



Board Members:

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

February 24, 2021

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

<https://us02web.zoom.us/j/81060993177?pwd=OHVsOHpTYTdjMUJpL0x2d3dJYINhZz09>

Agenda

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Approval of January 20, 2022 Regular Minutes
7. Communications
8. Presentations (routine, periodic reports or special topics of interest to the Board of Trustees)
NONE
9. Information Items:
 - a. Human Resources Updates
10. CFO/Treasurer's Report – Written Report Provided.
11. Consent Agenda (Action Items):
 - a. Appointment of Personnel
 - b. Approval of Remote Work Policy
 - c. Approval of Naming of Ithaca Volunteer Veteran Fireman's Association Rooms
12. Standing Reports:
 - a. Vice President of Student Affairs/Faculty Student Association – Written Report provided
 - b. Associate VP of Student Services/Senior Diversity Officer – Written Report Provided.
 - c. Associate Vice President of College Relations – Written Report provided
 - d. Chief Information Officer – Written Report Provided
 - e. College Senate – Written Report provided
 - f. Tompkins Cortland CC Foundation, Inc. – Written Report Provided
 - g. Chairperson's Report
 - h. Liaison Report – Cortland County
 - i. Liaison Report – Tompkins County
 - j. Student Trustee Report – Verbal Report will be given
 - k. Provost & VP of Academic Affairs/Administrator in Charge – Written Report Provided
13. Upcoming Events: Board Meeting - March 17, 2022
14. Adjournment

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

TOMPKINS CORTLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES
Regular Meeting
January 20, 2022
Via Zoom Due to COVID19
Executive Session 5:30 P.M.
Open Session ~6:30 P.M.

PRESENT: Roxann Buck, Paige Innis, Arthur Kuckes, Matt McSherry, Schelley Michell-Nunn, Raymond Schlather

EXCUSED: Elizabeth Burns, Judy Davison, Bruce Tytler

COUNTY

LIAISONS: Michael Lane

STAFF: Jan Brhel, Katrina Campbell, Sharon Clark, Tim Densmore, Dave Flaten, Julie Gerg, Greg McCalley, Deb Mohlenhoff, Paul Reifenheiser, Bill Talbot, Malvika Talwar, Seth Thompson, Peter Voorhees

GUESTS: None

1. **Call to Order:** The meeting was called to order at 5:42 p.m. by Chair Schlather.
2. **Roll Call:** Ms. Brhel called the roll.
3. **Executive Session (to discuss a personnel issue and presidential search updates – action to be taken in open session)** – It was determined that there was quorum. Ms. Michell-Nunn moved that the meeting convene in executive session at 5:43 p.m. for discussion of a personnel issue, with action to be taken; seconded by Ms. Buck. AIC Paul Reifenheiser, Sharon Clark and Bill Talbot were invited following the presidential search discussion.

Motion to go back into open session moved by Mr. McSherry seconded by Ms. Innis; approved unanimously. The meeting reconvened in regular session at 6:38 p.m.
4. **Open Session:** Chair Schlather called the Open Session to order at 6:39 p.m.
5. **Welcome Guests:** Chair Schlather welcomed everyone that had zoomed in for the meeting.
6. **Roll Call:** Ms. Brhel called the roll.
7. **Approval of Agenda:** Ms. Michell-Nunn moved the Board of Trustees January 20, 2021 agenda be approved with an addition of 11c Approval of Administrator in Charge Recommendation for Promotion to the consent agenda; seconded by Mr. McSherry; motion carried unanimously.
8. **Public Comment:** None

9. **Approval of Minutes – December 16, 2021 Board Meeting:** Ms. Innis moved that the minutes of the December 16, 2021, Board meeting be approved as presented; seconded by Mr. Kuckes; motion approved unanimously.
10. **Communications:** None.
11. **Presentations (routine, periodic reports or special topics of interest to the Board of Trustees):** None.
12. **Information Items:**
 - a. **Human Resources Updates –** No discussion.
13. **CFO's Report:** In addition to his written report, Mr. Talbot stated that Comptroller position is still being advertised. When asked if this position could work remotely, he said that would not be optimum or an ideal solution. This position will work under his supervision. When asked by Chair Schlather about the 5% hold back by New York State Mr. Talbot replied that the State will fund 100% of last year but that was at 95% and a loss of ~\$500,000. It is not determined if/when that 5% lost will ever be returned to community colleges.
14. **Consent Agenda:** Ms. Buck moved that the Consent agenda items be approved with the addition of 11c Approval of Administrator in Charge Recommendation of Promotion; seconded by Ms. Michell-Nunn and carried unanimously.
 - a. **Appointment of Personnel**
 - b. **Approval of Assistant Director of Admissions – CRM Administrator**
 - c. **Approval of AIC Recommendation of Promotion**
15. **Standing Reports:**
 - a. **Vice President of Student Affairs & Faculty Student Association –** Written report provided. Mr. McCalley noted that head count is down 6% and FTE's are down 9% but there are still some positives with increases in new and reinstates. The number of hours students are taking is down. Retention is up from last year but still have a week to go. The Dean of Enrollment has a good application pool, is still open and interviews are being conducted. The College has absorbed increased costs for subsidized food for students.
 - b. **Associate VP Student Services and Senior Diversity Officer –** Written report was provided and Mr. Thompson just wanted to add kudos to everyone who supported the Hope Center.
 - c. **Associate VP for College Relations –** Written report provided. Ms. Mohlenhoff gave an updated and extensive report on COVID policy and also testing/vaccine mandates by SUNY. She noted there is a student mandate but the College has to negotiate with the unions on vaccination mandates. Currently 85% of faculty are vaccinated. The Board would like to have more discussion on vaccine mandates at future meetings.
 - d. **Chief Information Officer –** No report.
 - e. **College Senate –** Written report provided. No discussion.
 - f. **Tompkins Cortland Community College Foundation, Inc. –** Written report provided. Ms. Gerg noted that \$432,000 in grants and scholarships were awarded to 221 students.
 - g. **Chairperson's Report –** Chairman Schlather gave an update on the Presidential Search noting that he was a part of a meeting on January 13th with Angela Provar (CEO of the Pauly Group) and SUNY representatives. There will be 10 semifinalist interviews on January 21 and 24 with a recommendation of 2-3 finalists. Finalist interviews are tentatively set for February 14, 15, and 16 with a possible special Board of Trustee meeting following on the 17th and the regular Board of Trustee meeting being moved to February 24th.

- h. **Liaison Report (Cortland County)** – No Report.
- i. **Liaison Report (Tompkins County)** – Mr. Lane reported that Tompkins County reorganized at the January meeting with Shawna Black being named Chair and Deb Dawson being named Vice Chair. A list of all the committees is out. Ms. Brhel will contact the Clerk of Tompkins County for the listing.
- j. **Student Trustee’s Report** – Ms. Innis relayed that her goals for the spring semester are to sit and converse with more students and plan more activities for residential and commuter students for a more enthusiastic semester. AIC and Provost suggested Ms. Innis talk with Associate Provost Malvika Talwar for good times to meet with commuter students.
- k. **AIC & Provost/VPAA Report** – Written report provided. AIC Reifenheiser noted that the Welcome Back/Opening Day meeting was on January 18th. Chair Schlather gave a Presidential Search update during the meeting. Town Halls will continue through the spring semester and will revolve around assessing the Strategic Plan. He spoke to the COVID update given by Ms. Mohlenhoff and also spoke to the Enrollment Update given by Mr. McCalley. He explained the establishment of the Emergency Fund with Julie Gerg giving an explanation of how it will work and that it is meant to address hardships that may occur for students. When asked about the Learning Management System in his report he explained it will help expand website courses on campus to a larger system. CIO, Tim Densmore, explained that it isn’t unusual to switch systems and Brightspace is much better than Blackboard which is what the College currently uses.

16. Adjournment: Ms. Innis moved that the meeting be adjourned; seconded by Ms. Buck; motion carried unanimously. The meeting adjourned at 7:29 p.m.

Respectfully submitted,

Jan Brhel
Clerk of the Board of Trustees

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates - Status of Open Positions

as of February 17, 2022

UNCLASSIFIED STAFF

<u>POSITION</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>ADVERTISED</u>	<u>APPLICATION DEADLINE</u>	<u>CURRENT STATUS</u>
Assistant Provost	August 2021	July 22, 2021	August 22, 2021	Accepting Applications
Comptroller	ASAP	December 22, 2021	January 5, 2022	Accepting Applications
Dean for Enrollment Management	ASAP	October 14, 2021	November 15, 2021	Accepting Applications
Director of Strategic Marketing	ASAP	November 12, 2021	On-going	Conducting On-Campus
Instructor of Applied Science and Technology	April 1, 2022	November 8, 2021	January 19, 2022	Accepting Applications
Vector Network Program Associate	March 15, 2022	December 1, 2021	January 6, 2022	Conducting Zoom Interviews

CLASSIFIED STAFF

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DESIRED EMPLOYMENT DATE</u>	<u>CURRENT STATUS</u>
Campus Peace Officer (Part-time, Permanent)	Campus Police	ASAP	Position on Hold
Campus Peace Officer (1.0 FTE, Permanent)	Campus Police	ASAP	Tompkins County Department of Human Resources canvassing list of eligibles
Cleaner (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Hired: Lawrene Hill (01/24/22)
Laborer (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Hired: Matthew Williams (01/24/22)
Maintenance Worker (1.0 FTE, Permanent)	Buildings & Grounds	ASAP	Position on Hold
Principal Account Clerk (1.0 FTE, Permanent)	Budget & Finance	ASAP	Conducting Zoom Interviews
Receptionist (1.0 FTE, Permanent)	Enrollment Services	ASAP	Tompkins County Department of Human Resources canvassing list of eligibles

FACULTY STUDENT ASSOCIATION

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Lifeguard	Athletics & Recreation	February 2022	Accepting Applications; Continuous Recruitment
Graduate Assistant	Residence Life/Student Center	February 2022	Accepting Applications
Substitute Teacher	Childcare	February 2022	Accepting Applications; Continuous Recruitment
Head Teacher	Childcare	February 2022	Accepting Applications
Assistant Teacher	Childcare	February 2022	Accepting Applications
Teacher Aide 10 Month	Childcare	February 2022	Accepting Applications; Conducting Interviews
Head Coach, Men's & Women's Golf	Athletics & Recreation	February 2022	Accepting Applications
Recreation & Fitness Assistant	Athletics & Recreation	January 2022	Hired: Jocelin Wright (1/12/2022)
Head Coach, Women's Soccer	Athletics & Recreation	February 2022	Accepting Applications
Senior Maintenance Technician	Residence Life	March 2022	Accepting Applications
Kitchen Assistant	Childcare	February 2022	Accepting Applications

BISTRO

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Server	TC3 Bistro	February 2022	Accepting Applications
Banquet Bartender	TC3 Bistro	February 2022	Accepting Applications
Banquet Supervisor	TC3 Bistro	February 2022	Accepting Applications
Bartender	TC3 Bistro	February 2022	Accepting Applications
Busser/Food Runner	TC3 Bistro	February 2022	Accepting Applications
Dishwasher	TC3 Bistro	February 2022	Accepting Applications Hired: James Joseph (1/7/2022)
Line Cook	TC3 Bistro	February 2022	Accepting Applications
Server	TC3 Bistro	February 2022	Accepting Applications Hired: James Joseph (1/7/2022)
Host/Hostess	TC3 Bistro	February 2022	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Human Resources Updates
Status of Grievances
as of February 3, 2022

COMPLAINANT

SUBJECT

DISPOSITION

CSEA

None.

FACULTY ASSOC.

Faculty Association

Failure to pay 4th preparation
during the Fall 2021 semester.

Stage 2 Grievance filed. At this time,
is concern has not been resolved.

PAA

None.

TC3 ADJUNCT ASSOC.

None.

VP of Finance & Administrations Report: February 24, 2022

2021-22 January Close:

Revenue is on target but for tuition revenue, specifically caused by a further enrollment decline in core students: Fall 21 down 83 FTEs (-13.1%) and for Spring down 57 FTEs (-10.9%). This continues to be the Colleges greatest challenge as we are projected to be \$.9M lower in tuition revenue than the prior year. Governmental appropriations appear to be lower by \$1.5M but they are where we budgeted as both State and Counties are now making payments on a normal schedule. These revenues are not recognized until received and therefore their timing of receipts are creating large variances when compared to prior year. One such example is our local sponsor revenue in which they paid the full year early last year, since NYS was withholding its payments. Another material explanation is that we did not draw down \$1.0M in fund balance like we did in the prior year. Simply, because of HEERF, we are in a much stronger financial and cash position.

Total operating expenses (excludes grants) are running \$1.7M favorable to budget when using our prior year's run rate (35.8% CY spent versus 41.5% PY spent): Personnel \$.6M, Contractuals \$.4M and Employee Benefits \$.7M. Explanations will follow but like we saw last year there are some natural savings with less students than budgeted, some timing issues and some real budget savings. It is too early to lock this in and the College may wish to allocate more funds to Advertising and/or other enrollment activities to better improve our Summer and/or Fall's enrollment outcomes. As always, we are seeking to invest in new-creative ideas and programs that attract and retain students.

Salary underruns of \$.6M are made up of \$.3M in less adjunct costs and \$.1M in less overloads which are in alignment with our lower enrollments. The remaining \$.2M is associated with open positions that have not been filled as budgeted, such as the President, Director of Marketing, Dean of Enrollment Mgt., Comptroller, Workforce Development position, Maintenance position, Faculty position, just to name a few.

Contractuals underruns of \$.4M are mostly attributed to a \$.3M HEERF draw against a prior year rental expense. However, after reviewing each category of expense and this year's run rate compared to last years, there may be a net \$200K savings by the end of the year unless redirected as outlined above.

Employee Benefits with its underrun of \$.7M may require a bit more analysis and our findings will be shared next month. Some of the explanations will be in alignment with less staff than budgeted and our reallocation of some salaries and benefits to HEERF.

2022-25 Business/Marketing Plan and 2022-23 Budget:

Two years ago we modified our budget process to be more transparent and aligned it with the Strategic Plan, reported out our financials monthly with much more insight and began forecasting the end of the year results. Last year we added a three-year look forward in the form of a simple Business/Marketing Plan, established 5 objectives with special focus on advertising and enrollments, and have added a detailed trimester updates (the next will be issued in March).

This year we would again like to pilot some enhancements to our processes by: 1) adding a Capital Planning process, 2) enhancing our enrollment forecasting with funnel conversion targets for new and cohort reenrollment stats, and 3) begin the process with a 2022-23 Working Budget developed with a range of assumptions (e.g., assuming 5%, 0% and -5% enrollment growth). We believe we can better vet our assumptions earlier in the budget process leading to a more accurate budget with more meaningful conversations with the College. This process begins in about two weeks.

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2021-2022 APPROPRIATIONS
 Year-To-Date Through Monday, January 31, 2022

	Modified Budget 2021-22	Expend to Date 2021-22	Unexpend Balance 2021-22	% Expended 2021-22	Total Exp PY 2020-21	YTD Exp PY to Date 2020-21	PY % Expended 2020-21	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,522,176	6,357,550	(10,164,626)	38.5%	15,720,513	6,652,110	42.3%	294,560	1.9%
Equipment	50,500	3,793	(46,707)	7.5%	100,909	1,025	1.0%	(2,769)	-2.7%
Contractual Expenses	5,378,459	1,629,468	(3,748,991)	30.3%	4,273,743	1,587,825	37.2%	(41,643)	-1.0%
Employee Benefits	9,070,141	3,110,858	(5,959,283)	34.3%	7,540,328	3,218,747	42.7%	107,889	1.4%
Total Forecasted Departmental Appropriations¹	31,021,276	11,101,669	(19,919,608)	35.8%	27,635,493	11,459,706	41.5%	358,038	3.1%
Scholarships & Awards									
Student Services		31,417	31,417	0.0%	94,596	931	1.0%	(30,486)	(3274.5%)
Academic Support	3,297,814	1,310,241	(1,987,573)	39.7%	3,352,881	1,287,374	38.4%	(22,867)	(1.8%)
Total Scholarships & Awards	3,297,814	1,341,658	(1,956,156)	40.7%	3,447,477	1,288,305	37.4%	(53,353)	(0)
Total Forecasted Appropriations²	34,319,090	12,443,327	(21,875,764)	36.3%	31,082,970	12,748,011	41.0%	304,685	2.4%
Adjustments to Approved Budget									
Personal Services	0	0	0	0.0%	0	0	0.0%	0	0.0%
Equipment	0	0	0	0.0%	0	0	0.0%	0	0.0%
Contractual Expenses	0	0	0	0.0%	0	0	0.0%	0	0.0%
Employee Benefits	0	0	0	0.0%	0	0	0.0%	0	0.0%
Total Adjustments to Approved Budget³ Favorable (Unfav)	0	0	0	0.0%	0	0	0.0%	0	0.0%
Personnel									
Personnel	16,522,176	6,357,550	(10,164,626)	38.5%	15,720,513	6,652,110	42.3%	294,560	1.9%
Equipment	50,500	3,793	(46,707)	7.5%	100,909	1,025	1.0%	(2,769)	-2.7%
Contractual	5,378,459	1,629,468	(3,748,991)	30.3%	4,273,743	1,587,825	37.2%	(41,643)	-1.0%
Scholarship & Awards Offset	3,297,814	1,341,658	(1,956,156)	40.7%	3,447,477	1,288,305	37.4%	(53,353)	-1.5%
Fringe Benefit	9,070,141	3,110,858	(5,959,283)	34.3%	7,540,328	3,218,747	42.7%	107,889	1.4%
Total Approved Budget Appropriations⁴	34,319,090	12,443,327	(21,875,764)	36.3%	31,082,970	12,748,011	41.0%	304,685	2.4%

Explanation of Sub-Totals and Totals:

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2020-21 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
- Total Approved Budget Appropriations:* This represents the Approved Budget.

TOMPKINSCORTLAND COMMUNITY COLLEGE
 2021-2022 APPROPRIATIONS
 Year-To-Date Through Monday, January 31, 2022

	Modified Budget 2021-22	Expend to Date 2021-22	Unexpend Balance 2021-22	% Expended 2021-22	Total Exp PY 2020-21	YTD Exp PY to Date 2020-21	PY % Expended 2020-21	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	7,668,618	2,984,113	(4,684,505)	38.9%	7,296,032	3,147,046	43.1%	162,934	5.2%
Equipment		228	228	0.0%	24,713	725	2.9%	497	68.5%
Contractual Expenses	1,706,103	378,589	(1,327,514)	22.2%	1,344,527	514,779	38.3%	136,190	26.5%
Employee Benefits	4,211,039	1,430,257	(2,780,782)	34.0%	3,479,650	1,516,936	43.6%	86,680	5.7%
Total Instruction	13,585,760	4,793,186	(8,792,574)	35.3%	12,144,922	5,179,486	42.6%	386,300	7.5%
Public Service									
Personal Services	101,500	76,984	(24,516)	75.8%	179,605	72,532	40.4%	(4,452)	(6.1%)
Equipment									
Contractual Expenses	13,300	0	(13,300)	0.0%	16,726	1,256	7.5%	1,256	100.0%
Employee Benefits	55,747	38,424	(17,323)	68.9%	84,699	34,775	41.1%	(3,649)	-10.5%
Total Public Service	170,547	115,408	(55,139)	67.7%	281,030	108,563	38.6%	(6,845)	(6.3%)
Academic Support									
Personal Services	1,355,291	633,777	(721,514)	46.8%	1,631,454	678,387	41.6%	44,611	6.6%
Equipment			0	0.0%	24,916		0.0%	0	0.0%
Contractual Expenses	142,286	37,627	(104,659)	26.4%	267,615	58,203	21.7%	20,576	35.4%
Employee Benefits	744,372	321,244	(423,128)	43.2%	779,671	328,468	42.1%	7,224	2.2%
Total Academic Support	2,241,949	992,648	(1,249,301)	44.3%	2,703,655	1,065,058	39.4%	72,410	6.8%
Libraries									
Personal Services	414,582	206,517	(208,065)	49.8%	435,110	184,354	42.4%	(22,162)	(12.0%)
Equipment			0	0.0%	1,888	300	15.9%	300	100.0%
Contractual Expenses	195,418	87,367	(108,051)	44.7%	140,709	84,061	59.7%	(3,306)	(3.9%)
Employee Benefits	227,702	99,851	(127,851)	43.9%	205,315	88,340	43.0%	(11,511)	(13.0%)
Total Libraries	837,702	393,735	(443,967)	47.0%	783,022	357,056	45.6%	(36,679)	(10.3%)
Student Services									
Personal Services	1,827,019	769,437	(1,057,582)	42.1%	1,948,127	795,184	40.8%	25,747	3.2%
Equipment	500	499	(1)	99.8%	8,830		0.0%	(499)	0.0%
Contractual Expenses	607,785	196,343	(411,442)	32.3%	308,058	97,352	31.6%	(98,991)	(101.7%)
Employee Benefits	1,003,460	385,516	(617,944)	38.4%	923,045	383,170	41.5%	(2,346)	(0.6%)
Total Student Services	3,438,764	1,351,795	(2,086,969)	39.3%	3,188,061	1,275,706	40.0%	(76,089)	(6.0%)
Maintenance and Operations									
Personal Services	1,732,521	652,519	(1,080,002)	37.7%	1,446,306	599,357	41.4%	(53,162)	(8.9%)
Equipment		2,495	2,495	0.0%	26,746		0.0%	(2,495)	0.0%
Contractual Expenses	1,039,623	319,011	(720,612)	30.7%	731,634	218,018	29.8%	(100,992)	(46.3%)
Employee Benefits	951,558	337,875	(613,683)	35.5%	745,942	281,346	37.7%	(56,529)	(20.1%)
Total Maintenance and Operations	3,723,702	1,311,899	(2,411,803)	35.2%	2,950,628	1,098,721	37.2%	(213,178)	(19.4%)
Institutional Support									
Personal Services	1,549,340	474,972	(1,074,368)	30.7%	1,321,217	572,338	43.3%	97,366	17.0%
Equipment			0	0.0%	2035.43		0.0%	0	0.0%
Contractual Expenses	342,540	191,030	(151,510)	55.8%	299,592	113,138	37.8%	(77,892)	(68.8%)
Employee Benefits	847,379	234,275	(613,104)	27.6%	658,355	306,548	46.6%	72,273	23.6%
Total Institutional Support	2,739,259	900,278	(1,838,981)	32.9%	2,281,199	992,024	43.5%	91,746	9.2%
General Institutional Services									
Personal Services	1,873,305	559,231	(1,314,074)	29.9%	1,462,662	602,911	41.2%	43,679	7.2%
Equipment	50,000	571	(49,429)	1.1%	13,816		0.0%	(571)	0.0%
Contractual Expenses	1,331,404	419,501	(911,903)	31.5%	1,164,883	501,018	43.0%	81,517	16.3%
Employee Benefits	1,028,884	263,415	(765,469)	25.6%	663,650	279,163	42.1%	15,748	5.6%
Total General Institutional Services	4,283,593	1,242,719	(3,040,874)	29.0%	3,305,012	1,383,092	41.8%	140,373	10.1%
Total Forecasted Departmental Appropriations¹	31,021,276	11,101,669	(19,919,608)	35.8%	27,637,529	11,459,706	41.5%	358,038	1.3%

2021-2022 APPROPRIATIONS
 SCHEDULE OF EMPLOYEE BENEFITS
 Year-To-Date Through Monday, January 31, 2022

	2021-22	2021-22	2021-22	2021-22	2020-21	2020-21	2020-21	Variance	% Variance
	Mod Bud	Actual	Uexpended	%	Total Exp	PY to Date	PY %	CY to PY	% Variance
			Balance	Unexpended	PY		Expended	Fav(Unfav)	Fav(Unfav)
Retirement Incentive Costs	201,255	232,418	31,163	115.5%	143,897	134,100	93.2%	(98,318)	(73.3%)
HRA Retiree Benefits	123,515	37,100	(86,415)	30.0%	94,899	47,331	49.9%	10,230	21.6%
State Employee's Retirement	1,145,076	444,812	(700,264)	38.8%	805,480	422,786	52.5%	(22,026)	(5.2%)
State Teacher's Retirement	193,663	65,876	(127,787)	34.0%	145,040	69,388	47.8%	3,512	5.1%
Optional Retirement Fund	1,024,150	370,585	(653,565)	36.2%	860,755	366,508	42.6%	(4,077)	(1.1%)
Social Security	1,408,549	509,587	(898,962)	36.2%	1,183,504	510,650	43.1%	1,063	0.2%
Worker's Compensation	94,424	55,803	(38,621)	59.1%	67,132	46,291	69.0%	(9,512)	(20.5%)
Executive Benefits	50,758		(50,758)	0.0%	37,397	29,651	79.3%	29,651	100.0%
Disability Insurance	10,715	2,883	(7,832)	26.9%	9,299	3,026	32.5%	143	4.7%
Hospital and Medical Insurance	2,998,600	1,455,638	(1,542,962)	48.5%	2,563,712	948,987	37.0%	(506,652)	(53.4%)
Post Retirement Health Insurance	1,510,495	675,000	(835,495)	44.7%	1,329,529	480,000	36.1%	(195,000)	(40.6%)
Employee Tuition Benefits	134,610	68,794	(65,816)	51.1%	98,045	76,613	78.1%	7,818	10.2%
Life Insurance	6,498	3,144	(3,354)	48.4%	5,281	663	12.6%	(2,481)	(374.2%)
Vacation Benefits	125,875		(125,875)	0.0%	148,596	40,000	26.9%	40,000	100.0%
Miscellaneous		750	750	0.0%	1,375	125	9.1%	(625)	(500.0%)
Unemployment Insurance	20,979		(20,979)	0.0%	15,000	15,000	100.0%	15,000	100.0%
Total Employee Benefits	9,049,162	3,922,391	(5,126,771)	43.3%	7,508,940	3,191,119	42.5%	(731,272)	(22.9%)

TOMPKINS CORTLAND COMMUNITY COLLEGE
 BALANCE SHEET
 FINANCIAL PERIOD FOR THE PERIOD ENDING MONDAY, JANUARY 31, 2022

	Current Month 1/31/2022 11:59:59 PM	Previous Month 12/31/2021 11:59:59 PM	Previous Year 1/31/2021 11:59:59 PM
ASSETS			
Cash in Demand Deposit	1,092,271	893,444	861,670
Cash in Time Deposits	2,251,461	2,475,594	2,242,714
Petty Cash	1,229	1,229	1,229
Accounts Receivable-Students	7,890,006	7,434,826	7,183,367
Accounts Receivable-Misc.	20,680,322	20,661,109	20,122,054
Pre-Paid Expenses	80,951	40,928	51,714
Due From Other Funds	1,539,421	1,444,785	1,998,619
Due From Other Governments	264,736	506,951	114,371
TOTAL ASSETS	33,800,397	33,458,866	32,575,738

LIABILITIES AND SURPLUS

Vouchers Payable	1,660,801	1,535,217	1,746,914
Payroll Liabilities	1,365,209	1,581,228	1,717,935
Student Financial Aid Liabilities	1,053,695	1,017,281	(107,231)
Accrued Liabilities	18,727,030	18,732,539	18,684,288
Due to Other Funds	2,455,214	2,264,905	1,958,753
Student Tuition Collected in Advance	8,591	8,591	0
Designated Fund Balance	281,195	281,195	303,062
Restatement of Net Position	121,807	121,807	121,807
Fund Balance	4,576,926	4,576,926	770,066
Revenue Over (Under) Expenditures	3,549,928	3,339,177	6,375,514
TOTAL LIABILITIES AND SURPLUS	33,800,397	33,458,866	31,571,108

2020-21 Fund Balance after \$1.012 Draw	770,066
Return 2020-21 Fund Balance Draw	1,012,000
Reserve for 2022-23	2,000,000
Reserve for 2021-22 to Cover Enrollment Shortfall	794,860
Current Fund Balance	4,576,926

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-15**

APPOINTMENT OF PERSONNEL

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

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

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

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

STATE OF NEW YORK: I, **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
24th day of February 2022, 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 24th day of
February 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Appointment of Personnel
Friday, January 28, 2022
Presented to the Board of Trustees

Employee	Department	Title/Rank	Salary	Employment Dates
December				
Gilbert, Mary	Teach per-student class compensated at independent study rate (ENGL102-2 additional students)	Adjunct	\$1,200.00	12/22/2021 To 1/21/2022
Johnsen, Laura	ANTH202 BL1	Adjunct	\$2,775.00	12/22/2021 To 1/21/2022
Kobre, Michael	Teach per-student class compensated at independent study rate (BIOL114-2 additional students)	Adjunct	\$1,200.00	12/22/2021 To 1/21/2022
Kyle, John	Teach per-student class compensated at independent study rate (CAPS131-3 additional students)	Adjunct	\$600.00	12/22/2021 To 1/21/2022
Sloan, Cindy	Teach per-student class compensated at independent study rate (SOC1101-1 additional student)	Adjunct	\$600.00	12/22/2021 To 1/21/2022
January				
Biata, Alanna	Para-Professional Tutor	Adjunct	\$6,738.80	1/24/2022 To 5/20/2022
DeGaetano, Amy	Para-Professional Tutor	Adjunct	\$8,245.12	1/24/2022 To 5/20/2022
DeGaetano, Margaret	Professional Tutor	Adjunct	\$15,279.94	1/24/2022 To 5/20/2022
Gray, Amanda	Professional Tutor	Adjunct	\$8,986.20	1/24/2022 To 5/20/2022
Hammond, Marli	Para-Professional Tutor	Adjunct	\$8,760.44	1/24/2022 To 5/20/2022
Haverlock, Braden	Para-Professional Tutor	Adjunct	\$8,760.44	1/24/2022 To 5/20/2022
Kidder, Jennifer	Professional Tutor	Adjunct	\$2,938.45	1/24/2022 To 5/20/2022
Kilanowski, Deanna	Para-Professional Tutor	Adjunct	\$7,412.68	1/24/2022 To 5/20/2022
Lyon, Crystal	Professional Tutor	Adjunct	\$5,381.78	1/24/2022 To 5/20/2022
Maldonado, Miguel	Para-Professional Tutor	Adjunct	\$8,245.12	1/24/2022 To 5/20/2022
Reining, Shaun	Para-Professional Tutor	Adjunct	\$3,369.40	1/24/2022 To 5/20/2022
Sabol, Zenta	Professional Tutor	Adjunct	\$2,938.45	1/24/2022 To 5/20/2022
Sewell, Patrick	President of Adjunct Association duties	Adjunct	\$2,421.75	1/24/2022 To 5/20/2022
Snyder, Emily	Para-Professional Tutor	Adjunct	\$8,245.12	1/24/2022 To 5/20/2022
Srikrishna, Pinyaphat	Professional Tutor	Adjunct	\$11,682.06	1/24/2022 To 5/20/2022
White, Bailey	Access & Equity Adjunct/Professional Tutor	Adjunct	\$12,369.24	1/24/2022 To 5/27/2022
Williams, Matthew	Buildings & Grounds - Laborer	Grade B	\$39,167.62 *	1/24/2022
Wong, Haven	Para-Professional Tutor	Adjunct	\$3,369.40	1/24/2022 To 5/20/2022
Zerilli, Gelsie	Para-Professional Tutor	Adjunct	\$8,760.44	1/24/2022 To 5/20/2022
Ahmed, Ahmed	CHEM107 ME50CHEM228 HY50CHEM206 ME50	Adjunct	\$13,612.50	1/26/2022 To 5/20/2022
Akbari, Parviz	CONT216 ME50	Adjunct	\$2,462.50	1/26/2022 To 5/20/2022
Almann, Nancy	BIOL131 M01BIOL132 M02	Adjunct	\$12,705.00	1/26/2022 To 5/20/2022
Altmann, Herman	BIOL102 M01	Adjunct	\$4,235.00	1/26/2022 To 5/20/2022
Anderson, Craig	CONT115 M01	Adjunct	\$2,312.50	1/26/2022 To 5/20/2022
Archer, Pamela	CAPS111 BL2CAPS121 BL3CAPS121 BL2CAPS121 BL1	Adjunct	\$5,274.84	1/26/2022 To 5/20/2022
Arnold, Melanie	COMM110 ME50ENGL298 M01COMM298 M01	Adjunct	\$5,042.07	1/26/2022 To 5/20/2022
Aspinwall, Breck	BIOL100 BL1BIOL100 M01BIOL100 BL2	Adjunct	\$11,077.50	1/26/2022 To 5/20/2022
Bechtold, Charles	ENSC137 M01MATH122 M01	Adjunct	\$5,445.00	1/26/2022 To 5/20/2022
Bennett, Nicholas	ENGL200 M01	Adjunct	\$2,955.00	1/26/2022 To 5/20/2022
Buchanan, Patricia	ENGL201 M01ENGL201 M02	Adjunct	\$7,260.00	1/26/2022 To 5/20/2022
Cameron, Jeanne	SOCI203 M01	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Carr, Kyle	COMM145 ME50	Adjunct	\$1,412.07	1/26/2022 To 3/6/2022
Christofferson, Martin	CAPS111 M02CAPS131 BL1	Adjunct	\$2,824.14	1/26/2022 To 3/6/2022
Christopher, Renee	BIOL202 ME50	Adjunct	\$5,171.25	1/26/2022 To 5/20/2022
Cicciarelli, Richard	BIOL101 BL2BIOL104 M01	Adjunct	\$9,231.25	1/26/2022 To 5/20/2022

Employee	Department	Title/Rank	Salary	Employment Dates
Coleman, Cynthia	SOCI101 BL1SOCI101 BL5	Adjunct	\$7,260.00	1/26/2022 To 5/20/2022
Cornish, Erin	MATH008 MLC1MATH120 MLC4MATH120 M04MATH098 MLC1MATH098 M01	Adjunct	\$12,100.00	1/26/2022 To 5/20/2022
Earley, Bernard	ENGL100 BL1ENGL100 BL2	Adjunct	\$7,260.00	1/26/2022 To 5/20/2022
Eckert, Regina	HSTY201 BL2	Adjunct	\$3,165.00	1/26/2022 To 5/20/2022
Eisenberg, Seth	CRJU215 BL1PARC216 BL1PARA216 BL1	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Esworthy, Barrett	HSTY202 M02	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Evans, Christine	SPAN101 M02SPAN102 M01	Adjunct	\$6,780.00	1/26/2022 To 5/20/2022
Falk, Laura	WINE202 VE50	Adjunct	\$3,165.00	1/26/2022 To 5/20/2022
Farah, Fred	BIOL125 M01GEOL125 M01	Adjunct	\$6,352.50	1/26/2022 To 5/20/2022
Feavearyear, Jody	MATH020 MLC1MATH020 MLC2	Adjunct	\$4,840.00	1/26/2022 To 5/20/2022
Fussner-Kelly, Shirley	MATH020 MLC4	Adjunct	\$2,110.00	1/26/2022 To 5/20/2022
Galezo, David	PHIL101 BL1	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Gammage-Sikora, Gina	SPAN101 BL1SPAN102 BL1	Adjunct	\$7,260.00	1/26/2022 To 5/20/2022
Gilbert, Mary	ENGL102 BL1ENGL102 BL2	Adjunct	\$7,260.00	1/26/2022 To 5/20/2022
Granison, Henry	PARA101 BL1PARC101 BL1	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Ha, Lien	DRAF118 ME50	Adjunct	\$4,483.75	1/26/2022 To 5/20/2022
Hemingway Jones, Kathy	ENGL101 M04	Adjunct	\$3,390.00	1/26/2022 To 5/20/2022
Hendrix, Brittany	NURS120 M37	Adjunct	\$10,175.00	1/26/2022 To 5/20/2022
Iacobucci, Christine	ANTH202 M01ANTH202 M03	Adjunct	\$6,780.00	1/26/2022 To 5/20/2022
Jones, Paula	BIOL114 BL1	Adjunct	\$3,390.00	1/26/2022 To 5/20/2022
Josef, Keith	CHEM101 M03CHEM102 M01	Adjunct	\$3,165.00	1/26/2022 To 5/20/2022
Kidder, Jennifer	GEOL101 M01MATH098 M02	Adjunct	\$9,075.00	1/26/2022 To 5/20/2022
Kobre, Michael	BIOL132 ME50	Adjunct	\$6,352.50	1/26/2022 To 5/20/2022
Kyle, John	CAPS111 M01CAPS133 BL1CAPS131 BL3CAPS131 BL2CAPS123 BL1CAPS121 M01	Adjunct	\$8,472.42	1/26/2022 To 5/20/2022
LaFavor, Erik	SOCI101 M03	Adjunct	\$2,955.00	1/26/2022 To 5/20/2022
Lee, In Shik	ART 120 M01ART 120 M02	Adjunct	\$8,470.00	1/26/2022 To 5/20/2022
Lillard, Marketa	CHEM101 M02CHEM102 M01CHEM101 M03	Adjunct	\$10,170.00	1/26/2022 To 5/20/2022
Lipa, Thomas	HLTH207 BL1	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Littell, Harry	ART 222 M01ART 248 M01	Adjunct	\$5,932.50	1/26/2022 To 5/20/2022
Lyon, Crystal	ART 117 M01ART 123 M01	Adjunct	\$6,895.00	1/26/2022 To 5/20/2022
Maltz, Allyson	NURS225 M32	Adjunct	\$10,175.00	1/26/2022 To 5/20/2022
Mast, Holli	MATH098 M04	Adjunct	\$3,700.00	1/26/2022 To 5/20/2022
McCabe, Thomas	ENGL101 BL1ENGL101 BL4	Adjunct	\$7,260.00	1/26/2022 To 5/20/2022
McComb, Jared	MATH200 M02	Adjunct	\$2,775.00	1/26/2022 To 5/20/2022
McIntyre, David	HRMG105 M01	Adjunct	\$1,055.00	1/26/2022 To 3/6/2022
McLane, Todd	ENVS111 M01	Adjunct	\$3,165.00	1/26/2022 To 5/20/2022
McMahon, Maria	ART 115 ME50	Adjunct	\$3,955.00	1/26/2022 To 5/20/2022
Millman-Brown, Randi	ART 104 M01	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Myers, Deborah	Provide supervision to NURS225-M35 students while administering medications	Adjunct	\$2,110.50	1/26/2022 To 5/20/2022
Need, Barbara	ENGL101 M06SPAN101 M01	Adjunct	\$6,780.00	1/26/2022 To 5/20/2022
Nottelmann, Andrew	Provide supervision to NURS120 M36 students while administering medications	Adjunct	\$1,982.25	1/26/2022 To 5/20/2022
O'Connor, A.L.	PARA220 BL1PARC220 BL1	Adjunct	\$3,165.00	1/26/2022 To 5/20/2022
Olson, Richard	Perform engineering duties in radio station	Adjunct	\$6,914.00	1/26/2022 To 8/11/2022
Opperman, William	ASL 102 M01ASL 102 M02	Adjunct	\$5,910.00	1/26/2022 To 5/20/2022
Panzer, Nina	SOCI101 BL2	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Parks, Paul	ART 102 M01	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022

Employee	Department	Title/Rank	Salary	Employment Dates
Payton, L. Christine	NURS225 M35	Adjunct	\$11,605.00	1/26/2022 To 5/20/2022
Pijanowski, Gregory	ASTR101 BL1	Adjunct	\$3,390.00	1/26/2022 To 5/20/2022
Pilosi, Lori	RECR201 BL1	Adjunct	\$2,775.00	1/26/2022 To 5/20/2022
Pittsley, Jaclyn	ENGL101 M12	Adjunct	\$3,390.00	1/26/2022 To 5/20/2022
Potter, Kristi	ENGL098 EL50ENGL100 ME50ENGL100 EL50	Adjunct	\$5,550.00	1/26/2022 To 5/20/2022
Raethka, Timothy	HLTH205 ME50	Adjunct	\$3,390.00	1/26/2022 To 5/20/2022
Read, Kira	Provide supervision to NURS120 M35 students while administering medications	Adjunct	\$1,982.25	1/26/2022 To 5/20/2022
Rice, Douglas	ENGL102 - OCM BOCES	Adjunct	\$5,910.00	1/26/2022 To 5/20/2022
Richards, David	BUAD202 BL1POSC103 BL1COMM225 M01	Adjunct	\$9,075.00	1/26/2022 To 5/20/2022
Roach, Benjamin	CULI110 V01	Adjunct	\$6,012.50	1/26/2022 To 5/20/2022
Sabol, Zenta	ACCT120 BL1	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Schaffer, Patti	NURS120 M31	Adjunct	\$12,430.00	1/26/2022 To 5/20/2022
Schat, Marjolein	BIOL115 MLC1ENVS141 M01ENVS101 M03	Adjunct	\$11,865.00	1/26/2022 To 5/20/2022
Schmid, Joseph	ACCT102 BL1ACCT205 BL1	Adjunct	\$9,680.00	1/26/2022 To 5/20/2022
Scofield, Elizabeth	NURS110 M32	Adjunct	\$8,325.00	1/26/2022 To 5/20/2022
Sewell, Patrick	ENVS105 M01POSC107 M01ENVS107 M01	Adjunct	\$6,780.00	1/26/2022 To 5/20/2022
Seyfried, Matthew	ENGL204 BL1	Adjunct	\$3,630.00	1/26/2022 To 5/20/2022
Sheehan, John	ANTH202 BL2HSTY111 BL1	Adjunct	\$7,260.00	1/26/2022 To 5/20/2022
Sidle, Jason	CULI270 V01HRMG206 V01	Adjunct	\$6,156.25	1/26/2022 To 5/20/2022
Snyder, Stephen	BIOL101 BL1	Adjunct	\$4,235.00	1/26/2022 To 5/20/2022
Steenberg, Jennifer	NURS225 M36	Adjunct	\$11,605.00	1/26/2022 To 5/20/2022
Suben, Mark	CRJU215 M01PARC216 M01PARA216 M01	Adjunct	\$2,955.00	1/26/2022 To 5/20/2022
Tambascio, Theresa	ENGL049 EL07RDNG116 M01ENGL100 M07ENGL100 EL07	Adjunct	\$9,495.00	1/26/2022 To 5/20/2022
Thompson, Jacqueline	NURS120 M34	Adjunct	\$10,835.00	1/26/2022 To 5/20/2022
Timonin, Michael	HSTY202 M01	Adjunct	\$2,955.00	1/26/2022 To 5/20/2022
Tumolo, Samantha	Provide supervision to NURS120 M32 students while administering medications	Adjunct	\$1,982.25	1/26/2022 To 5/20/2022
Vazenios, George	MATH109 M01	Adjunct	\$3,390.00	1/26/2022 To 5/20/2022
Villano, Fredric	COMM105 ME50	Adjunct	\$985.00	1/26/2022 To 5/20/2022
Weed, Steve	ENGL101 M02ENGL102 M02	Adjunct	\$6,780.00	1/26/2022 To 5/20/2022
Williams, Diane	BIOL101 M01BIOL101 M03	Adjunct	\$8,470.00	1/26/2022 To 5/20/2022
Woloszyn, Alexander	ACCT101 M02ACCT102 M01	Adjunct	\$7,880.00	1/26/2022 To 5/20/2022
Wright, Rachel	NURS120 M35	Adjunct	\$11,605.00	1/26/2022 To 5/20/2022
Yavits, Robert	CAPS111 BL1	Adjunct	\$1,412.07	1/26/2022 To 3/6/2022
Young, Tammi	BIOL232 M01RECR112 M01FITN217 M01	Adjunct	\$7,121.25	1/26/2022 To 5/20/2022
Zavaski, John	BIOL112 M01BIOL112 M02	Adjunct	\$7,910.00	1/26/2022 To 5/20/2022
February				
Weaver, Bobbie	ENGL098 EL06ENGL100 M06ENGL100 EL06	Adjunct	\$5,550.00	2/16/2022 To 5/20/2022
March				
Burns, Frank	HRMG107 M01	Adjunct	\$985.00	3/7/2022 To 4/17/2022
Hollenbeck, Charles	ENGL100 BL3ENGL101 BL3	Adjunct	\$6,780.00	3/7/2022 To 5/20/2022
Kaminski, Adrian	ASTR101 BL3	Adjunct	\$2,955.00	3/7/2022 To 5/20/2022
Searing, Robert	HSTY201 BL4	Adjunct	\$2,775.00	3/7/2022 To 5/20/2022
Sloan, Cindy	SOCI101 BL3SOCI101 BL4	Adjunct	\$7,260.00	3/7/2022 To 5/20/2022

Employee	Department	Title/Rank	Salary	Employment Dates
Wee, Chia	HUMS128 BL2	Adjunct	\$2,955.00	3/7/2022 To 5/20/2022
Wheaton, Justin	ENGL102 BL3	Adjunct	\$2,775.00	3/7/2022 To 5/20/2022
Wolff, Sarah	ENGL101 ME50	Adjunct	\$3,390.00	3/7/2022 To 5/20/2022
Zaia, Heather	ENGL101 M08	Adjunct	\$2,775.00	3/7/2022 To 5/20/2022

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustee

February 17, 2022

Resignations/Retirements/Separations

<u>NAME</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Nancy Putnam	08/31/22	Retirement
Mary Sheldon	08/31/22	Retirement
Lauren Wright	02/02/22	Retirement

FACULTY STUDENT ASSOCIATION

Havyn Bush	02/04/22	Resigned
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BISTRO

None.

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-17**

Remote Work Policy Pilot Program

WHEREAS, the College has identified there is not a current policy addressing remote work on campus, and

WHEREAS, the College has tasked members of the President's Cabinet to review, outline, and recommend best practices, and

WHEREAS, the College has tasked members of the President's Cabinet to create a pilot program, and

WHEREAS, this policy and pilot program have been reviewed by the College Senate and are recommended by the Administrator in Charge, 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 Remote Work Policy Pilot Program.

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 24th day of February 2022, 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 24th day of February 2022.

Clerk of the Board of
Trustees Tompkins
Cortland Community
College



REMOTE WORK POLICY PILOT PROGRAM

Policy Statement

Tompkins Cortland Community College's pilot remote work policy is to support remote work where it is reasonable, based on the College's mission, operational and program needs.

Rationale

This pilot program's purpose is to support implementation of remote work programs, where desired, establish guidelines designed to clearly articulate employee and campus expectations, and provide an additional vehicle for employee development while offering campus management the flexibility to operate a successful remote work program and plan for future workforce needs. This pilot program will afford the College the opportunity to explore the value of having remote faculty/staff members to better carry out its mission.

The needs of workforce have changed drastically during the pandemic, especially as it relates to the possibility of working remotely. There is an increased demand for employees to work remotely across the globe. This leaves management groups seeking policies that can meet this demand without sacrificing the missions, values, and goals of institutions. Higher education is no different, and TC3 hopes to implement a pilot remote work policy that is equitable, is transparent, and can help retain and recruit employees. Prior to this pilot, the College has primarily allowed remote work as a sporadic option rather than a recurring plan of employment. While not every position may be eligible for remote work based on job duties, the College hopes to identify positions where this is possible and provide a means for faculty/staff to request recurring remote work options as appropriate.

Definitions

Official Work Site -- The employee's TC3-provided, on-campus, workstation. This is the employee's usual and customary work address.

Alternate Work Site – A specific location away from the TC3-provided work site where the employee is authorized to conduct business. This location must meet all criteria set forth in this document and be approved in advance by the employee's immediate supervisor/manager and the campus senior leadership. Any changes in the location of the Alternate Work Site must be approved in advance.

Employee – a member of the College or FSA staff.

Fully remote - the entirety of one's work would take place away from the Official Work

Site location. During this pilot, staff members working remotely and who currently have a campus-based office, will retain that office even though they will not be working in it. If one is agreeable, their office could be shared with other staff members during this period.

Partially remote - a portion of one's work would take place away from the Official Work Site location. It is expected that the employee would have a campus-based office and would conduct a portion of their work through remote means and the remainder on campus.

Remote Work Application – An application form, furnished by management, and completed by the employee and their supervisor/manager following their discussion. Each approved application shall be effective for a specified period, not to extend beyond the effective dates of this program. Decisions regarding working remotely will be made semester-by-semester rather than for the full academic year.

Remote Work Plan – A document, part of the remote work application, completed by the employee following a meeting with their supervisor/manager which identifies the specific work to be performed on remote work days, consistent with the employee's normal obligation. The remote work application must indicate when the employee will be available during the work day and through which mode(s) of communication (e.g. Teams, telephone, Zoom, etc.).

Senior Leadership – A single cabinet level employee at the campus who has authority over the department/division reviewing/approving remote work.

Participation

The College recognizes the importance of faculty, staff, student, and community members' interactions and how such interactions impact the student experience. This remote work policy is not intended to shift entire departments to a remote work environment; it is to offer flexibility to departments to meet operational needs with staff flexibility. Remote work is not an employee entitlement and is not operationally feasible for many job functions. Determinations as to which job functions are eligible for remote work is subject to management discretion, based on operational need. Every application will be considered on an individual basis.

The remote work policy is not intended to address singular requests for workplace flexibility. Single instances for flexibility should be determined between the employee and their immediate supervisor/manager.

Process and Potential Outcomes

To request to participate, an interested employee must have a discussion with their immediate supervisor/manager to discuss their interest in a remote work. The employee should identify the preferred remote work schedule and articulate how work responsibilities will be completed in the remote work environment. Any possible modification by the supervisor/manager to the identified days requested by the employee should be discussed with the employee prior to processing the application. The employee, following the discussion with their supervisor/manager, must submit a remote work application. Applications may be submitted at any time; there is no specified application period. The application then will be sent to the Department Head/Senior Leadership for review/approval which should be provided within 7

(seven) calendar days of receipt. All responses will be in writing. If the request for remote work is denied, an explanation of the basis for the denial will be provided to the employee.

Once a remote work application has been approved, participation and start dates may be subject to equipment availability and management discretion. A remote work arrangement shall not commence until it has received written final approval.

An individual's participation in the remote work arrangement can be modified, suspended or cancelled at any time by management with 2 (two) weeks advance written notice to the employee where feasible and consistent with operational needs. Employees who have had an arrangement cancelled or suspended may reapply 6 (six) months from date of cancellation or suspension. An employee may suspend or cancel their participation with 2 (two weeks) advance written notice to their immediate supervisor/manager unless the immediate supervisor/manager agrees to a shorter period of time.

Appeal Process

If an employee in a job function deemed eligible for remote work has their remote work application disapproved, they may appeal to the senior Human Resource Officer or their designee in writing within 7 (seven) calendar days following receipt of the denial. The appeal shall state the reasons for disagreement with management's determination. A decision on the appeal shall be rendered by the senior Human Resource Officer or their designee(s) within seven (7) calendar days of receipt of the appeal stating the reasons for the decision if denied. Denials of applications for remote work under the Remote Work Pilot Program are not grievable under any collective bargaining agreements. Employees who have had an application denied may reapply 6 (six) months from date of the decision on the appeal referenced herein.

General Guidelines

Employees must comply with all NYS, SUNY, Tompkins Cortland CC laws, rules, regulations, policies, and guidance required at the official work site when working remotely. Failure to abide by all laws, rules, regulations, policies and guidance may result in exclusion from the Remote Work Pilot Program and/or administrative action, including disciplinary action.

Remote employees are responsible for submitting remote work plans to their immediate supervisor/manager which identify the specific work to be performed on approved telecommuting days. The work plan originally submitted with the remote work application may be modified at a later date by the immediate supervisor/manager, with written notice to the employee. An employee must provide to their immediate supervisor/manager regular updates/check-ins (as identified in the remote work plan) describing work completed while remote working on a periodic basis.

Employee ability to effectively perform work functions in a remote work setting should be one factor considered in approval of remote work plans.

Remote employees will treat remote work days like regular workdays and will be expected to maintain their normal work schedule/workday (including overtime when appropriate and authorized in advance) and routine while remote working. Supervisors/managers should make

clear expectations for meeting core service to students, other college offices, as well as internal and external constituents while remotely working.

Remote employees must request time off in advance and submit all leave requests as currently required. All current laws, regulations, contract provisions and standard rules governing employee work schedules apply including, but not limited to, existing call-in procedures.

A remote employee may be required to report to the official work site on a scheduled remote work day to engage in functions which require an in-person presence and cannot be scheduled for an in-office workday.

When remote employees are required to report to the official work site on a scheduled remote work day, there is no expectation that the remote employee will be granted a substitute remote work day in return. However, with flexibility as a key component of the program, with management approval, a scheduled remote work day may be changed within the same pay period.

If a remote employee is required to report to their official work site, they will not be paid or reimbursed for their commute to/from the official work site.

Remote employees must be available via all required methods of communication throughout the workday. Should a remote worker not be available through official channels, management may contact the remote employee via their personal contact information provided in the Work Plan.

Remote employees may be required to forward their official work site phone to the phone that will be used while remote working or have other technical support to ensure phone calls related to work are attended to in a timely fashion.

In-Person meetings at the remote employee's alternate work site are *prohibited*. This restriction does not preclude a remote worker from participating in, or being required to participate in, phone or web-based meetings from their alternate work site.

Remote employees agree that, with job-related cause, the College may inspect campus-issued equipment or records for the purposes of assessing safety concerns and/or data security concerns. Employees are obligated to return campus-issued equipment within a reasonable time following separation of service.

Unless otherwise directed, remote employees will not be excused from work when a directed departure is issued for the official work site. Conversely, if an emergency occurs at the alternate work site and the remote employee is unable to work at the remote work site that day or if the remote worker is unable to, for any reason, continue working during their scheduled hours, the immediate supervisor/manager may direct the employee to come to the official work site or grant authority to charge accruals.

Employees must safeguard all passwords used in connection with agency/facility/campus service files or programs and ensure sensitive information is protected.

We trust that those selected for remote work will honor the trust placed in them by their supervisor/manager. In the rare case where an individual is found to be misusing their time,

disciplinary steps as outlined in the contract will be followed. Additionally, the opportunity to work remotely may be terminated.

Supervisor Considerations

- The proposed remote work does not require in-person student/constituent interaction, classroom presence and/or contact and the work is typically performed away from the end customer (i.e. the student).
- The work can be performed as effectively from a remote work location as a campus location.
- The remote work arrangement does not necessitate the transfer of work which increases the workload to co-workers on campus.
- The assignments completed in the remote work location are consistent with the employee's performance program and scope of responsibilities, or job description.
- Key performance metrics such as quality of work products, quantity of work produced, response time/turnaround time, level of service, etc., are measurable and are routinely measured and assessed consistent with the employee's regular professional obligation or job description.
- The immediate supervisor/manger is accountable for communicating performance expectations, monitoring and measuring performance, providing ongoing performance feedback and formally addressing performance issues via established policies and collective bargaining agreements.
- Recognizing that remote work arrangements cannot be approached in a one-size fits all manner, supervisors/managers must ensure equity when evaluating the operational need for remote work arrangements.
- Remote work arrangements shall not close entire offices completely. Supervisors/managers should work with employees to arrange schedules to ensure an on-campus presence exists to serve the community.
- Remote work arrangements must be evaluated, reviewed, documented, and approved by the immediate supervisor/manager, department head, and senior campus leadership.
- Remote work arrangements are reviewed for effectiveness on an ongoing basis and in conjunction with the ongoing assessment of the employee's performance.
- Remote work arrangements may be modified or terminated at any time following appropriate notice (as discussed above) by an immediate supervisor/manager in consultation with HR, based on operational needs, performance concerns, or any other non-discriminatory reason.

Equipment and Supplies

The employer will not provide remote employees durable equipment such as desks, chairs, file cabinets, or other office related furniture. The employer will provide a laptop or other similar device to remote workers to facilitate work at the remote worksite; alternatively, employees may be allowed to bring work-assigned equipment to the remote worksite where authorized in advance. Employees are discouraged from utilizing personal laptop or desktop devices for conducting official college business.

Generally, the remote employee must have an internet connection with bandwidth that is appropriate for conducting the telecommuter's full professional obligation/job description and TC3 official business without disruption. The remote employee must be able to demonstrate

their internet connection is stable and adequate to meet the needs of the work assignments (e.g. audio, visual/camera). The employee is responsible to secure and pay for an internet connection. The College will not reimburse internet costs. In limited instances, remote work assignments that do not require an internet connection may be available. Where such assignments meet operating needs, they may be made/approved.

The remote employee is responsible for having a phone for all work-related calls or having other technical support to ensure phone calls related to work are attended to in a timely fashion.

If assigned work equipment or other work item is lost or stolen, the remote employee must immediately notify their immediate supervisor/manager and refer to the College's usage agreement and complete all steps outlined within the policy/procedure.

When the Remote Work Pilot Program ends, the employee must return all College issued devices and equipment, provided to facilitate work at the alternate worksite, if applicable, and any supplies issued on their next workday unless otherwise specified by management.

Guidelines and Employee Expectations

Remote work arrangements allow work to be performed in settings other than the traditional on campus worksite. All policies, work rules, performance expectations, professional obligations and codes of conduct apply as they normally would in a traditional campus setting. Specific employee responsibilities include:

- Employees are actively working towards and are fully focused on business goals and professional obligations during normally scheduled hours of work. Employees are easily accessible throughout the workday, answer phones, and respond to emails and other inquiries in a prompt and timely manner.
- Employees meet or exceed all performance goals and expectations as outlined in performance program and/or in alignment with special projects and other duties as assigned.
- Employees ensure effective and productive communication with their immediate supervisor/manager, team members and all other constituents or campus partners. Employees' behavior is professional, courteous, service oriented and aligned with codes of conduct, campus values, etc.
- Employees return to campus for onsite meetings, teambuilding activities, trainings etc., as required.
- Employees submit requests for scheduled time off (vacations, sick leave, etc.) in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Employees notify immediate supervisor/manager of unanticipated absences or lateness in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Employees are expected to manage any personal obligations and make any such arrangements so as not to adversely impact remote workflow and productivity (e.g. child or elder care).
- Employees who have obligations that would prevent them from focusing their full time attention on work, must follow all leave policies as needed.
- Employees must practice safe work habits and do all they can to minimize the risk of work-related injuries.

- Employees understand and acknowledge that remote work arrangements are not an entitlement and can be modified or discontinued by management at any time following appropriate notice (as discussed above). Likewise, remote work arrangements may be terminated at any time by an employee following appropriate notice to their immediate supervisor/manager and HR.
- While it is expected that those working remotely may not be on campus with any regularity, working remotely does not preclude an employee from stopping by campus if necessary. In those cases, employees will comply with protocols (e.g. COVID protocols) in place prior to arrival and notify their supervisor/manager.
- Employees understand and acknowledge that remote work arrangements do not change the employee's terms and conditions of employment including an employee's classification, base compensation, or benefits.
- Employees understand and acknowledge that the College is not responsible for equipping their remote work location(s) and the College policy related to loaning, borrowing, transporting and/or supporting supplies and equipment will apply.

Return to On-Campus Status

If the supervisor/manager and/or the employee decide that a return to campus is warranted and/or necessary to ensure satisfactory job performance, then notification must be made in writing by the party initiating the request to the secondary party (i.e., either the supervisor or the employee) and Human Resources at least five (5) calendar days in advance of the anticipated return to their official work site or sooner if mutually agreed upon. If the individual does not currently have an on-campus office, one will be assigned at the time of return.

Effective Date

This Remote Work Pilot Program is a pilot that is effective as of (Month) 2022 and shall end August 31, 2022, unless extended by the College. Where required by exigent operational concerns, Tompkins Cortland Community College reserves the right to suspend or terminate this remote work pilot program prior to that date. Should the President or their designee determine that such action is necessary, advance consultation *with affected unions* and reasonable advance notice to program participants will be provided to the greatest extent allowed by the exigent operational concerns on which the President's determination is based. The College will review and assess the Pilot Program following August 2022 prior to any revision or extension of the policy.

Additional Resources

Application Request form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=bwT0jebZikiC-oRFLwqtSYtfE4W16tpLhYEc6ickrTIUMThOMDFINE0yQ1czSFVJR0gzMjlVQTNDRy4u>

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2021-2022-16**

NAMING OF ITHACA VOLUNTEER VETERAN FIREMAN'S ASSOCIATION ROOMS

WHEREAS, Tompkins Cortland Community College accepts charitable gifts through the Tompkins Cortland Community College Foundation to support its many operations, and

WHEREAS, Tompkins Cortland Community College desires to name buildings, parts of buildings, rooms, and other physical spaces (i.e. courtyards) in honor of friends, benefactors, persons, and/or corporations who have made substantial contributions to the College, and

WHEREAS, the Research Foundation of the State University of New York has published "General Guidelines for Naming Opportunities" on the State University of New York Campuses to inform and guide campuses, and

WHEREAS, in November 2016 the Board of Trustees approved Resolution 2016-2017-20, Approval of the Board Policy Manual, which included revisions to the Policy for Naming Physical Facilities, and

WHEREAS, the Board of Trustees of Tompkins Cortland Community College supports the naming of physical facilities with at least a minimum gift of \$50,000, and

WHEREAS, the Ithaca Volunteer Veteran Fireman's Association contributed a gift of \$100,000 and related artifacts of the Ithaca Volunteer Veteran Fireman's Association to the Tompkins Cortland Community College Foundation, and be it therefore

RESOLVED, that the Board of Trustees of Tompkins Cortland Community College hereby approves the permanent naming of room 289 A and room 289 B. In recognition of this generous \$100,000 gift, the rooms will be known as the "Ithaca Volunteer Veteran Fireman's Association Room A and Ithaca Volunteer Veteran Fireman's Association Room B", and that the donated artifacts will be kept within the named rooms, and be it further

RESOLVED, that the Ithaca Volunteer Veteran Fireman's Association will receive the first right of refusal should the College need to remove or relocate the artifacts off main campus.

STATE OF NEW YORK:

SS:

COUNTY OF TOMPKINS:

I, JAN BRHEL, CLERK of the Board of Trustees 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 an Executive Committee meeting of said Board on the 24th of February, 2022 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 24th of February, 2022.

Clerk of the Board of Trustees
Tompkins Cortland Community College

Vice President for Student Services
February 2022

Below is a department-by-department guide on how the Division of Student Services is supporting students.

Student Success and Advising

Student Success: Advising, Career, & Transfer Services

To date, since we began the Spring 2022 new student enrollment cycle on November 15, we have had 50 new, transfer, and reinstated students attend START appointments (**S**tudent **T**ransition, **A**dvising, **R**egistration & **T**esting). As of December 1, all three of these enrollment categories are up in headcount from this time last year (+18 new, +8 reinstate, +2 transfer). Through the end of December, there are 200 available START appointments and more will be offered in January. We have resumed holding in-person START appointments to complement the many virtual appointments offered which include evening and weekend options to best meet student needs. Overall, 51% of all invited students have scheduled their START appointment, which is up significantly from the average fall rate of 28%. This is due in large part to consistent call and text message campaigns by Leah Calzolaio to help students get scheduled. The upcoming Instant Registration Day on Saturday, December 11 will also help boost spring enrollment after invitations are sent next week.

For spring new students, we are piloting new Self-Directed placement measures for first semester English, Reading, and Math courses. Faculty in these disciplines developed background surveys to assess both cognitive and non-cognitive skills of incoming students (including resilience, academic habits, help-seeking behaviors, future goals/plans). Gathering data on self-directed placement is one component of our multiple measures placement strategy that allows for the student voice to be heard (since academic transcripts may not uncover the full story). So far, just over 20 students have completed these surveys and many have been able to advance their course placement. We will continue to assess the results and compare with end of semester course success data for further evaluation. This change also better incorporates our shift to co-requisite support courses in the math curriculum, part of our efforts to minimize necessary developmental education courses. The goal is to implement self-directed placement at scale for all incoming students in the Fall 2022 semester.

Continuing student enrollment still lags behind where we were at this point last year by just over 200 students (about 317 FTEs). Text message campaigns were sent this week to four targeted populations of continuing students who have not yet registered. This resulted in 64 students registrations in the past three days. Next week, email blasts will be sent as follow up, in addition to another text blast promoting the Saturday event. Student Success staff continue

to work closely with their assigned part-time advisees, their Pathways Scholarship students, and any continuing students who drop in (virtually or in person) to the Center for advising help.

With the transition from Registration Day to a weeklong series of registration windows, we heavily promoted the “Road to Registration.” This new initiative, planned by a committee chaired by TK Huff, included three weeks of target programming surrounding transfer, career, and advising. An organization was created in Blackboard, accessible to all students, that included newly developed resource videos with registration related tutorials. Other components of this initiative included two Fall Day presentations training advisors on career development and exploration advising, tabling outreach that sparked one-on-one conversations with over 100 students, and one-class presentations by Student Success Advisors.

Appointment traffic in Starfish has increased dramatically this fall. As of the end of November, over 2,250 appointments have been scheduled with 88 staff/faculty in Starfish during the fall semester. About 33% of these appointments were remote (online or over the phone) and 66% were in person and collectively they had a 91% attendance rate. Only 16 students no-showed for their appointment, with the remaining group using Starfish to easily reschedule their appointment.

From October 11 through November 30, 1203 meetings have been scheduled and/or recorded in Starfish including:

- 501 Advising, 30 transfer advising, 11 career advising, 15 SUNY Cortland transfer path advising
- 51 Admissions, 234 Financial Aid, 93 Registration & Billing
- 166 course related, 16 faculty office hours
- 82 Tutoring
- 503 were “walk-in” appointments, 700 were scheduled

So far this term, 4992 tracking items have been raised in Starfish. Of these, 852 have been raised manually throughout the semester (not as part of a Progress Survey, see below for that data):

Tracking Item Type	Number Raised 852	Flag Name	Number Raised	Number Cleared	Percentage Cleared
Flags	372	Attendance Concern	42	37	88.1%
Kudos	284	Academic Concern	146	71	48.6%
Referrals	35	In Danger of Failing	177	23	60.5%
To-Do	161	I Need Help (Student Raised Flag)	7	6	85.7%

From October 21 to October 27, 469 progress surveys were sent to instructors of fall course sections currently in progress. Of these, 341 surveys were completed by 111 instructors,

providing specific feedback to all students enrolled. On this progress survey, 4,140 tracking items were raised. Here is a summary of the progress survey:

Tracking Item Type	Number Raised 4140	Flag/Kudos Name	Number Raised	Number Cleared	Percentage Cleared
Flags	981	In Danger of Failing	516	258	50%
		Academic Concern	465	162	34.8%
Kudos	284	Satisfactory Progress	1648		
		Keep Up the Good Work	1324		
		Showing Improvement	187		

After final [fall](#) grades post on December 20, the success team will adjust schedules for students who no longer meet pre-requisites for spring courses based on their fall grades. Additionally, schedules of all students on academic probation and repeat probation will be reviewed and adjustments made if needed. Until the beginning of the spring term on January 26, our team will work feverishly with all students on academic probation or repeat probation (and those returning from a suspension) to complete their student success assessments to create a plan to academic recovery.

Enrollment Services

Enrollments as of February 14th, 2022

- Spring 2022
 - New Students +3.7% (headcount) +1.0% (FTE)
 - Continuing -13.51% (retention Fall to Spring at 70.2%, up from 64% last year)
 - Reinstates +1.0%
 - Transfers -2.0%
 - Other +202.33%
 - Overall -8.77% (HC) and -10% (FTE)

The search for the new Dean of Enrollment Services continues, with two candidates coming to campus Feb 18th and 21st.

Health and Wellness Center

Health Center

- HWS is using rapid antigen COVID tests for the spring 2022 semester.

- HWS will conducted arrival COVID testing per SUNY guidance for new and returning students on 1/23 and 1/25 respectively. 166 students were tested with 0 positives.
- HWS will continue to provide weekly COVID surveillance testing per SUNY guidance.
- Nurse Angie continues to provide nursing care for students' illness and injury.

Counseling

- Counseling has resumed regular, bi-weekly clinical sessions with students, as well as being available for crisis counseling, drop-in sessions, and consultation and referrals.
- Counseling continues to develop collaborative relationships with campus partners, including ODESS, Student Activities, Student Success and Developmental Education to promote services and support students more effectively.
- Counseling resumes programming for the semester, including weekly cross stitch and mindfulness workshops starting in March. SUNY Cortland interns Ellie and Sydney are working with a group of students to start Tea Time: a social gathering with an emphasis on health, wellness, and a love of tea. Students continue to actively use the Best Life Lounge for puzzling, card playing, ping pong, and making connections with other peers and adults.
- Counseling has committed to being a Zero Suicide Champion in Tompkins County and will work internally, with the Tompkins County Suicide Prevention Coalition, and the Sophie Fund to ensure best suicide prevention practices on campus. The first step will be offering a Question, Persuade, Refer (QPR) training for Mid-Winter Day.
- Counseling is working with SUNY to pilot their WellStart program on campus: a series of digital modules students can work through that focus on transitions, loneliness, identity, and stress. The hope is to pilot this with individual students in clinical counseling and find ways to embed it within existing curricula.
- Aaron Volk, MSW candidate is in his final semester as an intern with Counseling. Aaron is developing a robust caseload early, continues to welcome students to the world of cross stitch, and generally makes all students feel welcome and connected.

Panther Pantry and Community Closet

- The Panther Pantry is open for spring 2022 with morning and afternoon availability.
- The Community Closet is now open, providing coats, shoes, and other clothing items for people of all ages.
- HWS Office Manager Sayre has been elected co-chair of the Tompkins County Food Distribution Network.
- Approximately 1/3 of pantry users are spending time in the Community Closet.

Collegiate Recovery Program

- Stand up for Recovery Day is February 8th.

- Recovery Specialist Ashley engaged with six students at New Student Orientation break out session.
- Ashley presented at the NASPA Strategies conference in Boston on January 15th.
- 20 students are actively engaged with the CRP.

Alcohol and other Drug (AOD) Prevention and Health Promotion

- Interns Ellie and Sydney will develop and deliver health promotion programming for safer sex, violence prevention, and alcohol and other drug (AOD) prevention. Ellie will assist with these and also provide needs assessment and programming for student-parents, children, and other campus community members in collaboration with the Child Care Center.
- Tompkins Cortland intern Jessica will be assisting HWS health promotion with an emphasis on AOD prevention.
- The Best Life social norms campaign is developing new content based on results from the 2021 College Prevention Survey.
- Best Life is hosting a Valentine's Day event that will promote safer sex and healthy alternatives to AOD.
- AOD screenings, brief interventions, and referrals are continuing. 29 students have been screened for risk this semester. One student received a brief intervention and another has been referred to Counseling.

Athletics and Campus Recreation

Athletics Advisory Board & Captains' Council – December 3 & January 31 Mtgs.

Group covered registration status of student members along with discussion about where their teammates / peers were at with registration for spring. All AAB members were either registered or just waiting for a piece of information to finish the process and student members felt strongly that their team mates were either currently registered or would be finishing up after Fall grades were sent out. Two biggest barriers for SA's were finances and/or grades for those thinking about not returning next semester.

Students will create "theme days" for the Panthers Student Section at home games for the spring semester. The men's lacrosse team has led the way in these efforts to build a cohesive student base to support TC3 teams.

Captains expressed an interest in having all-athlete gatherings at the beginning and throughout the semester to connect and appreciate each other and to be a closer group regardless of sport played.

NJCAA eSports strongly supported for the 2022-23 school year.

Action items for late January meeting – organizing themes for student section and coordinating an all-teams gathering for early spring semester with both social and informational goals.

Intercollegiate Athletics

As planned, men and women's basketball returned for spring semester on January 4 with our first games scheduled for January 8.

Women's basketball retained 100% of fall '21 team rosters while men's basketball retained all athletes and added three more who sat out fall competition. All team members tested for COVID-19 upon returning from their short break and all tests came back negative. Teams will continue to rapid test before each contest for the near future.

Student athletes participating in spring sports return with their classmates at the end of January with practices beginning on January 29.

Just a little data to share regarding student athletes and retention rates from fall to spring this year. A similar report will be shared about our spring sports after those teams are set as we expect several new SA's to transfer in to TC3 to play this semester.

Volleyball – 8 of 9 are registered FT for spring

Cross Country – 5 of 5 registered FT for spring

M Soccer – 18 total players; 3 graduated in December; 1 transferred to 4-year; 1 to military; 11 of remaining 13 registered FT for spring

W Basketball – 7 of 7 registered FT for spring; One could have graduated early, one was scheduled to transfer to UB, but both decided to enroll FT this spring to continue playing basketball.

M Basketball – 11 of 12 registered FT for spring; 3 more SA's added (also FT in fall) to the team for spring semester for a total of 14 players competing this spring

Overall Breakdown of 54 SA's = 90% retention of FT Fall & Winter 2021 SA's to Spring 2022

Overall Team GPA for Fall & Winter SA's = 2.63

44 student athletes were FT in fall '21 and now registered FT in spring '22

3 graduated in December

1 joined the Army in January

5 are not scheduled to return in spring semester. When interviewed, students responded this was due to finances or family issues

Fitness | Recreation | Community Groups

Community Groups

At the end of January, we began a cooperative program with **Town of Dryden Recreation** to offer **Youth Lacrosse Clinics** for eight consecutive Saturdays. These sessions introduce area young people to the game and give current middle/high school players a chance to work on skills leading into spring seasons.

The IAC Basketball Championships return to campus after a one-year break in action due to COVID-19 in 2021. This event, on February 17 and 18, brings over 1,000 local spectators to TC3 to watch the teams they love compete for small school and large school conference championships.

Fitness Center

For the month of January, we had **448 member visits**, which is nearly double the 236 visits in December. There were several days where at least 50 members used the facility. This is a substantial increase in daily usage.

All member categories increased for the month:

- **105 community** (63 December)
- **76 faculty/staff** (52 December)
- **267 students** (121 December)

For the month, we collected a total of **\$1,448.00** in revenue. This total does not include revenue from student activity fees or health insurance reimbursements. It only reflects staff and community memberships.

Spring Information:

The Fitness Center welcomed many new faces to begin 2022. Jocelin Wright (Women's Assistant Basketball Coach) was hired as a part-time Professional Assistant and six student workers have been hired as well.

Fitness & Recreation presented at the New Student Orientation on 1/24 to approximately 20 students. Many stated they did not even know where the Fitness Center was. It was concerning to hear that students may not be aware of the fitness and recreation opportunities available to them so this was a great opportunity to share.

There will be a table at the “Get Connected Fair” 2/8 for any students interested in learning more about the facility.

We have expanded our hours to **Monday-Thursday 8am-8pm & Friday 8am-4pm**

Recreation & Aquatics

The pool reopened on January 10 and campus recreation opened for business on January 25. Both areas have seen good numbers of participants in week one and look forward to offering additional hours of operation for the spring semester, including Saturday afternoons.

Student Life

Events

Date	Event	Track	Attendance
1/24	New Student Orientation	Succeed	25
1/26	Make and Take: Mermaid Pillows	Connect	61
1/27	Grocery Bingo	Connect	28
1/28	Game Night	Connect	21
1/29	Open Skate at the Rink (Rescheduled)	Connect	0
1/30	Resident Student Brunch	Connect	30
1/31	Mask Making	Connect	41
2/1	Lunar New Year Celebration	Diversify	28
2/2	New Year, New Me: Vision Board Making	Succeed	13
2/7	Mindfulness Monday	Succeed	7
2/8	Get Connected Fair	Connect	100
2/8	Syllabus Dump	Succeed	21
2/10	Commuter Luncheon	Connect	21
11/11	SGA Open House	Lead	9
2/11	Bob Ross Paint Night, co-hosted with Social Art Club	Connect	34
2/14	Black People Meet: Speed Friending	Connect	
2/15	Myers Briggs Personality Test Workshop	Lead	
2/16	Verzuz Battle Drake vs. Kanye West	Connect	
2/17	How to be an Ally Series: Black History Month	Diversify	
2/17	Trap Karaoke: 90/00s Hip Hop and R&B	Connect	
2/21	Verzuz Battle Beyonce vs. Rihanna	Connect	

Event Spotlight

Get Connected Fair

The spring 2022 Get Connected Fair was held in-person in the Forum. The Get Connected Fair is held to showcase student clubs, campus departments, and off-campus resources. The student turnout was one of the best we have seen in years, with 100 students attending the fair. The students were engaged, energetic, and excited to talk to the various booths at the fair. The resources at the fair included:

Advocacy Center

Childcare Center

SUNY Cortland Transfer Path

Baker Center for Learning

Community Standards and Violence Prevention

NYS Police Campus Sexual Assault Victims Unit

Catholic Charities Tompkins County

Admissions Student Ambassador

Air National Guard

Active Minds Recruitment

Student Government Association

Cornell Cooperative Extension of Tompkins County/SNAP-Ed NY

Global Initiatives Office

ODESS

Library/Tech Support

Fitness Center

Campus Police

Health and Wellness Services, Best Life

Residence Life

TC3 Foundation

NYS Police

Student Success



Clubs

As a reminder from the prior semester, we have seen a massive decline in active clubs over the timespan of the pandemic. This is largely because the perks, such as hosting events and travel, were not possible. Now that we are able to host in-person events and allow some travel, the interest is picking back up again. We are seeing the creation of new clubs and the registered clubs are gaining new members.

Current registered clubs:

African Caribbean Association – Restarting
Art club – active and hosting events
Chemistry Club - not active
CRU – Active
Hospitality and Restaurant Association – not active
LGBT Club (renamed to Q&A) – Restarting
Gaming Club – Active and holding events
Outdoor Adventure Club – Active
Recovery Club (renamed to ARCTC) - not active, active advisor
Residence Hall Association
Sport Management Club – Not active
STAND – not active, advisor taking a break.

Potential new clubs:

Active Minds – Recruiting new members
Foodies club – held several meetings, next step is to become recognized by SGA
Gardening club

Student Government Association

SGA held their Open House and had a great turnout with a lot of interest to fill the remaining E-board positions. They are already planning events and initiatives. Including, but not limited to:

Initiatives:

New furniture in the SGA Office
More frequent breaks in the fall semester

Events:

Prom
Spring Fest

Fall 2021 SGA E-board:

President – Sasha Machmuller
Vice President of Finance – Matthew Davis-Howard
Vice President of Student Involvement – Melanie Burrows
Ex-Officio member and Student Trustee – Paige Innis

The following seats are vacant and SGA is currently accepting applications:

Vice President of Communications
Vice President of Student Services

Co-Curricular Transcript

The Student Activities Project Assistant, Monica-Grace, continues to work on badges and programs for the CCT, also known as the “Panther Profile”. The first series of events for the Allyship badge are happening in February for Black History Month. Leah Tompkins, Project Assistant in Student Activities and Graduate student at Binghamton University, is returning for the semester for an internship. Leah will also be working on the CCT and connecting it with workforce development.

As a reminder: A Co-Curricular Transcript (CCT) is an unofficial record generated through Campus Groups® that documents a students’ activities and accomplishments that occur outside of the classroom during their time at Tompkins Cortland. In partnership with Caryanne Keenan, we have established a process for students to receive their Co-Curricular Transcript and learn how to apply that to their next steps, whether they be career or transfer. Leah Tompkins, our summer Graduate Project Assistant, built the foundation on Campus Groups and we owe her a huge thanks for all of her hard work.

For more information, visit: <https://www.tompkinscortland.edu/campus-life/co-curricular-transcript>

SUNY Chancellor Award for Student Excellence (CASE)

The campus selection committee selected (2) students that will move forward to be nominated to SUNY, this is the maximum number of students we are allowed to nominate based on enrollment. The submissions will be sent mid-February and we expect to hear back from SUNY closer to April of 2022.

New Student Orientation

Spring New Student Orientation (NSO) was held on Monday, January 24, 2022. Olivia Hunt, Project Assistant for Student Success and Student Activities, took the lead running NSO and did an incredible job. In contrast to the fall semester, we did not require in-person attendance. This was due to the local spikes in COVID-19 cases. Despite this, the turnout was still about 25 new students. The topics included:

Health and Wellness Services

Community and Safety Standards

ODESS

Academic Sessions

Athletics and Recreation

Campus Groups and Student Involvement

Breakout sessions:

Career Tour of Resources

Best Life

LGBTQIA+ Information and Training

Cub Involvement

Mental Health

The website and Spring Online Orientation Module are updated here:

<https://www.tompkinscortland.edu/academics/orientation-schedule>

Child Care Center

Updates:

Due to difficulty in hiring staff we had to close the main campus FSA child care center temporarily so we can fully staff the main center at 100%. The Arthur Kuckes center is at max capacity at this time but we hope we might be able to help some new students in the spring semester. We currently still have our postings posted and will leave them up in hopes of getting some applications. If we are able to hire more staff and they prove that they are going to be reliable then we will be in discussions of reopening the FSA center. With the closing of the center we were able to shuffle all the children down into the other center so our income stream will not be changing.

In December we were able to hire a lead toddler teacher, Samantha Root. We are very excited to have her on board. After a very long search, we were also able to fill the Kitchen Assistant position.

This semester we have 6 interns at the center. We have 4 from TC3 who are in the early childhood program and also participating in the SUNY paid internship program created by SUNY to help with the staffing issues in centers across the SUNY system, one from TC3 in Human services and one from SUNY Cortland that we are sharing with Health and Wellness office.

Grants:

We have more TC3 students participating in the Family Empowerment grant than we have ever had in one semester. This grant helps parents come back to college and get a degree. We received a large number of at home COVID testing kits for the Child Development Council of Tompkins County. These are intended to be able to send home with families that have sign or symptoms and must test their child before returning to care.

We received \$10,000 from the Park Foundation that had no earmarks to it. We decided to put it in a rainy day fund. Most likely we will be covering the loss of parent tuition due to quarantines for children that had COVID exposures at the center.

We received \$10,952.31 from SUNY Research Foundation to cover for over billing for '20-21 school.

Student Conduct and Community Standards

For the month of January, there were 10 conduct incidents involving 12 students. No students were removed from housing, suspended or expelled.

In December, there were 11 conduct incidents involving 13 students. One student was removed from housing, 2 were suspended, there were 0 expulsions.

Of the current incidents, 1 has been an individual who was recharged in January for not completing sanctions.

1 student was involved COVID policy violations in January

During January, I worked with the Foundation to add a process for entering and tracking Emergency Fund Requests. Maxient has been a great addition to our campus software as we have now adapted it for use beyond its initial areas of conduct, Title IX and CARE reporting.

Title IX

Currently, we are preparing for spring semester education. We provided a virtual Orientation session for incoming students as well as an in-person training during the Orientation day.

Additionally, the New York State sexual harassment training is being provided to all new adjuncts for the spring and any new employees. We also created a "Campus Resources for Supporting Students" module which all employees are taking this spring. We are planning for

upcoming activities such as Yards for Yearley, April Sexual Assault Awareness month events, and others, as well as monthly educational emails to students and employees. A virtual student program was offered on January 31 on stalking awareness but was cancelled due to only one student signing up.

Residence Life

Residence Life Move In

On January 23rd and January 25th, we had our students return to the Residence Halls for the Spring 2022 semester. All our returners were tested either by our Health Center or by our Residence Life Staff. During that time, we also handed students their bills and if we could not give it to them physically we email/texted them about their mail.

Residence Life Staffing

For the Spring 2022 semester we have two new RAs on our staff. Their names are Tawanna Gabay and Parker Askew. Both students moved in early for RA Spring Training. Currently we have 6 RA's for the spring semester and they will be hosting programs and events for our 168 residential students.

Rapid Testing

While partnering with the Health Center we will be able to test students in the Residence Hall if they are not feeling well. We have space allocated for our residential students in, they are positive.

Counseling in the Halls

From the Fall 2021 semester we identified that our residential students could benefit from having a counselor in the Residence Halls. Starting this semester, we in the process of having a counselor in the Residence Halls

AVP OF STUDENT SERVICES AND SENIOR DIVERSITY OFFICER REPORT TO THE BOARD OF TRUSTEES | FEBRUARY 2022

Campus Strategic Diversity, Equity, and Inclusion Plan

- The steering committee is continuing to meet regularly and is planning to do so throughout the plan development. The committee is currently working on year 2 DEI plan development to incorporate feedback into the plan's first draft (Milestone 4 of 7).
 - The plan's first draft was shared with a pool of readers, including DEAC members and the steering committee. (see attached)

College Staff Development Day

- Mid-Winter Staff Development Day is scheduled for February 23. Plenary session(s) will take place in person and virtually. Concurrent session(s) will take place in person. (See program attached)

Educational Opportunity Program

- On February 15, we submitted a proposal to establish an Educational Opportunity program at the College. The program offers individualized tutoring, counseling, and career development for program participants and a small financial aid benefit. The submitted proposal requests initial support of up to 40 in its first year of operation and will likely reach its maximum potential to support 80 students by year two.

Student Engagement Team

- On February 27 | We had 100 attend this semester's Get Connected Fair – Kudos to Cheyenne Gorton's team and all the various departments that contributed on the day.

Professional Development and Meetings

- January 6 - February 19 | Conducted recruitment activities for the Vector Network Associate positions, including virtual and in-person interviews
- February 1 | Accepted a Cortland County Proclamation recognizing February as Black History Month
- February 10 | Hope Center Coaching session for assessing our Basic Needs Ecosystem response capacity
- February 16 | SUNY System Committee - Review the proposed PRODiG faculty eligibility criteria for Community Colleges and Agriculture/Technology Colleges

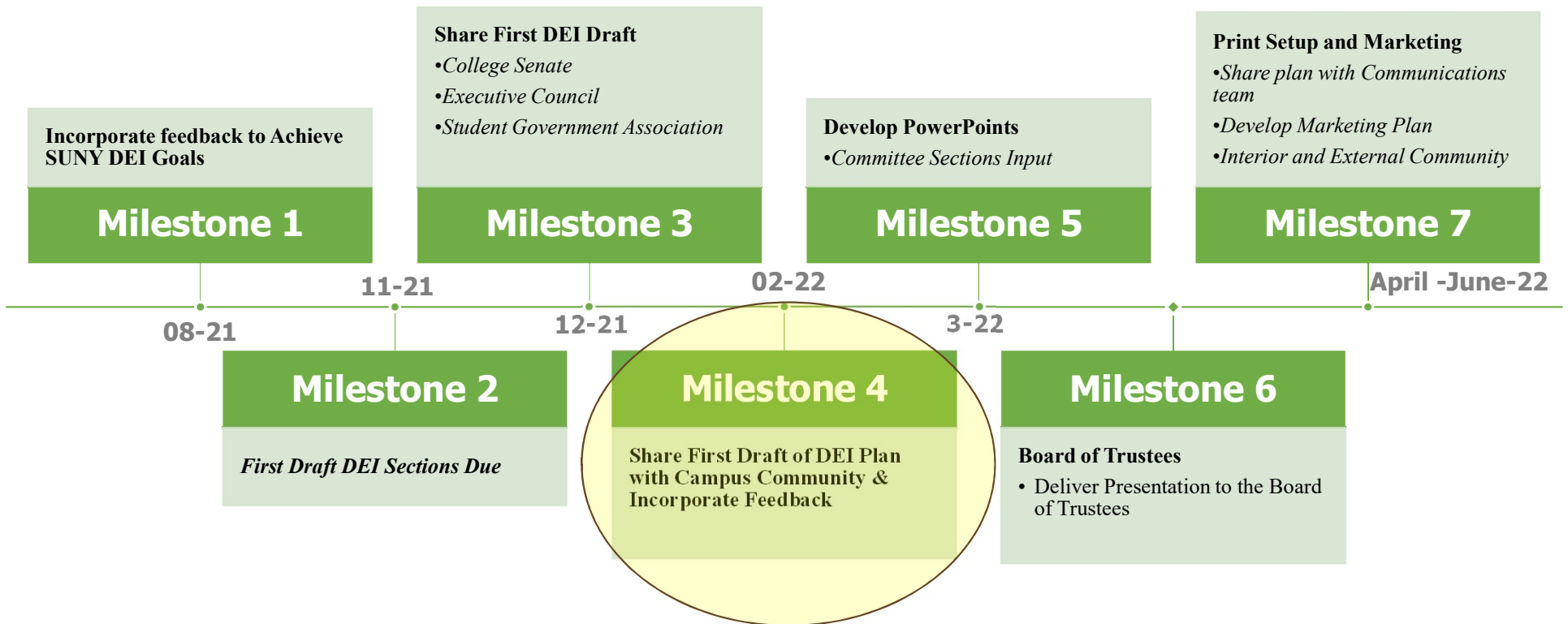
Respectfully,

Seth A. Thompson

February 22, 2022

Campus Strategic DEI Plan Timeline 2021-2022

Tompkins Cortland Community College





Mid-Winter Staff Development Day - Schedule

TIME	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
8:00 -9:10	Coffee/Snacks Fireside Café		Right to Know/ Bloodborne Pathogens		Compliance Training	
8:30-9:00	Yoga Multipurpose Room					
9:10-9:50	Plenary Session Department Updates Pathways Enrollment Trends Basic Needs Forum Virtual					
	https://tinyurl.com/4etarhbj					
9:50-9:55	Break	Break	Break	Break	Break	Break
10:00-12:00	Plenary Session Everything Begins with Trust Chris Xaver Forum Virtual					
	https://tinyurl.com/4etarhbj					
Noon -1:00	Lunch	Pick up at the Cafeteria		Bingo		

TIME	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
1:00-2:00	For Adjuncts By Adjuncts (Back by Popular Demand!) Room 287B	A Primer on Health and Wellness Services Room 282	Supporting Student Survivors on Campus Room 286	Document Sharing and Secure Storage Sprole Conference Room	Five Reasons Geocaching Might Be a Great New Hobby for You Room 280D	Advising Forum Room 210B
2:05-3:05	Unsung Academic Heroes: A Roundtable to Share Our Past Heroes and How They Guide Our Work, Regardless of Our Roles at TC3. Room 288B	Alphabet Soup: How to Provide for Our LGBTQIA2S Students Room 282	Campus Traditions: A Table Discussion of Why Traditions Can Change an Environment Room 286	QPR Training: Question, Persuade, Refer Room 215C	Acrylic Pour Painting Room 150	PowerCampus Upgrade Sprole Conference Room
3:05-4:00	Refreshments	Pick up at Fireside Café				
3:10-4:00	Department / Group Meetings (See Department Head)	Department / Group Meetings (See Department Head)	Department / Group Meetings (See Department Head)	Department / Group Meetings (See Department Head)	ODESS Open House and Dart Challenge Room 228	Faculty and Staff Ping Pong Tournament Room 122

SESSION DESCRIPTIONS**Advisor Forum | Michelle Nightingale**

All advisors are encouraged to come to this session to learn about important updates related to English and Math course placement, new student onboarding, Starfish, DegreeWorks, and myINFO (self-service). Change is on the horizon, and we want all advisors to be equipped with the tools to best serve TC3 students. We will demo the new self-service coming this March, field your advising questions, and save some time for open discussion on best advising practices to share.

A Primer on Health and Wellness Services | Matt Kiechle, Sayre Paradiso, Ashley Dickson

What is Health and Wellness Services? What do we do? What does it mean to follow an Integrated Step Care Model? Who the heck are you? Why do I need to know? Let us answer all of your questions and more with an in-depth presentation and discussion on just what Tompkins Cortland Health and Wellness Services is all about, where we're going, and how we can help both you and your students.

Acrylic Pour Painting | Aaron Volk

Acrylic Paint Pouring is a fluid painting technique used to create art by pouring acrylic paint onto a canvas. Many methods can be used to apply the paint to the canvas, two will be demonstrated during this session. During this session, participants will create one of their own pieces and will be able to bring home their project the following day after drying. No experience or talent is needed.

Alphabet Soup: How to Provide for Our LGBTQIA2S Students | Ashley Dickson

One third of our students identify as part of the LGBTQIA+ community. Creating an inclusive and inviting classroom setting is one of the most important parts of our work here as educators. Join Ashley for an examination of the unique needs of LGBTQIA+ students, and discover ways that we can increase the comfort and engagement of all our students.

Campus Traditions: A Table Discussion of Why Traditions Can Change an Environment | James Williamson

Traditions are a way we express our community, our culture, our way of life. Traditions have the ability to stand the test of time and provide a snapshot of what new members of a community can expect. During this round table discussion, we will display a few short videos of communities that have traditions that are well known and continue to provide a source of engagement for communities. Also, we will explore what traditions Tompkins Cortland currently has and why are those traditions exist? Finally, we will explore different tradition opportunities that our college can develop to express what we are all about here at Tompkins Cortland!

TIME**Session 1****Session 2****Session 3****Session 4****Session 5****Session 6****Compliance Training**

Based on your role: involvement in the title IX process, discrimination and harassment panels, student conduct board members, advisors, etc; you have been assigned courses or a learning path that are legally required to be completed ANNUALLY for this role. Most of these roles now have a required 8 hours of training to ensure students'/employees' rights are met in these processes. Room 250 has been reserved for those that need computer access.

Department / Group Meetings (See Department Head or Committee Chair)

Blocks of time for groups/ departments to collaborate on projects or complete training.

Document Sharing and Secure Storage | Tim Densmore

Document Sharing and Secure Storage: Understanding your options for storing and sharing documents in OneDrive, SharePoint, & Teams.

Everything Begins with Trust | Chris Xavier

The #1 question most people wonder about you, is not, "Do I like you?", it's "Can I trust you?" In a time of change, trust is more important than ever. The research shows every time trust increases just a little bit, output, morale, retention, productivity, innovation and loyalty all go up. And every single time trust increases cost, problems, skepticism, and suspicion all go down. In this interactive workshop we'll learn the 8 pillars of trust and how to apply them in our roles, teams, at the college as a whole and in our lives.

Faculty/Staff Ping Pong Tournament | John Witkiewicz

Please sign up in advance by emailing JW082@tompkinscortland.edu so we can build a bracket. Games to 11. Single elimination. Come by to play, watch, or heckle. We look forward to this opportunity to connect with one another and have fun together! See rules here: <https://www.pongfit.org/official-rules-of-table-tennis>.

Five Reasons Geocaching Might Be a Great New Hobby for You | Jennifer Kidder

If you enjoy visiting interesting places, getting outdoors, learning new things, and making fun discoveries, you might just love this GPS-based hobby. All you need to get started is a gps-enabled cell phone and a free account on geocaching.com. Jennifer Kidder started caching in 2010, and has found over 2100 caches to date. She will explain how she got hooked and share with you some information about geocaching itself, geocache containers, and trackable items. You'll learn the basics of how to interpret a geocache listing from the website or app, and get a brief interactive tutorial on Jennifer's specialty - the Mystery/Puzzle cache. She loves that since each cache is placed and maintained by another geocacher, it is a hobby that we create for each other. Popular world-wide with people of all ages and activity levels (there are even wheelchair accessible geocaches), there are many, many different ways that geocaching can be enjoyed. Come find out what it's all about!

TIME**Session 1****Session 2****Session 3****Session 4****Session 5****Session 6****For Adjuncts By Adjuncts (Back by Popular Demand!) | Christine Iacobucci**

As part of the "Connecting to For Adjuncts By Adjuncts was a program that was offered in the past. We discussed and shared about everything we adjuncts experience here at TC3, from what's going well for us to wanting to ask other adjuncts about how they navigate through ambiguous or sticky situations. Many adjuncts enjoyed this session during Fall Day last semester, and requested another opportunity to share our successes and challenges with each other again!

ODESS Open House and Dart Challenge | Office of Diversity Education & Support Services

Come check out the new hybrid conference room in ODESS and take a shot at darts!

PowerCampus Upgrade | James Maclain

Learn more about the upcoming upgrade and ask Campus Tech your questions.

QPR Training: Question, Persuade, Refer | John Witkiewicz

Question, Persuade and Refer, or QPR, is an evidence-based emergency mental health intervention for people at risk of suicide. The goal of QPR is to recognize a suicide crisis, interrupt it and direct the person to appropriate care. Like CPR, QPR works to increase an at-risk individual's chance of survival. People trained in QPR are taught to recognize the warning signs of suicide, which include depression, expressions of hopelessness, and talk of suicide. They are then taught how to respond. The course takes only an hour. You just may save a life one day.

Right to Know Training- Blood Borne Pathogens | CollaborNation (Web-Based Training)

This opportunity is for all staff to take advantage of if you choose. However, please confirm with your supervisor, as this training may be required for some job responsibilities on campus. Right to Know Training/ BloodBorne Pathogens. Room 250 has been reserved for those that need computer access.

Supporting Student Survivors on Campus | Darese Doskal and Mike Thornton

This session is part of the Supporting Student Resilience series and will offer guidance and resources on how to best support students who disclose that they are survivors of sexual violence.

Unsung Academic Heroes: A Roundtable to Share Our Past Heroes and How They Guide Our Work, Regardless of Our Roles at TC3 | Alexis Dengel

All of us who have succeeded academically have people in our lives who believed in us, fed our dreams and even in their absence, helped us on our academic journeys. Let's talk and free-write about those motivators then discuss how to carry that positivity and staying power to our new and returning students.

report

Date: February 14, 2022

To: Paul Reifenheiser, AIC

From: Deborah Mohlenhoff
Associate Vice President for College Relations

RE: Monthly Report to the President/AIC and Board of Trustees

COMMUNITY ENGAGEMENT & PARTNERSHIPS:

No specific activity this month.

GOVERNMENT RELATIONS & ADVOCACY:

State Budget Advocacy – SUNY coordinated two meetings with Government Affairs representatives on each campus to inform us of the SUNY advocacy initiatives for the Governor's Budget. I watched the Budget Hearings for Higher Education so that we could be better informed about some of the questions emerging from the Assembly and the Senate with regard to funding higher education. I sent some talking points to Assemblywoman Anna Kelles and will be working with her office to push for maintaining the funding floor. Some key points include:

- We are pleased the funding floor was included in the Executive Budget from the Governor instead of us needing to push to get it added in; however, we wish it were tied to a year other than 20-21 to establish the funding base, as our enrollments were down across the State due to the pandemic.
- We wholeheartedly support efforts to fund more robust Financial Aid for part-time students. Currently, financial aid is only available to students who matriculate into a full degree program. Students end up in programs they were not ready to be in, or not prepared for, simply because it was the only way to get any aid. Then they don't complete, and that lack of completion counts against the College for other funding. Many of these students also end up with unnecessary student loan debt as a result.
- We are excited to see more support for Workforce Development initiatives and look forward to learning more about accessing funds to increase our offerings in this area.

SUNY Legislative One-Sheets – (attached) SUNY has prepared data on both alumni and employees in the legislative districts for each college. We intend to write a letter to all of our local and state elected officials and include this data, as well as a summary of our latest initiatives.

STRATEGIC MARKETING:

Director Search – After first round interviews, three candidates were chosen to advance to a second round interview. Unfortunately, after the interviews were scheduled, two of the three candidates dropped out of the pool. We are still hopeful that this search will yield a successful candidate that can start in early March, but it seems like an April or May start might be more realistic.

Swim Digital Consultants – We will be renewing our contract with Swim Digital for the Spring semester. They will continue working on building internal infrastructure necessary for a comprehensive communications and marketing plan for our enrollment funnel. We had a meeting to review their previous work and set up a new structure for our Spring contract.

eDesign Consultants – We will also be continuing our work with eDesign and expanded their role to include a comprehensive digital campaign with a focus on marketing the College to the New York City region. They have begun to hold informational interviews with key stakeholders on campus and are hoping to launch this marketing initiative in early April.

WORKFORCE DEVELOPMENT:

Some highlights from the Director, Carrie Whitmore:

- 100% pass rate for NYS CNA exam (4 students)
- Secured \$34,884 SUNY Customized Training Grant for Square Deal Machining Inc; 100 staff will receive Blueprint Reading training, approx. 50 will receive GD&T training, approx. 40 will receive CNC training
- Submitted \$14,996 consortium training grant through SUNY Customized Training grant for 18 not-for-profit organizations for supervisory training
- Received \$57,000 NYCAN funding for Indian Milk and Honey; awaiting approval for SUNY Customized Training grant of \$22,185 to begin training program
- Participated in the Tompkins Workforce NY Virtual Training and Funding Expo as a provider
- Hosted Cortland Works Career Center for Virtual Funding Expo

Employer Recruitment series:

- January 12 (Successfully Recruiting College Students) had 11 participants (of the 19 who registered)
- January 19 (Building and Maintaining Sustainable Internship Programs) had 20 participants (of the 25 who registered)
- Feb 9 (Effectively Supervising College Students) had 11 participants (of the 30 who registered, several asked for recording)

Handshake:

- 2,093 employers approved to post (201 within 50 miles of Ithaca)
- 264 current students w/ active accounts (18% of student body)
- 70 alumni have active profiles
- 10,500 jobs and internships posted (229 within 50 miles of Ithaca; 430 within 100 miles of Ithaca)

LEADERSHIP TOMPKINS & LEADERSHIP CORTLAND:

We have scheduled a meeting on February 28th with key stakeholders and community partners to design a sustainable future for both programs.

OTHER MEETINGS & COMMUNITY EVENTS:

- Weekly Cortland Downtown Partnership Board meetings
- Monthly Strategic Tourism Planning Board (STPB) meetings
- Monthly Workforce Development Board meetings
- Bi-weekly SUNY Government Affairs meeting
- Monthly YWCA Board meetings
- Monthly Tompkins Chamber of Commerce Government Affairs Committee meetings

COVID-19 UPDATES

A few updates as we continue to adjust to the ever-changing conditions of the pandemic:

Switch to Rapid Testing – The switch to rapid testing has gone quite smoothly. The College hosted three weeks of pop-up testing at the main entrance and will continue to offer rapid tests through the Health Center on Tuesday mornings as our ongoing surveillance program. Staff in Residential Life also have access to rapid tests so that any resident student who wishes to test can do so, even in off hours as needed. Our positive cases remain low, and we have had no exposures on campus thus far this semester.

Change in Contact Tracing, Isolation, & Quarantine – Tompkins County has announced that they are no longer doing the extensive contact tracing that had been performed at the start of the pandemic. They are shifting the burden onto organizations and colleges to manage. We will not be impacted by since January 4th, when the new Isolation and Quarantine guidance went into effect, we no longer need to quarantine large groups or classes. We still have a functional COVID-19 team in place to support students, faculty, and staff who are positive or need guidance regarding exposures, but we feel this is manageable.

Mask Guidelines – The Governor recently announced some changes to the mask mandate and lifted the mandate for businesses and other limited locations. The mandate does remain in place for schools, other public venues, and public transportation. The Governor also empowered local governments to set stricter guidelines per county as needed. Tompkins County has kept their mask advisory in place until our local transmission rate is at a low level, per CDC guidelines.

The College will follow the Health Advisory from the county and keep masking in place on campus. The following message was sent out to the campus community on February 9:

Please note that the College's mask mandate remains in effect at this time. We have consistently based our mask requirements on guidance from the Tompkins County Health Department. We have followed their mask advisories, and they reaffirmed today that a [mask advisory is still in place](#).

Below is a timeline of key events related to masks on campus, which documents our pattern of following the Tompkins County's Health Department's guidance. It also has more information on why the mask advisory remains in place.

We will continue to monitor this.

Again, please note that our mask requirement on campus is still in place.

Thank you, Paul

Mask Timeline

May 19, 2021

CDC issues guidance noting a partial lifting of mask mandate for those who are vaccinated. The College follows this policy and allows vaccinated individuals to be unmasked on campus.

July 30, 2021

The Tompkins County Health Department issues a mask advisory for indoor settings. The College follows suit shortly thereafter and requires masks on campus.

December 13, 2021

The State of New York imposes a mask mandate in public indoor settings; Tompkins County Health Department follows suit.

February 9, 2022

The State partially lifts the indoor mask mandates but keeps it in place for a variety of public spaces, including for childcare centers and schools.

The Tompkins County Health Department notes that their mask advisory is still in effect, stating the following: “The Tompkins County Health Department is notifying the community that the local mask advisory to stop the spread of COVID-19 remains in effect. Tompkins County continues to be in a high transmission area as defined by the CDC. TCHD continues to urge mask wearing for all individuals while indoors and around others, as well as other precautions to stop the spread of COVID-19. TCHD is also advising local businesses to continue to ask that patrons wear a mask while indoors and around others.”

2022 **SUNY** LEGISLATIVE DISTRICT PROFILES

125TH ASSEMBLY DISTRICT

Assemblymember Anna Kelles

Binghamton University BA (1997) Alumni



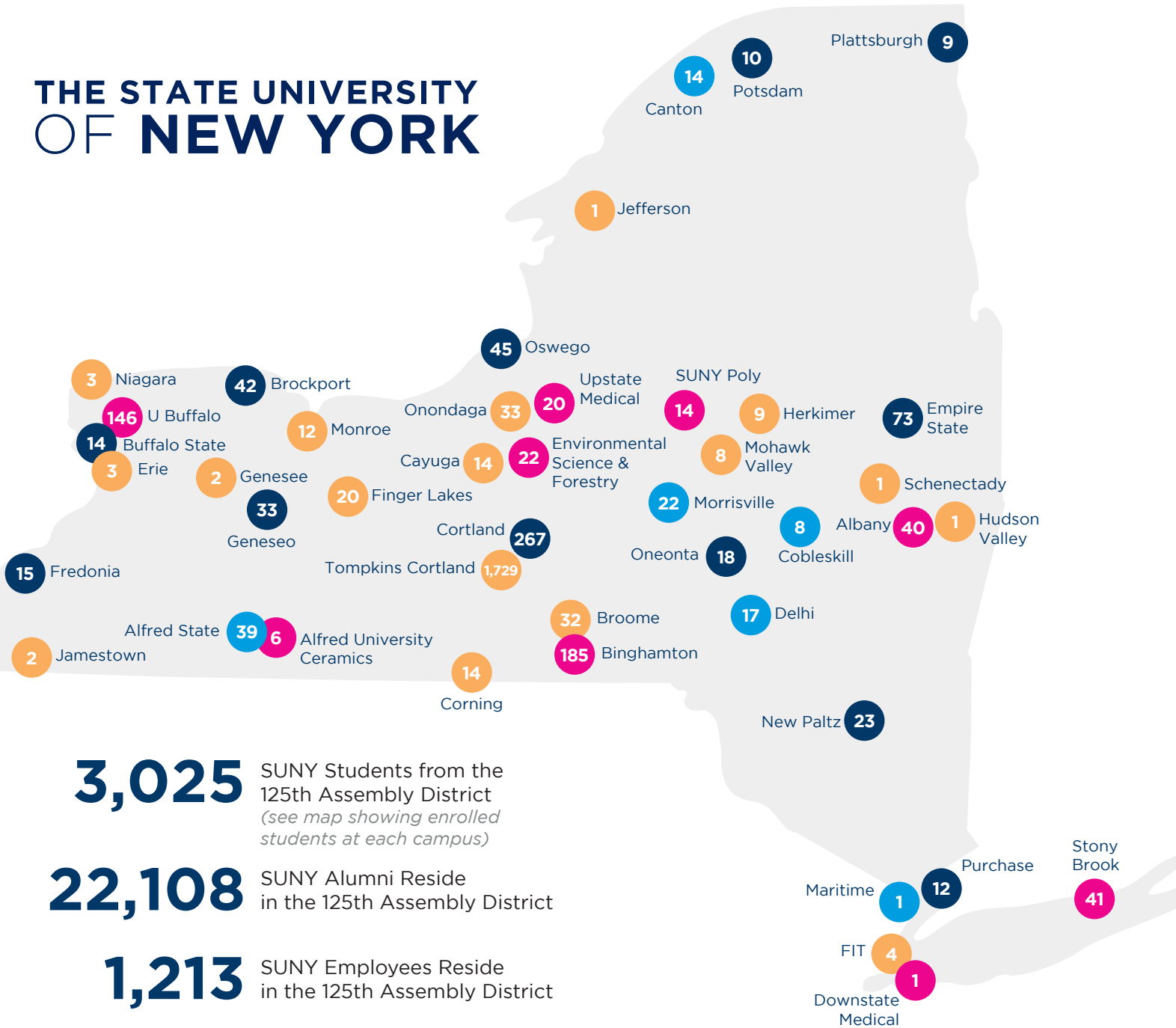
SUNY LOCATIONS IN THE 125TH ASSEMBLY DISTRICT

SUNY CORTLAND, CORNELL UNIVERSITY,
TOMPKINS CORTLAND COMMUNITY COLLEGE

125th Assembly District Assemblymember Anna Kelles

3,025 STUDENTS **22,108 ALUMNI** **1,213 EMPLOYEES**

THE STATE UNIVERSITY OF NEW YORK



3,025 SUNY Students from the 125th Assembly District
(see map showing enrolled students at each campus)

22,108 SUNY Alumni Reside in the 125th Assembly District

1,213 SUNY Employees Reside in the 125th Assembly District

- University Centers and Doctoral Degree Granting Institutions
- University Colleges
- Technology Colleges
- Community Colleges

2022 **SUNY** LEGISLATIVE DISTRICT PROFILES

51ST SENATE DISTRICT

Senator Peter Oberacker

SUNY Delhi AAS (1983) Alumni



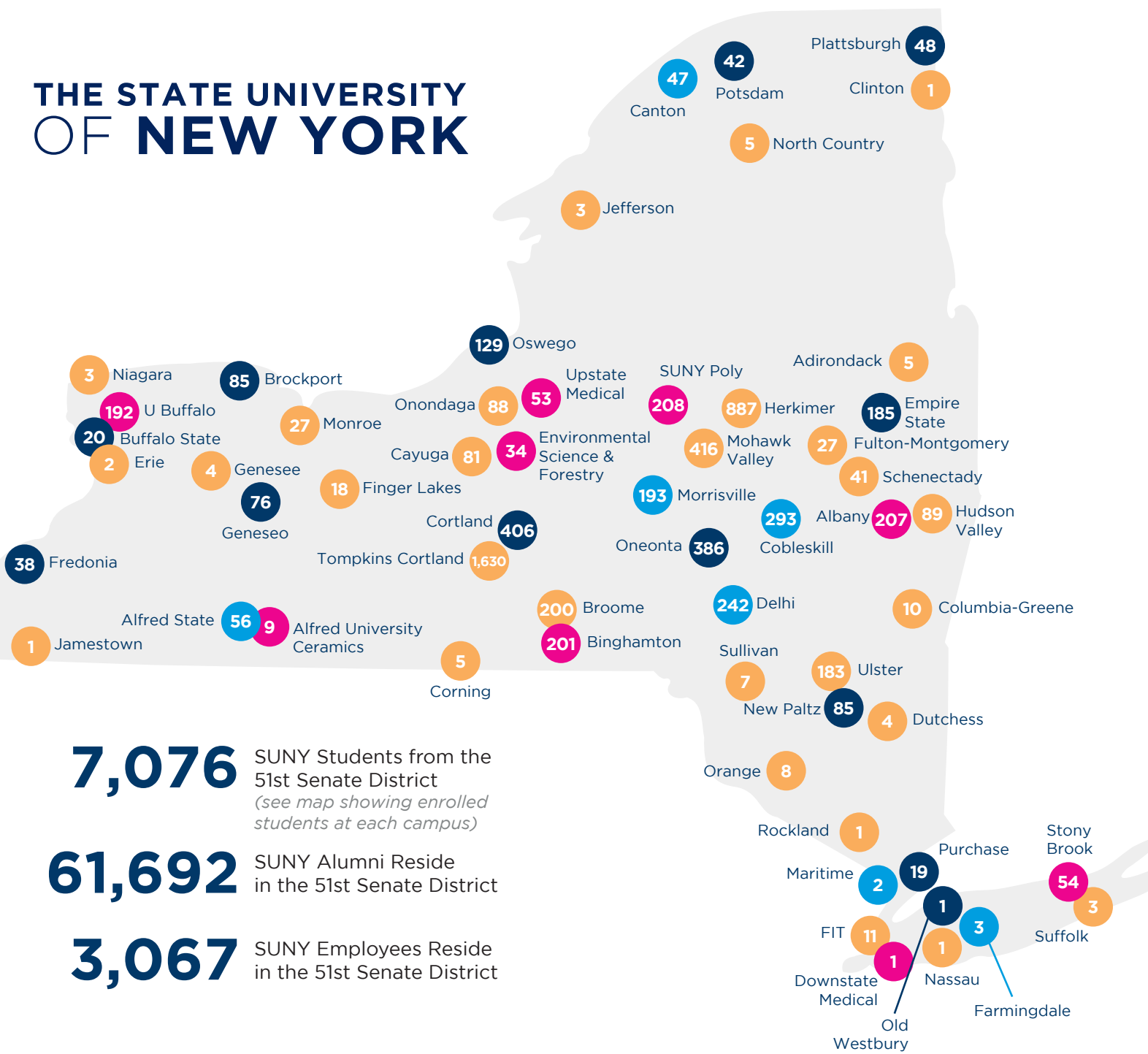
SUNY LOCATIONS IN THE 51ST SENATE DISTRICT

SUNY CORTLAND, SUNY ONEONTA, SUNY COBLESKILL,
HERKIMER COUNTY COMMUNITY COLLEGE, TOMPKINS
CORTLAND COMMUNITY COLLEGE

51st Senate District Senator Peter Oberacker

7,076 STUDENTS 61,692 ALUMNI 3,067 EMPLOYEES

THE STATE UNIVERSITY OF NEW YORK



7,076 SUNY Students from the 51st Senate District
(see map showing enrolled students at each campus)

61,692 SUNY Alumni Reside in the 51st Senate District

3,067 SUNY Employees Reside in the 51st Senate District

University Centers and Doctoral Degree Granting Institutions University Colleges Technology Colleges Community Colleges

CIO Report to Board of Trustees – Spring 2022

Information Security

Alert Logic: Campus Tech is continuing to implement additional services provided to us by our SUNY SOC (Security Operations Center) membership. Team members Jen Amato and Ken Reynolds are in-progress with deploying Alert Logic. Alert Logic is a cloud platform that analyzes logs and traffic for critical on-premises servers to identify and report malicious activity in real-time. Log aggregation and alerting have previously been identified as a significant gap in our security assessments so having this product is a needed improvement for our IT Security Compliance.

MFA (Multifactor Authentication): Campus Tech will roll out MFA to all faculty and staff accounts at the end of the spring semester. MFA requires a text code or other method in addition to a username and password to access online accounts. This is standard in many industries at this point. We are working towards MFA for everyone by fall 2022.

SUNY Managed Print Services Initiative

SUNY has negotiated a system-wide office print management solution. All campuses are mandated to participate in this initiative. SUNY projected this contract will save each College anywhere from 30% to 60% on their office print expenses (including printers for student/classroom use). Pre-pandemic, TC3 printing expenses were around 40k-50k annually, in the two years since printing has been below half of that amount. For TC3, we had already worked with managed print solution vendor and had already implemented many of the paper printing reduction policies that SUNY is requiring all institutions to now adopt. Given our existing procedures and the long term shift from paper to digital that remote operations accelerated, we are expecting very modest savings from this initiative

Managed IT Network Service Agreement

We have selected the proposal presented by ComSource in response to our IT Networking RFP. We are currently reviewing a draft service agreement and contract with College's legal counsel.

Scheduled Major Upgrades/Outages:

PowerCampus Student Information System – Week of March 28th

OneCard System – Week of March 28th

Respectfully,

Tim Densmore

College Senate Report
Board of Trustees
February 11, 2022

We had our first meeting of the semester on February 11th. At the meeting we discussed the Remote Work Policy Pilot program that was provided to us prior to the meeting. We then conducted an electronic vote for approval of the policy pending the following edits:

- * Wording about "retrieving" equipment will be changed to reflect the return of equipment within a certain time frame
- * Wording around child care and/or elder care will be updated so they are not the only things mentioned
- * If College decides to extend the program it will be brought forward to the Senate for approval
- * Notation to be made that the College has discretion to not purchase double equipment to allow an individual to work from home and that use of personal equipment is to be avoided whenever possible

The vote passed with 10 votes for, 1 vote against, and one abstention.

The edits requested are all present with the final draft provided to us on February 14th with the exception of wording that would require the Senate be consulted should the College consider extending the program. We strongly recommend that the College do so anyway so that we may provide feedback to the College from the rest of the College Community.

Votes have been concluded for nominees for the SUNY Chancellor Awards for Faculty and Professional staff. We will be providing nomination packets to the President's office for approval. The committee for selection of the Chancellor Award for Classified staff is being put together now as that has a later deadline for submission.



To: Board of Trustees
February 24, 2022 Meeting

Foundation Board and Committees

The property management committee met on January 27. Discussion regarding 2022-2023 room rates took place, and a recommendation will be forward to the full Board for approval. Provided were updates regarding the various facilities, Eagle Scout Trail Project, and financials.

Regina Grantham is representing the Foundation Board on the TC3 Presidential Search Committee.

Audit work continues with Bond Schoeneck and King.

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

Upcoming Meetings

TBD – Alumni Committee (February)

TBD – Finance/Audit/Investment Committee (February)

March 22 – Executive Committee

April 12 – Board

Alumni and Development Office

Philanthropy

The Cookie Connection Campaign was introduced the last week of January. Forty-seven people were sent cookies as a thank you for their various support of the Foundation. Donor contact continues with in-person meeting, Zoom meetings, calls and email.

Due to a generous contribution the Student Emergency Fund is underway and referrals have been made to the fund already this semester.

Communications

The next direct mail piece will be sent in late February.

Tompkins Harvest

There are five active school districts- Newfield, Trumansburg, Groton, Lansing and Dryden. Each community is planning their spring and summer events including wellness days, free Children's Farmers Markets, cooking classes in partnership with local libraries, and

highlighting fresh produce in school meals. All local Food Service Directors have been meeting monthly and strategizing ways to share resources, work around supply chain issues and begin planning for summer feeding. As we move towards summer, work has begun to plan an exciting Food Service Workers Boot Camp.

AIC/Provost Report February 2022

Weather Policy: We had our first snow storm that closed down the campus this season. We had some understandable questions about our policy, since it was different from those that we employed last year. If you haven't already, please read our Emergency Closure Policies, which can be found in the [Provost Communications Folder](#). We have two basic approaches if we have to close: first, we may close facilities but allow for instruction at the discretion of faculty (that discretion applies to all classes, including regularly scheduled remote classes); second, we may have an emergency closure, where no instruction is allowed. Like we did last week, we anticipate using the former more often than the latter. *In either case, no one is required to work except those in positions noted in our Weather Policy document.* Folks may work remotely if they wish, but the College won't be requiring it and snow forts, snowballs, snowshoeing, and snow angels all beckon!

Mask Mandate: On Wednesday 2/9, I sent a message out to campus noting that the College's mask mandate remains in effect at this time. We have consistently based our mask requirements on guidance from the Tompkins County Health Department. We have followed their mask advisories, and they reaffirmed that a [mask advisory is still in place](#).

Assistant Provost Search: The Assistant Provost Search is ongoing. We have not failed the search, but the administration has found that none of the candidates that we brought to campus were viable. So this search is still open, and the screening committee will regroup in the coming weeks to continue the search.

Summer Global: We have made the decision to cancel our in-person summer global sessions for 2022. Please know that this decision was not made lightly, and it comes after significant consideration and discussion about our ability to hold a program that meets all of our expectations for an excellent student experience. We would need a larger cohort of students to be able to meet our typical standards and financially support the program.

Therefore, we have decided to run an online summer program and shift our focus to accepting students for our fall and spring semesters for an in-person experience. Our partners have been showing interest in bringing students to our campus during the year, and we have had some on campus this year. Global is adding new models to adapt to our partner's needs, and we'll provide a more detailed update from Global in the coming weeks.

Academic Council: Academic Council has been meeting weekly, as usual. In the coming weeks and months we will do the following: a mid-year check-in on our Academic Plan to make sure we are on path to accomplish as many of our key goals as we can; annual updates from each of our major areas to be included in forthcoming Provost Posts; and Malvika has pre-organized some themed meetings for the groups to focus on areas of specific need.

February Town Hall and Provosts Hour on 2/17: We canceled our Town Hall for February as it coincides with a campus visit for one of our Presidential Finalists. We will also cancel Provosts Hour for that day. We will hold a town hall in March.

Guided Pathways: The Guided Pathways steering committee met. At the start of the semester our coordinators held meetings of each Guided Pathways Community to talk about programs and how to

work together. I am so pleased to see the creation of these spaces for people to talk to each other about Guided Pathways work and student success; and our coordinators updated on this. We discussed also the possibility of adding a widget from EMSI to our program pages on our website that shows career information.

Institutional Transformation Assessment: In the coming weeks, the Guided Pathways Steering Committee will be talking a lot about the ITA (Institutional Transformation Assessment), which took the form of two separate surveys that we sent out to variety of stakeholders on campus to assess our strengths and areas for improvement. One of the core focal points was on defining equity and student success on our campus. Guided Pathways work revolves largely around equity, and we have done solid work in getting students to successfully pass gateway courses more equitably, especially through making placement practices like multiple measures and through co-requisite classes. We have solid pieces in place, but the ITA asked about how equity benchmarks are created and measured for students. This is incredibly well timed as our Equity, Diversity, Justice, and Inclusion plan is being revised this year. So it we have a great opportunity to pull together our strategic planning and guided pathways work to more clearly define and measure equity and student success. I'm really looking forward to digging into the data that the ITA provided to show our areas that we can improve and the areas of strength we need to highlight more intentionally.

Workforce Development Grant: We had a meeting to explore the spaces that we plan to upgrade as part of our 3.12 Million Dollar Grant. As you may recall, the plan was to renovate our Electrical Engineering, Physics, Chemistry, Construction, and Bio Labs. The faculty in these areas plan to meet and break this down into smaller projects designed to meet our curricular/class-scheduling needs. Then we'll review their work and prioritize these projects, determining which to do first and which can be done in parallel. Many of those decisions will be based on the extent of the project (e.g. are moving walls, plumbing, gas lines, electrical? Are we just replacing flooring, ceilings, lighting, and furniture?) We will also start buying equipment, which the grant allows. This work continues to be very very exciting. You'll hear more as this ramps up.

Teaching Manual: The Teaching Manual has been revised slightly and updated for the Spring 2022 semester. It is available in the [Provost Communications Folder](#). Please continue to send us any revisions you see as necessary.

Curriculum Committee: The Curriculum Committee met, and it will probably have a very busy agenda this semester. We were given a preview of some new tracks and microcredentials in our AST (Applied Science and Technology) degree that are, in part, the product of the Job Linkage Grant the College earned last year. We have been talking about moving more into Electrical and Civil Engineering based on employer needs, and that starts with creation of curriculum. Another key space we have been discussing is Healthcare, and some of us met recently to prioritize which microcredentials in that area we can have in place for Fall. We are on pace to see at least 4 new microcredentials offered in Fall based on work in Healthcare and Civil and Electrical Engineering. Curriculum also discussed the possibility of organizing facets of their representation more clearly around our Guided Pathways Communities.

Microcredentials: Speaking of Microcredentials: SUNY is in the process of marketing its microcredentials more. One example can be found here: <https://www.suny.edu/microcredentials/>

SUNY Gen Ed: As you know, Gen Ed changes are coming. I've placed some SUNY documents in the [Provost Communications Folder](#). There are still 10 Gen Ed Categories and 2 Competencies, but facets within that structure have changed. This includes learning outcome changes in almost all 12 of those areas. There are also 3 new categories: two of them incorporate and combine three existing categories and one is completely new (Diversity: Equity, Inclusion, and Social Justice). The latter category is now required in all programs. At Curriculum, I talked a bit about some of the work that the campus will need to accomplish to meet SUNY's requirements. Generally speaking it includes the following:

- 1) A review of all existing Gen Ed Courses to answer the following questions:
 - a. Does the course fit in its existing category/categories?
 - b. Does the course fit in any new categories (either as a replacement for the existing category or in addition to the existing category)?
 - c. Which Student Learning Outcomes (SLOs) align with the SUNY Gen Ed SLOs? Does the Master Course Syllabus reflect this? Does the Master Course Syllabus take into account all modes and locations where this course is taught, including CollegeNow in High Schools.
- 2) A general course review of all courses
 - a. Are there any current courses that are not Gen Ed that may now fit into a category?
- 3) A broad discussion around the category Diversity: Equity, Inclusion, Social Justice
 - a. We will want specific focus on training and implementation of this new outcome. SUNY has pledged some forthcoming resources.
 - b. Will we need new courses to meet this category?
- 4) A Review of all existing programs
 - a. All existing programs will need to meet the diversity category in a meaningful way

This may seem like a lot, but I believe it is good work. Also, I believe we are in quite good shape to make this happen.

Swim Digital and eDesign Updates: I have been promising some updates on the outside groups with whom the College has been working. The College has opted to continue its work with the advertising firm eDesign and the consultant group SWIM Digital. We believe it is imperative that we increase our advertising to grow enrollment for Fall. eDesign will focus on advertising, working on a media plan with a focus on digital and areas outside of our local market/downstate (marketing strategy, multi-channel integrated media plan, media planning/buying, website landing pages from ads, and analytics). We believe also that it is vital for us to continue our work streamlining our enrollment processes and assessing them in line with the Strategic Plan. SWIM will consult on Enrollment (Enrollment calendar, mapping of our processes, for inquiries/prospects, review of recruitment processes) and Marketing (marketing calendar, process mapping for marketing requests, support for local media buying plan, website inventory map, assist with onboarding of new Director of Strategic Marketing). Attached (and included in the [Provost Communications Folder](#)) is a document that updates the work SWIM did with the College last semester, to help update the campus more clearly on their work.

APO Updates: I've attached (and included in the [Provost Communications Folder](#)) an updated list of APOs (Announcement of Position Opening) from Fall and Spring with some updates. This was one of the areas folks had requested last semester. I am sorry it took me so long to get it out.

Future Updates: The next update I promised is about the Marketing and Communications area on campus. The search for a Director of Strategic Marketing is on-going, and I hope to have more information out about that search and all of marketing soon. If there are other areas you would like to know about, please ask.

Annual Report and Foundation Annual Report: We have made the decision to combine the College Annual Report and the College Foundation Annual report. This will better connect these two entities, and it will help us directly tie fund-raising efforts to the strategic plan and results of the College. The first combined report should be out this semester.

Mascot: I hereby appoint Stella as the official mascot of the AIC/President's office. Jan's pooch has been trained to not only be cute but also to answer phone calls from SUNY. Last week this impressive canine almost convinced a prominent administrator at SUNY that we need a Gen Ed category on Dog Walking, with learning outcomes like "quite yanking on my neck bro" and "wait wait I really need to smell that." Alas, the administrator rightly pointed out that those learning outcomes aren't really assessable. Congratulations Stella.

New Student Orientation: Olivia Hunt asked me to share some information about New Student Orientation. Cheyenne was unable to attend, but the day proceeded, in no small part because of excellent pre-planning and folks, like Olivia, stepping up. Cheyenne and Olivia asked that I share their thanks with the following folks. So let me give a shout out to Cheyenne and Olivia and then share the list of people they wanted to acknowledge:

"We would like to thank:

-Jennica Petrella-Baum; Peter Voorhees; Jamie Perkins; Kierra Martin; Kevin Stillman and his wonderful crew; Don Perkins; Patty Van de Bogart; Greg McCalley; Deb Mohlenhoff; Our Orientation Assistants; Our thoughtful faculty who held academic sessions; Ashley Dickson; Kevin Broderick; Hal Brown; Monica-Grace Mukendi; Leah Tompkins; John Witkiewicz; Juliana Garcia; Darese Doskal; John Gebo; Matt Kiechle; Seth Thompson; Tracey Brunner; Michael Oyelola; Alfie Okaru; Tammi Young; Our wonderful custodial staff; (Our deepest apologies if we missed someone!)

Thank you so much for your help! We wanted to thank the individuals who are dedicated to our students."