

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES MEETING
AGENDA**

DATE: Thursday, March 14, 2024
TIME: 5:30 p.m. Meeting
LOCATIONS: Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of February 1, 2024 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- STUDENT TRUSTEE REPORT
- 7- CCC DEVELOPMENT FOUNDATION REPORT
- 8- APPROVAL OF CONSENT AGENDA
 - 1- [RESOLUTION #T4899-24 Appointments, Promotions and Separations](#)
 - 2- [RESOLUTION #T4900-24 Position Activity](#)

REGULAR AGENDA

CASS Committee

- 1- [RESOLUTION #T4901-24 for Program Review: Discontinuation of Sustainability A.S Program.](#)
- 2- [RESOLUTION #T4902-24 -Appreciation for Brad Cole](#)

EXTERNAL AFFAIRS Committee

FINANCE AND FACILITIES Committee

1. [RESOLUTION T#4903-24 Operating Report For January 24](#)

HUMAN RESOURCES Committee

- 10-OLD BUSINESS
- 11-NEW BUSINESS
- 12-EXECUTIVE SESSION
- 13-ADJOURNMENT

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
February 1, 2023
HEC
MEETING MINUTES**

In attendance: M. Wayne, A. Winston, N. Wightman, K. Early, H. Reynolds, S. Jacoby Murphy, Aniga Werner

Excused: J. McKinney-Cherry, P. Chu, R. Allison, M. Lawrence

Senior Staff: President Mullaney, VP Clay, Babatunde Ayanfodun, Interim VP Koble, Executive Director D. Burdick, Executive Director J. Marchese, Executive Director S. Ward, Executive Director Finance L. Patrick, N. Ka-Tandia

Excused: Executive Director DM. Castellana

Guest: Joe Rowe

Supporting Staff: Mark Brown

College Community Guests: Wendy McGee

1-CALL TO ORDER. Trustee Wayne called the meeting to order at 5:44 pm.

2. APPROVAL OF AGENDA: (N. Wightman, A. Winston, Unanimous).

3- APPROVAL OF THE MINUTES: February 1, 2024 RBOT Meeting (H. Reynolds, K. Early, Unanimous).

4. CHAIR UPDATE:

Chair Wayne began the meeting by welcoming Dr. Robert Koble and congratulating him on his appointment as Interim VP of Academic Affairs. He encouraged RBOT to read the Middle States report, familiarize themselves with its contents, and understand the importance of the visit.

Furthermore, he thanked Executive Director Lisa Patrick for successfully guiding the College through the recent audit while transitioning to her new role as CFO. He also announced that the Corning School District had passed a resolution for the Goff Road sale.

Chair Wayne then announced Dr. Kerr Mesner, Heart Story Consulting, will facilitate the joint RBOT/CCCDF Executive Board Retreat on February 12 that will include a review of the College and Foundation's Strategic Plans and informed everyone about the upcoming ACCT conference, which he, Dr. Mullaney, and Alan Winston will attend on February 5- 7.

Finally, he reminded the trustees to complete their annual compliance training.

5. PRESIDENT OF THE COLLEGE'S REPORT.

President Mullaney started his report by welcoming and recognizing new employee, Wendy McGee, the new admission recruiter. Wendy is an alumna of CCC, having completed her AAS in Business Administration in the class of 1990. Later on, she pursued an MS in Elementary Education & Literacy, with a Certificate in Special Education, from Elmira College. Before that, she worked as a Chiropractic Assistant/Office Manager at Advanced Family Chiropractic in Montour Falls, NY. Wendy recently organized her first event for Non-traditional/Adult Learners, which was a success.

Enrollment Update

Enrollment Update: Spring 2024

Student Category	FTE Goal	FTE Actual	% of Goal
New	41.2	41.2	100.0%
Continuing	341.1	342.1	100.3%
Readmit	26.3	14.4	54.8%
Transfer	9.2	4.7	51.1%
Non-degree	9.0	15.2	168.9%
Out of State	33.6	29.4	87.5%
Total	460.4	447.0	97.1%

Enrollment Update: Spring 2024

Student Category	FTE Goal	FTE Actual	% of Goal
ACE-NY, PA, & HS			
Online	257.9	283.6	110.0%
PTECH	25.1	23.4	93.2%
CPEP	4.0	10.5	262.5%
Total	287.0	317.5	110.6%

Budget

Budget work continues on \$1.4 million deficit:

- Suggestions sought from faculty and staff
- \$670,000 already reduced from this year's budget
- \$730,000 still remains (2.7% of total budget)
- Spring enrollment falling short of goal (97%) results in slight shortfall
- Senior Staff will continue to trim but minimal reductions in personnel are likely to occur

Middle States Updates

- Final Report submitted
- Mock Visit with SUNY in mid-February
- Kick-off Reception: 3/10 at Digital Dome
- Interviews: 3/11-12
- Lunch with trustees and MS team: 3/12

- Team Chair Preliminary Report Out: 3/13

Strategic Plan Update

Highlights/Successes

- Developed and launched Mechatronics
- Developed and launched Digital Design
- Increased ACE enrollment
- Expanded microcredentials
- Revised nurse education curriculum
- Promoted Digital Dome
- Created educational plans for all academic programs
- Expanded use of Starfish retention system
- Created co-req courses for developmental students in math & English

In Process

- Open Mechatronics Lab and MakerSpace
- Increase articulations agreements
- Strengthen relationships between the College and its ACE instructors
- Track middle and high school students who attend events on campus
- Advertise credit for prior learning options
- Offer financial training and support for non-traditional students

Legislative Activities

- County Legislative Visits
 - Steuben, January 22nd
 - Chemung, January 22
 - Schuyler, March 6th
- Legislative Breakfast at CCC, March 1st
- ACCT Conference, February 5-7th
 - White House Listening Session, February 5th

- Visit with Congressman Langworthy, February 6th

The President concluded his report by sharing pictures of all activities that happened on campus such as Spring Start Up and first day classes

7. STUDENT TRUSTEE REPORT:

Trustee Aniga (Jay) Werner brought up some important reviewing of his report, such as American Dining's hiring of a new chef. He mentioned that the new Chef is working hard to create a more student-centered environment. Werner also noted that there will be a collaboration between the Diversity center, EOP, and student life to find scholarships for students.

Student Life

- Stress Awareness Day Event, November 1st, Collaborated with the Student Assistance Program and Health Services (50+ students attended)
- Panel Discussion On Gender, November 2nd, Collaborated with Pride Club and Corning Pride
- Festivities: Casino Night, Freebie Friday, Grocery Bingo, First Generation College Day, Cake Decorating Contest, Kindness Rocks etc.

Perry Hall

- Dinner with Sky Moss - 30 attended - A home-cooked meal with an amazing professor.
- Ping Pong Tournament - 16 attended - A chance to show their Ping Pong skills and hope to win a door dash card
- Rethink Your Drink - 10 attended Partnering with the State Police to bring Drunk Goggles to campus and show the importance of being responsible.
- Gingerbread House Decorating and PJ Contest - 20 attended - A fun night of friendly team competition in comfy PJs. To see who can create the most unique gingerbread creation.
- Diversity Cookie Decorating - 20 attended - A chance to express yourself and decorate a sweet treat

SEAB

- Pool Tournament- An after-school activity that offered prizes for 1st, 2nd, and 3rd place

- Polar Express Experience- a winter movie event with hot chocolate and drawings for golden ticket giveaways.

8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Executive Director John Marchese review the report of the CCCDF

- Foundation:
 - Dr. Kerr Mesner, Heart Story Consulting, will facilitate the joint RBOT/CCCDF Executive Board Retreat on February 12 that will include a review of the College and Foundation's Strategic Plans.
 - Planning for the Visiting Scholar Series event:
 - Dr. Nita Farahany
 - *The Battle for Your Brain: Defending the Right to Think Freely in the Age of Neurotechnology*
 - Thursday, March 28
 - 6:00 Private Reception (invitations coming soon)
 - 7:00 Presentation/Book Signing
 - Sponsoring representatives from the College to attend upcoming local events:
 - Guthrie Corning Valentine's Ball
 - Kappa Alpha Psi Sweetheart Ball
 - Watkins Glen Chamber Diamond Gala
 - The online scholarship application is available today until 5/31/2024.
- Housing LLC:
 - The consulting services agreement between the Housing LLC and Capstone on-Campus Management (COCM) ends today, although they will remain engaged until completion of the terms of the Agreement.
 - COCM has provided deliverables including a marketing plan, occupancy management plan, and long-term capital facility plan.
- Alumni
 - Alumni Award nominations are open until April 24.

- Fundraising:
 - Year-end totals for 2023 were \$489,525 in the fundraising area, including \$150,000 toward two new endowed scholarships.
 - RBOT achieved 100% participation in Annual Giving in 2023 – a great achievement!

9. APPROVAL OF THE CONSENT AGENDA

RESOLUTION #4891-24

WHEREAS, Human Resources has affirmed the eligible qualifications of hires, transfers and promotions;

WHEREAS, Human Resources has verified the adherence to internal policy and procedures related to hires, transfers and promotions;

WHEREAS, Human Resources has reviewed and confirmed the separation of current employees;

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the following employment actions to be taken. (N. Wightman, H. Reynolds, Unanimous)

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Koble	Dr. Robert	Interim Vice President & Dean	Academic Affairs	1/8/24	Promotion	H	\$105,000	This is a 12-month, full-time, exempt, interim, standard appointment. This promotion was made as a result of an internal search.
Smith	Trevor	Cleaner	Physical Plant	1/3/24	New Hire	301	\$32,364	This is a 12-month full-time, CSEA union position, pay grade 301. This hire was made as a result of an open search.

van Otterloo	John	Makerspace Manager	Innovative Learning Sites	02/05/2024	New Hire	DII	\$54,262	This is a 12-month full-time, exempt position. Hire was made as a result of an open search – Rehire
Andrews	Paul	Director	Recruitment and Admissions	12/30/23	Appointment	F	\$75,000	Paul has served the College for over 14 years, most recently as Interim Director of Recruitment and Admissions. This is a 12-month, full-time, exempt, standard appointment. This appointment was made as a result of an open search.
Cooper	Dr. Robert	Professor	Liberal Arts and Prof. Studies	1/15/24	Retirement	III	\$74,085	Robert Cooper served the College for 18.25 years and is retiring.
Dick	Julie	Professor	Liberal Arts and Prof. Studies	1/16/24	Retirement	IV	\$79,709	Julie Dick served the College for 23.25 years and is retiring; Continuing as Adjunct
Turner-Vicioso	Sandra	Professor	Humanities & Social Sciences	12/15/23	Retirement	IV	\$85,053	Sandra Turner-Vicioso served the College for 22.25 years and is retiring.
Burns	Robert	Senior Groundskeeper	Physical Plant	New Hire 11/13/23	Resignation 01/05/2024	304	\$43,075	Robert Burns served the College for approx. one month, and resigned to return to a previous position.
Canfield	Dr. Barbara	Vice President & Dean	Academic Affairs	1/3/24	Resignation	H	\$128,750	Dr. Barb Canfield served the College for 2.5 years and is retiring.

Chandler	Susan	Executive Director/CFO	Finance	12/31/23	Resignation	H	\$115,880	Sue Chandler served the College for 3 years and is retiring.
Dunbar	Zach	Director	Institutional Research and Effectiveness	1/3/24	Resignation	F	\$70,688	Zach Dunbar served the College for two years, and resigned for a teaching opportunity.
Miller	Tammy	Grants Manager	WEAP	12/15/23	Resignation	E	\$59,876	Tammy Miller served the College for 7 months and resigned to return to previous position.
Owen	Thomas	Associate Professor	Liberal Arts and Prof. Studies	12/15/23	Resignation	III	\$64,330	Tom Owens served the College for 13 years and is retiring.

**Resumes are available in the HR folder as a supplement for the HR Committee agenda*

AUDIT COMMITTEE

The audit began in October and concluded in January. Sue, Lisa and everyone at the College did a great job in providing everything we needed to complete the audit.

- The College Unrestricted Fund had expenses over revenue of \$1.8m in the current year and ended the 2023 fiscal year with a total fund balance of \$1.6M compared to \$3.4M in the prior year. The decrease is primarily a result of unanticipated pension and other post-retirement health care expenses of \$630k and lower than anticipated tuition revenue.
- The College underspent its 2023 budget by \$650k.
- The College as a whole ended 2023 with \$30M in net position, a decrease of \$2.3M from the prior year. The decrease is primarily due to depreciation and amortization expenses in the current year.
- The year-end accounts receivable includes a balance due from the Foundation related to the housing receivable that is anticipated to be collected in 2024.

- In addition to the financial statement audit, there was also a Uniform Guidance audit for the federal expenditures. The HEERF, ARC and Student Financial Aid Cluster programs were audited this year. Those procedures identified no non-compliance or other concerns.
- The audit did not reveal any material weaknesses or significant deficiencies.

Resolution #4892-24: Independent Auditors Report for the Year ending August 31, 2023

BE IT FURTHER RESOLVED, that this report shall be submitted to the New York State Comptroller and to the State University of New York.

BACKGROUND NOTES Acceptance of Independent Auditors Report in accordance with regulations issued by the State University of New York, the Corning Community College Board of Trustees engaged the independent auditing firm, Insero & Co. CPAs, to audit the books and records of the College. (H. Reynolds, N. Wightman, Unanimous)

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Trustee Wayne, read trustee McKinney- Cherry report to trustees;

- Banner is working! Now we can follow up with applicants who did not complete their college application to ask why an application was started and not completed. Banner allows the team to track all (except ACE).
- Currently we're running 14% above where we were last spring. Having a fully staffed recruitment and administration department is paying off. Interesting note, typically we are not up in the Spring in terms of headcount - for new students and we are currently up 20% over last year.
- Perry Hall has 19 new contracts (some are returning students).
- We'll be having a maker space & mechatronics open house in late March – very exciting
- Our integrated Learning Sites (Digital Dome & Observatory and Nature Center) from September 10th - Dec 22nd has made \$18,000! Pure Profit. Great effort by Jennifer Sellers.
- The OPWDD Direct support micro-credential program received a larger balloon payment for the grant (\$1 million)!

- The efforts for the Student Life (Daisia) leader are paying off. She is doing a great job with events for both Perry Hall residents and commuters.

RESOLUTION T#4893-24- Resolution for Edward Dougherty Sabbatical for 2024-2025

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following sabbatical leave for the **FALL 2024** Semester. (H. Reynolds, N. Wightman, Unanimous)

Resolution #T4894-24-Program Renewal Resolution: Directed Studies (A.A.S.)

BE IT RESOLVED, that the Board of Trustees of Corning Community College renews the Directed Studies (A.A.S.) as a continuing program of Corning Community College, following its successful program review process. (H. Reynolds, A. Winston, Unanimous)

Academic Affairs:

- The SUNY CCC Business Department has recently developed an agreement with Alfred State to allow not only a seamless transfer from the Business AS degree to Alfred State's Bachelor of Business Administration but also the opportunity for SUNY CCC students to begin taking online coursework for the Bachelor's degree while completing their Associate's degree.
- In response to the need to expand pathways for Nurse Education to address the nursing shortage facing our nation, SUNY CCC has signed an articulation agreement for students in the Nursing Assisting program at GST BOCES. As a result of this new agreement, 3 students previously considering other Nurse Education programs in our region have instead selected SUNY CCC.
- SUNY CCC has applied for additional funding through the SUNY REACH II grant. Specifically, the funds will be used to provide pathways to careers in business within our community to adult students of color.
- The first Machining class has just run its full course making use of the roughly \$500,000 of new equipment at ACP, and it was a great success. Thanks to Dan Moretti for all his hard work to see this to fruition.
- Deborah Dann was selected to be in Cohort 4 of the SETI Institute NASA Community College Network (NCCN), providing her with access to NASA materials and a network of people.
- Matthew Skerritt along with former student Bryan Arm Priest and current students Cameron Jensen and Kaitlyn Walz, presented a poster at the 49th Annual Rochester Academy of Sciences Fall Scientific Paper Session. The conference was held at RIT on 11/04/2023.

- Mesmerica’s show started October 13 and has been extended into January. Ticket sales and reception have been overwhelmingly positive. Mesmerica is now allowing us to schedule showing with area schools further increasing ticket sales. Revenue from ticket sales is currently over \$12,000.
- November attendance in the digital dome was 1737. The final total for October was 1353. In addition to Mesmerica these numbers were boosted by the Corning, Inc rental, birthday parties, school groups, and increased attendance at public shows. Prior highest attendance was 923 in November 2022.
- Innovative Learning Sites upcoming events in the works are an Eclipse viewing on April 8, a women in engineering event (Spring 2024) and a co-ed Maker camp in the summer. Jennifer Sellers has contacted the Career Development Council, the Science and Discovery Center, and STEM Innovation to collaborate on some of these events.
- Library Instruction Classes are starting to pay off. Students are accessing the library website and research guides in steadily increasing numbers: Library Catalog Searches are up 32% from last Fall and New York Times subscriptions are up 46%. Circulation has also doubled (500 physical books loaned).

Fall 2023 Tutoring by Subject Area, 8/21/23 - 12/13/23 (1751 sessions)			
Math Sessions	Writing Sessions	Science Sessions (BIOL, CHEM, PHYS, SCIN)	Technology, Accounting, and More
1007	337	330	77
Fall 2023 Tutoring by Drop-in or Appointment, 8/21/23 - 12/13/23			
Drop-In	Single Appointments (LibCal)	Recurring Appointments (arranged by tutor)	
719	692	340	
Fall 2023 Tutoring by Mode, 8/21/23 - 12/13/23			

In-person	Live Remote	Asynchronous (Email)
1461	245	45

Recruitment/Admissions

- New Student Application (as of 01/4/2024)
 - Spring 24: started: 453 completed: 360 (79%) processed: 92%
 - Fall 24: started: 385 completed: 289 (75%) processed: 91%
 w/ SUNY completed: 339 processed: 262 (77%)
- Events: Express Enrollments: Jan. 4 (2-6), Jan. 6 (10-2), Jan. 11 (10:30-6:30) Elmira AWDC, Jan. 17 (10-2)
- Outreach: F24 Prospects/Applicants (2024 grads inquiry follow-up for no application, acceptance, next steps)
 - Went Nowhere analysis

EOP

- Weekly outreach to new fall applicants
- Working with English, Math, and FYEX to register incoming EOP students as a cohort

Athletics

- 5 new student athletes moving into Perry Hall for Sp24 (4 continuing and one transfer)
- Coaches recording their recruitment activity via Google form so we can see # of contacts, # campus visits, # events attended to recruit, # outreaches
- 18 commitments for F24 from new student athletes as of 1/3/24

Retention

Advising: EAC: 11/13-1/4 (234 students: 73 new; 131 continuing- including former students, 30 transfer, 28 no show); as of 1/4 = 1,092 total registered

- Persistence and Retention
 - Gender Panel Q&A, Casino Night, Veterans Day Celebration
- EOP: Persistence rate F23 to Sp24 89%: 1 withdrew mid semester, 2 taking a “gap semester,” 1 ineligible for FA

- Academic Support Services: Tutoring: 83% attended tutoring at least once; Peer Coaching: 100%; Counseling: 217 sessions, average 6 per student; 60% of students met the biweekly requirement. Of the 40% not meeting, 71% now on academic probation
- Perry Hall: Collaborating with K. Orcutt to ensure PH residents are registered for Sp24- as of 1/3/24 - 14 not registered FT (6 of those registered PT)
- Athletics: Student athlete persistence rate of 90% (as of 1/3/24), F23 to Sp24; Student athletes enrolled in 1152 credit hours for Sp24
 - Outreach to make sure winter session classes needed to remain academically eligible in progress and registered for Sp24
- SAP: Nov.: 4 new, 1 community referral, 8 outreach events (4 in Commons/48 contacts, 3 in Perry Hall/24 cont., ENGL class presentation/10 cont.)

Engagement

- Student Life (Fall semester recap)
 - 43 activities (not including New Student Orientation and #CheckUsOut) and over 1,600 participants at these events
 - Distributed 18 Thanksgiving Dinners to students/employees in need
 - Average of 25 student drop-ins per day on Student Life Office
 - Average of 32 unduplicated users per month in the Food Pantry
 - Average of 18 students per day utilizing the Game Room
- Athletics: F23 student athletes competed in 110 competitions (31 of those events were hosted at CCC)
 - Fitness Center - Fall recap - 1,305 usages of the facility
 - I&R - December - 9 events with 45 participants
 - Hayden Allington (X-Country) qualified for the NJCAA National Tournament and finished 24th
 - William Alley competed in the National Competition for NJCAAe and finished 3rd in Mario Kart
- Perry Hall (Fall recap): 117 residents (plus 16 hockey players)
 - 48 programs hosted with 938 participants
 - 110 active contracts for the spring semester (4 fall graduates so we are down 3 from the fall occupancy numbers)

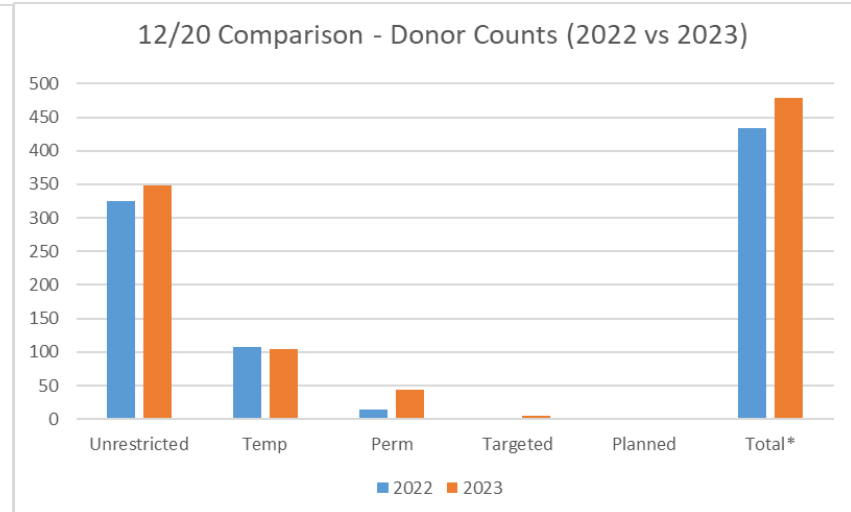
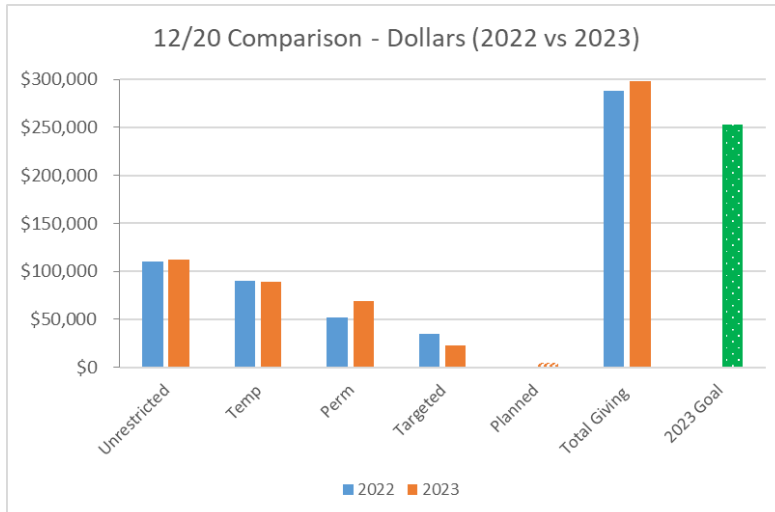
EXECUTIVE COMMITTEE: None

EXTERNAL AFFAIRS

Trustee Winston noted there is no action item in the agenda

CCC Development Foundation

- Reflections was a success with multiple sponsors and approximately 80 attendees.
- Machine Tool gift funds were used to make nearly \$10,000 of equipment and supplies to support the program.
- John Marchese attended two local events: The Chemung Chamber Annual Awards Ceremony and the Association of Fundraising Professionals Finger Lakes Chapter Annual Meeting.
- John Marchese and Mitchell Smith attended the SUNY Community College Advancement Officers Retreat on January 11-12 in Latham, NY.
- At the December Foundation Board of Directors meeting:
 - The final draft of the strategic plan prepared by Heart Story Consulting was presented for review.
 - Mark Hufnagel (Corning Credit Union) was approved as a Foundation Board member and appointed as a member of the Housing LLC Board of Managers.
 - Appreciation was expressed for Jamie Johnson as he resigned from the Board effective 12/31/23.
- Planning a retreat for the RBOT and CCCDF Executive Boards in late February.
- The Q1 Baron Bulletin e-newsletter is planned for February.
- The Q1 Annual Fund solicitation mailing is planned for late February/early March.
- The consulting services agreement between the Housing LLC and Capstone on-Campus Management (COCM) ends on February 1, 2024.
 - COCM has provided deliverables including a marketing plan, occupancy management plan, and long-term capital facility plan.
- The Carolyn M. DeSera '61 Memorial Scholarship has been established at the \$100,000 endowment level, which will provide two scholarships annually.
- Planning is underway for the 2024 Visiting Scholar Series event featuring Dr. Nita Farahany on March 28 where she will discuss her book *The Battle for Your Brain: Defending the Right to Think Freely in the Age of Neurotechnology*.
- Annual Giving results through 12/20/2023:



	2022	2023		2022	2023
Unrestricted	\$110,118.80	\$111,852.08	Unrestricted	325	348
Temp	\$90,583.36	\$89,612.08	Temp	107	104
Perm	\$51,925.41	\$68,632.43	Perm	14	44
Targeted	\$35,000.00	\$23,000.00	Targeted	2	5
Planned	\$0.00	\$5,000.00	Planned	0	1
Total Giving	\$287,627.57	\$298,096.59	Total*	433	479
2023 Goal		\$252,770.00	* Unduplicated count of annual donors		

Marketing/Communications

Tuesday, January 23, 2024

Highlights

- 2060 Digital Marketing: Digital Ads (218,713 impressions; 1,207 clicks) OTT/CTV (3,099 impressions; 62,170 views; 98.26% completion rate) | YouTube Pre-Roll (26,802 impressions; 20,078 views; 74.91% view rate), Local SEO (7,570 impressions Nov. & Dec.-partial)
- LocaliQ Digital Search: 11,025 impressions; 3,061 link clicks; 27.76% clickthrough rate
- Express Enrollment postcards to “Went Nowhere” for Dec. 18 event. Postcards to “Went Nowhere,” “Went Elsewhere,” StopOuts, Spring applicants not enrolled for January events. Social Media ads for January dates.
- Winter Term ads in Binghamton and Syracuse University student newspapers and social media channels. Postcards to “Went Elsewhere”
- Spring Semester postcards to 24+ aged adult students and to continuing students (F23 not enrolled for S24)
- Spring Semester display ads, social ads, OTT/CTV, and YouTube ads running Dec. 27 - Jan. 21
- STEM Day Programs and CCC STEM academic program flyers.
- Digital Dome Show: Let It Snow - [WENY TV morning show](#)

Performance

1. Website: November 5 - December 14 2022/2023 Comparison

Channel Grouping	New Users 2022	New Users 2023	Change
Organic Search	7,960	8,935	+12.25%
Direct	7,539	14,287	+89.51%
Paid Search	1,406	1,660	+18.07%
Referral (SUNY & paid)	945	685	-27.51%
Social	1,236	1,861	+50.57%

2. Chatbot: November 5 - December 14 2022/2023 Comparison

Channel Grouping	2022 (Nov 5-Dec 14)	2023 (Nov 5-Jan XX)	Change
Chat Sessions	203	214	+5.42%

Calls	186	155	-16.67%
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Other

- Continued social media promotion of Digital Dome Theater shows
- Adult Learner Success Celebration photos, email communications, and t-shirt creation.
- Update of page layout/design/feel for [Live On Campus](#)
- Produced [2023 Holiday Video](#)
- [Photography](#) for CCC Theatre Studies play Silent Sky; [Photography](#) for STEM Day; [Photography](#) for CCCDF Reflections Event
- Web Story: [Cameron Jensen NASA](#)

Workforce Education & Academic Pathways

Corning Prison Education Program

- David Crawford has started. His introduction can be found on the announcements.
- A total of 32 students registered for fall semester.
 - Presently we have added 7 more students for the coming semester. Potentially 2 more in the process of potentially being admitted.
 - Some of our graduates from the Spring of 2023 are serving as Teaching Assistants for some of the courses.
 - Students interested in being full time – we anticipate that 12-14 will be FT for spring semester.

ACE

- T. Bush and K. Perkins met with Dr. Mullaney, Maarit Clay, and key faculty members to discuss an ACE Summit to be held in March. Possible topic items to be discussed during the summit include ACE data, liaison duties, professional development, resources, and conversion.
- ACE sent 100% of the ACE student’s parents/guardians a letter (for 2450 students) in November including ACE info, benefits, total credits earned by their students, transfer and other opportunities at CCC. This included a link to our website for more information and outreach for advising if interested.

Grants Management

- Status Highlights:
 - Approved:
 - The programmatic/narrative portion of the Perkins grant, support for Career and Technical Programs, was approved on

December 5, 2023. Budget approval for \$280,250 came through on December 18, 2023.

Submitted:

- SUNY REACH II – Approx. \$20,00 to promote student pathways in Business AS and AAS and two embedded microcredentials, Bookkeeping and Enhanced Bookkeeping

Other Exciting News

- Tech Programming in Workforce Education
 - We anticipate nine in our upcoming Career Welding class – thanks, in part, to a renewed Reimagine grant establishing scholarships for eight more students.
 - Automotive Technology presently has ten students registered for the program. Start date is January 16.
- Women’s Conference set for May 21, 2024
 - Over 200 women who have submitted interest sheets; keynote speaker Dr. Laura Carapella secured.
- Fifty-seven Corporate Contracts for the 2023-24 academic year.
 - Sixteen additional contracts in process
 - We conservatively estimate approximately 110 contracts for the 2023-24 academic year.

Legislative Relations

1. Federal:

- A. Higher Ed Update
- B. ACCT Legislative Summit Upcoming Feb 5-8

2. State:

- A. NYS Budget Update
- B. NYCAAP/NYCCT – Advocacy Committee Update

3. Local: President Mullaney’s Annual Tri-county Legislative Presentations Update

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility report and stated the committee held a meeting on January 22, 2024 and mentioned there are three actions items on the agenda.

Resolution #4895-24-Operating Report the period ending November 30, 2023.

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending November 30, 2023. (H. Reynolds, A. Winston, Unanimous)

SUNY Corning Community College
 Operating Dashboard
 FY 24 @ Month End 11/30/23



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 11/30/23	Fiscal Year Receivable
November 30, 2023	\$ 10,348,117	141	\$ 3,910,839	\$ 1,147,005
November 30, 2022	\$ 11,099,145	148	\$ 3,167,170	\$ 760,120

Revenues & Expenditures @ 11/30/23

	FY 24 Adopted Budget	YTD 10/31/2023	November 23	Fall 2023 Projected
Revenues	\$ 25,457,865	\$ 8,913,052	\$ 1,274,545	\$ 11,757,657
Expenses	\$ 26,857,865	\$ 4,873,750	\$ 2,102,313	\$ 9,744,032
Surplus(Deficit)	\$ (1,400,000)			

Highlights of Revenues & Expenditures

	FY 24 Adopted Budget	YTD 10/31/2023	November 23	Fall 2023 Projected
Tuition & Fees	\$ 11,121,845	\$ 5,891,566	\$ (269,008)	\$ 5,630,274
Chargebacks	\$ 6,486,507	\$ 1,696,297	\$ 914,275	\$ 3,473,488
Personnel & Benefits	\$ 19,675,635	\$ 2,688,584	\$ 1,589,429	\$ 5,956,741
Equipment	\$ 318,695	\$ 8,268	\$ 415	\$ 31,726
Contractuals	\$ 6,863,535	\$ 2,176,898	\$ 512,468	\$ 3,755,565

% of year Complete	17%	25%	33%
% of Revenue Realized	35%	5%	46%
% of Expenditures	18%	8%	36%

Fall Enrollment

	2023-2024 Preliminary	2022-2023 Actual	2021-2022 Actual	3 YR % change
Total Headcount	3841	3663	3813	0.7%
Total FTE	1094.8	1080.1	1103.1	-0.8%
Full-Time FTE	411.2	457.5	441	-6.8%
Part-Time FTE	163.3	135.7	158.8	2.8%
Credit Enrollment FTE (Excluding ACE)	574.5	593.2	599.8	-4.2%
HS Enrollment FTE (ACE)	520.4	486.9	503.3	3.4%
% Chemung County	36.7%	42.3%	43.6%	-15.8%
% Steuben County	43.3%	35.5%	33.9%	27.7%
% Schuyler County	8.1%	5.9%	6.4%	26.6%
% All Other Non-sponsor	11.9%	16.3%	16.1%	-26.1%

**Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary**



Month End 11/30/23

	2023-2024 Budget	2023-2024 11/30/23	2023-2024 Fall 23 Projected @ 11/30/23
REVENUES			
Resident Tuition	\$ 7,512,080	\$ 94,906	\$ 3,276,557
Non Resident Tuition	\$ 607,000	\$ (374,758)	\$ 542,545
ACE Tuition	\$ 1,672,880	\$ (2,720)	\$ 1,214,226
Student Fees	\$ 1,329,885	\$ 13,563	\$ 596,945
State Aid	\$ 7,108,113	\$ 592,343	\$ 2,447,705
Grant Aid & Contracts	\$ -	\$ -	\$ -
Federal appropriations	\$ 8,000	\$ 667	\$ 937
County Operating Chargebacks	\$ 6,486,507	\$ 914,275	\$ 3,473,488
Other sources	\$ 733,400	\$ 36,269	\$ 205,253
Applied Fund Balance	\$ 1,400,000	\$ -	\$ -
Total Revenues	\$ 26,857,865	\$ 1,274,545	\$ 11,757,657
EXPENSES			
Salaries	\$ 14,063,935	\$ 1,154,802	\$ 4,337,842
Employee Benefits	\$ 5,611,700	\$ 434,627	\$ 1,618,899
Equipment	\$ 318,695	\$ 415	\$ 31,726
Contractual Expenditures			
<i>Purchased Services</i>	\$ 292,000	\$ 6,784	\$ 68,179
<i>Materials & Supplies</i>	\$ 615,755	\$ 31,053	\$ 212,632
<i>Marketing</i>	\$ 175,785	\$ 27,101	\$ 60,606
<i>Conference & Travel</i>	\$ 284,675	\$ 18,659	\$ 65,682
<i>Utilities</i>	\$ 600,000	\$ 9,243	\$ 138,482
<i>Maintenance Repairs & Contracts</i>	\$ 616,900	\$ 38,239	\$ 145,969
<i>Software & Contracts</i>	\$ 458,460	\$ 7,170	\$ 172,289
<i>General Institutional</i>	\$ 1,402,960	\$ 66,919	\$ 973,546
<i>Other Expenditures</i>	\$ 639,120	\$ 30,708	\$ 206,478
<i>Scholarships</i>	\$ 1,777,880	\$ 276,593	\$ 1,711,701
Total Contractual Expenses	\$ 6,863,535	\$ 512,468	\$ 3,755,565
Total Expenses	\$ 26,857,865	\$ 2,102,313	\$ 9,744,032
Surplus/(Deficit)	\$ -	\$ (827,767)	\$ 2,013,625

SUNY CORNING COMMUNITY COLLEGE
Report to Finance & Facilities Committee
FSA FUND DASHBOARD SUMMARY
PERIOD ENDING 11/30/23



REVENUES	2023-24	@ 11/30/23	2023-24	2023-24
	Budget	23-24 Actual	YE Preliminary Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Life Fee - Student Activities</i>	\$ 137,000	\$ 66,783	\$ 125,000	\$ (12,000)
<i>Fundraising/Misc Sales</i>	\$ 6,000	\$ 2,969	\$ 6,000	\$ -
ATHLETICS				
<i>Student Life Fee - Athletics</i>	\$ 253,000	\$ 124,026	\$ 230,000	\$ (23,000)
<i>Concessions/Gate/Misc</i>	\$ 4,500	\$ 1,114	\$ 3,500	\$ (1,000)
<i>Transfer</i>	\$ 15,000	\$ -	\$ 15,000	\$ -
			\$ -	\$ -
STUDENT SUCCESS PROGRAMS				
<i>Student Life Fee</i>	\$ 46,000	\$ 26,600	\$ 46,000	\$ -
<i>Other Student Fees</i>	\$ 27,000	\$ 14,540	\$ 27,000	\$ -
Total FSA Fund Revenue	\$ 488,500	\$ 236,032	\$ 452,500	\$ (36,000)
EXPENSES				
	Budget	23-24 Actual	YE Preliminary Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Activities & Governing Board</i>	\$ 94,400	\$ 25,650	\$ 82,400	\$ 12,000
<i>Clubs</i>	\$ 48,600	\$ 12,152	\$ 48,600	\$ -
ATHLETICS				
<i>General Athletics</i>	\$ 140,700	\$ 47,429	\$ 133,200	\$ 16,500
<i>Athletic Teams</i>	\$ 131,800	\$ 42,091	\$ 115,300	\$ 7,500
STUDENT SUCCESS PROGRAMS				
<i>Commencement</i>	\$ 40,000	\$ 550	\$ 40,000	\$ -
<i>Student Orientation/ID</i>	\$ 33,000	\$ 7,690	\$ 33,000	\$ -
Total FSA Fund Expenses	\$ 488,500	\$ 135,562	\$ 452,500	\$ 36,000
FSA Fund Surplus (Deficit)	\$ -	\$ 100,470	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Activities
For Period ending 11/30/23



	2023-24	@ 11/30/23	2023-24	2023-24
	Budget	23-24 Actual	YE Preliminary Forecast	Budget vs Forecast
REVENUES				
Student Activity Fees	\$ 137,000	\$ 66,783	\$ 125,000	\$ (12,000)
Fundraising	\$ -	\$ 435	\$ 500	\$ 500
Miscellaneous Sales	\$ 6,000	\$ 2,534	\$ 5,500	\$ (500)
Total Revenues	\$ 143,000	\$ 69,752	\$ 131,000	\$ (12,000)
EXPENSES				
Salaries	\$ 17,650	\$ 3,369	\$ 14,500	\$ 3,150
Equipment	\$ -			\$ -
Contractual Expenditures				
<i>Purchased Services</i>	\$ 1,500		\$ 1,500	\$ -
<i>Materials & Supplies</i>	\$ 29,500	\$ 6,344	\$ 29,500	\$ -
<i>Special Projects</i>	\$ 17,800	\$ 6,474	\$ 17,800	\$ -
<i>Stipends</i>	\$ 7,000	\$ 1,305	\$ 7,000	\$ -
<i>Conference & Travel</i>	\$ 500		\$ 500	\$ -
<i>Other Expenditures</i>	\$ 69,050	\$ 20,310	\$ 60,200	\$ 8,850
<i>Transfers</i>				\$ -
Total Contractual Expenses	\$ 125,350	\$ 34,433	\$ 116,500	\$ 8,850
Total Expenses	\$ 143,000	\$ 37,802	\$ 131,000	\$ 12,000
Surplus/(Deficit)	\$ -	\$ 31,950	\$ -	\$ -

Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Athletics
For Period ending 11/30/23



	2023-24	@ 11/30/23	2023-24	2023-24
	Budget	23-24 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 253,000	\$ 124,026	\$ 230,000	\$ (23,000)
Miscellaneous Sales	\$ 1,500	\$ 1,114	\$ 1,500	\$ -
Gate Revenues	\$ 1,500		\$ 1,000	\$ (500)
Concession Sales	\$ 1,500		\$ 1,000	\$ (500)
Interfund Transfer	\$ 15,000		\$ 15,000	\$ -
Total Revenues	\$ 272,500	\$ 125,140	\$ 248,500	\$ (24,000)
<u>EXPENSES</u>				
Salaries	\$ 56,800	\$ 20,699	\$ 55,000	\$ 1,800
Equipment	\$ 25,100	\$ 15,540	\$ 23,000	\$ 2,100
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 1,200	\$ -	\$ 1,200	\$ -
<i>Materials & Supplies</i>	\$ 5,200	\$ 1,782	\$ 5,200	\$ -
<i>Special Projects</i>	\$ 1,000		\$ 1,000	\$ -
<i>Stipends</i>	\$ 32,000	\$ 10,876	\$ 30,000	\$ 2,000
<i>Conference & Travel</i>	\$ 138,700	\$ 29,554	\$ 120,600	\$ 18,100
<i>Other Expenditures</i>	\$ 12,500	\$ 11,069	\$ 12,500	\$ -
<i>Transfers</i>				\$ -
Total Contractual Expenses	\$ 190,600	\$ 53,281	\$ 170,500	\$ 20,100
Total Expenses	\$ 272,500	\$ 89,520	\$ 248,500	\$ 24,000
Surplus/(Deficit)	\$ -	\$ 35,620	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Success Programs
For Period ending 11/30/23



	2023-24	@ 11/30/23	2023-24	2023-24
	Budget	23-24 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 46,000	\$ 26,600	\$ 46,000	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
Other Student Fees	\$ 27,000	\$ 14,540	\$ 27,000	\$ -
Total Revenues	\$ 73,000	\$ 41,140	\$ 73,000	\$ -
<u>EXPENSES</u>				
Salaries	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ -	\$ -	\$ -	\$ -
<i>Materials & Supplies</i>	\$ 4,500	\$ 192	\$ 4,500	\$ -
<i>Special Projects</i>	\$ 3,000		\$ 3,000	\$ -
<i>Stipends</i>	\$ -		\$ -	\$ -
<i>Commencement</i>	\$ 40,000	\$ 550	\$ 40,000	\$ -
<i>Conference & Travel</i>	\$ -		\$ -	\$ -
<i>Other Expenditures</i>	\$ 25,500	\$ 7,498	\$ 25,500	\$ -
<i>Transfers</i>	\$ -		\$ -	\$ -
Total Contractual Expenses	\$ 73,000	\$ 8,240	\$ 73,000	\$ -
Total Expenses	\$ 73,000	\$ 8,240	\$ 73,000	\$ -
Surplus/(Deficit)	\$ -	\$ 32,900	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
Capital Projects
For Period ending 11/30/23



Fiscal Year 23-24 Capital Projects

Debt Obligations	Initial Balance	FY Beginning		Spent to Date FY 23-24	Remaining FY Debt	Remaining Debt 8.31.24
		Balance	FY 23-24 Debt			
Library/Commons - USDA Bond Principal	\$ 8,250,000.00	\$ 6,325,000.00	\$ 310,000.00		\$ 310,000.00	\$ 6,325,000.00
Library/Commons - USDA Bond Interest	3.125%	\$ -	\$ 197,656.00	\$ 98,828.00	\$ 98,828.00	
Energy Performance - Siemens Principal	\$ 3,525,000.00	\$ 2,999,000.00	\$ 143,000.00		\$ 143,000.00	\$ 2,999,000.00
Energy Performance - Siemens Interest	3.500%		\$ 104,965.00	\$ 52,482.50	\$ 52,482.50	

Fiscal Year 23-24 Capital Projects	Capital Reserve	SUNY Capital Match	Grants/ Foundation	Total Project Budget	Spent Prior FY's	FY 23-24 Spent to Date 11.30.23	Encumbered	Remaining Budget	% Complete
Renovations & Revitalization III									
<i>Heat, Ventilation, & Air Conditioning</i>									
Schuyler Hall -Chiller	\$ 233,000.00	\$ 829,000.00	\$ 596,200.00	\$ 1,658,200.00	\$ 1,548,549.53	\$ 22,923.89	\$ 86,696.01	\$ -	100%
	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 755,541.40			\$ 244,458.60	76%
<i>Lab Renovations</i>									
Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 217,321.29	\$ 82,678.71	\$ -	\$ -	100%
Mechatronics	\$ -	\$ 150,000.00	\$ 167,905.92	\$ 317,905.92	\$ 317,905.92	\$ -	\$ -	\$ -	100%
Schuyler 104	\$ 125,000.00	\$ 125,000.00	\$ -	\$ 250,000.00	\$ -	\$ -			0%
Schuyler 119	\$ 125,000.00	\$ 125,000.00	\$ -	\$ 250,000.00	\$ -	\$ -			0%
Softball Field	\$ 135,150.00	\$ 135,150.00	\$ -	\$ 270,300.00	\$ -	\$ 10,500.00	\$ 6,780.00	\$ 253,020.00	4%
				\$ -					
Spencer Crest - Entrance & Roof		\$ 40,000.00	\$ 40,000.00	\$ 80,000.00	\$ -	\$ -			0%
Lecture Hall- Steuben 220		\$ 137,000.00	\$ 137,000.00	\$ 274,000.00	\$ -	\$ -			0%

Auxiliary Campus Services Update

Auxiliary Services

The Corning Painted Post Area School District capital project vote passed in late December. We are working with the district as they prepare for a late January/early February closing and occupancy at Goff Road.

Physical Plant and IT

Work has been completed to create a "Collaborative Learning Classroom" in Schuyler Hall room 222. The room will include updated technology and whiteboards along with furniture that allows flexibility for faculty to include opportunities for group work and student collaboration.

Public Safety

AD Friebis and Director Burdick participated in a two-day Emergency Management workshop at Binghamton University. The workshop was attended by Emergency Managers from SUNY Universities and Community Colleges with several presentations regarding incidents that have occurred and lessons learned.

Health Office

The nurses have formed a Cardiac Emergency Response Team (CERT) to help the campus community respond to assist someone who is experiencing a cardiac emergency. The team will be conducting regular drills and training. This is part of the grant that was received from the American Heart Association last year.

HUMAN RESOURCES

Executive Director of HR gave a review of the HR committee.

Resolution #4896-24-Robert Cooper, Retirement Dr. Robert Cooper, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Robert Cooper, Professor of History.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its deepest appreciation to Robert Cooper for his service to the College and wishes him the best of luck in his future endeavors. (H. Reynolds, S. J. Murphy, Unanimous)

[Resolution #4897-24-Julie Dick, Retirement](#)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Julie Dick, Professor of Education Studies.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its deepest appreciation to Julie Dick for her service to the College and wishes her the best of luck in her future endeavors. (H. Reynolds, J. Werner, Unanimous)

Resolution #4898-24-Sandra Turner-Vicioso, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Sandra Turner-Vicioso, Professor of Modern Languages.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its deepest appreciation to Sandra Turner-Vicioso for her service to the College and wishes her the best of luck in her future endeavors. (H. Reynolds, K. Early, Unanimous)

SUMMARY STATUS OF VACANT FULL TIME POSITIONS as of January 8, 2024

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service/CSEA				1	1
Faculty					
Professional Service		1		4	5
Grand Total		1		6	7

Open Position Detail:

Civil Service/CSEA: Senior Groundskeeper

Faculty: n/a

Professional Service: Automotive Tech Program – Success Coach, Director of Finance & Controller, Director of Institutional Research and Effectiveness, Grants Manager, Recruiter (Manufacturing & Battery Tech Program)

11. OLD BUSINESS.

12. NEW BUSINESS.

13. EXECUTIVE SESSION: YES

Chair Wayne adjourned the RBOT meeting at 7:01 pm and motioned to enter into an executive session to discuss a legal settlement agreement. (A. Winston, N. Wightman, Unanimous)

Chair Wayne reconvened in open session at 7:08 pm (H. Reynolds, K. Early, Unanimous).

This summary action below was adopted by unanimous consent.

BE IT RESOLVED that the Board of Trustees hereby authorizes the President of the College and the Chair of the Board of Trustees to execute the revised settlement agreements and to take any other steps necessary to cause the implementation of the terms set forth therein. (K. Early, A. Winston, Unanimous)

Trustee Wayne adjourned the meeting at 7:09 pm

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by VP/Dean of Academic Affairs, Dr. Robert Koble
and VP/Dean of Student Development and Enrollment Management, Maarit Clay
March 4, 2024

MISSION:

The Committee on Academic and Student Services shall consider and make recommendations to the Board of Trustees with respect to all aspects of academic and student matters.

MINUTES

1. [Middle States Visit Discussion – Dr. Mullaney](#)
2. [VP/Dean of Academic Affairs Report](#)
3. [VP/Dean of Student Development and Enrollment Management Report](#)
4. [Student Report](#)

ACTION ITEMS:

- 3- [RESOLUTION #T4901-24 for Program Review: Discontinuation of Sustainability A.S Program.](#)
- 4- [RESOLUTION #T4902-24 -Appreciation for Brad Cole](#)

NEXT COMMITTEE MEETING: March 6, 2023

Measurable Standards for the CASS Committee are:

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
 - Ensure that academic programming is in line with the overall strategic plan of the College
 - Evaluate the relevance of programming for transition into a four-year institution or entry into local industry
 - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate certifications and qualifications.
 - Assessing enrollment and completion metrics

- Assessing the effectiveness of how programs deal with issues of diversity, equity, and inclusion.
2. Reviews the Strategic Enrollment Plan:
 - Evaluate the enrollment, awareness, and marketing of programs offered by the college.
 - Ensure that the recruitment and enrollment process is informed by the needs of local businesses.
 - Track relationships with local high schools to ensure knowledge of our classes and develop new programs with the service area's schools.
 - Identify barriers to student retention and utilize faculty in recruitment and retention efforts, where needed
 - Evaluate student support services and receive updates regarding student-guided funding of activities.
 - Promote access to traditionally underrepresented groups and evaluate the colleges efforts to support a diversity of thought, experience, race, sex, LGBTQx, religion, or other identity group.
 3. Monitors academic affairs on behalf of the full board:
 - The Committee recommends to the full RBOT faculty appointments received from the president and recommendations for promotion, tenure, and professional leave for the faculty.
 - Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission on Higher Education.
 - Review status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service.
 - Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
 - Review efforts of the academic affairs and student services areas in creating a culture that embraces the concepts of social justice and inclusion.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

March 4, 2023

Via Zoom

[Minutes](#)

In Attendance: Trustees: J. Cherry, M. Wayne, R. Allison, S. Jacoby-Murphy, and K. Early

Senior Staff: President Mullaney, Interim VP Koble, VP Clay, N. Ka-Tandia

Excused: A. Werner, Nancy Wightman

Guest: Joe Rowe

Trustee Cherry called the CASS committee meeting at 5:01 pm, and noted there are two action items on the agenda.

Dr. Mullaney provided an update to the trustees regarding the upcoming visit from MSCHE. He encouraged the trustees to review the report and to attend the reception and lunch with RBOT. This would be an opportunity to answer some of the evaluator's questions related to RBOT's role as indicated in the bylaws.

Academic Affairs

Dr. Kobe highlighted few items in his report

- Received two major grants through SUNY (REACH). Although the grants are smaller in size, they have the potential to have a significant impact on students' lives. The grants will allow students to take bookkeeping classes, which will hopefully improve their GPA and ultimately pave the way for enrollment in the Business program.
- Eclipse Prep. There will be a total solar eclipse April 8, 2024. While Corning will not see totality during this event the Observatory will be open with a solar telescope and eclipse viewing glasses. A live stream in the digital dome will be our weather backup.
- Matthew Skerritt and Cameron Jensen will be presenting the honors research project he completed in my Genetics course last Spring at the SUNY Undergraduate Research Conference (SURC) at the University at Buffalo on April 15th.
- Direct Support Professional/OPWDD Grant: SUNY CCC was recently awarded additional funding through the OPWDD/SUNY Direct Support Professional Grant- specifically, SUNY CCC was awarded approximately \$1.5 Million new dollars to support the creation of both Direct Support Professional Level III microcredential.

Student Services

VP Clay highlighted a few items on her report:

- The recruitment team is reaching out to the high school graduates of 2024 who have not yet completed the application process. Additionally, adult students who applied last fall but did not enroll are also being contacted.
- Regarding retention, the starfish early alert survey is being sent out to faculty to identify at-risk students. These students may need tutoring, advising referrals, or assistance with attendance issues.
- A relaxation room is now open in the library for students. Funded by the college's mental health money, it features calm white furniture and a table for group work.
- There has been excellent participation in events at Perry Hall, with many people joining in the festivities.
- A survey (results in the Supplemental Dive) was conducted among current adult students, with a response rate of 28% (114 out of 398). The majority of the respondents were from the nursing program, which is consistent with the proportion of adult students in that program.

The committee discussed the deactivation of the Sustainability Program. They noted the lack of enrollment and agreed to move forward with the resolution to the full Board for approval.

In addition, the committee also agreed to move forward with the resolution of appreciation for Brad Cole to the full board meeting for approval.

The committee once again acknowledged ADI Cole's commitment to the college and his hard work on all aspects of the Makerspace and Mechatronics Lab. The vote was unanimous with R. Allison and M. Wayne in agreement.

Trustee Cherry adjourned the CASS committee meeting at 5:52 pm. (R Allison and K. Early, Unanimous)

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Robert Koble
March 4, 2023

Academic Affairs:

- Eclipse Prep. There will be a total solar eclipse April 8, 2024. While Corning will not see totality during this event the Observatory will be open with a solar telescope and eclipse viewing glasses. A live stream in the digital dome will be our weather backup. We are recruiting and training volunteers to assist with this event. We are adding educational events leading up to the eclipse and additional shows the weekend before.
- January attendance in the digital dome was 1024. The final total for December was 1743. This was another attendance record with both Mesmerica and public shows selling out. The Observatory has also seen an increase in attendance even on cloudy/rainy evenings.
- Amanda Bailey, Senior Library Clerk, completed her MLIS from University of Southern Mississippi.
- Sarah Tronkowski, Assistant Director of Library Services has registered and begun classes for the second cohort of the Copyright First Responders New York (CFRNY). The free, six session program is offered virtually through Harvard Library in partnership with University at Albany Libraries.
- Kathleen Craig, Coordinator of Accessibility Services attended the SUNY Disability Professionals Conference January 10 th - 12 th 2024. SUNY Topics covered included: SUNY System-wide Policy Development, Office of General Counsel, Electronic and IT Accessibility, and government relations.
- The annual January Retreat was held Jan. 9 with 56 attendees from Corning and local ACE instructors. There were also 10 presenters for a total of 66 attendees. This is the largest turnout since 2019's retreat.
- REACH II: SUNY CCC was recently awarded \$10,000 via the REACH II grant funding; REACH II is designed to support adult students of color as they pursue pathways within Business, specifically the Bookkeeping/Enhance Bookkeeping microcredentials within the Business AAS degree.
- Direct Support Professional/OPWDD Grant: SUNY CCC was recently awarded additional funding through the OPWDD/SUNY Direct Support Professional Grant- specifically, SUNY CCC was awarded approximately \$1. 5 Million new dollars to support the creation of both Direct Support Professional Level III microcredential.

- Innovative Learning Sites upcoming events in the works are an Eclipse viewing on April 8, a woman in engineering event (Spring 2024) and a co-ed Maker camp in the summer. Jennifer Sellers has contacted the Career Development Council, the Science and Discovery Center, and STEM Innovation to collaborate on some of these events.
- Library Instruction Classes are starting to pay off. Students are accessing the library website and research guides in steadily increasing numbers: Library Catalog Searches are up 32% from last Fall and New York Times subscriptions are up 46%. Circulation has also doubled (500 physical books loaned).
- 1,751 tutoring sessions conducted by the Learning Commons during the Fall 2023 semester, an 11.2% increase from Fall 2022 and a 7.8% increase from Spring 2023.
- 214 tutoring sessions so far this semester (as of midday 2/9/24) – a 16.7% decrease from this point in Spring 2023 (257), but still a 57.3% increase from this point in Spring 2022 (136).
- Matthew Skerritt and Cameron Jensen will be presenting the honors research project he completed in my Genetics course last Spring at the SUNY Undergraduate Research Conference (SURC) at the University at Buffalo on April 15th.
- Elmarine Jimenez secured a Grant "Funding for Google Cloud Labs" valued at \$5000. She received Scholarship approval for Cybersecurity Workshops for CCNP Enterprise [ENCOR] from National Cybersecurity Training and Education Center valued at \$600; and acquired a new Qualification: CompTIA Linux+ Certification, CompTIA Systems Support Specialist – CSSS.
- Dr. Koble, in collaboration with all department chairs, is submitting 10 programs to SUNY for official Distance Education status. This will allow these programs to be advertised through SUNY online.

[Return to Agenda](#)

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

Regional Board of Trustees of Corning Community College

VP/Dean of Student Development and Enrollment Management, Maarit Clay

March 4, 2024

Recruitment/Admissions

- New Students (as of 2/19/24)
 - Fall 24: started: 585, completed: 432 (74%), 100% processed
- Events
 - 35+ confirmed college/career fairs and community events (March to May)
 - Planning underway for local high school visits
 - Open House: April 20, 2024
- Outreach
 - 2024 high school grads inquiry follow-up: no application, acceptance
 - F24 communications for acceptance and next steps
- EOP: invites to new CCC applicants are sent out bi-weekly: 8 applications for 2024-25 cohort
 - Athletics: 33 new student athlete commitments for Fall '24 (as of 2/13/24)

Retention

- Starfish Survey Summary Statistics: Course surveys sent to faculty: 438; Completed: 271
 - Tracking Items Created: Missing/Late Assignments: 151; You Are off to a Great Start: 2,112; Tutoring Referral: Learning Commons: 50; Enrollment Advisement Center Referral: 32; Attendance Concern: 69; Nudge: 142
- Satisfactory Academic Progress (SAP) Appeal Summary Report - Spring 2024: Total Appeals Submitted: 34; Approved Appeals: 15; Denied Appeals: 19
 - Reasons for Denial: Exceeding 150% maximum time frame; Lack of documentation for extenuating circumstances; Ineligibility for financial aid
- EOP: Persistence rate fall to spring 89%: 32 current students
 - Academic Support Services; Tutoring: 83% attended tutoring at least once; Peer Coaching: 100%; Counseling: 217 sessions (average 6 per student)
 - Requested and received an additional \$43,000 in persistence funds from SUNY to assist with direct aid to EOP students, 25-students benefited up to \$2000 each for educational expenses. Total direct aid to EOP students will be \$69,000 and benefits 30- EOP students

- Perry Hall: Outreach to all residents who have been dropped below FT status; Running weekly credit enrollment checks on all residents; Starfish Early Alerts-residents contacted and reminded of resources for academic success
- SAP program:
 - December data: 2 new clients, 1 referral to outside agency for further support, 2 events in Perry Hall - 18 contacts, Meditation wkshp - 9 participants
 - January data: 2 new clients, 3 outreach events (Perry Hall/15 contacts, Commons twice - 21 contacts)
- Relaxation Room in the Library is open!

Engagement

- Student Life: 9 activities - 180 participants; average 31 student drop-ins per day on SL Office; Average of 20 unduplicated users in the Food Pantry; Average of 15 students per day utilizing the Game Room
- Athletics
 - Softball - 17 players on the roster and ranked #2 in the nation in the NJCAA Pre-season Poll
 - Baseball - 23 players on the roster
 - Fitness Center - 1,618 usages of the facility to-date
 - I&R - January - 7 events with 39 participants; I&R hosted a Super Bowl Party- 41 participants
- Perry Hall
 - 106 residents (plus 14 hockey players)
 - January - 5 events with 140 participants
- EOP: 3 events - 35 participants

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

Regional Board of Trustees of Corning Community College

Student Report by Aniga “Jay” Werner

March 4, 2024

● **STUDENT REPORT**

New Business:

- Scholarship Hunt being developed, Student Assembly Advocacy Day, Firestick in the Cafeteria, Prom 2.0, CCC’s Got Talent, Filling The Vice President role, Disney and Pixar Karaoke

Student Life:

- Stress Awareness Day Event, November 1st, Collaborated with the Student Assistance Program and Health Services (50+ students attended)
- Panel Discussion On Gender, November 2nd, Collaborated with Pride Club and Corning Pride
- Dress for Success Series, November 3th Collaborated with Career Services
- Festivities: Casino Night, Freebie Friday, Grocery Bingo, First Generation College Day, Cake Decorating Contest, Kindness Rocks etc.
- Turkey Dinner Kits Giveaway, November 15-17th - Student Association/The Food Bank of the Southern Tier – gave out 18 kits - fed family 5.
- Build a Baron, November 14th (50 students attended)
- Goat Yoga, November 29th (30+ students attended)
- #Freebie Friday, December 1st, Custom Red Baron Fuzzy Socks
- DIY Gingerbread House Kits, December 4th (50 students picked up kits)
- Gingerbread & PJ’s Contest, December 5th
- Therapy Dogs, December 16th, Donut Stress, December 11th and Snacks for studies, December 12th

Perry Hall:

- Casino Night - 50 attended - A fun night for students to try their luck and win some amazing prizes.
- Dinner with Sky Moss - 30 attended - A home-cooked meal with an amazing professor.
- Ping Pong Tournament - 16 attended - A chance to show their Ping Pong skills and hope to win a door dash card
- Rethink Your Drink - 10 attended Partnering with the State Police to bring Drunk Goggles to campus and show importance of responsibility.
- Gingerbread House Decorating and PJ Contest - 20 attended – Fun and Friendly team competition in PJs – showed creativity.
- Ceramic Pinch Port with Erica Unterm - 6 attended - A chance to play with clay and make something
- Diversity Cookie Decorating - 20 attended - A chance to express yourself and decorate a sweet treat
- De-stress with Stress Balls - 10 attended - With finals quickly approaching it was an opportunity to de-stress a little.
- Desserts Around the World - 20 attended - An opportunity to eat amazing desserts worldwide and
- LGBTQ+ Game Night - 10 attended - A game night filled with pride.
- Elf Watch Party and Ornament Making - 15 attended. It was a chance to be creative while watching a classic holiday movie.
- Super Smash Bros Tournament - 6 attended - A video game-filled night with a chance to win a door dash card.
- Ceramic Glaze and Pottery Around the World - 6 attended – Glazed Ceramic creations and learn about how different cultures use pottery.
- Late Night Breakfast - 50 attended. It was an amazing conclusion to the semester, with a night of good food, fun games, and great company.

SEAB:

- Pool Tournament- An after-school activity that offered prizes for 1st, 2nd, and 3rd place and Polar Express Experience- a winter movie event
with hot chocolate and drawings for golden ticket giveaways.

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CORNING COMMUNITY COLLEGE

REGIONAL BOARD OF TRUSTEES
External Affairs Committee

Tuesday, January 23, 2024
CCC

AGENDA

MISSION:

The External Affairs Committee shall consider and make recommendations to the Regional Board of Trustees on the College's relationships with: Corning Community College Development Foundation, Inc.; Alumni Program; County and State Legislative bodies; The NYCCT and the ACCT; Business/Industry and Education Institutions.

ACTION ITEMS:

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

Review [Workforce Education & Academic Pathways Report](#)

Review [Legislative Relations Report](#)

NEXT MEETING:

March 7, 2023

MEASURABLE STANDARDS

Measurable Standards for the External Affairs Committee

1. In alignment with strategic and/or operational goals and highlighting diversity, equity and inclusion efforts, provide updates as needed on fundraising, grants, marketing, public relations and nurturing community relations.

2. Review annually the Resource Development plan for the Foundation to determine it meets the funding priorities of the Regional Board of Trustees. Actively promote diversity, equity and inclusion which could include but not limited to student activities, visiting speakers and scholarships.
3. Review periodic reports from the President regarding meetings with county, state and federal elected officials from Chemung, Schuylers and Steuben counties to understand workforce priorities and to discuss the state of the College.
4. As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; Monitor and advocate for legislation at the State and Federal level consistent with the Colleges mission, needs and values.
5. Track participation and encourage information sharing by trustees who attend New York Community College Trustees (NYCCT) and Association of Community College Trustees(ACCT) meetings; encourage new trustees begin by attending NYCCT orientation.
6. The Office of Workforce Education and Academic Pathways will inform RBOT at each meeting of progress on workforce goals, including diversity, equity and inclusion. Create an annual convening to be held before March 1 to engage community leaders to provide validation on existing programs, improvement opportunities across the college's system and inform the college of trends and new opportunities.
 - a. Community leaders will include employers, professional associations, school superintendents, elected officials, regional planning board leaders and economic development leaders.
 - b. Programs will include: degrees, certificates, micro-credentials and training opportunities.Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. As such, all fundraising, grants, marketing, public relations, and workforce education efforts will focus on economic inclusion aligned with the college's mission to include all people in opportunity, skills development and investment in livability, affordability, and environmental sustainability.

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
March 5, 2024/ Via Zoom
MINUTES

In Attendance: Trustees: A. Winston, M. Wayne, J. McKinney-Cherry, P. Chu, M. Lawrence, R. Allison, Heather Reynolds

Senior Staff: President Mullaney, VP Clay, Executive Director John Marchese, Nogaye Ka-Tandia

Trustee Winston called the meeting Called the meeting at 4:30 pm And noted there are no actionable items on the agenda.

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Trustee Chu (Foundation Trustee Liaison) noted that the joint meeting with RBOT and Foundation retreat was very beneficial and an excellent opportunity for fruitful dialogue. During the retreat both boards discussed the two strategic plans and its values, and delved into the details of both plans at length.

Executive Director Marchese highlighted a few points from his report:

- Housing company cash flow has been addressed. Hopeful for a positive revenues coming from Perry Hall
- Meeting with Sara Latin to discuss DASNY (Dormitory Authority of the States of New York)

Review [Marketing/Communications Report](#)

- Don Sherman is working on creating a logo for Makerspace's branding
- Using part of the funding from the transformational funds to get signage for the labs

Review [Workforce Education & Academic Pathways Report](#)

Trustee Cherry (Trustee Liaison) met with Dr. Mullaney on Dawn Marie absence and discussed the prison program and noted 50 students are on a waiting list. The program is the good opportunity to help these students gain new skills after their prison release.

- 36 out the 40 cadets who graduated from the Police program already have a job.
- The corporate contracts Enrollment of 866 people in 71 trainings, year-to-date.

Dr. Mullaney highlighted few points on the report:

- Auto Tech has 8 students in first class (start date was January 16).
 - March 21 – Subaru University event launch; Student Success Coach search almost complete
- Manufacturing Tech will have 4 in its pilot class starting February 20. (Next class starting in April)

He concluded his report by informing trustees that John Marchese is assuming the Grant office supervision.

Review [Legislative Relations Report](#)

1. Federal:

- C. Higher Ed Update. Workforce PELL legislation has passed the house and will go the house floor for debate
- D. ACCT Legislative Summit Upcoming Feb 5-8. Constructive conference.

Chair Wayne added that the conference was very informative. Met with Senators Schumer and Gillibrand

2. State:

- C. NYS Budget Update- Pushing forward for the \$97M ask
- D. NYCAAP/NYCCT – Advocacy Committee Update. Jay Werner out student trustee was in Albany to advocacy or extra funds for community colleges

3- Local: President Mullaney’s Annual Tri-county Legislative Presentations Update

President Mullaney reminded trustees about MSCHE visit and update them of the process and asked them to review the report and be prepared to respond to the evaluators questions.

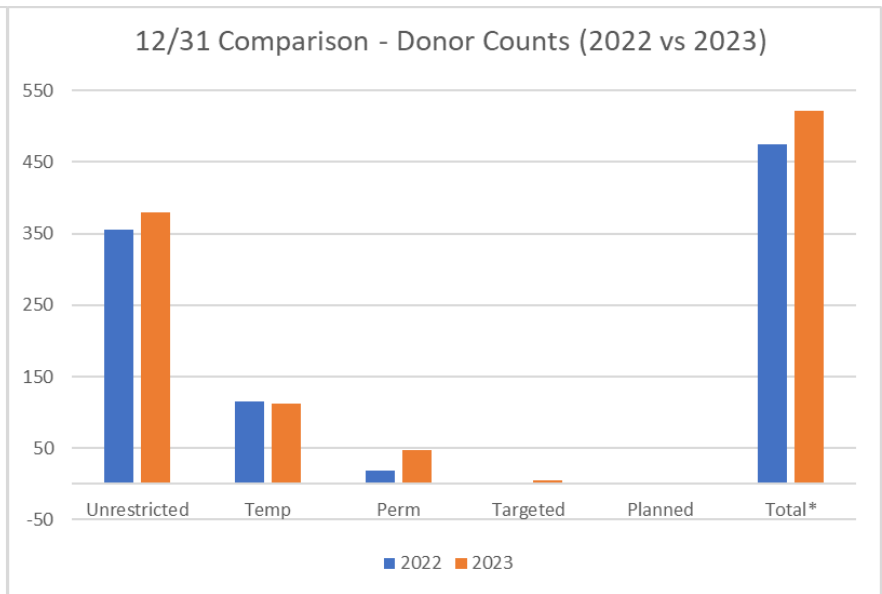
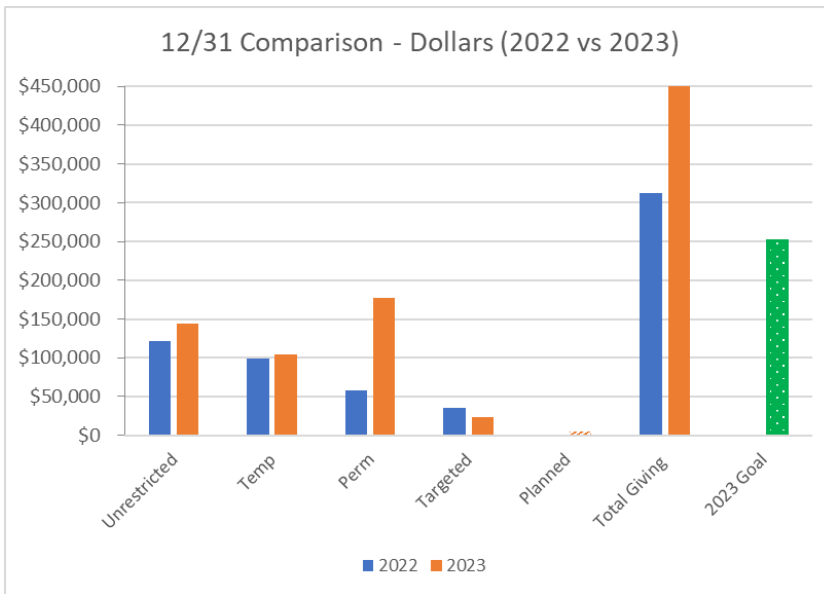
Trustee Cherry adjourned the External Affairs committee meeting at 4:07pm

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation

Tuesday, March 5, 2024

- Mitchell Smith, Director of Development, will resign during the month of May as he prepares to relocate.
- The RBOT and CCCDF Executive Boards had a retreat on February 12 to review the College and the Foundation's Strategic Plans.
- John Marchese attended two local events: Community Foundation Virtual Gratitude Summit and the Kappa Alpha Psi Annual Sweetheart Ball.
- The Foundation is sponsoring representatives from the College to attend the following local events: Guthrie Corning Valentine's Ball, Kappa Alpha Psi Sweetheart Ball, Watkins Glen Chamber Diamond Gala.
- The online scholarship application is available from February 1 until May 31.
- The second Baron Bulletin e-newsletter is planned for late March.
- The Q2 Annual Fund solicitation mailing is planned for June.
- The CCC Housing LLC Board of Managers met on February 13 and approved the 2024 Operating Budget and an updated Authorized Signers Resolution.
 - The occupancy goal for the 2024 operating budget is 120 residents for the fall 2024 semester and Recruiting has set a corresponding goal of 140 residents to ensure this goal is met.
- Capstone on-Campus Management (COCM) engagement has ended with a wrap up meeting on February 16 to ensure all marketing deliverables were complete.
- The Foundation's Audit process for 2023 has begun and will conclude in May.
- The CCCDF Finance & Properties Committee has recommended the 2024 Operating Budget for approval at the March 13 CCCDF Board meeting.
- The CCCDF Resource Development Committee has reviewed the 2024 Annual Resource Development Plan which will be presented at the March 13 CCCDF Board meeting.
- Met with the Housing LLC financing partners on February 23.
- Planning is underway for the 2024 Visiting Scholar Series event featuring Dr. Nita Farahany on March 28 where she will discuss her book *The Battle for Your Brain: Defending the Right to Think Freely in the Age of Neurotechnology*.
- Soliciting Alumni Award nominations for the 2024 Reflections event through mid-April.
- Annual Giving results through 12/31/2023:



	2022	2023		2022	2023
Unrestricted	\$121,118.80	\$144,603.38	Unrestricted	355	379
Temp	\$98,531.86	\$103,664.28	Temp	116	112
Perm	\$58,075.41	\$177,322.43	Perm	18	47
Targeted	\$35,000.00	\$23,000.00	Targeted	2	5
Planned	\$0.00	\$5,000.00	Planned	0	1
Total Giving	\$312,726.07	\$453,590.09	Total*	475	521
2023 Goal		\$252,770.00	* Unduplicated count of annual donors		

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Marketing/Communications

Submitted by Maarit Clay, Vice President of Student Development and Enrollment Management
Tuesday, March 5, 2024

Highlights

- Finalized new digital marketing contract with 2060 Digital
 - Google MapConnect; Targeted & Retargeted Display Ads; Social Media Ads; Streaming TV (OTT) Ads; YouTube Ads; Spotify Streaming Radio
- 2060 Digital Marketing: Digital Ads (1,216,869 impressions; 6,651 clicks) | OTT/CTV (79,560 impressions; 97.92% completion rate) | YouTube Pre-Roll (116,956 impressions; 82,680 views; 70.69% view rate) | Social Media (316,513 impressions; 2,405 clicks) | Local SEO (11,963 impressions Dec.-Jan.)
- LocalIQ Digital Search: 11,025 impressions; 3,061 link clicks; 27.76% clickthrough rate
- Coordinated launch of Motimatic marketing/recruitment campaign for Spring semester (11 students registered directly from campaign)
- [WENY Interview](#) - FAFSA Changes; Full STEAHM Ahead - [WENY TV morning show](#)

Performance

1. Website: December 14 - February 11 2023/2024 Comparison

Channel Grouping	New Users 2023	New Users 2024	Change
Organic Search	14,134	13,556	-4.09%
Direct	10,167	23,166	+127.85%
Paid Search	3,713	4,766	+28.36%
Referral (SUNY & paid)	1,370	830	-39.42%
Social	2,055	3,104	+51.05%

2. Chatbot: December 14 - February 11 2023/2024 Comparison

Channel Grouping	2023 (Dec 14-Feb 11)	2024 (Dec 14-Feb 11)	Change
Chat Sessions	347	330	-4.89%
Calls	401	385	-3.99%

Other

- Continued social media promotion of Digital Dome Theater shows; Learning Commons [promotional & informational video](#); CCCDF Financial Impact Report
- 2024 Visiting Scholar Series
 - Created [landing page](#), [postcards](#), [invites](#), [promotional posters](#)
 - Organic social media plan developed and scheduled
 - Paid advertisements secured (radio, TV, social)

- Press Releases
 - SUNY CCC Ranked #5 in NYS by EDsmart; Visiting Scholar Series; Web Story: [Brian Medler](#) WEAP Speaker

Workforce Education & Academic Pathways

Submitted by Tyre Bush, Director of Workforce Education & Academic Pathways

Tuesday, March 5, 2024

Corning Prison Education Program

- Since last semester, 25 out of 32 remain in the program, with six new students added. Enrollment at 31 HC, just under 10 FTE's.
- Fifty ECF men are on the waiting list; intake process will begin early March.

ACE

- ACE Summit is planned for March 21.
- Arise Grant – Northeast Bradford and Wellsboro High Schools are completing the paperwork with anticipation of ACE enrollment for Spring of 2025. (PA DOE Application is 69 pages long, takes 6 to 9 months to process).

Testing Center

- Anticipated revenue generation is \$17,000; Year-to-date Testers: 191

Southern Tier Law Enforcement Academy

- Week 5 of 21 – 40 cadets, 36 hired, 13 Law Enforcement agencies

Grants Management

- In-development: SUNY SEM II - \$25,000
- Approved/Awarded: NSF: Optical Technology A.A.S Degree Program at SUNY CCC awarded 2/9/24
- Submitted: Perkins V Interim-report was submitted on 2/9/24; Perkins V – GST BOCES & CCC Strategic Planning meeting scheduled for 3/7/24

Other News

- Auto Tech has 8 students in first class (start date was January 16).
 - March 21 – Subaru University event launch; Student Success Coach search almost complete
- Manufacturing Tech will have 4 in its pilot class starting February 20. (Next class starting in April)
- Welding class of 9 started on February 20 – (8 students funded by the last of the ReImagine Grant and 1 is a self-pay).
 - Substantial interest in our new hobby welding series: MIG 1, MIG 2, TIG 1, TIG 2 and TIG Art.
 - CAF USA wants to use SUNY CCC WEAP program to train their welders (meeting to discuss 2/19).
- Women's Empowerment Conference: May 21, 2024
 - Sponsorship Commitments: Arnot (\$5K), Cargill (\$2K), Amy Irvine (\$1K), ServU (\$1K) and CopyExpress (in-kind)
 - Over 300 on general interest list; 12 Guest Speakers from around the state
- Corporate Contracts
 - Enrollment of 866 people in 71 trainings, year-to-date.
 - Over 25 Companies served: Corning Inc., ProAction, Hilliard, Northern Lights, Mercury Corp, Swift Glass, CAF, Hardinge, Anchor Glass, Truck Lite, Siemens, Alstom/GMI, BelGiosio Cheese, Cargill Salt, Pladis Global, Arnot – Rehab., Orange County Health Dept., CMOG, Arnot – IT., Odessa Montour SD, numerous school districts for a consortium training, First Heritage, Chemung Canal, Alternatives FCU.
- Open Enrollment

- 25 courses have run as OE from September - January (a solid number of our OE classes become SUNY grant consortium options). 22 ran last year during the same time period.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, March 5, 2024

1. Federal

- E. Higher Ed: Legislative Priorities
- F. ACCT Legislative Summit: Report

2. State

- E. NYS Ex Budget: Advocacy Update
- F. NYCCT/NYCAAP Advocacy Committee
- G. SUNY Student Assembly: Advocacy

4. Local

- A. Legislative Day (3/1st): Update
- B. Tri-county gov. official campus visits

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee
Monday, January 23, 2023
Virtual Meeting

AGENDA

MISSION:

The Committee on Finance and Facilities shall consider and make recommendations to the Board of Trustees with respect to all aspects of fiscal affairs. The Committee shall consider and make recommendations to the Board of Trustees on all matters pertaining to the real property and equipment of the College.

ACTION ITEMS:

- [Resolution #T4903-24](#)-Operating Report for January 2024

DISCUSSION ITEMS:

- Middle States Visit
- Operating Report and Dashboard as of January 31, 2024
- Auxiliary Campus Services Update

[MEASURABLE STANDARDS](#)

Measurable Standards for the Committee on Finance and Facilities (revised June 2021)

- Review the proposed Budget and recommend action;

- Review the Operating Budget Report at every meeting and recommend action;
- Ensure that resource allocations and spending are consistent with the Colleges Diversity, Equity, Inclusion & Strategic Priorities
- Review capital expenditures and active construction projects quarterly;
- Develop a Three-year Fiscal Operating Plan to be in place for Fiscal Year 2022-2023;
- Develop a dashboard of key financial and Campus metrics to present to RBOT;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the College's Facilities Master Plan upon completion;
 - Prepare a space utilization study.
- Review the Technology Plan of the College upon completion and monitor annually, including financing and technology policies;
- On a semi-annual basis, receive and review a report of goals and achievements of the departments within Auxiliary Campus Services (Information Technology, Physical Plant, Public Safety and Health Services);
- Receive and review an annual Department of Public Safety training report, including measures related to the 2021 police reform initiative;

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Finance and Facilities Committee

March 4, 2024

Virtual Zoom Meeting

MINUTES

In Attendance:

Trustees: Chair M. Wayne R. Allison, K. Early, H. Reynolds, J. Rowe, A. Werner
Senior Staff: President Mullaney, Executive Director Burdick, Executive Director Patrick
Support Staff: T. Jones, N. Ka-Tandia, L. Patrick
Excused: J. Rumsey

Trustee Reynolds called the Finance and Facilities Committee meeting to order at 4:02 p.m.

Executive Director Patrick provided an overview of the agenda, noting that there is one action item:

Discussion Items:

- Dr. Mullaney discussed Middle States visit to campus next week.
- Review of Operating Summary for January 2024 cash has dropped due to completing the drawdown later than last year. Receivables are up a little from last year. The dashboard and summary are now showing the amended budget now that the 660k adjustment has been completed.
- Review of dashboard including revenues and expenses a couple notes include revenue showing an increase due to ACE tuition, expenses shows there could be a slight savings in utilities at year end.
- Discussion and brief review of the accounts that were affected with the amended budget.
- Discussion of winter semester enrollment, discussed surveying students regarding the necessity of winter course offerings.
- Auxiliary Services Update
 - PowerPoint presentation shared with the committee highlighting Auxiliary services noting completed and ongoing projects.
 - A new Senior Groundskeeper started today and we have hired a new part-time Public Safety officer.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:35 p.m.

SUNY Corning Community College
Operating Dashboard
FY 24 @ Month End 1/31/24



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 1/31/24	Fiscal Year Receivable
January 31, 2024	\$ 9,667,147	131	\$ 7,631,244	\$ 4,901,371
January 31, 2023	\$ 13,113,653	175	\$ 7,047,247	\$ 3,946,458

Revenues & Expenditures @ 1/31/24

	FY 24 Adopted Budget	FY 24 Amended Budget	YTD 12/31/2023	January 31, 2024
Revenues	\$ 25,457,865	\$ 25,457,865	\$ 14,849,716	\$ 2,348,253
Expenses	\$ 26,857,865	\$ 26,192,907	\$ 9,238,624	\$ 2,532,053
Surplus(Deficit)	\$ (1,400,000)	\$ (735,042)	\$ 5,611,092	\$ (183,800)
			YTD December	YTD January
% of year Complete			33%	42%
% of Revenue Realized			58%	68%
% of Expenditures			34%	44%

Highlights of Revenues & Expenditures

	FY 24 Adopted Budget	FY 24 Amended Budget	YTD 12/31/2023	January 31, 2024
Tuition & Fees	\$ 11,121,845	\$ 11,121,845	\$ 8,722,098	\$ 1,619,852
Chargebacks	\$ 6,486,507	\$ 6,486,507	\$ 3,473,487	\$ 79,940
Personnel & Benefits	\$ 19,675,635	\$ 19,344,727	\$ 5,926,842	\$ 1,414,572
Equipment	\$ 318,695	\$ 193,900	\$ 38,632	\$ 1,926
Contractuals	\$ 6,863,535	\$ 6,654,280	\$ 3,273,150	\$ 1,115,555

Spring Enrollment

	2023-2024	2022-2023	2021-2022	3 YR % change
	Spring Census	Spring Census	Spring Census	
Total Headcount (Inc ACE)	2999	2741	2875	4.3%
Total FTE (Inc ACE)	770.5	710.2	773.8	-0.4%
Full-Time FTE (Exc ACE)	353.9	337.6	365.3	-3.1%
Part-Time FTE (Exc ACE)	121.6	120.4	146.0	-16.7%
Total FTE (Exc ACE)	475.5	458.0	511.3	-7.0%
HS Enrollment FTE (ACE)	294.8	252.2	262.5	12.3%
Percent by County (Excludes Ace)				
% Chemung County	43.8%	43.7%	43.6%	0.5%
% Steuben County	33.5%	38.9%	33.9%	-1.2%
% Schuyler County	4.4%	5.7%	6.4%	-31.3%
% All Other Non-sponsor	18.3%	11.6%	16.1%	13.7%

Perry Hall Occupancy

	2023-24	2022-2023	2021-2022	2020-2021
Fall (Sept - Dec)	118	123	133	108
Spring (Jan - May)	106	88	101	71
Summer (June - August)		1		4

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary



Month End 1/31/24

	2023-2024 Amended Budget	2023-2024 YTD 12/31/23	2023-2024 1/31/24	2023-2024 YTD 1/31/24	2023-2024 Remaining Budget
REVENUES					
Resident Tuition	\$ 7,512,080	\$ 5,635,278	\$ 486,943	\$ 6,122,221	\$ 1,389,859
Non Resident Tuition	\$ 607,000	\$ 808,252	\$ 225,794	\$ 1,034,046	\$ (427,046)
ACE Tuition	\$ 1,672,880	\$ 1,329,942	\$ 705,836	\$ 2,035,778	\$ (362,898)
Student Fees	\$ 1,329,885	\$ 948,628	\$ 201,279	\$ 1,149,907	\$ 179,978
State Aid	\$ 7,108,113	\$ 2,447,705	\$ 592,343	\$ 3,040,048	\$ 4,068,065
Grant Aid & Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Federal appropriations	\$ 8,000	\$ 270	\$ -	\$ 270	\$ 7,730
County Operating Chargebacks	\$ 6,486,507	\$ 3,473,487	\$ 79,940	\$ 3,553,427	\$ 2,933,080
Other sources	\$ 733,400	\$ 206,156	\$ 56,118	\$ 262,274	\$ 471,126
Applied Fund Balance	\$ 735,042	\$ -	\$ -	\$ -	\$ 735,042
Total Revenues	\$ 26,192,907	\$ 14,849,716	\$ 2,348,253	\$ 17,197,969	\$ 8,994,938
EXPENSES					
Salaries	\$ 13,733,027	\$ 4,337,842	\$ 972,785	\$ 5,310,627	\$ 8,422,400
Employee Benefits	\$ 5,611,700	\$ 1,589,000	\$ 441,787	\$ 2,030,787	\$ 3,580,913
Equipment	\$ 193,900	\$ 38,632	\$ 1,926	\$ 40,558	\$ 153,342
Contractual Expenditures					
<i>Purchased Services</i>	\$ 255,500	\$ 70,007	\$ 45,324	\$ 115,331	\$ 140,169
<i>Materials & Supplies</i>	\$ 549,635	\$ 191,319	\$ 15,695	\$ 207,014	\$ 342,621
<i>Marketing</i>	\$ 175,785	\$ 61,295	\$ 13,321	\$ 74,616	\$ 101,169
<i>Conference & Travel</i>	\$ 239,675	\$ 59,123	\$ 7,568	\$ 66,691	\$ 172,984
<i>Utilities</i>	\$ 600,000	\$ 78,482	\$ 49,219	\$ 127,701	\$ 472,299
<i>Maintenance Repairs & Contracts</i>	\$ 602,900	\$ 146,236	\$ 114,961	\$ 261,197	\$ 341,703
<i>Software & Contracts</i>	\$ 440,200	\$ 172,449	\$ 38,372	\$ 210,821	\$ 229,379
<i>General Institutional</i>	\$ 1,402,960	\$ 636,658	\$ 116,890	\$ 753,548	\$ 649,412
<i>Other Expenditures</i>	\$ 609,745	\$ 206,683	\$ 6,885	\$ 213,568	\$ 396,177
<i>Scholarships</i>	\$ 1,777,880	\$ 1,650,898	\$ 707,320	\$ 2,358,218	\$ (580,338)
Total Contractual Expenses	\$ 6,654,280	\$ 3,273,150	\$ 1,115,555	\$ 4,388,705	\$ 2,265,575
Total Expenses	\$ 26,192,907	\$ 9,238,624	\$ 2,532,053	\$ 11,770,677	\$ 14,422,230
Surplus/(Deficit)	\$ -	\$ 5,611,092	\$ (183,800)	\$ 5,427,292	

Auxiliary Campus Services Update

Auxiliary Services

Auxiliary Services hosted the February all-staff check-in on the 13th. The presentation (linked [here](#)) provided an overview of recently completed and ongoing projects along with the background on each area's responsibilities to the campus community.

Physical Plant

A Senior Groundskeeper has been hired and will begin working on March 3, 2024. He will be invited to a future meeting.

Public Safety

A part-time Campus Safety Officer has been hired to fill the position that has been vacant since October. Kendra Oldroyd started on February 20th. Kendra graduated from Elmira High School and has a Master's Degree in Criminal Justice from Long Island University.

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
March 5, 2023

Virtual- Zoom

AGENDA

The HR committee shall foster and promote diversity, equity and inclusion practices pertaining to all personnel policy matters and make recommendations to the board of trustees and also ensure that these actions will be consistent with the strategic initiatives.

ACTION ITEMS

Consent Agenda

[Appointments, Promotions and Separations](#)
[Position Activity](#)

Regular Agenda

- n/a

DISCUSSION ITEMS

- Summary of [vacant positions](#)

NEXT MEETING:

TBD

Standards for the Human Resources and Diversity Committee:

1. The HR committee shall foster and promote diversity, equity and inclusion practices pertaining to all personnel policy matters and make recommendations to the board of trustees and also ensure that these actions will be consistent with the strategic initiatives.
2. This committee will foster and promote the increase of representation of diversity, equity and inclusion within the college workforce. The committee will receive status reports on vacant positions, the number of applications received, the demographics of the applicants, location list where the positions were advertised.
3. The president of the college will provide the committee with recommendations and personnel actions of appointments, reappointments, non-faculty promotions and terminations to the Regional Board of Trustees.
4. This committee will foster and promote diversity, equity, and inclusion programs being offered on CCC campuses and in the community. The committee will receive reports of metrics on the number of program participants, faculty/staff and student feedback in the area of training, civic engagement and follow up
5. Receive an annual report from HR Executive Director pertaining to diversity demographics among faculty and staff.
6. Review the Regional Board of Trustees personnel policies handbook for contemplated changes as needed and at a minimum annually by May 30th

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
March 5, 2024
Via Zoom

MINUTES

In attendance: M. Lawrence, M. Wayne, Judy McKinney-Cherry, H. Reynolds, R. Allison, A. Winston

Senior Staff: President Mullaney, S. Ward, N. Ka-Tandia,

Excused: S. Jacoby-Murphy,

Trustee Lawrence called the HR committee meeting to order at 5:09 pm, noting two action items on the agenda.

Executive Director Ward provided updates on the staff changes as follows:

- Wendy McGee will be joining the automotive program as a success coach.
- Mitchell Smith has submitted his resignation and will be leaving the company sometime in April.
- Diana Harington's position in the Physical Plant has been eliminated and she is returning to HR.

The VP of SDEM search will be finalized after the Middle States visit.

Trustee Lawrence informed the Board about Stacy's supervisor Onboarding training which was well attended.

Committee agreed to move the consent agenda to the entire board for approval (unanimous)

Trustee Lawrence adjourned the HR committee meeting at 5:36 pm

SUMMARY STATUS OF VACANT FULL AND PART TIME POSITIONS as of February 26, 2024

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service/CSEA					
Faculty					
Professional Service		1		6	7
Part Time Positions				3	3
Grand Total		1		9	10

Open Position Detail:

Civil Service/CSEA: n/a

Faculty: n/a

Professional Service:

- Automotive Tech Program – Success Coach (fully grant-funded)
- Director of Development, Development Foundation
- Director of Finance & Controller
- Director of Grants Management
- Director of Institutional Research and Effectiveness
- Recruiter (Manufacturing & Battery Tech Program) (2/3 grant-funded)
- VP and Dean of Student Development and Enrollment Management

Part Time Positions: Adjunct Clinical Faculty; ACE Enrollment Specialist (grant-funded); Technology Success Coach (grant-funded)

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HUMAN RESOURCES and DIVERSITY COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4899-24

WHEREAS, Human Resources has affirmed the eligible qualifications of hires, transfers and promotions;
WHEREAS, Human Resources has verified the adherence to internal policy and procedures related to hires, transfers and promotions;
WHEREAS, Human Resources has reviewed and confirmed the separation of current employees;
BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the following employment actions to be taken.

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Curtis	Daniel	Senior Groundskeeper	Physical Plant	3/4/24	New Hire	304	\$20.63/hr	This is a 12-month full-time, standard, non-exempt, grade 304, Civil Service/CSEA appointment. This hire was made as a result of an open search.
Oldroyd	Kendra	Campus Safety Officer	Public Safety	2/20/24	New Hire	SO	\$17.22/hr	This is a 12-month full time, civil service, Council 82 union appointment. This hire was made as a result of an open search.
Smith	Mitchell	Director of Development	CCC Development Foundation	Final end date TBD, May, 2024	Resignation	F1	\$69,540	After serving for approx. 1.2 years, Mitchell is relocating out of state. His specific last day has not been determined, but will be in May, 2024.

Harrington	Diana	Senior Typist	Physical Plant	1/31/24	Position Elimination	B3	\$65,197	The Senior Typist position in the Physical Plant was eliminated for budgetary reasons
Harrington	Diana	HR Clerk	Human Resources	2/5/24	Reinstatement	B3	\$65,197	With the elimination of Diana's Senior Typist position in the Physical Plant, Diana returned to HR. She previously served in the HR Clerk role for 18 years
Smith	Sadie	HR Clerk	Human Resources	1/31/24	Terminated	B1	\$41,172	After serving for 2.25 years, Sadie has left the College and is pursuing other opportunities

**Resumes are available in the HR Supplement folder for the HR Committee agenda*

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CONSENT AGENDA

HUMAN RESOURCES and DIVERSITY COMMITTEE

Position Activity

RESOLUTION #T4900-24

WHEREAS, Human Resources has reviewed and is recommending the actions indicated below, **BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College hereby ratifies the following position management actions to be taken.

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Director of Grants Manager	Tammy Miller	Reclassification	With Board Approval	After review of the updated position description, this position was reclassified as an exempt, Director pay grade F. This position was previously exempt, Assistant Director pay grade E. As a result of Tammy Miller’s resignation, an open search is underway for this position.

REGULAR AGENDA

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

Resolution No: #T4901-24

Program Discontinue Resolution: Sustainability (A.S.)

BE IT RESOLVED, that the Board of Trustees of Corning Community College has approved the deactivation of the Sustainability (A.S.) program of Corning Community College, following its successful program review process and based on the following recommendations.

RECOMMENDATION:

- Deactivate the Sustainability Studies AS degree at SUNY CCC.
- Gather employment data on non-completers. Determine the return on investment with a few courses related to sustainability vs. the full program.
- Survey employers in the region to assess workforce development needs related to sustainability.
- Explore a microcredential as an option to meet workforce needs within either the LAHS- AS: Social Sciences or Business AAS or AS degrees in lieu of a full associate's degree.
- Another option: an add-on workforce certificate – perhaps non-credit- for those already employed seeking to upgrade their skills with knowledge of sustainability.
- In summary: find a more sustainable way to meet the sustainability workforce needs of our community.

For more details please see the program review file as reviewed and approved by Sr. Staff/President on the Google Drive: RBOT Folder – Program Review 2023-2024 & Yearly Cycle 2021-2028: Link here for reference:

https://drive.google.com/drive/folders/1KEPZClmqTpNbUPH_BiRBRXooOYhBqW8n

BACKGROUND NOTES

Academic programs are evaluated internally by the program faculty, through governance, and then by Senior Staff and the President prior to being referred to the Regional Board of Trustees of Corning Community College for a program review presentation and consideration for continued offering

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

Resolution No: #T4902-24

Resolution of Appreciation for ADI Brad Cole

WHEREAS, Brad Cole has served at Corning Community College for thirty-seven years, starting as a faculty member before becoming Division Chairperson and now Associate Dean of Instruction,

WHEREAS, he effectively carries out the responsibilities of academic leadership with an unwavering commitment to the College, the STEAM Division, and our students,

WHEREAS, he has overseen the delivery of dozens of technical education programs while collaborating with industry partners to support student success, leading to gainful employment,

WHEREAS, he has become widely respected for engaging with members of our regional community establishing a wide array of essential partnerships,

WHEREAS, he mentors STEAM faculty and elevates STEAM faculty performance,

WHEREAS, he devoted countless hours of personal time acquiring, assembling, and testing the equipment for the Makerspace and Mechatronics Laboratories,

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees does hereby recognize Brad Cole's commitment to the College and his recognition of academic integrity being core to the mission of the College and commends him for his tirelessness, diligence, service, and contributions to Corning Community College.

FINANCE AND FACILITIES COMMITTEE
RESOLUTION T#4903-24

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending January 31, 2024.