***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 matterpresented.*

Board of Trustees Regular Meeting
March 20, 2024
Open Session @ 5:30 p.m.

Present: Dean Corbin, Sue Dale-Hall, Judy Davison, Schelley Michell-Nunn, Seth Peacock, Lisa Perfetti, Romneya Quennell

Excused: Roxann Buck, Arthur Kuckes, Matt McSherry

County Liaisons: Cathy Bischoff, Mike Lane

Staff: Scot Beekman, Carolyn Boone, Sophia Darling, Richard Floyd, John Geer, Amy Kremenek, William Mathy, Renae Moore, Don Perkins, Paul Reifenheiser, Malvika Talwar, Seth Thompson, Susanna Van Sant

Guests: Fion MacCrea and Joe Hoot, SUNY Information Technology Exchange Center

- **Call to Order**: The meeting was called to order at 5:32 p.m. by Chair Davison.
- **Roll Call**: Ms. Moore called the roll.
- **Welcome Guests**: Chair Davison welcomed everyone in the Board Room.
- **Approval of Agenda**: Ms. Perfetti moved the Board of Trustees March 20, 2024 meeting agenda be approved as submitted; seconded by Mr. Corbin; motion carried unanimously.
- **Public Comment**: There were no requests for public comment.
- **Approval of Board of Trustees Meeting Minutes**: Mr. Corbin moved that the minutes from the February 21, 2024 Board of Trustees meeting be approved as submitted; seconded by Ms. Perfetti; motion approved unanimously.
- **Chair's Report**:

    a. Chair Davison recognized the reappointment of Trustee Buck; Ms. Buck's appointment was set to expire June 30, 2024. The reappointment was unanimously passed by the Budget, Capital and Personnel Committee of the Tompkins County Legislature (Chaired by County Liaison Mike Lane) on March 14, 2024.

    Mr. Lane noted that Ms. Buck is the longest serving Trustee in Tompkins County and continues to be an asset to the College.

    b. Chair Davison expressed appreciation for all Board members who submitted advocacy letters to elected officials in support of the Empire State Community College Workforce Development Guarantee. Resolutions of support were also passed by both counties. Chair Davison noted a resolution expressing the Board of Trustees support for the Workforce Guarantee is provided in the packet.

- **CFO/Treasurer's Report**: Ms. Darling noted the audits are being finalized and will be shared during the Board of Trustees meeting in April. Budgets are due with focus being given to the 2024-2025 budget preparations. Certificate of Residence mandates have been issued and policies and procedures for this function are being reviewed to better assist our students. The Financial Aid Office continues their outreach efforts to assist with FAFSA. Registration and Billing are working with students on their Spring 2024 balances and on the creation of a "Prior Balance Payment Plan." Three proposals have been submitted for the Campus Facilities Master Plan. The Director of Auxiliary Operations Zoom interviews have concluded and finalists will be invited to campus within the next two weeks.

- **Student Trustee's Report**: Ms. Quennell shared students are looking forward to Spring Break. Efforts to recruit a new Student Trustee are underway with postings on Instagram and announcements to faculty. Ms. Quennell provided a presentation to the Student Government Association on the role of the Student Trustee. Discussions are taking place for a "central hub" to provide information on clubs, meetings and recruitment of students for various roles on campus. Students are gearing up for planning of Spring Fest as well as a semi-formal.

- **(b)(6) (b)(7)(C)**

d. New York Community College Trustees (NYCCT): Ms. Buck participated in the recent meeting regarding advocacy and the budget update. Discussions are taking place

- **Adjournment**: Mr. Corbin moved the meeting be adjourned at 7:54 p.m.; seconded by Mr. Peacock; approved unanimously.

Renae M. Moore
Deputy Clerk to the Board of Trustees

Public Comment: Provision is made at this point in the agenda for citizens of the College community to make

Tompkins Cortland Community College
2023-2024 Appropriations
Year-to-Date through March 31, 2024

	Modified Budget 2023-24	Expend to Date 2023-24	Unexpend Balance 2023-24	% Expended 2023-24	Total Exp PY 2022-23	YTD Exp PY to Date 2022-23	PY % Expended 2022-23	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,565,316	9,730,132	6,835,184	58.7%	15,824,648	9,146,025	57.8%	(584,107)	-3.7%
Equipment	130,000	38,035	91,966	29.3%	59,031	9,268	15.7%	(28,767)	-48.7%
Contractual Expenses	5,921,866	2,929,498	2,992,368	49.5%	4,982,142	2,997,730	60.2%	68,232	1.4%
Employee Benefits	8,489,828	5,464,046	3,025,782	64.4%	7,791,947	5,153,024	66.1%	(311,021)	-4.0%
Total Forecasted Departmental Appropriations[1]	31,107,010	18,161,710	12,945,300	58.4%	28,657,768	17,306,046	60.4%	(855,663)	-4.9%
Scholarships &Awards									
Student Services	-	105,700	(105,700)	-	176,086	176,086	100.0%	70,387	40.0%
Academic Support	3,439,832	3,317,973	121,859	96.5%	3,247,763	3,163,470	97.4%	(154,503)	(4.9%)
Total Scholarships & Awards	3,439,832	3,423,673	16,160	99.5%	3,423,849	3,339,556	97.5%	(84,117)	(2.5%)
Total Forecasted Appropriations[2]	34,546,842	21,585,382	12,961,460	62.5%	32,088888556				
Adjustments to Approved Budget									

2023-2024 Approp	BMlMnce	Unexpended	PY	Expended	FMv (UnfMv
247,671	(68,603)	138B3%	18E134,766256%	10(144,483)	(140B0%)
83,11E	55,354	27,765	66B6%	E0,1E1,4373)E,E17	(38B74%)3%
	4,131	4,131	100B0%	4,131	100B0%
3EB1%	B4%E3)	(11			
%50B72%	(36,3E8)	(2B7%)			
18E,8E1	66B7%	45,000	23B7%	7,500	
1,575	45B3%	185	11B7%		
0B0%	0	0B0%			
%	(263,864)	(6B6%)			

To:

From:

FOUNDATION □

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STUDENTS: ENROLLMENT AND RETENTION

CAMPUS: INSTITUTIONAL RESOURCES AND ASSETS

CAMPUS COMMUNITY: ENGAGEMENT AND PARTICIPATION

Provost Report
April 2024

**Faculty Meeting: ¢Ke Provost Ωs hTTice KeldFaculty Meeting on MarcK м p Φ ² e discussed tKe Tolloóing: м ú Road to Registrati ó óKicK is our pusK eacK seester to encourage students to register Tor tKe neÈ t semester ú T 2vel A le ote ó meaning one oT aTaculty ú concerning a PLA ó Prior Learning Assessment ú Policy ώ more detailstKat are ōeloó 6 T o ú tóveBt Ωs hTTice psented some data around student success ó DPAs and credit momentum ú and 9arlycéon Flags ç óKicK Taculty are re lj uired to report Tor studentóKo struggle early in tKe semesterπ and at neÈ t montK Ωs meeting óe óill Tocus more on interventioneTTorts Tor students and stepsmoving TorórardT 4 ú ² e continued our discussion around our curriculumprocessΣ as⅂ing Taculty KoÓ our process diTTered Trom tKeir eÈ perience at otKer institutionsΣ and óe as⅂ed Taculty aōout tKeir Tamiliaity óitK a variety oT curriculum related material and aōout tKeir training óitK tKose matters: eÈ amplesclude {Ub¸ Deneral 9ducationΣ ¢/o /ore Re lj uirementsΣ {Ub¸ ¢ransTeraRKsΣ b¸{95 Liōeral Arts Re ljuirementsΣ and óriting assesaōle learning outcomes T p ú Lincludede inTormation aōout possiōle Tuture topics oTconversationΣ including tKe Tolloóing: ² orld AT Ş and retention T early conTlagsΣ interventionsΣ reporting T onōoarding oT neó Taculty process T an hnline ¢eacKing Policy ūidd PatKóays T and tKe /olleeΩs Ð /ommitteeΣ tKe FacultyΣ and tKe/ollege {enateΦ ¢Ke documentTers a KigKπlevel vieó oT ÓKat students can eÈ pect tKe /ollege t ugK tKe sKared governance process T estaōlisKment oT KigK prioritiesTor PLAΣ including possiōle plans to óor⅂ óitK nonπcredit and óor⅂Torce patKóays T a mar⅂eting plan TolLA T a plan Tor data trac⅂ing oPLA T and a plan Tor appropriate proTessional development around PLA Tor Taculty and staTTΦ Ke overπarcKing goal is to remove ōarriers Tor studentsΣ and PLA alloós Tol⅂sto start tKeir college careeróitK credits ratKertKan at s lj uare oneΦ ¢Kis is especially important Tor nonπtraditional aged returningadult students óKo may Kave a variety oT educational κ óor⅂ e Èperiences tKan can get tKem closer to a oredalΦ hur neÈ t steps óill ōe to catalog our current PLA proceduresκ opportunitiesΣ align tKem óK our policyΣ advertise tKem appropriatelyΣ and tKen create and implement tKe plan Tor {Ub¸Φ

Academic Assessment Updates: ¢Ke Provost Ωs hTTice Kas committed to compiling an academic assessment report annuallyΦ ² e did not create tKis annual repōetóeen 20м y π2022Σ as tKe /ollege óas revising all oT our processes during tKat periodΦ Ioóevεve draTted a20м y π2022 Academic Assessment Report Σ óKicK details tKe suōstantial óor⅂ óe accomplisKed during tKaperiodΦ ¢Ke Academic Assessment /ommittee Kas given an initial revieó oT tKé documentΣ and óe óill Tinali Î e it ōeTore tKe end oT tKe semesterΦ ¢Ke document provides a lotevidence oT eTTorts in óor⅂ing to meet eÈ pectations Tor {tandard ± ó 9Tectiveness Assessment ú as óe Kead into our Middle {tates {elπ{tudyΦ ¢Ke annual report on Academic Assessment óill KelpsKoó tKat are óeare continually óor⅂ing to improve teacKing and learning and meet eÈ pectations Tor {tandard ± Φ ¢Ke currenthaTt oT tKe 202o Academic Assessment Reportis availaōle in tKe Provost /ommunication FolderΦ Lt still needs óor⅂ ç especially Tor updates onur {Ub¸ Deneral 9ducation Assessment π ōut it is nearing completionΦ

Enrollment Management Board Report
April 2024

¢Ke admiääionä team iä in Ŧinal planning ätageä Ŧor tKe Call hpn I odzäe on April м ф and 20Σ øKiÖK loo ļä to õe øellπattended ¢Ke admiääionä team iä Öollaōorating øitK tKe ŦaÖdzltè to Öreate a program to proØide an oppoōrtdaļproŠ imatelè ŗo Φ p ̂ ̂ and ŗ ŗ ŗ ŗ er 40ß ̂ ̂ ó not a tèpo ú Φ

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memōer oŦ A /EΣa Öonäortidzm oŦ area Öollegeäand äÖKoolä øitK a ŦoÖdzä on neration Ödlege ätdzdentä and otKer ätdzdentäøitK ōarrieră to Öollege ädzÖÖeää Φ /ollege Koäted ßiäit õè A /E KigK äÖKool partnerä Ŧor a 5ollarä ŗ {enäe eØent ätdzdentä øent tKrodzgK a äerieä oŦ ŦinanÖialeritaÖè aÖtiØitieäΣ a ätdzdent panelΣ eriaΣ and a Öampdzä todzr Φ

ļeting department Kaä aøarded tøo RCt äΣ tKe Ŧät Ŧor øeō ädzpport and tKe erØiÖeä Φ ¢Keäe neø Öontraötä øill Kelp to ßdztKe neø ¢ /o øeōäite älated Ŧor 202 p and deØelop a ätring oŦ neø Øideo Öontento promote tKe Öollege Φ ¢Ke aøarded to bortKern /ommerÖe and tKe Øideo Öotraöt øaä aøarded to o2 p ditionallèΣ tKeätategiÖ marļeting department Kaä one Ŧinal RCt in proÖeääΣ tKiä lia ad plaÖemert Φ ¢Kat Öontraöt øill õe aøardeøoon Φ hdzr digital Øendor øorļing øitK tKe ätrategiÖ marļeting teamctladznÖK pKaäe LL oŦ odzr øill inØolØe Öontindzodzä programπleØel ļeèøord arļeting Φ ¢ /o Kaä daōōled in zt not to tKe e È tent tKe /ollege iä planniag preäent Φ ¢Ke entire ätrategiÖ øorļing diligentlè to meet tKe Öontindzing andeØolØing needä oŦ tKe Öampdzä

Report to Board of Trustees
Campus Technology
April 2024

2023-2024 Goals

Manager				
Access Coordinator & Academic Coach	June 2024	March 4, 2024	April 4, 2024	Pa
Assistant to the President	April 2024	January 21, 2024	February 23, 2024	Co
Career Navigator	April 2024	February 2, 2024	March 1, 2024	Or
Coordinator of Access & Recruitment	April 2024	February 19, 2024	March 19, 2024 2024	
Director of Auxiliary Operations	ASAP	January 30, 2024	February 29, 2024	On-C
Director of Public Safety	May 25, 2024	March 13, 2024	April 13, 2024	Acce
Director of Enrollment Management Systems & Slate Captain	ASAP	October 20, 2023	December 20, 2023	Hired
Executive Director of the Foundation	ASAP	March 13, 2024	April 15, 2024	Revie
Faculty – Accounting	August 2024	March 4, 2024	April 4, 2024	Revie
Faculty – Sociology & Anthropology	August 2024	March 4, 2024	April 4, 2024	Pause
Faculty – Psychology	August 2024	March 4, 2024	April 4, 2024	Revie
IT Infrastructure Manager	April 2024	January 2, 2024	February 2, 2024	Hired
Systems Administrator	April 2024	December 21, 2023	January 22, 2024	Hired
Technology Support Associate	April 2024	December 21, 2023	January 22, 2024	Pause
Vice President for Enrollment Management	ASAP	March 1, 2024	April 1, 2024	Acce

		DESIRED EMPLOYMENT	
(1.0 FTE)			ia Tompkins County Department of Human Resources
Enrollment Services Specialist (1.0 FTE)	Financial Aid	ASAP	Tompkins County Department of Human Resources Canvassing Eligible Candidates

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Assistant Teacher	Childcare	ASAP	Accepting Applications - Offer in progress
Substitute Teacher	Childcare	July 2023	Continuous Recruitment
Teacher Aide	Childcare	ASAP	Accepting Applications Hired: Amanda Jo Hill (03/25/24) Hired: Makenzie “Zie” Sutton (03/25/24)
Lifeguard	Athletics & Recreation	July 2023	Continuous Recruitment – Offer in progress
Resident Director	Residence Life	April 2024	Reviewing Applications

POSITION	DEPARTMENT	DESIRED EMPLOYMENT DATE	CURRENT STATUS
Banquet Bartender	TC3 Bistro	July 2023	Accepting Applications
Banquet Server	TC3 Bistro	July 2023	Accepting Applications
Banquet Supervisor	TC3 Bistro	July 2023	Accepting Applications
Bartender	TC3 Bistro	July 2023	Accepting Applications
Busser/Food Runner	TC3 Bistro	July 2023	Accepting Applications
Dishwasher	TC3 Bistro	July 2023	Accepting Applications Hired: Cesar Figueroa (03/25/24)
Host/Hostess	TC3 Bistro	July 2023	Accepting Applications
Line Cook	TC3 Bistro	July 2023	Accepting Applications
Server	TC3 Bistro	July 2023	Accepting Applications
Sous Chef	TC3 Bistro	ASAP	Accepting Applications – Offer in progress
Event Coordinator	TC3 Bistro	ASAP	Accepting Applications

TOMPKINS CORTLAND COMMUNITY COLLEGE

Presented to the Board of Trustees

April 17, 2024

Resignations/Retirements/Separations

NAME	TITLE	DEPARTMENT	EFFECTIVE	REASON
Kori Post	Associate Director of Budget and Finance	Finance & Administration	April 26, 2024	Resignation

FACULTY STUDENT ASSOCIATION

Lisa Bowman	Office Coordinator	Child Care Center	03/01/24	Resignation
Heidi Pike	Teacher Aide	Child Care Center	02/26/24	Separation

BISTRO

None.

January

Fornish, Erin	FollegeNow FMculty LiMison		Adjunct	$1,792.65	5/22/2024 - 5/17/20	
	$3,585.30					
Adjunct	$3,585.30	10/22/2024 - 5/17/2024				
Adjunct	$3,585.30	10/22/2024 - 5/17/2024				
Adjunct	$3,585.30	10/22/2024 - 5/17/2024				
Adjunct	$3,585.30	10/22/2024 - 5/17/2024				
Adjunct	$3,585.30	10/22/2024 - 5/17/2024				
Adjunct	$5,130.10	10/22/2024 - 5/17/2024				
Adjunct	$3,585.30	10/22/2024 - 5/17/2024				
Adjunct	$3,585.30	10/22/2024 - 5/17/2024				
Adjunct	$6,085.10	10/22/2024 - 5/17/2024				
Adjunct	$3,585.30	10/22/2024 - 5/17/2024				
Adjunct	$418.29	1/22/2024 - 5/17/2024				
Adjunct	$3,507.61	22/2024 - 5/17/2024				

February

SMlzone, Jos	FoMM105ME51		Adjunct	$1,026.20	0/12/2024 - 5/17/20
Steenburg, Je	Fove fMge of	NURS120M33	Adjunct	$360.47	2/29/2024

March

Delisle, JMk	sMbor Mtory TechniciMn - BIOL/FHEM		Adjunct	$2,659.23	0/12/2024 - 5/17/20
ShipmMn, Mich	Mbolr Mtory TechniciMn - BIOL/FHEM		Adjunct	$2,216.30	0/12/2024 - 5/17/20

May

DeMn of Admissions Mnd Recruitment