orderly program implementation, limit foreseeable risks, comply with applicable laws, regulations and policies – and foster community-building among participants.

II. Rationale: All faculty-led programs and courses offered by Tompkins Cortland Community College, including those occurring in other countries, are subject to College oversight, as liability belongs to the College. Study abroad carries inherent risks that must be managed by multiple stakeholders to ensure effective delivery, including appropriate preparation and response to any emergencies that could occur.

III. Application of policy: All faculty and college employees involved in management, coordination or oversight of faculty-led study abroad programs, as well as students participating in study abroad opportunities, are responsible for implementation of study abroad programs and activities consistent with this policy.

IV. Related documents: Appendices to this document include: [Faculty-led Study Abroad Program Proposal form](#), [Proposal rubric](#), [budget template](#), [SLO mapping template](#), [student application packet](#), Actions and Deadlines Timeline (TBD), and [TC3 Study Away Emergency Response Plan](#).

V. Policies

- 1) Faculty interested in proposing a faculty-led program must notify the Provost's Office of their intent at least one academic year in advance, in line with the typical parameters for establishing schedules. The Provost's Office will inform the faculty if the courses involved will be offered in the semester requested or not. If the courses will be offered, then the faculty may proceed with the process outlined herein for proposing a study abroad course.
- 2) To propose a new faculty-led program, faculty leaders must follow the processes and procedures outlined in the complete the [Program Proposal form](#).
- 3) All faculty-led programs must have at least two professional personnel on-site, one of which must be a full-time TC3 faculty member.

- 4) As a matter of course, faculty-led programs will have an approved on-site partner or study abroad program provider, unless the faculty-leader has a demonstrated in-country network as detailed in their proposal and approved by the Global Council and the Provost.
- 5) All faculty-led study abroad programs must work with the Global Office to secure approval from the SUNY Office of Global Affairs before commencing, per current SUNY policy.
- 6) Travel must be reviewed and approved to any destination listed on the U.S. State Department Travel Advisory List prior to departure. Destinations with a Level 3 or 4 travel advisory will not be allowed. For evacuation, in the case of changing travel advisory, procedures are outlined in the Study Abroad Emergency Response Plan.
- 7) All travel will occur as a group. Except in extraordinary circumstances approved in advance of departure by the Director of the Global Office and the Provost, neither the co-leaders nor students will travel separately from the approved itinerary. Appropriate waiver must be signed and on file for approved independent travel.
- 8) Proposed program budgets must be approved by the Global Office and use the template provided in the Program Proposal form. All program budgets must include an administrative fee and an emergency contingency fee to cover budget shortfalls due to unforeseen costs, currency fluctuations or emergency expenditures.
- 9) All travel expenses for the faculty leader(s)—including airfare, accommodations, and group costs—must be included in the program fee that student participants will pay.
- 10) Consistent with SUNY guidelines, all incentives, rebates, or other benefits, such as airline travel miles, hotel points, etc. associated with College travel are the property of the College and not individual faculty co-leaders.
- 11) All faculty involved must have completed New York State Sexual Harassment training in the 30 days preceding travel.
- 12) Faculty are required to acknowledge and comply with the following responsibilities expected of faculty leaders:
 - a. The role of the faculty on a faculty-led program is demanding and potentially challenging on various levels, from the earliest stages of proposal and program development through post-program assessment. The faculty leader(s) must design all academic aspects of the program, manage the program budget and travel logistics in conjunction with relevant offices, and then implement a high-quality program that is managed responsibly, which must include risk management and contingency planning. Leading a group of students in this type of endeavor is incredibly rewarding but also requires a commitment of time and energy to be successful. While in country, faculty serve not only as instructors, but also as on-site managers of the course/program and representatives of TC3. Faculty must be engaged, responsible, and adapt and respond to situations as conditions demand.
 - b. After the program budget is approved and the course is scheduled, faculty leaders must work with staff from the Global Office and the Budget Office to submit a Travel Request Form. This form should include the approved itemized list of the specific

travel itinerary and costs, including group departure and return travel plans, specific accommodations, activities on each day of the trip and related admission fees, meals, international insurance fees, tour operator fees, and any other expenses, including a reasonable estimate for gratuities (if tipping is expected at the destination site). Cash advances must have prior approval.

- c. Faculty must keep records and a rubric of selection criteria for their trips to ensure transparent, equitable, and non-discriminatory admission practices. This includes submission of structured interview questions and rubric, and any other admission requirements for their trip.
- d. Faculty are cautioned that their first priority is the trip and its TC3 participants. Consequently, the College prohibits any proposed activity that may divert the co-leaders from their responsibilities, including any third party work for hire, and will take appropriate action should it become apparent that a co-leader has engaged in non-aligned activities during a trip without prior authorization.
- e. Faculty leaders are required to participate in a faculty leader orientation, coordinated by the Global Office and in advance of travel, to review specific policies and procedures applicable to study abroad at TC3 and within the SUNY system. Faculty who wish to propose a new trip, must take part in a faculty-leader orientation prior to submitting a proposal. Faculty must also have current First Aid/CPR card.
- f. All trip leaders must carefully review and follow the parameters of the College's approved Study Abroad Emergency Response plan. In addition, they must create, communicate, and provide access to a destination-specific risk management plan for the trip to be shared with the Global Office. This plan is to include appropriate on-site resources and contact information to address various emergencies, and should include steps to be followed if an emergency requires the group to become separated or to evacuate from the destination site.
- g. Faculty leaders are responsible for conducting a reconciliation of trip expenses within 15 days after the trip return. This is especially important if an activity or changes took place during travel and refunds are necessary to students. This reconciliation will be submitted to and approved by the Global Office prior to submission to Budget and Finance Office.
- h. Faculty leaders seeking reimbursement of additional expenses incurred in addition to those approved in advance may do so in accordance with Office of Budget and Finance procedures and Reimbursement, including applicable receipts.

13) Students participating in faculty-led study abroad programs are required to comply with all College policies, as well as the additional requirements detailed in the application materials and Emergency Response Plan.

14) Courses associated with faculty-led study abroad programs are subject to the same academic calendar dates, polices, and procedures that apply to other courses of the College.

15) Should a study abroad course be cancelled, all required deposits made by students will be refunded.

16) The Provost's Office shall work with the Office of Global Initiatives and the Global Council to annually review and revise as needed polices related to study-abroad.

VII. Forms/Processes

Faculty Leader – Study Abroad Forms

- Proposal
- Budget Form
- Curriculum Map with Contact Hours
- Faculty-Led Program Proposal Rubric

Student Participant – Study Abroad Forms

- Study Abroad Application
- Study Abroad Travel Cost and Payment Disclosure
- Study Abroad Agreement and Acceptance of Risk
- Study Abroad Health Form

Provost Report May 2023

Faculty Meeting: We held a faculty meeting on 4/21. The agenda consisted of updates from Community Coordinators and the DSPI and DSP II microcredentials.

Faculty Vote: There was a faculty vote related to two microcredentials (Direct Service Provider I & II). The votes passed by a margin of Yes 50, No 0, Abstain 0.

Graduate of Note: We held our first in-person graduate of note ceremony since 2019 on Friday 5/5. Annually we ask the faculty to select a graduate of note in each academic program. We have a history of inviting them and their family to an event (typically a luncheon), but the event portion has been on hiatus during the pandemic. It was great to see the faculty raving about stellar students, and it was uplifting to watch the students share that with their family. Dr. Andrea Mathers organized the event: thank you to Anndrea.

Screening Committees: We completed hiring searches for the following positions: The Assistant Professor of Electrical Engineering; Assistant Registrar; and the Institutional Research Analyst. Current searches still in progress include for the following: English Faculty; A+P Healthcare Faculty; Civil Engineering/Construction Faculty.

SUNY High Needs Grant: We were awarded a \$45,000 for a SUNY High Needs Grant related to microcredentials. We requested some funding to help offset costs for curriculum and catalog management software primarily, but we also put in some funding for training in DegreeWorks scribing and consultant work to help create new credentials. Thank you to Katrina Campbell and Carrie Coates Whitmore for their work on this grant.

SUNY High Needs Localities Workforce Academic Programs Grant: We were awarded \$75,048 to pay for enterprise level lecture capture software and equipment for two of the new rooms we're building: 262 and 270. These rooms are connected to high need programs, and the interactive software will enhance our ability to bring in guest speakers and to work with students who may have difficulty attending classes in person, especially non-traditional students. Thank you to Carrie Whitmore and Don Perkins for their help on this grant.

SUNY/OPWDD Grant: The College is in the last phases of finalizing a grant of \$372,500 for the SUNY Direct Support Microcredential. This is a spectacular grant. The goal is to bring 2 cohorts of students through the DSPI and DSP II credentials, which have been aligned with industry certifications/badges in this area. The funding covers curriculum development, mentoring costs, marketing, and cost of instruction for the College. For the students, the grant covers cost of tuition, a general fund to assist students taking classes, mentoring support, and a stipend upon completion of the two credentials. Thank you to Patty Tvaroha and Carrie Coates Whitmore for their help on this grant.

Comprehensive Program Review/ Snapshot Program Review Templates/Chair Reports: The templates for review of academic programs have been reviewed widely (Assessment Committee, Curriculum Committee, Chair/Coordinators, Faculty Union) and will now be implemented. This is key step towards reviving our review of academic programs, which has been mostly on hold while we rebuilt our assessment practices. As a reminder the Comprehensive Program Review happens every 5 years and the Snapshot review happens on an as-needed basis in-between Comprehensive Program Reviews.

The Chair Reports have been redesigned to align directly the Comprehensive Program Review, and they will be implemented this year for the first time. This is incredibly important and connected both to our Guided Pathways work and to the College's Academic Plan.

Emerit: The faculty are voting in May on a new proposal for awarding Emerit (formerly Emeritus) status to faculty who have retired from the College. These proposals will require BOT approval if they are approved through our typical campus procedures.

Study Abroad: SUNY made some significant changes to Study Abroad during the pandemic. In particular, they now require that all student abroad trips apply for approval through SUNY and they have included a host of requirements to ensure consistency in trips across the system. The changes were all good ones that we had been working to implement anyway, including requiring in-country partners and standardized Emergency Response Plans for all campus. We have revised our Study Abroad policies to comply with the new SUNY Guidelines and to better manage risk and align our procedures with post-pandemic travel for students.

Curriculum Committee: May is going to be a busy month for the Curriculum Committee. We have been facing some intense deadlines in order to comply with the myriad changes to SUNY's General Education framework. Chairs had to change all AA and AS programs to comply with the new guidelines by Fall of 2023, which means they need to be completed this semester. The faculty also have been revising master course syllabii to align with our new assessment practices (and SUNY Gen Ed). We have also been working on new program development. Due to pressing deadlines, a massive amount of work fell to the May Meeting, but it looks like we are on pace to meet all required SUNY Guidelines. I want to thank Katrina Campbell and Julie Ray for their work in not only organizing all the material but for providing cogent and much-needed feedback on the curriculum changes, often taking general ideas and helping to turn them into practical documents for review.

Assessment Work: I wanted to close with some positive reflection from our Assessment Committee. Kelly Wessel has chaired the committee and done excellent work. He has listed the following as major accomplishments:

- Fall Day activities around ILO3
- Mid-Winter Day activities around ILO5
- Roll-out of the SLO reporting process for 2022-2023!!!!!!!!!!
- PowerBi interface to analyze the SLO data
- Creation of the SUNY GE assessment reporting form
- Creation of the Departmental Assessment form
- Outreach and support for chairs in formal and informal venues

I would note that the 9 exclamation points listed above are probably too little! I'd add that this committee functioned at a high level throughout the year. The following folks were members of the Committee: Kelly Wessel, Kerry Curran, Sue Mueller, Angela Palumbo, Melissa Schmidt, Malvika Talwar, Anndrea Mathers, Danielle Bethoney, Herm Altman, David Fish, and Anna Regula.

THE BOARD OF TRUSTEES REPORT

Interim VP of Student Affairs and Senior Diversity Officer

May 2023

Athletics and Recreation

The 2022-23 TC3 Panther Hall of Fame Induction Ceremony will be on Saturday, September 16. We will induct Kris Boyes, National Golf Champ, and Tayler (Fravel) Wallis, Softball All-American. More details to come!

Student-athletes reported that the food provided by the TC3 Cafeteria is not acceptable. Complaints were about little selection, small portions, and honoring hours of operation. Student-athletes were active in registering for Fall 2023 classes and were sure to motivate teammates to do the same. Please click on the links below for scores and updates on each of our Spring Teams!

Baseball <https://www.tcpanters.com/sports/bsb/index>

Golf <https://www.tcpanters.com/sports/mgolf/index>

Lacrosse <https://www.tcpanters.com/sports/mgolf/index>

Softball <https://www.tcpanters.com/sports/sball/index>

Campus Police

Campus Police sponsored a March Madness pizza event for residence life students in Seneca Hall on Monday, April 3rd. The event generated a turnout of approximately 60+ students and provided the opportunity for students to relax and interact with Campus Police staff under social circumstances. To continue educating the campus community about active threat readiness and response, Campus Police conducted a 1.5 -hour active threat presentation for aspiring K-12 teachers in TC3 Professor Fred Farah's Biology 125 class. The presentation was well-received and helped the students understand important aspects of personal safety, emergency and concerning behavior reporting, and K-12 active threat readiness and response protocols and procedures.

Child Care

We are currently fully staffed, but we know that a staff member is leaving in July, and two (2) are going on maternity leave in July. Our round 3 of the NYS DOL grant has been approved. We are awaiting our final approval letter and forms to sign. The grant funds will cover up to \$15,000 in wages per apprentice. We were awarded grant funds for up to \$144,000 to help cover the wages of employees participating in the program. We currently have three (3) employees participating and hope to have seven (7) more.

Health and Wellness Services

HWS is planning a 5K for Saturday, May 6. Fourteen (14) students attended mental health training to learn how to better prevent, recognize, and assist with common challenges. On Tuesday, April 25th, HWS welcomed representatives from the NYS Department of Health for a routine audit of students' immunization records. The Clinical Mental Health Counselor and the Case Manager positions have been posted, and applications are being reviewed. On-campus counseling continues on Monday, Tuesday, and Wednesday evenings.

Office of Diversity Education and Support Services

ODESS participated in recruitment activities, including hosting an informational EOP and LSAMP session. In addition, ODESS created education displays concerning Mental Health Awareness Month. The displays were posted throughout ODESS and on the front display window. ODESS Success programs are also in the process of recruiting peer mentors for the Fall 2023 class.

Residence Life

Residence Life currently has 224 students actively living in the Residence Halls. Residence Life has continued contacting returners through calls, emails, and personal check-ins to ensure students have their bills taken care of for the Fall 2023 semester. BuildingThe Residence Life Handbook is also in the process of being updated for

students and families with updated policies and procedures. Additionally, programming included, Residence will have a Carve Your Art: Linocuts where students will join local artist Rachel Feirman to create their own prints on May 2. Residence Life will have a Pool Tournament in building C on May 7. Lastly, Residence Life will be bringing back the Quiet Floor and the new offering First-Year Experience living-learning community for the Fall 2023 semester.

Student Conduct, CARE Team & Title IX

For April, there were eight (8) conduct incidents involving seven (7) students. Three (3) of these were for individuals not completing assigned sanctions. Two (2) are to be removed from campus housing after Finals. The individual who went to a conduct board was suspended. So far this semester, no new Title IX-related issues have been reported. Presentations were made in three (3) classes on Healthy Relationships this month. The CARE team serves as the College's Behavioral Intervention Team – this month; there have been four (4) new students referred to the group.

Student Life

Club officers have begun to switch focus to transitions for Fall -Spring 23-24. Outdoor Adventure Club attended their annual white-water rafting trip from April 28th-April 30th and Sport Management Club is hosting their annual E-Gaming tournament on May 4th. All active clubs will be represented at the Student Leadership Awards, where winners of Outstanding Organization, New Organization of the Year, Program of the Year, and Club Advisor of the Year will be announced.

Notably, weekly SGA meetings average at least 15 attendees per meeting. SGA voted on two resolutions in the April 20th general body meeting. They voted to pass the Vice President of Diversity, Equity, and Inclusion executive board addition resolution. The resolution to change the Student Center bathrooms to Gender Neutral restrooms did not pass. Finally, the annual end-of-year celebration is scheduled for Thursday, May 11th. In addition to collaboration with Student Activities and SGA, students in both Recreation and Sport Management classes are coordinating activities during the event as part of their experiential learning. Festivities will include inflatables, a food truck, carnival style games, prizes, and field games.

Student Success: Advising, Career, and Transfer Services

Upon conclusion of our "[Road to Registration \(R2R\)](#)" events, we came in just shy of our overarching goal (at 379/400 students, so 95% of the goal). However, these registration numbers for Fall 2023 at the end of "Registration Week" already exceed those for Fall 22 and Fall 21. During the busy month of April, 348 advising appointments were held, and over 320 students attended R2R programs

Also, in April, we partnered with EdSights, an AI chatbot and SMS messaging service with a retention framework. In the last three weeks of April, we sent three text campaigns to current students: an introduction to our bot "Pounce Panther," a registration campaign, and an end-of-semester "wellness check." We had a 98% opt-in rate, a 39% engagement rate (students replying to Pounce), and so far, we have received over 1300 texts. Our retention-based text campaigns will continue throughout the summer for current students to keep them engaged with TC3 while on break, and our full semester slate of interactions will include all new students in the fall.

My Desk

I have provided Residence Life housing retention and forecasting occupancy for Fall 2023. I was honored to participate in this year's Student Leadership Awards ceremony on May 3. In addition, I have been participating in the VP of Enrollment and Marketing search and the VP of Human Resources search.

Respectfully,

Seth A. Thompson

Report to the Board of Trustees

Campus Technology

May 2023

Personnel – Scot Beekman has assumed the CIO as a Service responsibilities from Erik Snyder. Many thanks to Erik for all he has done to assist TC3 during his time serving in that capacity. Scot will be on campus 2 days a week and will continue knowledge transfer from Erik over the next few weeks.

IT Network Replacement Project – We continue to work with the contracted vendor, ComSource, to improve network services across campus and in Residence Life. The equipment that has been plagued with supply chain issues arrived to campus on 5/9, and is currently being scheduled for installation. We were able to obtain an upgraded version of the equipment at no additional cost. The remaining outdated Wireless Access Points will be replaced at the end of May. ComSource is still working on a quote for TC3 to replace 3 fiber optic lines in the main building. We've asked for this quote in the context of a quote for a fiber upgrade for the whole main building (this is what ComSource, ITEC and the CT team at TC3 see as the ideal future state of the fiber infrastructure) prioritizing the 3 pieces of fiber that are currently having instability and need to be replaced soon.

IT Assessment - SUNY ITEC has delivered the IT Assessment report to President Kremenek. The CT Team and ITEC have already begun implementing high priority items, and I will continue to implement additional implementation of recommendations throughout my tenure.

VPN – The Virtual Private Network that allows secure connection from off campus to on campus technology had its licensing renewed this month, and we have further secured the system with an upgraded SSL certificate. This certificate was obtained via a new method (we are the first SUNY campus to use this method) that saved TC3 99% of the old method's cost (\$7.50 vs. \$750.00). Thanks to Jan and the TC3 purchasing team for expediting this process for me.

Documentation – In order to move to a more proactive, sustainable and scalable technology model, the CT team has begun a thorough documentation review of all campus systems and services. This will allow front line support to have a better understanding of responsibility distribution as well as allowing the HelpDesk to answer more issue prior to escalation, freeing up more resources. It will also provide for more depth of coverage for critical incidents.

Respectfully,

Scot Beekman
Interim CIOaaS

TO: Amy Kremenek, President
TC3 Board of Trustees

FROM: Sayre Paradiso and Casey Goodwin
Co-chairs, College Senate

DATE: May 8, 2023

College Senate report May 5th, 2023

- Working to establish a system to fill senate seats that will be vacated end of the spring semester
 - Call for nominations has been extended to 5/12.
 - Co-Chairs have urged current members to encourage colleagues to take part

- Evaluation of on-campus committees with Senate charges will be the focus this semester
 - Proposing restructuring of reporting system
 - Will have the list for the last meeting approval
 - Committees still presenting

- Final meeting of the semester moved to 5/19 to allow for curriculum presentations by faculty and vote

- Sayre Paradiso will be attending the Campus Governance Leader (CGL) conference August 7th in Saratoga Springs.

- Senate Co-Chairs Casey Goodwin and Sayre Paradiso continue to meet with President Kremenek around the missions of the Senate and the college at large



To: Board of Trustees
May 18, 2023 Meeting

Foundation Board and Committees

A Foundation Board meeting took place on April 11. Student Trustee, Louis Scholl provided the Mission Moment. Bill Talbot shared the transitioning plan due to the Foundation's Chief Financial Officers departure. The Bonadio & Co., LLP presented the 2022 audit. The Board entered into executive session for various topics. Doug Bentley, alumni committee chair announced the 2023 Distinguished Alumni: Roxan Noble, '10 Business Administration AAS, Lonnie Park, '14 Broadcast Production AAS, and Lisa Perfetti, '88 Nursing AAS. All recipients will be recognized at Commencement on May 23.

The Property Management Committee met on April 25. Information on the facilities and financial updates were provided, as well as College and Foundation updates.

A Board retreat was held on campus on April 28. The fundraising and communication plans were discussed in detail. A Foundation financial overview was presented by Bill Talbot. President Kremenek provided College updates and goals.

The campus housing bond work continues with our legal team at Bond, Schoeneck & King.

Upcoming Meetings

May 22 – Finance/Audit/Investment Committee
June 6 – Budget Meeting

Foundation Board Members

Tom Van Derzee, Chair (Tompkins County)
Regina Grantham, Vice Chair (Cortland County)
Amy Lanzilotta, Secretary/Treasurer (Tompkins County)
Doug Bentley, alum (Cortland County)
Amanda Bisson, Faculty Liaison
Clinton Brooks (Cortland County)
Rich Cunningham, (Cortland County)
Dale Davis, alum (Cortland County)

Foundation Board Members (cont.)

Bob Haight (Cortland County)
Amy Kremenek, College President
Matt McSherry, Board of Trustees Liaison
Gary Stewart (Tompkins County)
Mary Stoe (Tompkins County)
Jennifer Turck (Cortland County)
Kansas Underwood, alum, (Tompkins County)
Paula Younger (Tompkins County)

Philanthropy

Month	Face-to-Face	Calls	Emails	Other
April	6	3	4	1

An internal audit of restricted funds is being completed.

The department has upgraded its donor software to Raiser's Edge NXT. We are also working with enrollment services to implement Awards Management.

Communications

In May, information will be emailed regarding our 2023 Distinguished Alumni recipients and an announcement regarding Commencement.

Events

A Pathways Scholarship luncheon was held on April 27 and approximately 25 people attended.

Upcoming Events

Triad Luncheon
Retiree Event

Tompkins Harvest

Food Service Directors from Dryden, Groton, Ithaca, Lansing, Newfield and TST BOCES all attended the Scratchworks Conference held in Austin, TX on April 23 – 26. They all returned with a lot of positive energy and excitement about the future of their kitchens. May 1 – 3 the schools received visits from Chef Ann Foundation, with time in the afternoons to work personally with Chef Ann on their strategic plans. All of the Food Service Directors received feedback suggestions on what could be done differently as well as training suggestions and grant opportunities. The next Food Service Director's meeting will be held on Thursday, May 18th at Groton.



TO: Tompkins Cortland Community College Board of Trustees
FROM: Amy Kremenek, DM, President
DATE: May 10, 2023
SUBJECT: President's Update

The following update reflects progress toward goals associated with three key areas: Student Enrollment and Retention, Campus Community Engagement and Participation, and External Community Partnerships and Collaboration.

1. **STUDENTS: ENROLLMENT AND RETENTION:** Stabilize and begin to build TC3's core (non-high school) enrollment back to pre-pandemic levels.
 - Enrollment for the fall 2023 semester has begun. We are currently up in core fall enrollment by 15.9% in FTE and up 10.9% in terms of headcount, a total of 58 additional students over this same time in 2022. Continuing student enrollment is up 10.5% and new student enrollment is up 23.3%. Applications for fall 2023 are also healthy, up more than 60% over this same time in 2022. Applications do not guarantee enrollment, but signs are currently pointing in a positive direction for fall.
 - The College is continuing to participate on the Transportation Advisory Committee for Cortland County. Interim Dean of Students Darese Dosal serves as our representative to the committee, and she provided an update on the work of the committee at the Executive Council meeting on 5/3. In addition, the survey for the Transportation Equity Needs Assessment for Tompkins County was distributed by Interim Dean Dosal and the entire campus community was encouraged to participate.
 - The research study regarding the needs of Adult Students in Cortland and Tompkins Counties is underway. The work is being performed by Research & Marketing Strategies (RMS) with the report and recommendations due by early fall. The College's Institutional Research office is working with RMS to complete this work.
 - The work with the Aspen Institute continues, including my New President's Fellowship cohort which met on 4/21 with advisor Dr. Karen Stout, CEO of Achieving the Dream. The focus is on student success, disaggregated data, and identifying focus areas to advance equity. The Aspen Community College Excellence Program, which includes the Boards and four other SUNY institutions, will meet again on 5/18. I will be serving on a SUNY Advisory Committee and as a facilitator for a new program for mid-level leaders at SUNY that is affiliated with the Aspen Institute.

2. **CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION:** Actively engage with the campus community to foster a healthy and inclusive climate and effective participatory and shared governance.
 - The Supervisors Training Program (SPOT) launched on 5/13 with 15 TC3 participants led by facilitator Dr. Chris Xaver. The focus for the day was foundational supervisory skills, building trust, and legal/policy aspects of a supervisor. The second session will be held on 5/12 and will include topics such as coaching, DISC/Strengths assessments, and core skills such as time

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reporting and financial basics. In addition, the College's Academic Leadership took part in a full-day leadership retreat at Coltivare on 4/20.

- Work is underway by the College Senate to implement a new committee structure for campus governance, to include four committees: Academic Affairs, Student Affairs, Institutional Effectiveness, and Campus Life. Each of the major Master Plans for the College – such as Academic Master Plan, Equity/Diversity/Justice/Inclusion (EDJI) Plan, and the Campus Technology Plan – fit into one of these committees. Among other roles filled by the committees, the goal is to present each plan with updates at least annually to the appropriate committee. This is one element of an overall College Planning Framework to support strengthening governance at TC3.
- This is the time of year that numerous celebrations and events take place to honor our students, faculty and staff for excellence over the past year. Over the past month, these programs have included the Student Leadership Awards, Tasteful Sensations, Graduate of Note, the Phi Theta Kappa All-New York Recognition Awards, SUNY Chancellor's Awards for students, faculty and staff, 2023 *Ke'lab* launch party, and an upcoming Employee Recognition event on 5/22.

3. EXTERNAL COMMUNITY: PARTNERSHIPS & COLLABORATION: Develop and advance College partnerships and increase engagement with businesses, organizations, community leaders, and residents.

- The NYS Budget for FY 2024 has been passed. Relative to SUNY community colleges, the funding floor was included, meaning that community colleges will receive the greater of 100% of 2022-23 approved base aid or per FTE funding of \$2,997 per FTE. This is level from last year and did not include our requested 4% increase to account for rising inflation; however, the Governor's proposed holdback of 20% of community college base aid was fortunately not included. The final enacted budget requires the SUNY Board of Trustees to develop a long-term plan to address the impact of student enrollment on the academic and fiscal stability of state-operated campuses and community colleges. There is also a restart of the Community College Regional Councils and additional funding for TAP that expands eligibility for non-degree workforce credential programs of less than 12 credit hours. TC3 currently offers 13 microcredential programs, one of the largest offerings in the state. Passed separately, all SUNY and CUNY campuses will be required to provide access via direct prescribing or referrals to providers for medical abortion prescription drugs for all enrolled students.
- The Tompkins Chamber of Commerce is launching an initiative to discuss the issue of affordable housing in Tompkins County. I participated in the initial meeting on 5/4 with approximately 25 representatives of other public and private organizations. Next steps are to develop workgroups to tackle specific areas of concerns and potential solutions.



In addition, the College responded to a request as requested by the Middle States Commission on Higher Education for a supplemental information report to address two specific items contained within our 2022 required Annual Institutional Update (AIU). Separately, the 2023 Annual Institutional Update opens 5/15 with the College's response due by 6/14.