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CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES MEETING
AGENDA

DATE: Thursday, August 31, 2023
TIME: 5:30 p.m. Meeting

LOCATIONS: Education Health Center
  1- CALL TO ORDER
  2- APPROVAL OF AGENDA
  3- APPROVAL OF MEETING MINUTES June 8th, 2023 Minutes and Special Meeting of July 13th
  4- CHAIR'S REPORT
  5- PRESIDENT OF THE COLLEGE REPORT
  6- STUDENT TRUSTEE REPORT-None
  7- CCC DEVELOPMENT FOUNDATION REPORT
  8- APPROVAL OF CONSENT AGENDA
     RESOLUTION #T4876-23 Appointments, Promotions and Separations

REGULAR AGENDA
CASS Committee

EXECUTIVE Committee

1- RESOLUTION #T4877-23-Appreciation for Jeanne Eschbach

2- RESOLUTION #T4878-23-Corning Community College Strategic Plan & Framework

EXTERNAL AFFAIRS Committee

FINANCE AND FACILITIES Committee

1- RESOLUTION #T4879-23 Operating Report-July 31, 2023

2- RESOLUTION #T4880-23 Sale of Goff Road

HUMAN RESOURCES Committee

  9- OLD BUSINESS
  10- NEW BUSINESS
  11- EXECUTIVE SESSION-YES
  12- ADJOURNEMENT

CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
June 8, 2023
HEC and Via Zoom
MEETING MINUTES

In attendance: N. Wightman, P. Chu, K. Early, J. McKinney-Cherry, M. Lawrence, R. Allison, H. Reynolds, A. Winston, W. Stoner, S. Jacoby Murphy

Excused: M. Wayne, N. Parks

Senior Staff: President Mullaney, Executive Director Eschbach, Executive Director Chandler, Executive Director Burdick, Executive Director John Marchese, Executive Director Castellana, Interim Executive Director Ewell, N. Ka-Tandia

Excused: VP Clay, VP Canfield

Support Staff: M. Brown

Guests: J. Koski, Joe Rowe,

College Community Guests: Shannon Radford, Robert Koble, Lisa Patrick, Shalena Clary, Tyre Bush, Elaine Corwin

New Employees: Tammy Miller, Jason Whitney, Daisia Farley, Dawn Marie Castellana

Students: Rhonda Sowersby, Adam Zaborsky, Amaro Chavez

1. CALL TO ORDER. Trustee McKinney-Cherry called the meeting to order at 5:32 pm.

2. APPROVAL OF AGENDA: (R. Allison, A. Winston, Unanimous).

3- APPROVAL OF THE MINUTES: April27, 2023 RBOT Meeting (P. Chu, K. Early, Unanimous).

4. CHAIR UPDATE:

 No update from the chair, but Trustee McKinney-Cherry shared an article with trustees about the high demand for electricians. During the discussion, trustees talked about the responsibility of the college to prepare students for careers in high-demand fields.

5. PRESIDENT OF THE COLLEGE'S REPORT.

President Mullaney introduced the new employees
- Dawn Marie Castellana, Executive Director of Workforce Education and Academic Pathways
- Tammy Miller-Grant Manager
- Jason Whitney- Recruiter
- Daisia Farley- Director of Student Life

Students Highlights:
SUNY CCC teams won first and second prizes at the Incubator Works competition at Elmira College. The first prize was won by Carli Clark and Rhonda Sowersby from Know and Grow Recovery, while the second prize was won by Adam Zaborsky and Amaro Chavez. Their invention, a fidget piece, was showcased during the meeting and aims to help individuals with ADHD issues.

Enrollment Data Report

Student Category	FTE Goal	FTE Actual	% of Goal
New	172.4	82.3	47.7%
Continuing	246.5	187.3	76.0%
Readmit	33.0	15.0	45.5%
Transfer	19.9	6.1	30.7%
Non-degree	16.8	6.7	39.9%
Out of State	36.4	23.8	65.4%
Total	525.0	321.2	61.2%

Chancellor Visit Update
President Mullaney share with trustees the slides presented to Chancellor King during his campus visit. The slides accurately depict the strong data regarding the partnership that the college has with Corning Inc. President Mullaney expressed gratitude to trustee Chu for her assistance and announced that the Chancellor had extended an invitation for the college to utilize the New York office for recruitment efforts.

41% of CCC graduates have continued education after Associates/Certifications Degrees

S&T Graduate Degrees
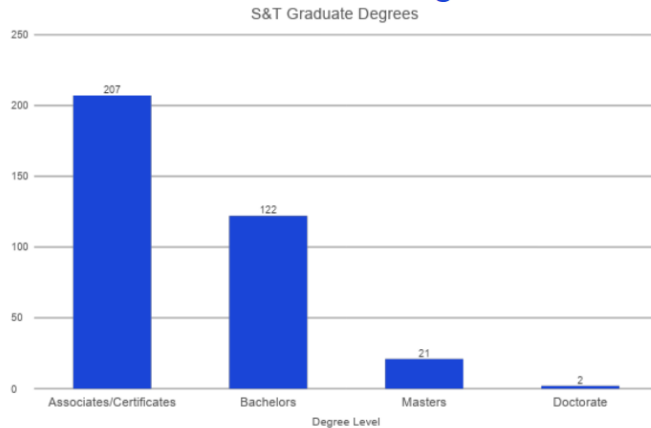
145 employees went on to further their education after graduating from Corning Community College

Degree	Count
Associates	207
Bachelors	122
Masters	21
Doctorate	2
Grand Total	**352**

SUNY Budget

- 100% funding floor with no claw back
- No additional funding for operational aid
- $75 million for transformational initiatives
- $1.6 billion for capital projects
- Expansion of TAP for short-term programs

Campus Activities

President Mullaney shared pictures of various events that took place on campus, such as graduation, Lavender graduation, Student Expo, Nursing Pinning, EOP year-end picnic, and the Prison Program graduation.

7. STUDENT TRUSTEE REPORT:

Student Trustee, Wyatt Stoner gave a review of his report below:
- Student Government hosted a "thank you" luncheon for the physical Plant employees
- Offered movies tickets to staff

8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

President, Jill Koski gave a review of the Foundation Inc. report:

- Foundation:
  - The CCCDF Board completed the biennial self-evaluation process; will review results at June 20 meeting.
  - Dawn Burlew has resigned from the CCCDF & Housing LLC Board effective 5/30/23.
  - The Scholarship Application closed on May 31.
    - 135 applications were submitted, which is up 10.7% compared to last year's completed applications (122).
  - Transition planning and training will be ongoing over the summer to prepare for Kristen's maternity leave this fall.
  - The Foundation has been asked to consider covering the cost of the required engineering study with LaBella Associates for the College's Optical Tech Program lab facilities.
  - The Douglas L. and Susan M. Cotton Scholarship has just been established at the $50,000 endowment level, which will provide one scholarship for a continuing student in STEM fields each year.

- Housing LLC:
  - COCM is working closely with the College's marketing department to implement a strategic marketing plan.
  - COCM is working closely with the College's Residence and Student Life departments to enhance the student experience on campus.
  - COCM is working with College personnel to finalize a 10-year Capital Plan for Perry Hall.
  - The Housing LLC will make a request of the financing partners to draw down the Cash Collateral account to help cover debt service payments later this year.

- Alumni
  - 2023 Alumni Award recipients have been selected by the Alumni Program Committee, and recipients were notified in late May.

- Fundraising:
  - The Foundation is committed to raising $39,900 for the Spencer Crest Nature & Research Center project.
    - $10,000 from Corning Incorporated Foundation
    - $2,500 from First Heritage Federal Credit Union
    - $2,500 from Corning Credit Union
    - $3,000 from Lindau Foundation

- Community Foundation – planning to apply for $12,500
  - Fundraising for Full STEAHM Ahead Summer Workshop:
    - $5,300 from Fund for Women
    - Triangle Fund - Grant Application submitted requesting $5,000
  - Submitting a Yield Giving Open Call Grant application on June 12th.

9. APPROVAL OF THE CONSENT AGENDA

RESOLUTION #4862-23- Appointment, Promotion and Separation

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. (R. Allison, M. Lawrence, Unanimous)

Last Name	First Name	Title	Department	Effective	Action	Grade	Annual Salary	Background
Hansen	Deborah	Cleaner	Physical Plant	5/5/23	Resignation	301	$29,600	Deborah was hired 4/17/23 and resigned due to personal reasons
Handley	Alton	Electrician	Physical Plant	5/17/23	Resignation	306	$48,498	Alton has served the college for one year. He resigned to move out of state
Whitney	Jason	Admissions Recruiter	Admissions	5/15/23	New Hire	C	$44,937	This is a 12-mo standard, full time appointment, Professional Grade C. This hire was made as a result of an open search.
Kellogg	Jason	Automotive Director	WEAP	7/5/23	New Hire	F	$71,761	This is a 12-mo standard, full time appointment,

7

								Professional Grade F. This hire was made as a result of an open search.
Castellana	Dawn Marie	Executive Director of WEAP	WEAP	5/22/23	New Hire	H	$92,000	This is a 12-mo standard, full time appointment, Professional Grade H. This hire was made as a result of an open search.
Connel	Genie	Grants Fiscal Assistant	Finance	5/22/23	New Hire	C	$44,937	This is a 12-mo standard, full time appointment, Professional Grade C. This hire was made as a result of an open search.
Miller	Tammy	Grants Manager	WEAP	5/22/23	New Hire	E	$59,430	This is a 12-mo standard, full time appointment, Professional Grade E. This hire was made as a result of an open search.
Langva	Gloriann	Instructor	Art	8/16/23	New Hire	I	$47,958	This is a 10-month academic position with the PECCC. This hire was made as a result of an open search.
Akhi	Boby	Instructor	Business	8/16/23	New Hire	I	$47,958	This is a 10-month academic position with the PECCC. This hire was made as a result of an open search.
Ward	Stacy	Executive Director of Human Resources	Human Resources	6/12/23	New Hire	H	$93,000	This is a 12-mo standard, full time appointment, Professional Grade H.

Ogando	Guarionex	Cleaner	Physical Plant	5/30/23	New Hire	301	$29,650	This hire was made as a result of an open search.

This is a 12-month full time, civil service, CSEA union position, at pay grade 301. This hire was made as a result of an open search. |
Scanlon	Jillian	Assistant Professor	Education	8/16/23	New Hire	I	$52,398	This is a 10-month academic position with the PECCC. This hire was made as a result of an open search.
Cartas	Monica	Administrative Assistant	Nursing	6/9/23	Resignation	B	$39,972	Monica has served the college for 1 year. She is resigning to pursue a position elsewhere
Nightingale	Danny	Instructor	Electrical Technology	8/16/23	New Hire	I	$50,000	This is a 10-month academic position with the PECCC. This hire was made as a result of an open search.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Trustee McKinney-Cherry, highlighted a few points of the CASS report and indicated there are four action items on the agenda.

Provost Report
Academic Affairs:
- On Saturday April 29th, the SUNY CCC Nurse Education program hosted a Disaster Drill for Nurse Education Students with Emergency Management Personnel from across the region supporting the faculty and staff efforts. Student feedback indicated the

ability to practice skills for such a large- scale emergency event in a simulated environment greatly increased their confidence and the reinforcement of these valuable skillsets. New faculty member Lisa Palumbo organized the event.

- On Saturday May 6th SUNY CCC, in collaboration with Elmira College and Incubator Works, hosted the inaugural 607 Soaring Pitch Competition on the campus of Elmira College. Teams of students identified problems with solutions for sustainability and economic viability while cultivating their entrepreneurial spirit and skills. Eight teams competed- 6 from Elmira College, 2 from SUNY CCC. First Place, with a prize of $5000, went to SUNY CCC Team Know and Grow- with students Carli Clark and Rhonda Sowersby- mentored by Professor Elaine Corwin. The Second Place ($2500 prize) went to Team Zabo-with students Amaro Chavez, Julia Darcy, Judy Lee, Jackie Osburn, Mishala Wilbur and Adam Zaborsky- mentored by Professor Kamesh Narasimham.

- The SUNY CCC- Alfred University Partnership graduation reception was held on May 9, 2023. Many of our SUNY CCC students upon completion of the AS degree have faced challenges being "location bound" and unable to leave Corning to pursue additional education. Since its start in January 2015, this partnership has produced over 120 students graduates- within the Childhood Education program; graduates have been hired in at least 17 of the 21 schools in the GST BOCES district.

- Plans are under review for a Nurse Education Summit to bring stakeholders together to discuss strategies to increase students pursuing nursing as a career.

- David Pindel was awarded the WETM Golden Apple Award. David is the first College instructor to be given this award.

- Sixteen programs were revised to meet the new SUNY General Education requirements and over 100 courses were reviewed/updated to meet the requirements.

- Accessibility Services was invited and attended a Transition Staffing event at Athens High School on April 24, 2023. This event is put on for juniors and seniors identified with having a learning disability to help them as they get ready to transition out of high school.

- Digital Dome attendance for the first year was approximately 5000 which includes group programs, rentals, public shows, and classes. Over 20 different schools and approximately 10 other groups (Headstart, home schools, Girl Scouts, etc.) have sent students, some attending multiple times. Schools districts from all three counties and PA have visited.

- SUNY created a new widget for Brightspace that has been added to the landing page of every course illustrating course access, engagement, and tool data for each course, providing useful information for instructors.

- The circulation statistics for electronic resources shows a dramatic increase in digital lending. These numbers support the library goal of increasing eBook acquisitions going forward. Physical circulation continues to decrease, but by a much smaller margin. Overall, the combined circulation numbers show that patron use of library resources is on the rise.

Circulation Totals

2020-21	15543
2021-22	28250

0   5000   10000   15000   20000   25000   30000
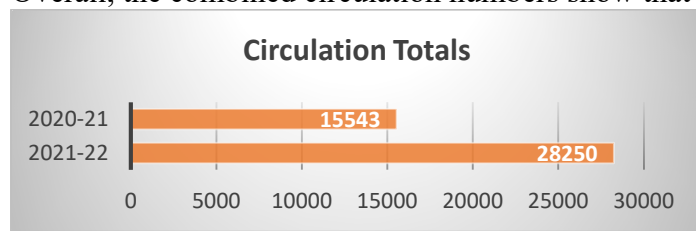
VP/Dean of Student Development and Enrollment Management, Maarit Clay

Recruitment/Admissions for Fall 2023
- Applicants, Accepted, Registered
- Open House April 22: 90 students and 109 guests (10 NYC bus)
- SUNY School Counselor Forum in NYC, 5/10,11
- EOP: 20 applicants, 2- accepted, 4- ineligible
  - Outreach: counselor visits, agencies, service providers, Spark Now! Conference 4/27

Retention
- Advising: Spring into Fall advising event 4/17-20, 75 students assisted
- EOP Persistence: 77% fall to spring; 1- transfer, 2- personal

Guided Pathways: SUNY Pathways Community of Practice, 5/8

Career and Transfer (in collaboration with WEAP and partners): Job Fair 4/20, 80 employers and over 200 job seekers

Engagement
- Student Life: Goat Yoga - 25, Spa Day - 35, Springfest - 250 participants
  - Food Pantry - renewal application submitted to continue our partnership with FBST: on main campus- households served: 42 -March, 38 -April
- Athletics
  - Women's Softball: Ranked #4 in nation, won MSAC Conference Championship
  - Men's Baseball: Finished season with 19 on the roster
- Perry Hall
  - Held 'preferred room selection shows" to encourage freshman to roll contracts
  - 125 participated in four events the last three weeks
  - Hosting a Late Night Breakfast, Finals Study Break, Bonfire and Ice Cream Social
- EOP:
  - Volunteering: Food Pantry- 27% attendance, Habitat for Humanity- 36%
  - Workshops: Mental Health Workshop- 68% attendance, Values Workshop- 33%
  - Career Exploration- 27% attendance
  - Autism Acceptance Month: survey/presentation/bakesale/bulletin board (Marshal Mitchell)
  - Joshua Goodwin received Norman R. McConney Jr. Award for EOP Excellence, student speaker for the event (EOP '23

graduate)

Operations
- Degreeworks: 20 AS Programs updated for Fall 23: SUNY Gen Ed and Core Competency Requirements
- Graduates: 227 Pending Spring Graduates, 64 Pending Summer Graduates

RESOLUTION #T4863-23
Program Renewal Resolution: Cybersecurity Program (A.S.)

BE IT RESOLVED, that the Board of Trustees of Corning Community College renews the **Cybersecurity Program (A.S.)** as a continuing program of Corning Community College, following its successful program review process. (N. Wightman, H. Reynolds, Unanimous)

RESOLUTION # T4864-23- Tenure

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves tenure for **Kyle Williams** following, effective the beginning of the 2023 - 2024 academic year. (S. J. Murphy, K. Early, Unanimous)

RESOLUTION #4865-23-**Faculty Promotions**

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective with the beginning of the 2023-2024 academic year: (. Allison, M. Lawrence, Unanimous)

Faculty Member	Current Rank	New Rank	Academic Division
Darryl "DJ" Dates	Associate Professor	Professor	STEAM
Hannah Jones	Instructor	Assistant Professor	LAPS
Sri Kamesh Narasimhan	Associate Professor	Professor	STEAM
Hatesh Radia	Associate Professor	Professor	STEAM
Matt Skerritt	Associate Professor	Professor	STEAM

RESOLUTION #T4866-23-**GRADUATION LIST – MAY 2023**

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the May 2023 Graduation List. (K. Early, H. Reynolds Unanimous)

EXECUTIVE COMMITTEE: None

EXTERNAL AFFAIRS

Trustee Winston gave a review of the External Affairs Committee and noted there is one action item in the agenda

CCC Development Foundation

- John Marchese & Mitchell Smith will attend the SUNY Council for University Advancement (CUAD) Educational Conference in Syracuse from June 7-9.
  - Mitchell applied for and received a DEI Scholarship which covered the registration and hotel costs for his attendance.
- John Marchese has attended a number of local events including the Clemens Center Backstage Pass Gala, Chemung Chamber Business After Business Reception at Ill Eagle Taphouse, and the Corning Chamber Denim & Diamonds event.
- The Housing LLC Board of Managers approved a request for up to $14,000 to implement a marketing plan to promote Perry Hall that was prepared by Capstone on Campus Management (COCM).
- Spencer Crest Nature & Research Center Critical Maintenance mini-campaign is in progress with $18,000 received and other requests in the pipeline.
- Received a grant from the Fund for Women for the Full STEAHM Ahead Summer Workshop, with another request pending.
- The Alumni Program sponsored gifts to be distributed to graduates at Commencement that include a CCC branded fanny pack, bear paw chip clip, and gummy bears.
- Jennifer Warner '04, Alumni Program Committee Chair, will provide remarks at the Commencement Rehearsal welcoming the graduates into the Alumni Program.
- The third Baron Bulletin e-newsletter will be sent in late May.
- The Q2 Annual Fund solicitation mailing will be sent in June.
- The online Common Scholarship Application is open through May 31.
  - Hosted an in-person workshop for students in early May.
  - Posted a user manual on the website to provide instructions for students completing the application.
- The Alumni Program Committee is reviewing Alumni Award nominations to make selections for the 2023 Reflections event.
- Annual Giving results through 5/10/2023:
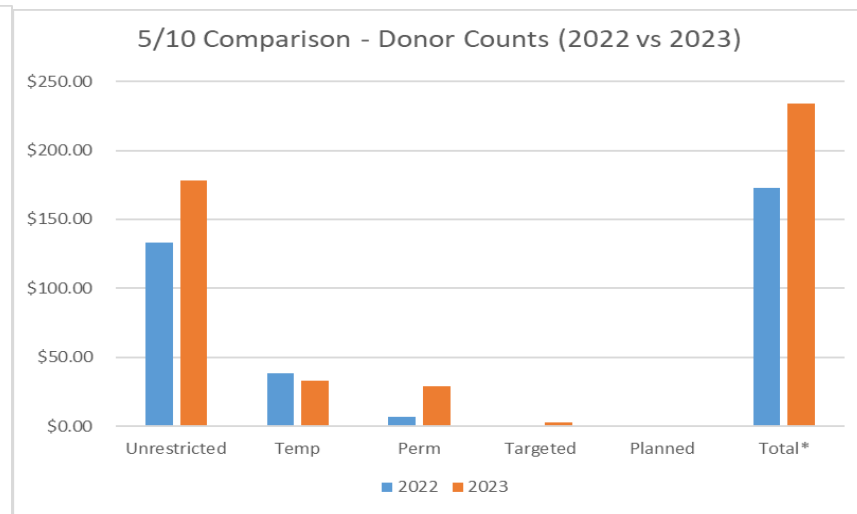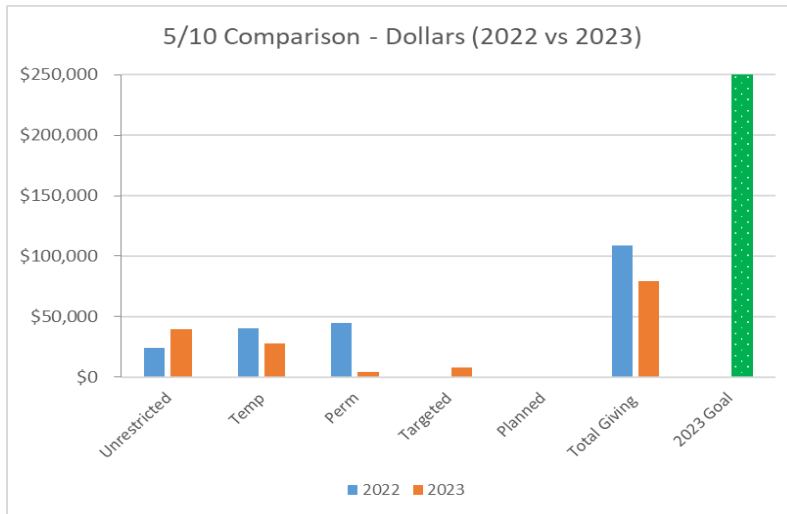
	2022	2023		2022	2023
Unrestricted	$23,967.76	$39,142.81	Unrestricted	$133.00	$178.00
Temp	$40,040.31	$27,869.50	Temp	$38.00	$33.00
Perm	$44,825.41	$4,405.00	Perm	$7.00	$29.00
Targeted	$0.00	$8,000.00	Targeted	$0.00	$3.00
Planned	$0.00	$0.00	Planned	$0.00	$0.00
Total Giving	$108,833.48	$79,417.31	Total*	$173.00	$234.00
2023 Goal		$252,770.00	* Unduplicated count of annual donors		

Marketing/Communications

Highlights

- 2060 Digital Marketing: Digital Ads (678,679 impressions; 3,465 clicks) | Social Media (199,383 impressions; 1,338 clicks) | OTT/CTV (39,262 impressions; 96.71% completion rate) | YouTube Pre-Roll (49,051 impressions; 32,102 views; 65.45% view rate)
- LocaliQ Digital Search: 14,510 impressions; 4,165 link clicks; 28.7% clickthrough rate
- Open House Registration: 126 students; 215 guests; 341 total visitors | Unique Pageviews: 2,334 | Facebook Ad 126,217 impressions, 28,614 reach, 719 link clicks
- Visiting Scholar Series Promotion: Facebook ad (50,227 impressions, 17,356 reach, 544 link clicks) USA Today (39,260 impressions & 41 clicks), WENY commercial, WENY morning show
- SUNY Chancellor Visit coverage: WETM, WENY, Big Fox
- CustomViewbook - now live and able to use

- Regional Job Fair: Facebook ad (128,459 impressions, 32,631 reach, 1,037 link clicks): WETM & WENY morning shows (WENY event coverage)
- Summer Class ads in college newspapers (Albany, Binghamton, UBuffalo, Rochester, Syracuse): Pageviews 1,438; Unique Pageviews 799
- WETM Healthy Lifestyle Expo - logo displayed and mentioned during TV ads

Performance

1. **Website: April 3 - May 10 2022/2023 Comparison**

Channel Grouping	New Users 2022	New Users 2023	Change
Organic Search	10,083	9,395	-6.82%
Direct	4,116	5,717	+38.90%
Paid Search	3,157	2,261	-28.38%
Referral (SUNY & paid)	1,854	872	-52.97%
Social	839	2,624	+212.75%

2. **Chatbot: April 3 - May 10 2022/2023 Comparison**

Channel Grouping	2022 (Apr. 3-May 10)	2023 (Apr. 3-May 10)	Change
Chat Sessions	181	223	+23.2%
Calls	184	292	+58.7%

Other
- WETM Golden Apple Award: David Pindel; Faculty Friday Series: Ryan Hersha
- Web Stories: CCC Student Awards; SUNY CASE Awards; VSS - Meg Lowman; SUNY Chancellor Visit; EOP Norman McConney, Jr. Award
- Created playbill and photo gallery for CCC Spring Musical: *Chicago*; Supported International Fashion Show - promotion & photo gallery
- Ads in Fund for Women Inspire Dinner program & Explore Corning
- Nurse Education Mass Casualty event on WETM morning show
  Workforce Education & Academic Pathways

Workforce Education

WEAP Revenue 9/1-05/15/2023

	Goal	FY23
Open Enrollment	$225,000	$341,443
Corporate Training	$190,000	$399,892
3rd Party Online	$40,000	$23,270
Testing Center	$22,400	$10,810
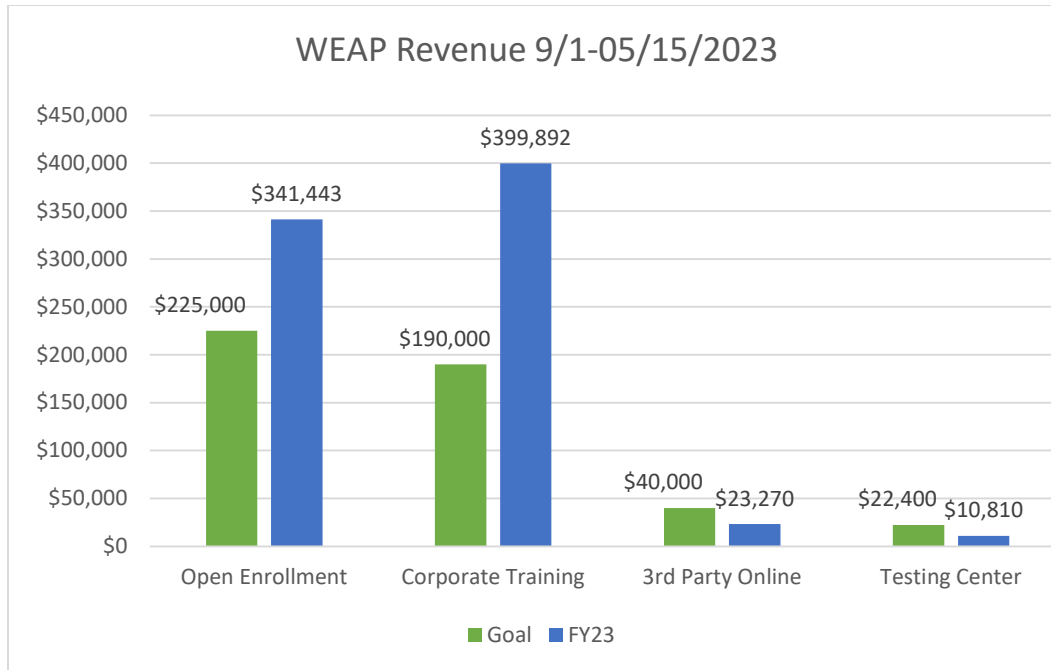
- Tyre Bush won Chancellor's Award for Excellence in Professional Service.
- Amber Cloke graduated from Chemung Leadership.
- New non-credit – credit microcredential development for Plant Maintenance w/BelGioioso Cheese, US Salt and Cargill (w/STEM). Mechanical Tech w/Corning, Inc.
- Jason Kellogg hired as Automotive Technology Director; starts on 7/5.
- Recruitment: CCC Open House, Arnot Health Fair, CCC Job Fair, Growing Skilled Trades, Schuyler Hires!
- NY's Future in Advanced Manufacturing (5/18)—B. Cole, J. Eschbach, E. Lehman
- J. Eschbach—presented to Faculty Assembly (5/2); STEM Advisory Board (5/23)
- Working w/ HR to offer Supervisory Training for SUNY CCC supervisors in June.

Academic Pathways

ACE
- Open House event with 110 attendees (38 students); students with 30+ credits received honor cords to wear at HS graduations.
- Eighteen (18) ACE students graduating with LAS: Humanities & Social Sciences or LAS: Math and Science A.S. degrees; 7 walking at commencement.

Corning Prison Education Program
- Commencement held 5/12/2023 for 6 graduates.
- Currently working with 44 new students for fall. Admission applications completed, entrance essays completed and most FAFSAs submitted.

Testing Center
- Hired new PT Testing Assistant: Suzanne Rundell

Grants Highlights:

Grant Status 2022-23 (as of 05/15/23)
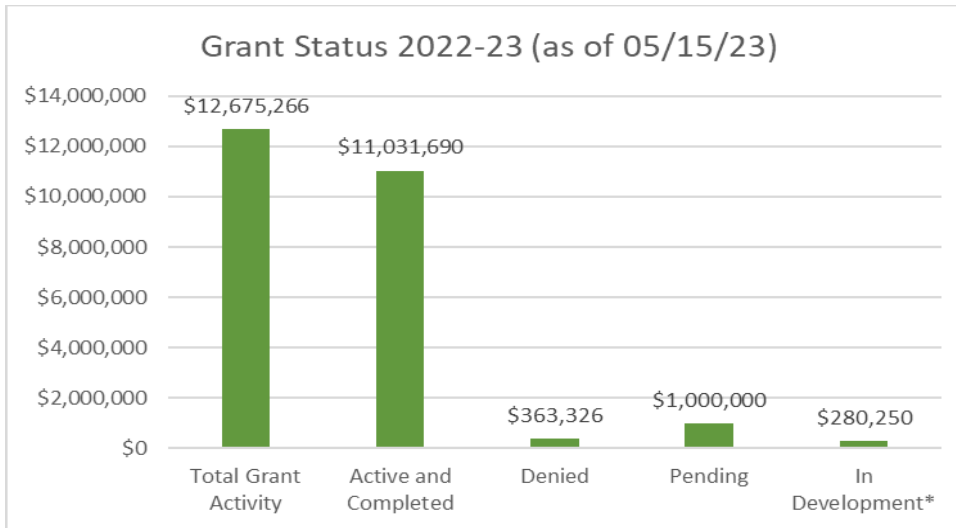
- Status Updates:
  - Approved:
    - ARC Grant for 2022: Machine Tool Technology
  - Denied:
    - IITG Grant for online Chemistry course development
- In Development (chart above only reflects Perkins):
  - Second Chance PELL Grant Renewal—due 5/23
  - WORC Grant, Optical Technician Focus—due 6/13
  - Perkins Grant, support for Career & Technical Programs—due 6/17
  - NSF Grant re-submission—due in Fall

Legislative Relations

1. Federal: Higher Education: Focus on Workforce Pell (short-term Pell)
2. State: Budget Priorities Outcome
   A. Passed: 100% funding floor based on 22-23 FY levels without 20% claw back provision
   B. Passed: 75 Million for transformational programs (Division to be determined for SUNY 4 year and Community Colleges)
   C. Not Passed: 4% operations funding and increase for Community Colleges (16 million)
3. Local: Tri-County on campus Legislative meetings completed!

RESOLUTION #T4867-23-Recommendation of the CCC Student Trustee Award Recipient

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College does hereby recommend Wyatt Stoner as the recipient of the 2023 CCC Student Trustee Award. (A. Winston, H. Reynolds, Unanimous)

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility report and stated the committee held a meeting on May 31, 2023 and mentioned there are three actions item on the agenda.

ACTION ITEMS:
RESOLUTION #4868-23: April *Operating Report*

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending March31. 2023. (R. Allison, P. Chu, Unanimous)

RESOLUTION #4869-23-*Information Security Program Policy*

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the policy for the Information Security Program Policy. (M. Lawrence, A. Winston, Unanimous)

RESOLUTION #4870-23-*Print Resource Use Policy*

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the policy for the Print Resource Use Policy. (K. Early, S.J. Murphy, Unanimous)

SUNY Corning Community College
Operating Dashboard
as of 4/30/23

Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 4/30/23	2022-2023 Receivable
April 30, 2023	$ 9,183,671	125	$ 3,339,344	$ 1,130,616
April 30, 2022	$ 11,756,648	159	$ 2,243,966	

Revenues & Expenditures @ 4/30/23

	FY 23 Adopted Budget	Spring/Summer 23 Semester Budget	Spring/Summer 23 Semester Actual @ 4/30/23	Spring/Summer 23 Semester Projected	Semester Variance to Budget
Revenues	$ 27,368,437	$ 14,312,606	$ 9,432,245	$ 13,162,937	$ (1,149,669)
Expenses	$ 27,368,437	$ 18,225,365	$ 9,254,081	$ 16,989,072	$ 1,236,293
Surplus(Deficit)	$ -				$ 86,624

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Spring/Summer 23 Semester Budget	Spring/Summer 23 Semester Actual @ 4/30/23	Spring/Summer 23 Semester Projected	Semester Variance to Budget
Tuition & Fees	$ 12,098,880	$ 5,543,191	$ 4,264,933	$ 4,686,630	$ (856,561)
Chargebacks	$ 6,542,550	$ 3,015,968	$ 2,619,828	$ 2,999,730	$ (16,238)
Personnel & Benefits	$ 19,574,639	$ 13,241,797	$ 6,599,597	$ 12,612,644	$ 629,153
Equipment	$ 381,340	$ 287,469	$ 40,246	$ 358,161	$ (70,692)
Contractuals	$ 7,412,458	$ 4,696,100	$ 2,614,239	$ 4,018,268	$ 677,832

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 4/30/23

LOST REVENUE	This completes the use of HEERF allocation for the lost revenue
Tuition & Fees	$ 952,647
	$ 952,647
COVID related expenses (Contractuals)	These expenditures are running throuhg the restricted fund- not operating
Student Mental Wellness ($166,997)	$ 76,969
Capital (HVAC Air Ventilation upgrades	
	$165,020
	$ 241,989

Enrollment

	2022-2023 Spring Census	2021-2022 Spring Census	2020-2021 Spring Census	3 YR % change
Total Headcount	2751	2875	3359	-18.1%
Total FTE	731.9	773.8	918.9	-20.4%
Full-Time FTE	337.7	344.9	411.4	-17.9%
Part-Time FTE	120.3	133.6	168.5	-28.6%
Credit Enrollment FTE (Excluding ACE)	458	478.5	579.9	-21.0%
HS Enrollment FTE (ACE)	273.9	262.5	299.2	-8.5%
% Chemung County	43.7%	43.6%	41.0%	6.6%
% Steuben County	38.9%	33.9%	35.3%	10.2%
% Schuyler County	5.7%	6.4%	6.9%	-17.4%
% All Other Non-sponsor	11.6%	16.1%	16.8%	-31.0%

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Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 4/30/23

	2022-2023 Budget	2022-2023 YTD@4/30/23	Spring/Summer 22-23 Budget	2022-2023 Spring@4/30/23	Spring/Summer Projected as of 4.30.23	Spring/Summer Budget vs Actual
REVENUES						
Resident Tuition	$ 7,718,980	$ 6,583,963	$ 3,831,897	$ 2,953,101	$ 3,241,165	$ (590,732)
Non Resident Tuition	$ 785,000	$ 489,572	$ 188,649	$ 92,272	$ 192,283	$ 3,634
ACE Tuition	$ 2,176,000	$ 1,602,523	$ 797,944	$ 563,267	$ 588,060	$ (209,884)
Student Fees	$ 1,418,900	$ 1,335,867	$ 724,701	$ 656,293	$ 665,122	$ (59,579)
State Aid	$ 7,111,352	$ 4,740,902	$ 4,714,997	$ 2,370,451	$ 4,740,899	$ 25,902
Grant Aid & Contracts	$ 735,000	$ 962,885	$ 490,000	$ -	$ -	$ (490,000)
Federal appropriations	$ 8,000	$ 5,075	$ 4,395	$ 5,075	$ 10,561	$ 6,165
County Operating Chargebacks	$ 6,542,550	$ 5,551,736	$ 3,015,968	$ 2,619,828	$ 2,999,730	$ (16,238)
Other sources	$ 872,655	$ 284,507	$ 544,055	$ 171,959	$ 725,116	$ 181,061
Applied Fund Balance						
Total Revenues	$ 27,368,437	$ 21,557,031	$ 14,312,606	$ 9,432,245	$ 13,162,937	$ (1,149,669)
EXPENSES						
Salaries	$ 14,428,239	$ 9,071,378	$ 9,702,052	$ 4,746,261	$ 8,951,350	$ 750,702
Employee Benefits	$ 5,146,400	$ 3,515,656	$ 3,539,745	$ 1,853,336	$ 3,661,294	$ (121,549)
Equipment	$ 381,340	$ 50,988	$ 287,469	$ 40,246	$ 358,161	$ (70,692)
Contractual Expenditures						
Purchased Services	$ 32,100	$ 43,601	$ 28,555	$ 11,624	$ 33,755	$ (5,199)
Materials & Supplies	$ 473,000	$ 227,285	$ 270,474	$ 117,824	$ 206,670	$ 63,804
Dues & Subscriptions	$ 82,365	$ 35,726	$ 32,541	$ 12,610	$ 48,241	$ (15,700)
Consultants and Contractors	$ 176,520	$ 154,110	$ 107,079	$ 78,702	$ 44,880	$ 62,199
Accreditation	$ 55,050	$ 33,767	$ -	$ 7,247	$ 7,977	$ (7,977)
Marketing	$ 200,860	$ 113,798	$ 102,730	$ 47,173	$ 106,582	$ (3,852)
Conference & Travel	$ 87,000	$ 31,394	$ 48,279	$ 9,458	$ 50,409	$ (2,131)
Utilities	$ 510,000	$ 372,477	$ 388,804	$ 220,380	$ 330,380	$ 58,424
Maintenance & Repairs	$ 280,200	$ 132,032	$ 219,537	$ 70,898	$ 169,937	$ 49,599
Software & Contracts	$ 528,340	$ 186,354	$ 381,491	$ 72,806	$ 265,287	$ 116,204
Voice & Data Communication	$ 114,755	$ 62,189	$ 86,553	$ 31,148	$ 54,725	$ 31,828
Special Projects, Programs & Events	$ 78,875	$ 23,341	$ 97,678	$ 15,342	$ 49,259	$ 48,419
Maintenance Contracts	$ 476,450	$ 196,241	$ 274,367	$ 125,458	$ 237,786	$ 36,581
Rentals (HEC)	$ 347,580	$ 260,218	$ 381,865	$ 173,040	$ 260,535	$ 121,330
General Institutional	$ 1,419,873	$ 1,001,503	$ 1,151,190	$ 818,049	$ 1,138,498	$ 12,692
Other Expenditures	$ 271,490	$ 109,665	$ 218,549	$ 49,533	$ 157,624	$ 60,924
Scholarships	$ 2,278,000	$ 2,028,637	$ 906,408	$ 752,946	$ 855,722	$ 50,686
Transfer Out	$ -	$ -	$ -	$ -	$ -	$ -
Total Contractual Expenses	$ 7,412,458	$ 5,012,338	$ 4,696,100	$ 2,614,239	$ 4,018,268	$ 677,832
Total Expenses	$ 27,368,437	$ 17,650,360	$ 18,225,365	$ 9,254,081	$ 16,989,072	$ 1,236,293
Surplus/(Deficit)	$ -	$ 3,906,671	$ (3,912,759)	$ 178,164	$ (3,826,136)	$ 86,624

Revenues & Expenditures @ 4/30/23

	FY 23 Adopted Budget	Fall 22 Semester Projected	Spring/Summer 23 Semester Projected	Fiscal Year 2022-23 Projected	Variance to Budget
Revenues	$ 27,368,437	$ 12,124,787	$ 13,162,937	$ 25,287,723	$ (2,080,714)
Expenses	$ 27,368,437	$ 8,396,278	$ 16,989,072	$ 25,385,350	$ 1,983,087
Surplus(Deficit)	$ -				$ (97,627)

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Fall 22 Semester Projected	Spring/Summer 23 Semester Projected	Fiscal Year 2022-23 Projected	Variance to Budget
Tuition & Fees	$ 12,098,880	$ 5,746,993	$ 4,686,630	$ 10,433,623	$ (1,665,257)
Chargebacks	$ 6,542,550	$ 2,931,909	$ 2,999,730	$ 5,931,639	$ (610,911)
Personnel & Benefits	$ 19,574,639	$ 5,987,437	$ 12,612,644	$ 18,600,081	$ 974,558
Equipment	$ 381,340	$ 10,742	$ 358,161	$ 368,903	$ 12,437
Contractuals	$ 7,412,458	$ 2,398,099	$ 4,018,268	$ 6,416,367	$ 996,091

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 4/30/23

LOST REVENUE	This completes the use of HEERF allocation for the lost revenue
Tuition & Fees	$ 952,647
	$ 952,647
COVID related expenses (Contractuals)	ALL Funds need to be used by June 30, 2023. Below represents spending all available funds
Student Mental Wellness	$ 166,997
Capital (HVAC Air Ventilation upgrades	
	$592,375
	$ 759,372
Total Use of HEERF Funds for 2022-23 FYE	$ 1,712,019

Total Enrollment

	2022-2023 Estimated YE	2021-2022	2020-2021	3 YR % change
Total Headcount	4070	4625	4955	-17.9%
Total FTE	1958	1988.1	2185.1	-10.4%
Full-Time FTE	781.2	810	995.4	-21.5%
Part-Time FTE	402	404.4	441.8	-9.0%
Credit Enrollment FTE (Excluding ACE)	1183.2	1214.4	1437.2	-17.7%
HS Enrollment FTE (ACE)	774.8	773.7	747.9	3.6%
% Chemung County	43.7%	43.6%	41.0%	6.6%
% Steuben County	38.9%	33.9%	35.3%	10.2%
% Schuyler County	5.7%	6.4%	6.9%	-17.4%
% All Other Non-sponsor	11.6%	16.1%	16.8%	-31.0%

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Year End Projected @4/30/23

	2022-2023 Budget	2022-2023 YTD@4/30/23	Fall 2022-23 Projected	Spring/Summer Projected @ 4.30.23	Fiscal Year 22-23 Forecast @ 4.30.23
REVENUES					
Resident Tuition	$ 7,718,980	$ 6,583,963	$ 3,630,862	$ 3,241,165	$ 6,872,027
Non Resident Tuition	$ 785,000	$ 489,572	$ 397,301	$ 192,283	$ 589,583
ACE Tuition	$ 2,176,000	$ 1,602,523	$ 1,039,256	$ 588,060	$ 1,627,316
Student Fees	$ 1,418,900	$ 1,335,867	$ 679,575	$ 665,122	$ 1,344,696
State Aid	$ 7,111,352	$ 4,740,902	$ 2,370,451	$ 4,740,899	$ 7,111,351
Grant Aid & Contracts	$ 735,000	$ 962,885	$ 962,885	$ -	$ 962,885
Federal appropriations	$ 8,000	$ 5,075	$ -	$ 10,561	$ 10,561
County Operating Chargebacks	$ 6,542,550	$ 5,551,736	$ 2,931,909	$ 2,999,730	$ 5,931,639
Other sources	$ 872,655	$ 284,507	$ 112,549	$ 725,116	$ 837,665
Applied Fund Balance					
Total Revenues	$ 27,368,437	$ 21,557,031	$ 12,124,787	$ 13,162,937	$ 25,287,723
EXPENSES					
Salaries	$ 14,428,239	$ 9,071,378	$ 4,325,116	$ 8,951,350	$ 13,276,466
Employee Benefits	$ 5,146,400	$ 3,515,656	$ 1,662,321	$ 3,661,294	$ 5,323,615
Equipment	$ 381,340	$ 50,988	$ 10,742	$ 358,161	$ 368,903
Contractual Expenditures					
Purchased Services	$ 32,100	$ 43,601	$ 31,977	$ 33,755	$ 65,731
Materials & Supplies	$ 473,000	$ 227,285	$ 109,461	$ 206,670	$ 316,131
Dues & Subscriptions	$ 82,365	$ 35,726	$ 23,116	$ 48,241	$ 71,357
Consultants and Contractors	$ 176,520	$ 154,110	$ 75,408	$ 44,880	$ 120,288
Accreditation	$ 55,050	$ 33,767	$ 26,520	$ 7,977	$ 34,498
Marketing	$ 200,860	$ 113,798	$ 66,625	$ 106,582	$ 173,207
Conference & Travel	$ 87,000	$ 31,394	$ 21,936	$ 50,409	$ 72,345
Utilities	$ 510,000	$ 372,477	$ 152,097	$ 330,380	$ 482,477
Maintenance & Repairs	$ 280,200	$ 132,032	$ 61,134	$ 169,937	$ 231,071
Software & Contracts	$ 528,340	$ 186,354	$ 113,548	$ 265,287	$ 378,834
Voice & Data Communication	$ 114,755	$ 62,189	$ 31,041	$ 54,725	$ 85,766
Special Projects, Programs & Events	$ 78,875	$ 23,341	$ 8,000	$ 49,259	$ 57,259
Maintenance Contracts	$ 476,450	$ 196,241	$ 70,782	$ 237,786	$ 308,568
Rentals (HEC)	$ 347,580	$ 260,218	$ 87,178	$ 260,535	$ 347,713
General Institutional	$ 1,419,873	$ 1,001,503	$ 183,454	$ 1,138,498	$ 1,321,952
Other Expenditures	$ 271,490	$ 109,665	$ 60,132	$ 157,624	$ 217,756
Scholarships	$ 2,278,000	$ 2,028,637	$ 1,275,691	$ 855,722	$ 2,131,413
Transfer Out	$ -	$ -	$ -	$ -	$ -
Total Contractual Expenses	$ 7,412,458	$ 5,012,338	$ 2,398,099	$ 4,018,268	$ 6,416,367
Total Expenses	$ 27,368,437	$ 17,650,360	$ 8,396,278	$ 16,989,072	$ 25,385,350
Surplus/(Deficit)	$ -	$ 3,906,671	$ 3,728,509	$ (3,826,136)	$ (97,627)

Fiscal Year 22-23 Capital Projects

Debt Obligations		Initial Balance	FY Beginning Balance	FY 22-23 Debt			Spent to Date FY 22-23	Remaining FY Debt	Remaining Debt 8.31.23
Library/Commons - USDA Bond Principal		$ 8,250,000.00	$ 6,915,000.00	$ 300,000.00			$ 300,000.00	$ -	$ 6,615,000.00
Library/Commons - USDA Bond Interest		3.125%	$ -	$ 207,031.24			$ 207,031.24	$ -	
Energy Performance - Siemens Principal		$ 3,525,000.00	$ 3,271,000.00	$ 138,000.00			$ 138,000.00	$ -	$ 3,133,000.00
Energy Performance - Siemens Interest		3.500%		$ 109,795.00			$ 109,795.00	$ -	

Fiscal Year 22-23 Capital Projects	Capital Reserve	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget		Spent Prior FY	FY 22-23 Spent to Date 4.30.23	Encumbered	Remaining Budget	% Complete
Renovations & Revitalization III										
Heat, Ventilation, & Air Conditioning										
Schuyler Hall -Chiller	$ 120,270.00	$ 716,970.00	$ 596,700.00	$ 1,433,940.00		$ 456,899.21	$ 627,599.92	$ 110,074.87	$ 239,366.00	76%
	$ -	$ -	$ 1,000,000.00	$ 1,000,000.00		$ 10,508.11	$ 358,996.85	$ 378,463.84	$ 252,031.20	37%
Lab Renovations										
Makers Space	$ -	$ 150,000.00	$ 150,000.00	$ 300,000.00		$ 8,831.94	$ 152,528.48	$ 9,701.40	$ 128,938.18	54%
Mechatronics	$ -	$ 150,000.00	$ 167,905.92	$ 317,905.92		$ -	$ 137,106.24	$ 180,799.68	$ -	43%
Digital Dome Theater Seating and Software										
Digital Dome Theater	$ 100,000.00	$ 245,000.00	$ 145,000.00	$ 490,000.00		$ 462,933.66	$ 26,022.28	$ -	$ 1,044.06	99.8%
Facilities Master Plan Phase 1										
Design - SWBR Consulting	$ 77,250.00	$ 77,250.00	$ -	$ 154,500.00		$ 63,009.03	$ 91,490.97		$ -	100%

Campus Auxiliary Services Update

In order to meet SUNY requirements, the Information Technology Department presents the following resolutions for RBOT approval:

>   Information Security Program Policy
>   Print Resource Use Policy

HUMAN RESOURCES COMMITTEE

Trustee Lawrence provided a review of the Human Resources Committee report and noted there are 4 action items on the agenda. She noted the committee met on May 30th and discussed the measurable standards and also review the personnel policy handbook .

RESOLUTION #4871-23-Deborah Dunbar, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Deborah Dunbar, Professor in Business.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its deepest appreciation to Deborah Dunbar for her service to the College and wishes her the best of luck in her future endeavors.
 (K. Early, A. Winston, Unanimous)

RESOLUTION #4872-23-Michael Prechtl, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Michael Prechtl, Professor of Mechanical Technology

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

RESOLUTION #4873-23-Performance Growth Awards

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2023. (R. Allison, K. Early, Unanimous)

Babatunde Ayanfodun, Marc Brown, Shalena Clary, Tammy Finn, Matthew Gardner, Wendi Hammond, David Kunkler, Kristine MacDonald, Olivia Drake, Michele Kelly, Jennifer Sellers, and Michele Turner.

RESOLUTION #4874-23- Emeritus Status -

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves the following recommendation for emeritus status, effective September 1, 2023: (N. Wightman, K. Early, Unanimous)

- John Longwell
- Jonathan Balke

RESOLUTION #4875-23-David Smith, Recognizing a Valuable Employee (RAVE) Award

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its appreciation for David Smith's dedication to the College and success of CCC students. (A. Winston, H. Reynolds, Unanimous)

SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of May 15, 2023

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service		1		2	3
Faculty	0	4		3	7
Professional Service	1	6	1	8	16
Grand Total	1	11	1	13	26

Open Position Detail:
Civil Service: Electrician, 1 cleaners
Faculty: Mechanical Technology/Machining, 2 Nursing
Professional Service: 2 Admissions Recruiters, Coordinator Career/Transfer Services, AD Admissions, Dir. Enrollment & Educational Planning, Retention & Educational Planning Specialist, Manufacturing Technician Program Director, Clinical Coordinator, Instructional Technologist (hold), Administrative/Technical Asst. (Assessing)

11. OLD BUSINESS. None

12. NEW BUSINESS. None

13. EXECUTIVE SESSION: No

Chair McKinney-Cherry adjourned the meeting 7:09 pm (P. Chu, K. Early, Unanimous).

In attendance: Chair M. Wayne, R. Allison, J. McKinney-Cherry, H. Reynolds, A. Winston, P. Chu, N. Parks, Sally Jacoby Murphy, Kintu Early

Senior Staff: President Mullaney, Executive Director Ward, Executive Director Chandler, Executive Director Marchese, Executive Director Castellana, VP/Dean Clay, VP/Dean Canfield, Executive Director Eschbach

Support Staff: N. Ka-Tandia, Lisa Patrick

Excused: N. Wightman, Wyatt Stoner

Guests: Joe Rowe, Paul Andrews

1. CALL TO ORDER. Chair Wayne called the meeting to order at 5:31 pm
2. APPROVAL OF AGENDA. (J. McKinney-Cherry, P. Chu, Unanimous)

REGULAR AGENDA

FINANCE REPORT: Executive Chandler presented the preliminary budget

[Resolution T#4876-23 Operating Budget 2023-24](#)
BE IT RESOLVED, the President of the College proposed the 2023-2024 operating budget to the Finance and Facilities Committee; and,

WHEREAS, the Finance and Facilities Committee has reviewed the proposed 2023-2024 Operating Budget of $26,857,865 which includes an appropriation of Fund Balance of $1,400,000 and recommends it for approval;

NOW, THEREFORE BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the 2023-2024 operating budget of $26,857,865; and,

BE IT FURTHER RESOLVED, that a copy of this resolution shall be submitted to the State University of New York for its review and approval. (J. McKinney-Cherry, H. Reynolds, Unanimous)

Resolution T#4877-23 Tuition and Fee Schedule
WHEREAS, the State University of New York requires that the Board of Trustees of each community college approve a Tuition and Fee Schedule; and,

WHEREAS, the Finance and Facilities Committee reviewed the proposed Tuition and Fee Schedule and recommends it to the Regional Board of Trustees for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Tuition and Fee schedule, and;

BE IT FURTHER RESOLVED, that a copy of this resolution, together with the Tuition and Fee Schedule, shall be submitted to the State University of New York for its review and approval. (H. Reynolds, R. Allison, Unanimous)

Chair Wayne thanked the Executive Director Chandler, Lisa Patrick and the entire senior team for their diligent work on the budget.

Chair Wayne requested a motion to adjourn the regular meeting 6:36 and enter into executive session at 6:36 pm (J. McKinney-Cherry, A. Winston, Unanimous).

CORNING COMMUNITY COLLEGE 2023-2024 PROPOSED BUDGET HIGHLIGHTS

Revenues
Base State Aid for 2023-2024 will be $2,997 per FTE or 100% floor based on previous year approved Base Aid, whichever is greater. For 2023-2024 Corning will be funded based on the 100% floor. The projected enrollment for 2022-2023 is 1958 FTE's and 1966.6 FTE's for 2023-2024. We are proposing a 4% increase in tuition for the 2023-2024 year which is consistant with past tuition increases. The 2023-2024 budget includes a 6% increase in the County Chargeback rate from 3,458 per FTE to 3,667 per FTE which is based on the lesser of annual CPI or 6% per current policy.

Expenditures
The Colleges proposed spending plan for 2023-2024 is decreasing ($510,572) or 1.87% lower than the approved 2022-2023 budget. Personnel and fringe benefits comprise 73% of the Colleges budget. There are appropriations for equipment amounting to $319,695 with an additional $147,000 in equipment funding by grants. Day to day contractual operating expenses of $5,100,655 are decreasing by 2.6% and comprise 19% of the College operating budget. Scholarships expense amounts to $1,761,880 which represents 6.5% of the College operating budget.

Fund Balance
The Colleges proposed budget includes $1,400,000 use of fund balance which equates to 5% of the Colleges total operating budget. The total unrestricted operating fund balance as a % of budget is projected to be approximately 37.3% as of 8/31/23 exceding the RBOT requirement of 15%.

Personal Services
Although salaries are increasing approximately 3% across all employee units for FY 24, total Personnel costs are decreasing 2.5% or ($364,304) compared to the previous year approved budget.

Equipment
The 2023-2024 budget includes $319,695 in requests for equipment replacement, which amounts to 1.2% of the operating budget.

Contractual Operating Expenses
The 2023-2024 contractual expenses are decreasing by $135,803 or 2.6% from the prior year.

Employee Benefits
The overall budgeted costs for employee benefits are increasing $465,300 or 9% in 2023-2024, most of which is due to under budgeting in FY 23. Actual increase over FY 23 fringe benefits is approximately 2.7%

CORNING COMMUNITY COLLEGE 2023-2024 PROPOSED BUDGET
ANALYSIS OF BUDGET CHANGES - REVENUES AND EXPENDITURES

	ACTUAL 2021-22	BUDGET 2022-23	REQUEST 2023-24	2022-2023 BUDGET VS 2023-2024 REQUEST	
				INCREASE (DECREASE)	PERCENT VARIANCE
REVENUES					
Resident Tuition & Fees	9,699,291	11,313,880	10,537,245	(776,635)	-6.86%
Out of State Tuition	711,220	785,000	607,000	(178,000)	-22.68%
New York State	7,120,671	7,111,352	7,108,113	(3,239)	-0.05%
County Chargebacks	5,720,256	6,542,550	6,486,507	(56,043)	-0.86%
Grant revenue	3,284,505	743,000	0	(743,000)	-100.00%
Other Revenues	896,894	872,655	719,000	(153,655)	-17.61%
Appropriated Fund Balance	0	0	1,400,000	1,400,000	0.00%
Total Revenues	**27,432,837**	**27,368,437**	**26,857,865**	**-510,572**	**-1.87%**
EXPENDITURES BY FUNCTION					
Instruction	10,844,415	13,850,228	11,381,800	(2,468,428)	-17.82%
Student Service	1,000,838	1,577,811	1,493,230	(84,581)	-5.36%
Academic Support(includes Library)	1,169,064	1,502,510	1,821,919	319,409	21.26%
Operation & Maintenance of Plant	2,909,942	3,218,830	3,385,333	166,503	5.17%
Institutional Support	7,593,794	5,043,058	7,013,702	1,970,644	39.08%
Scholarships	2,155,357	2,176,000	1,761,880	(414,120)	-19.03%
Total Expenditures By Function	**25,673,410**	**27,368,437**	**26,857,865**	**-510,572**	**-1.87%**
EXPENDITURES BY CATEGORY					
Personal Services	13,218,009	14,428,239	14,063,935	(364,304)	-2.52%
Equipment	190,006	381,340	319,695	(61,645)	-16.17%
Contractual Expenses	5,390,166	5,236,458	5,100,655	(135,803)	-2.59%
Scholarship	2,155,357	2,176,000	1,761,880	(414,120)	-19.03%
Employee Benefits	4,719,872	5,146,400	5,611,700	465,300	9.04%
Total Appropriations By Object	**25,673,410**	**27,368,437**	**26,857,865**	**-510,572**	**-1.87%**

CORNING COMMUNITY COLLEGE 2023-2024 PROPOSED BUDGET

<u>MAINTENANCE AND OPERATIONS</u> (Includes all Physical Plant operations)
Maintenance & Operations expenses are budgeted to increase $166,503

Personal Services and Employee Benefits: Personal services and employee benefits are increasing $18,833. This increase reflects personnel changes and related benefits due to retirements and/or unfilled vacancies and refining of actual budget needs during the new budget development process.

Equipment: $115,000 is budget for new equipment $95,000 of which is for physical plant vehicle replacements

Contractual Expenses: Contractual expenses are increasing $125,410. This increase is due primarily to continued increases in utility costs.

<u>INSTITUTIONAL SUPPORT</u> (Includes Public Safety, Human Resources & Diversity, Finance and Administrative Services, Strategic Initiatives, Innovative Learning Sites, Institutional Research, President & RBOT, Information Technology and Related services)
Institutional Support expenses are budgeted to decrease ($619,476).

Personal Services and Employee Benefits: Personal services and employee benefits are increasing $136,772. This increase reflects a combination of personnel changes and related benefits due to retirements and/or unfilled vacancies, negotiated salary changes, as well the refining of actual budget needs during the new budget development process.

Equipment: $140,500 is budgeted for new computer and technology related equipment.

Contractual Expenses: Contractual expenses are decreasing ($231,028). This decrease reflects actual spending needs based on previous year and refining of needs and reductions made through the budget process.
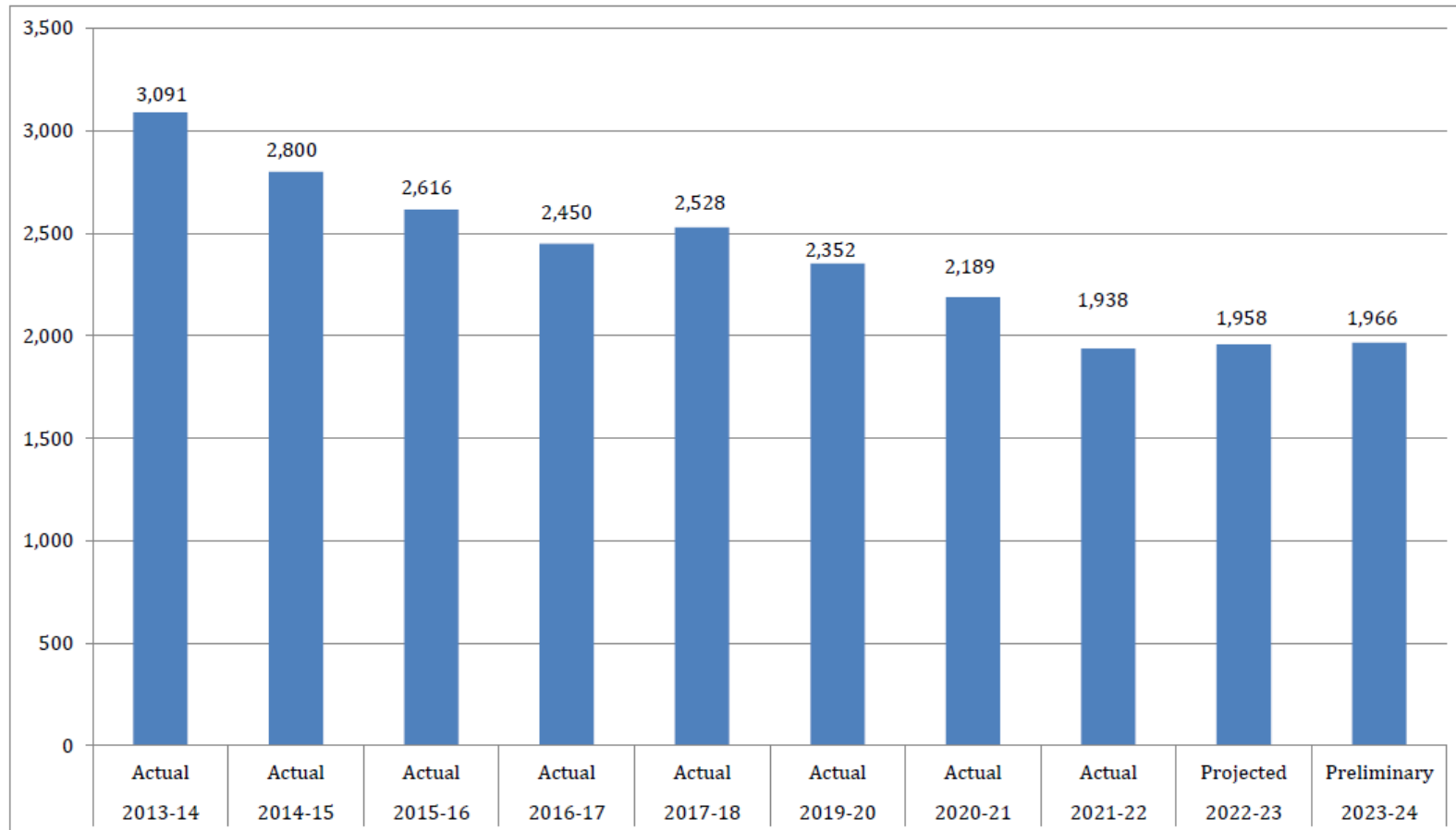
Scholarships: 2023-2024 College scholarships are budgeted at $1,761,880. Scholarships include budgeted financial aid awards as well as scholarships for the ACE program.

CORNING COMMUNITY COLLEGE 2023-2024 PROPOSED BUDGET
PROPOSED BUDGET EXPENDITURES

	ACTUAL 2021-22	BUDGET 2022-23	REQUEST 2023-24	2022-2023 BUDGET VS 2023-2024 REQUEST INCREASE (DECREASE)	PERCENT VARIANCE
Maintenance and Operations					
Personal Services	1,262,855	1,358,856	1,331,054	(27,802)	-2.05%
Equipment	4,094	92,740	115,000	22,260	24.00%
Contractual Expenses	1,192,055	1,282,530	1,407,940	125,410	9.78%
Employee Benefits	450,938	484,704	531,339	46,635	9.62%
Total Maintenance and Operations	**2,909,942**	**3,218,830**	**3,385,333**	**166,503**	**5.17%**
Institutional Support					
Personal Services	2,775,715	2,990,761	3,007,440	16,679	0.56%
Equipment	168,785	251,600	140,500	(111,100)	-44.16%
Contractual Expenses	3,658,145	2,909,893	2,678,865	(231,028)	-7.94%
Scholarships	2,155,357	2,176,000	1,761,880	(414,120)	-19.03%
Employee Benefits	991,147	1,066,804	1,186,897	120,093	11.26%
Total Institutional Support	**9,749,149**	**9,395,058**	**8,775,582**	**(619,476)**	**-6.59%**
Summary of Expenditures by Category					
Personal Services	13,218,009	14,428,239	14,063,935	(364,304)	-2.52%
Equipment	190,006	381,340	319,695	(61,645)	-16.17%
Contractual Expenses	5,390,166	5,236,458	5,100,655	(135,803)	-2.59%
Scholarships	2,155,357	2,176,000	1,761,880	(414,120)	-19.03%
Employee Benefits	4,719,872	5,146,400	5,611,700	465,300	9.04%
Total Expenditures	**25,673,410**	**27,368,437**	**26,857,865**	**(510,572)**	**-1.87%**

CORNING COMMUNITY COLLEGE 2023-2024 PROPOSED BUDGET
10 YEAR FTE ENROLLMENT HISTORY

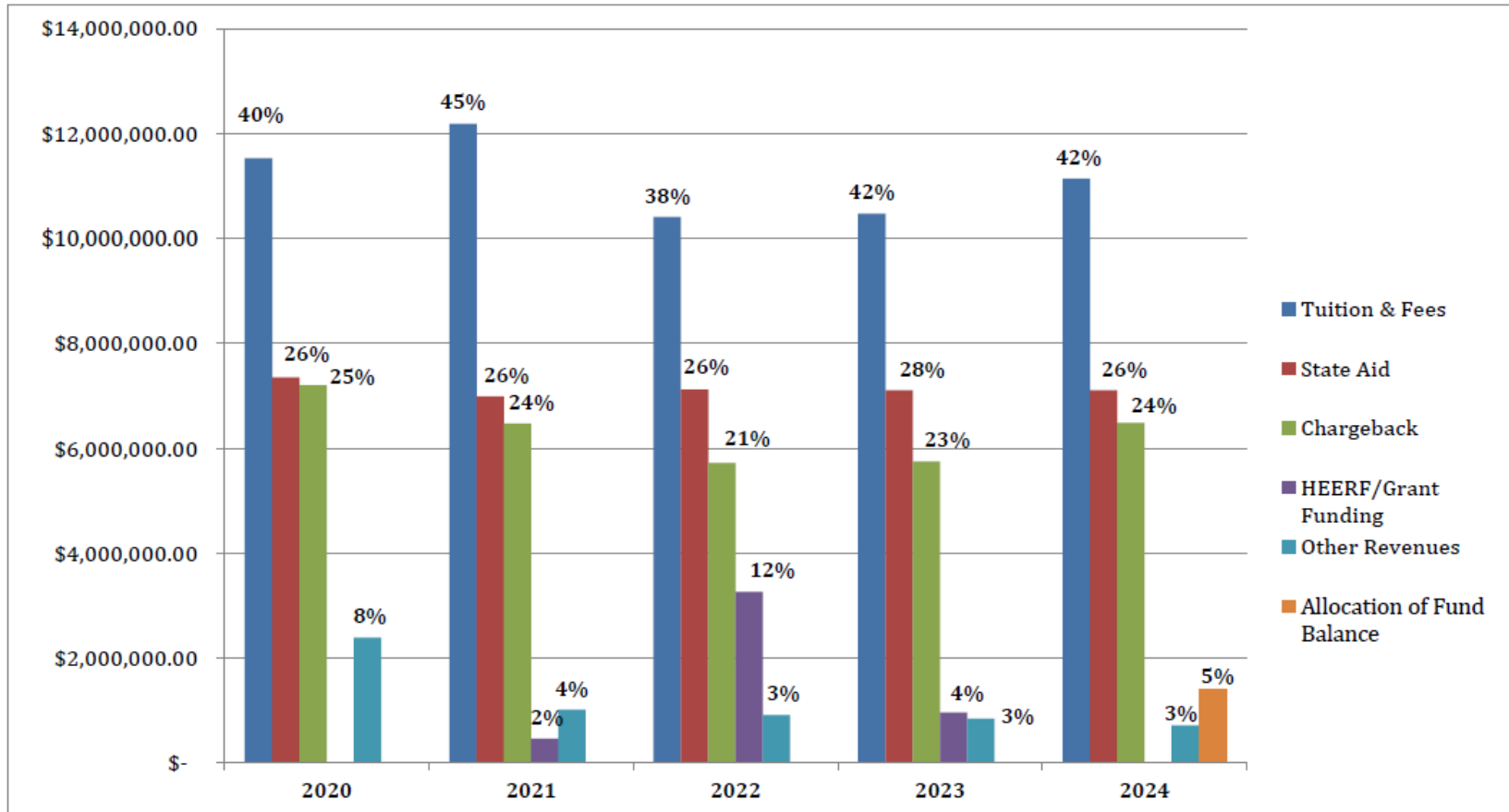|	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23	Preliminary 2023-24
FTE	3,091	2,800	2,616	2,450	2,528	2,352	2,189	1,938	1,958	1,966

* According to data collected by SUNY System Administration Budget office for Community Colleges, FTE enrollment has decreased across all NYS Community Colleges by 30% from 2017-18 to 2021-22. Corning enrollment has decreased 23.3% for that same time period.
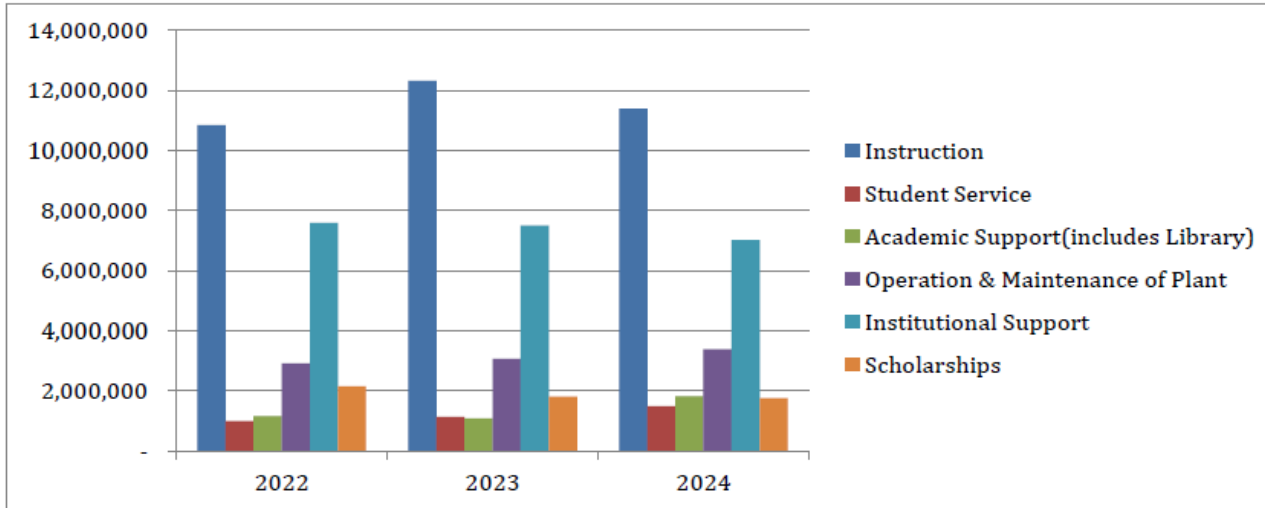
* In 2017-2018, 84.4% of PY high school graduates attended NYS Community Colleges. In 2022-2023 that number is projected to be 58% based on the same data.

* Over the next 7 years the number of High school graduates from Sponsor Counties is projected to decrease 6.6%.
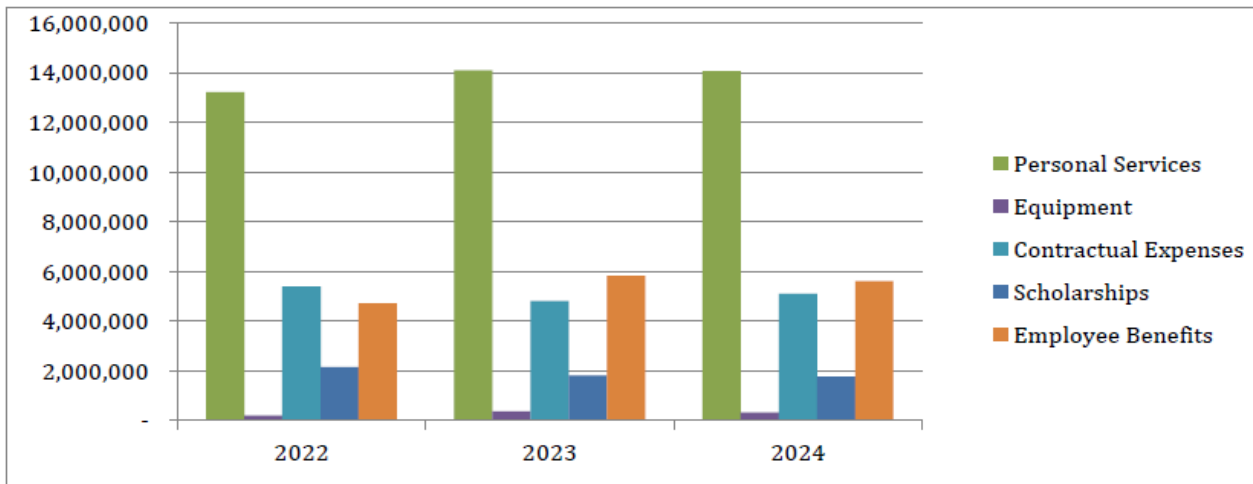
2023-2024 CORNING COMMUNITY COLLEGE PROPOSED BUDGET
% REVENUE BY SOURCE

Legend:
- Tuition & Fees
- State Aid
- Chargeback
- HEERF/Grant Funding
- Other Revenues
- Allocation of Fund Balance

2020: Tuition & Fees 40%, State Aid 26%, Chargeback 25%, Other Revenues 8%

2021: Tuition & Fees 45%, State Aid 26%, Chargeback 24%, HEERF/Grant Funding 2%, Other Revenues 4%

2022: Tuition & Fees 38%, State Aid 26%, Chargeback 21%, HEERF/Grant Funding 12%, Other Revenues 3%

2023: Tuition & Fees 42%, State Aid 28%, Chargeback 23%, HEERF/Grant Funding 4%, Other Revenues 3%

2024: Tuition & Fees 42%, State Aid 26%, Chargeback 24%, Other Revenues 3%, Allocation of Fund Balance 5%

2023-2024 CORNING COMMUNITY COLLEGE PROPOSED BUDGET
EXPENSE BY FUNCTION

Legend:
- ■ Instruction
- ■ Student Service
- ■ Academic Support(includes Library)
- ■ Operation & Maintenance of Plant
- ■ Institutional Support
- ■ Scholarships

2023-2024 CORNING COMMUNITY COLLEGE PROPOSED BUDGET
EXPENSE BY CATEGORY

Legend:
- ■ Personal Services
- ■ Equipment
- ■ Contractual Expenses
- ■ Scholarships
- ■ Employee Benefits

CORNING COMMUNITY COLLEGE 2023-2024 PROPOSED BUDGET
FUND BALANCE AS % OF BUDGET
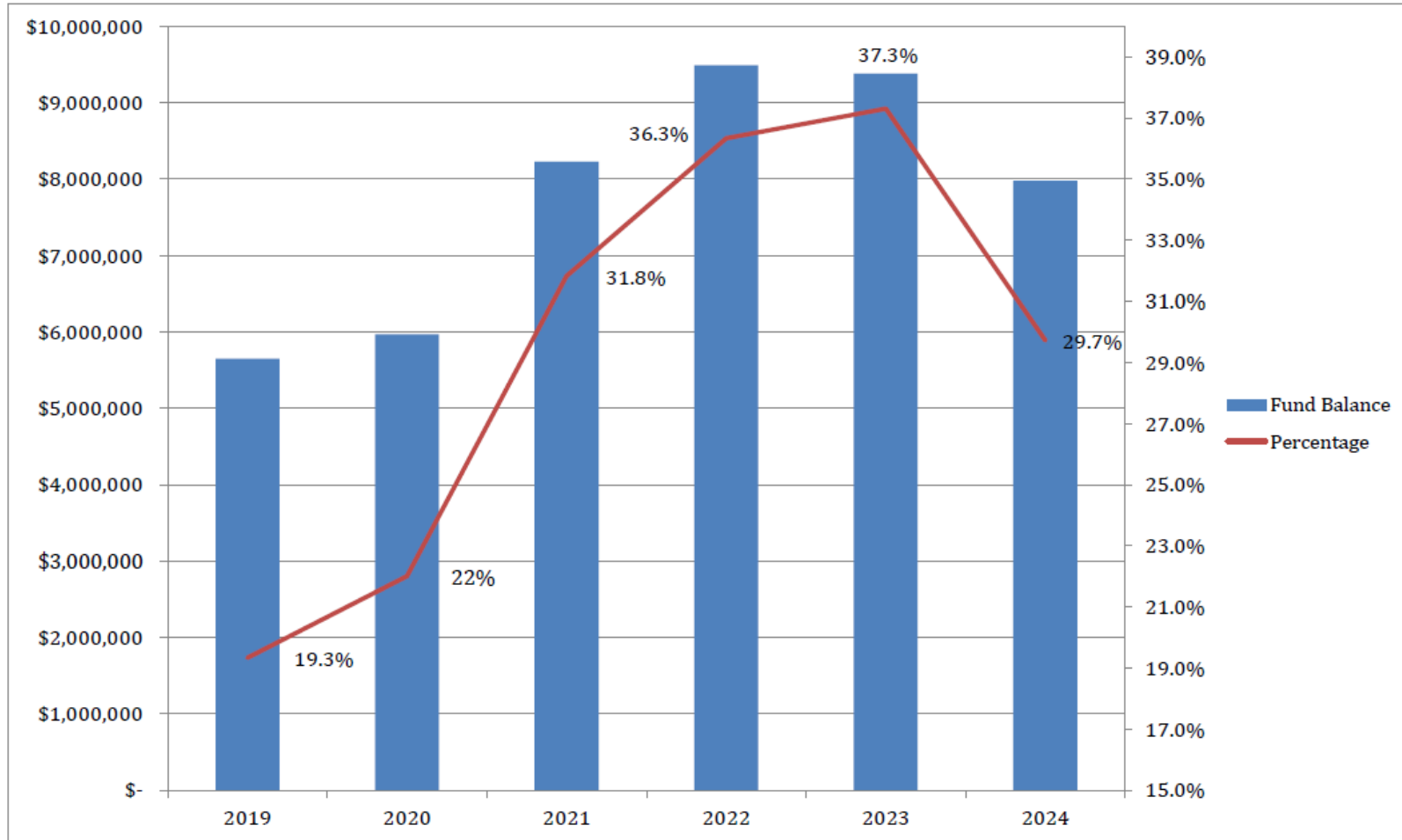
Fund Balance 10 Year History at Year End									
2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
$6,146,929	$5,324,483	$7,610,080	$7,113,314	$5,645,450	$5,968,551	$8,227,396	$9,491,020	$9,382,671	$7,982,671

CORNING COMMUNITY COLLEGE 2023-2024 PROPOSED BUDGET
10 YEAR REVENUE HISTORY

STUDENT SHARE

YEAR B=Budget P=Preliminary	RESIDENT TUITION & FEE REVENUE	% OF NET REVENUE*	FULL-TIME TUITION PER FTE	PART-TIME TUITION PER CREDIT	$ INCREASE FT PER FTE	INCREASE %
2014-15	$ 12,476,754	45.66%	$ 4,150	$ 173	$ 80	1.97%
2015-16	$ 11,816,406	45.26%	$ 4,230	$ 177	$ 80	1.93%
2016-17	$ 11,041,439	44.78%	$ 4,314	$ 180	$ 84	1.99%
2017-18	$ 12,204,184	47.09%	$ 4,400	$ 184	$ 86	1.99%
2018-19	$ 11,859,654	45.83%	$ 4,710	$ 196	$ 310	7.05%
2019-20	$ 11,393,302	45.02%	$ 4,874	$ 203	$ 164	3.48%
2020-21	$ 10,055,582	41.96%	$ 5,068	$ 211	$ 194	3.98%
2021-22	$ 8,757,286	33.22%	$ 5,150	$ 215	$ 82	1.62%
2022-23B	$ 10,243,380	40.02%	$ 5,304	$ 221	$ 154	2.99%
2023-24 P	$ 9,670,645	38.25%	$ 5,520	$ 230	$ 216	4.07%

* This category includes Resident Tuition & Technology Fee
**Net Revenue includes Total Revenue less Other revenues

STATE SHARE - STATE AID

YEAR B=Budget P=Preliminary	TOTAL FUNDED FTE'S*	TOTAL BASE STATE AID	BASE STATE AID RATE PER FTE	$ Increase/FTE State Aid	INCREASE %	% OF NET REVENUE**
2014-15	3116.0	$ 7,897,874	$ 2,497	75	3.10%	28.90%
2015-16	2936.0	$ 7,691,309	$ 2,597	100	4.00%	29.46%
2016-17	2766.4	$ 7,521,719	$ 2,697	100	3.85%	30.51%
2017-18	2569.8	$ 7,277,740	$ 2,747	50	1.85%	28.08%
2018-19	2527.9	$ 7,407,200	$ 2,847	100	3.64%	28.62%
2019-20	2351.6	$ 7,265,468	$ 2,947	100	3.51%	28.71%
2020-21	2381.7	$ 7,110,816	$ 2,947	-	0.00%	29.67%
2021-22	2266.7	$ 6,968,600	$ 2,947	-	0.00%	26.43%
2022-23B	2285.5	$ 6,968,600	$ 2,997	50	1.70%	27.23%
2023-24 P	1966.6	$ 6,968,600	$ 2,997	-	0.00%	27.57%

* Funded FTE's is the greater of actual FTE or 3 year weighted average FTE
Net Revenue includes Total Revenue less Other revenues

LOCAL SHARE

YEAR B=Budget P=Preliminary	CHARGEBACK RATE PER FTE	SPONSOR CHARGEBACKS	CHARGES TO OTHER NYS COUNTY'S	NON-RESIDENT TUITION	% OF NET REVENUE**	CHANGE IN FUND BALANCE	FUND BALANCE % of BUDGET
2014-15	$ 2,867	$ 6,672,306	$ 781,929	$ 897,051	30.56%	$ -	20.00%
2015-16	$ 2,872	$ 6,093,697	$ 877,994	$ 879,996	30.07%	$ 873,131	18.00%
2016-17	$ 2,910	$ 5,739,210	$ 795,555	$ 967,846	30.43%	$ 81,353	28.00%
2017-18	$ 2,982	$ 6,070,069	$ 855,838	$ 1,080,626	30.90%	$ (496,766)	24.00%
2018-19	$ 3,044	$ 5,662,730	$ 707,958	$ 1,251,027	29.45%	$ (1,268,275)	19.30%
2019-20	$ 3,102	$ 5,770,206	$ 705,258	$ 796,084	28.73%	$ 375,553	22.00%
2020-21	$ 3,180	$ 5,277,891	$ 629,915	$ 983,281	28.75%	$ 2,321,192	31.80%
2021-22	$ 3,263	$ 5,720,255	$ 578,420	$ 711,220	26.59%	$ 1,263,624	36.30%
2022-23B	$ 3,458	$ 6,542,550	$ 689,250	$ 785,000	31.32%	$ (108,349)	37.30%
2023-24 P	$ 3,667	$ 6,486,507	$ 683,346	$ 607,000	30.76%	$ (1,400,000)	29.70%

* This category includes Non-Resident Tuition, County Chargebacks, Use of fund balance
**Net Revenue includes Total Revenue less Other revenues   15

Student Tuition and Fee Changes

	22-23	23-24	
TUITION	Approved	Proposed	
Full time students (12 or more credit hours)			
NY RESIDENT WITH VALID COR	$ 2,650.00	$ 2,760.00	PER SEMESTER
NY RESIDENT WITHOUT VALID COR	$ 4,405.00	$ 4,596.00	PER SEMESTER
OUT OF STATE	$ 4,405.00	$ 4,596.00	PER SEMESTER
Part- time students (fewer than 12 credit hours)			
NY RESIDENT WITH VALID COR	$ 221.00	$ 230.00	PER CREDIT HOUR
NY RESIDENT WITHOUT VALID COR	$ 367.00	$ 383.00	PER CREDIT HOUR
OUT OF STATE	$ 367.00	$ 383.00	PER CREDIT HOUR
ACE (Accelerated College Education)			
FULL-TIME	$ 884.00	$ 924.00	PER SEMESTER
PART-TIME	$ 74.00	$ 77.00	PER CREDIT HOUR
COUNTY CHARGEBACKS	$3,458.00	$3,667.00	PER FTE/SEMESTER
STUDENT FEES			
COURSE AUDIT FEE – NON REFUNDABLE - NEW		$ 50.00	PER COURSE
STUDENT NURSE PREP COURSE FEE - NEW		$ 305.00	PER SEMESTER
OPEN EDUCATIONAL RESOURCES	$ 25.00	$ 10.00	PER COURSE
TECHNOLOGY FEE	$ 14.00	$ 14.00	PER CREDIT HOUR
STUDENT LIFE FEE	$ 155.00	$ 155.00	PER SEMESTER
HOUSING COSTS – MEAL PLANS			
RESIDENT MEAL PLAN - MANDATORY 14 MEALS PER WEEK	$ 2,165.00	$ 2,366.00	PER SEMESTER
OPTIONAL MEAL PLAN - 10 CARD SWIPES	$ 90.00	$ 98.00	FOR 10 MEALS
OPTIONAL MEAL PLAN - 20 CARD SWIPES	$ 175.00	$ 191.00	FOR 20 MEALS
OPTIONAL MEAL PLAN - 30 CARD SWIPES	$ 250.00	$ 273.00	FOR 30 MEALS
OPTIONAL MEAL PLAN - 40 CARD SWIPES	$ 325.00	$ 355.00	FOR 40 MEALS
OPTIONAL MEAL PLAN - 50 CARD SWIPES	$ 400.00	$ 437.00	FOR 50 MEALS

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Report by VP/Dean of Academic Affairs, Dr. Barbara Canfield
and VP/Dean of Student Development and Enrollment Management, Maarit Clay
August 21, 2023

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.

DISCUSSION ITEMS:

1. VP/Dean of Academic Affairs Report
2. VP/Dean of Student Development and Enrollment Management Report

ACTION ITEMS:

NONE

NEXT COMMITTEE MEETING: October 2, 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 underrepresent groups and evaluate the college's 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.

In Attendance:	J. McKinney-Cherry, M. Wayne, P. Chu, K. Early, N. Wightman
Senior Staff:	President Mullaney, VP/Dean Canfield, VP/Dean Clay, N. Ka-Tandia
Guests:	Joe Rowe
Excused:	S. Jacoby Murphy, R. Allison, W. Stoner

Trustee McKinney-Cherry called the meeting of the CASS committee meeting at 5:01 pm and reminded the committee about the mission of the CASS committee which is to consider and make recommendations to the board of trustees with respect to all aspects of academic and student matters.
She is also shared that the Nursing program has a 87% passing rate. With 3 students left to test.

Trustee Wayne asked about the nursing report that was supposed to be provided to RBOT. Dr. Canfield is working on it.

Dr. Canfield provided an overview of the academic affairs report and highlighted few points:

- Accessibility Services. Kathleen Craig is really trying to expand, communication throughout the campus about what accessibility services is.
- Kris MacDonald is currently working on Course materials with first day complete to make sure we can get the word out and use it in bright space for those electronic materials.
- For Maker Space, equipment has been purchased, and it's coming in and being installed as we speak
- Jennifer Sellers has been busy full steam ahead camp, which was for young ladies in middle school age. The committee discussed at length how to diversify this group by including young boys to diversify the program

VP/Dean Clay provided an overview of Student Development and Enrollment Management, noted various actions taken since the report was created, and highlighted several key points. Notable updates included:

Admissions & Recruitment
- Classes started today
- Enrollment Center is fully staffed
- First day snapshot will be revealed tomorrow
- Enrollment is around 98% of projected goals
- Mental Health: 7 relaxation stations placed on campus and Learning Commons relaxation room. Promotional items and new

banner-ups for Student Assistance Program (SAP). SAP will be fully staffed this year- two additional MSW interns, one residing in Perry Hall and offering evening programming/services for residents.

- EOP Summer Program: 27 new, including 3 virtual; 22 in Perry Hall for summer
- Perry Hall: 107 students have been clear to move in and 5 are expected to move in by the end of the week
- Move in day and orientation was a success

Overall the focus is on student communications such as financial aid, drop day.

Trustee McKinney-Cherry adjourned the CASS Committee meeting at 6:10 p.m.

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. Barbara Canfield

August 21, 2023

<u>Academic Affairs:</u>

- Kathleen Craig, Coordinator of Accessibility Services (AS) gave a presentation to EAC staff regarding Accessibility Services for students 6.14.23
- Accessibility Services received a SUNY grant for $2,124 which will be used to install an automatic door opener for the AS office suite.
- The 2022-23 New Faculty Orientation Program has had the highest completion rate (65%) in the last five years. This is for full-time and adjunct faculty that includes LMS training; a teaching methodology course; attendance at College governance committees; observing and being observed by mentors; and workshops on campus technology, campus processes like tenure and advising.
- Kris MacDonald, Director of CTIE collaborated with departments to assist with the launch of First Day Complete. She created a template in Brightspace that was pushed to Fall courses, only requiring faculty to add in their publisher's LTI link, rather than creating an entire module.
- Preparing to excise the antiquated CNC machines from ACP to make room for the new CNC machines and make it a showcase for CCC with the local industry. Three CNC machines have been ordered from the new ARC grant.
- Makerspace equipment continues to arrive.
- Full STEAHM Ahead, July 17-21 and July 31-August 4, 4-5 grades. 46 girls participated plus 5 junior chaperones (past participants).. Over the course of each week students attend 20 workshops plus daily wellness activities. Workshops are led by CCC faculty, adjuncts, and community partners. This year's community partners were from Corning's Technology Community Women's Network, the Paleontological Research Institute (Museum of the Earth), and the Elmira-Corning Association of University Women. This year's program was sponsored by the Elmira-Corning AAUW, the Fund for Women of the Southern Tier, and the Triangle Fund. Grant assistance was provided by the Corning Community College Development Foundation.
- Monthly attendance at the Digital dome has averaged 250 during the summer months. We are now taking fees for public shows. The ticket sales system was implemented on July 21.
- Since opening the Digital Dome, Observatory attendance has doubled.

- The Science and Discovery Center has been using Spencer Crest for their summer programs. This is the 13th year of partnership. It is great exposure to the college for hundreds of elementary students.
- Library Services has expanded resources to students with a new subscription to JSTOR. The JSTOR database provides full access to Arts & Sciences, Life Sciences, Business, Sustainability, Security Studies, and Primary Sources collections.
- Over the summer, library staff completed an overhaul of the library's course reserve collection. In an effort to help students lower their textbook costs and provide additional options for study, the library maintains a collection of current course materials available for short-term loans.
- Keith Ward has begun serving on the Board of Advisors for STAR-NY (SUNY's late-night online tutoring consortium) as Team Leader for the Green Hub. The Green Hub includes participating community colleges in central and western NY.
- Learning Commons staff have been preparing and providing specially-tailored presentations of our services to EOP students, ACE instructors, Nursing Freshmen, and Nursing Sophomores.
- Graduates of the class of 2023, as of Wednesday July 26th, have a 90.6 % pass rate with 39 out of 43 students successfully passing the NCLEX on the first try. Many factors which have contributed to this success such as the individualized support provided by Nurse Learning Specialist Diane Davis, enhanced simulation opportunities led by faculty Ashley Molina and staff assistant Tammy Finn, high impact teaching practices used by all faculty on the team: Lisa Palumbo, Shelly Dugas- Thomas, and Jessica Gerrish. SUNY High Needs Nursing Grant funding has funded several resources targeting NCLEX preparation.
- Trustee Parks, Nursing Director Jubilee, ADI Beall, and VPAA Canfield met to discuss potential agenda items for a Nursing Summit that is being planned for Oct/Nov 2023 to discuss ways to address the need for nurses in our service area. Director Jubilee will be attending the NYS Nursing Summit in August and we will use the information she brings back from this convening to inform our agenda.

Recruitment/Admissions

- New Students for Fall 2023: Applicants 1233, Accepted 811, Registered 334
- Express Enrollments: July 10 & 11 = 8.8 FTE   Aug 2 & 3 = 6.7 FTE

Retention

- Retention - 53.5% to date
- Advising: Continuing Student Calling Campaign: Registration Days July 5 & 6 = 10 FTE; Express Enrollments
- Mental Health: 7 relaxation stations placed on campus and Learning Commons relaxation room. Promotional items and new banner-ups for Student Assistance Program (SAP). SAP will be fully staffed this year- two additional MSW interns, one residing in Perry Hall and offering evening programming/services for residents.
- Basic Needs: S. Johnson will be the Homeless Liaison. This SUNY initiative will broaden our network of support options and facilitate idea sharing.
- EOP: 9 scheduled to return (registered)

Perry Hall

FL 23, 133 active contracts, FL 22, 122; FL 23, 87 new students, FL 22, 88; FL 23, 46 returning students, FL 22,34; FL 23 50 student athletes, FL 22 45 student athletes

Engagement

- Student Life
  - Baron Bash (New Student Orientation) 8/20- Playfair, a student engagement team building and retention focused company, is running programming for the event.
  - #checkusout will be held the first Thursday of classes and focus on student resources and engagement/support opportunities for students. 14 areas have signed up thus far.

- Athletics
  - Five new coaches hired
  - Three student athletes named NJCAA Academic All-Americans (3.8+GPA) and 10 named NJCAA Academic All-Region (3.5+GPA)
  - SUNY CCC Softball is the NJCAA DIII Softball National Runner-up for the 3rd consecutive year. B. Benjamin, G. Vondracek, and J. Hill transferred with athletic scholarships totaling > $175 K. G. Vondracek- NJCAA DIII National Softball Player of the Year, NFCA Two Year School DIII Softball Player of the Year, SUNY Student-Athlete of the Year, and NJCAA Region III Student-Athlete of the Year
- Perry Hall
  - 5 RA's hired and will arrive for training 8/12
  - SWANK streaming services - access to current movies for all students while on campus and more robust programming for movie streaming and group viewings
- EOP Summer Program: 27 new, including 3 virtual; 22 in Perry Hall for summer
  - Math for College using ALEKS Placement and Prep for individualized instruction
  - Enrichment: Hands-on Glass 7/26, Habitat for Humanity community service project 8/2

Operations

- Visiting Students Summer 2023: 163 Requests, 131 Registered; Graduates: 206 Conferred Spring 2023 Graduates; Transcripts Entered 1/1/23 - 8/1/23: 185

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee
Tuesday, August 22, 2023
Via Zoom

AGENDA

MISSION:
The Executive Committee shall consist of the officers: Chair, Vice-Chair, Treasurer, of the Board of Trustees; the Chairperson of the Academic and Student Services Committee; the Chairperson of the External Affairs Committee; the Chairperson of the Personnel Committee; Chairperson of Finance and Facilities Committee; and the immediate past Chairperson.

DISCUSSION ITEMS:
1. Chair Update

2. President Update

ACTION ITEM:

RESOLUTION of Appreciation #T4877-23-Jeanne Eschbach

RESOLUTION #T4878-23 SUNY Corning Community Strategic Plan & Framework

EXECUTIVE SESSION: YES
NEXT COMMITTEE MEETING: TBD

Measurable Standards for the Executive Committee are:

- Review and maintain Trustee Orientation Program;
- On an annual basis, monitor the progress of the Strategic Budgeting Plan, the Strategic Plan, and Report Card and refer issues to appropriate Regional Board of Trustees Committee;
- Plan and Implement the Annual Board Retreat;
- Coordinate the evaluation of the President's review process;
- Coordinate the annual evaluation process for Board effectiveness at the Annual Retreat;
- On a bi-annual basis, review the existing By-Laws of the Regional Board and recommend appropriate changes;
- On an annual basis, review and approve the composition of all Advisory Boards for academic programs and recommend appointments for replacements as needed;
- At the Annual Retreat, review report of Regional Board of Trustees resolutions;
- Review the Regional Board of Trustees policy manual at least annually;
- Review of Presidential contract in second calendar quarter;
- Monitor the development of the plan for the establishment of campus sites;
- Review President's expenses on semiannual basis;
- Review and discuss Regional Board of Trustees attendance at the annual retreat;
- Ensure that actions are consistent with Strategic Initiatives
- Maintain relationships with county legislators through annual presentations of the State of the College during the first quarter of every calendar year.
- Invest NYS legislative software through NYCCAP.
- Support community college advocacy staff representations in Albany through annual budget cycles.
- Forward legislation information to RBOT members quarterly.
- Support faculty and student participation in SUNY Legislative Days in Albany.
- Nurture Senior Staff interaction with Legislators.
- Annually host elected officials to inform, advocate, and expose them to our campuses.

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee Meeting
Minutes
August 22, 2023
Zoom

MINUTES

In attendance: Trustees: Chair Wayne, N. Wightman, N. Parks, J. McKinney-Cherry, H. Reynolds, A. Winston,

Senior Staff: President Mullaney, VP/Dean SDEM, M. Clay

Support Staff: Nogaye Ka-Tandia

Chair Wayne called the meeting to order at 3:35 p.m. and noted there are 2 actions items in the agenda:

ACTION ITEM:

RESOLUTION of Appreciation #T4877-23-Jeanne Eschbach

RESOLUTION #T4878-23 SUNY Corning Community Strategic Plan & Framework

Chair Updates

- Discussed the deficit in the budget
- Discussed adding offer more specifics about Perry Hall sustainability in our Strategic Enrollment
- 99.4% of targeted enrollment
- Discussed continued effort to increase enrollment into spring semester
- COCM meeting with Foundation and RBOT executive to discuss the strategic Plan

Dr. Mullaney provided updates the following updates:

Campus Updates:

- Move in day and orientation was a success. Great participation from Staff, Faculty and Student Volunteers
- 187 students attended the orientation. Very pleased about the outcome. Stacy and Daisia did a fantastic job
- Fall short of our Perry hall goal (around 112)
- Campus looked amazing
- Start Up guest (Nordia Hoff, a non-traditional student) was the highlight of the event

DISCUSSION ITEMS

SUNY CCC Strategic Plan 2023-26

Dr. Mullaney noted that the strategic plan was mapped out to reflect our new mission, vision value. The main areas are
- Diversity, Equity and Inclusion
- Student Success
- Academic Partnerships

The framework that was shared with trustees was used to guide every decision and streamline/aligned where our focus is.

The committee discussed and shared comments and feedbacks for the strategic plan such as emphasizing non-traditional students,

Perry Hall, workforce development and clarifying student debt on the DEI portion of the Strategic Plan.

Trustee Wayne proposed to revisit the Strategic Plan and track progress every 3 months.

The Committee agreed to move forward with all the resolutions to the full Board for consideration and approval.

Chair Wayne adjourned the Executive Committee at 4:17 pm and request a motion to enter into executive session.

STRATEGIC PLAN 2023-26

DIVERSITY, EQUITY, and INCLUSION

1.1 Inclusive Outreach

1.1.1 Increase culturally responsive commitment to racial and social equity

1.1.2 Engage in community outreach to support DEI initiatives

1.2 Equitable Student Support

1.2.1 Increase equity-minded practices in the classroom and throughout the student experience and services

1.2.2 Improve cohort-focused support delivery

1.2.3 Improve graduation rates, retention rates, and student debt of Black, Indigenous, People of Color (BIPOC) students

1.3 Equity and Organizational Change

1.3.1 Broaden employee understanding of diversity, equity, and inclusion

1.3.2 Identify and improve unit-based data for equity

1.3.3 Improve policies, practices, and procedures that impact equity

STUDENT SUCCESS

2.1 High Demand Programs

2.1.1 Develop new programs: Optical Technician, Surgical Technician, Automotive Technician, Manufacturing Battery Technician, Building Automation Technician

2.1.2 Expand micro-credentials in collaboration with business/industry

2.2 Recruitment Outreach

2.2.1 Work with high school and BOCES teachers to promote career and college readiness

2.2.2 Collaborate with businesses, agencies, and charitable and nonprofit organizations to promote college opportunities and job outlook

2.2.3 Improve messaging and communication to target audiences

2.3 Proactive Student Support

2.3.1 Offer co-requisite models of instruction in all Math and English Pathways

2.3.2 Improve adult student friendly practices in academic, financial, and social resources

2.3.3 Integrate ACE and on campus messaging, and service and support to students

2.3.4 Increase at-risk student use of academic, financial, and social support

2.4 Student Engagement

2.4.1 Engage students with career exploration and pathways to careers

2.4.2 Improve online pedagogy

2.4.3 Foster innovative learning environments through the use of technology

2.4.4 Promote student resilience

PARTNERSHIPS

3.1 Academic Partnerships

3.1.1 Establish new collaborations with education partners for academic and career tracks

3.1.2 Evaluate Accelerated College Education dual-enrollment program in order to improve student conversion rate.

3.1.3 Expand Transfer Paths with regional transfer four-year institutions

3.1.4 Develop and implement procedures for consortium opportunities

3.2 Social Mobility Partnerships

3.2.1 Establish Corning Prison Education Program with sustainable funding model

3.3 Economic Development Partnerships

3.3.1 Develop talent pipeline agreements with area industry leaders

3.3.2 Achieve maximal growth in programs that prepare students for high demand occupations

3.4 Philanthropic Partnerships

3.4.1 Establish College strategic priority projects between Foundation and College leadership

3.4.2 Define and develop alumni and donor stories

3.4.3 Use various distribution channels to publicize stories and conduct targeted outreach to identified segments

3.4.4 Increase Foundation resources for College by effective fundraising and endowment management

3.4.5 Partner with CCC Development Foundation and Housing LLC to maintain and operate critical physical assets for College programs and services

Vision: **To be the educational heart of the community where all identities thrive, students reach new heights, and transformative partnerships grow.**
Mission: **Empower Our Students. Elevate Our Community**
Values: **Equity, Connectedness, Exploration, Collaboration, Critical Thinking, Creative Expression, Grit**

Value Impact

V1.
Increase revenue and manage expenses to achieve maximum financial sustainability enabling strategic investment

V2.
Increase credential attainment in fields significant to plans for regional economic growth

Students

Student Experience: SUNY CCC will support students in a welcoming, safe, inclusive, and empowering environment to develop and pursue educational and career goals.

S1.
Increase Enrollment

S2.
Increase Graduation Rate

Internal Processes

IP1.
Leverage technology solutions to improve efficiency

IP2.
Better use data analysis to make meaningful, timely decisions, especially related to resource allocation

Talent and Culture

Employee Experience: SUNY CCC on-boards, trains, and develops faculty and staff in an inclusive and supportive environment.

TC1
Faculty and staff feel valued, respected, and engaged

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CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES
External Affairs Committee
Tuesday, August 22, 2023
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:
October 3, 2023

MEASURABLE STANDARDS

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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, Schuyler 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.

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
August 22, 2023
Via Zoom
[MINUTES](#)

In Attendance: Trustees: M. Wayne, A. Winston, N. Parks, P. Chu H. Reynolds, M. Lawrence, S. Jacoby Murphy

Senior Staff: President Mullaney, VP/Dean Clay, Executive Director Castellana, Executive Director Marchese, Nogaye Ka-Tandia

Excused: R. Allison, J. McKinney-Cherry

Trustee Winston called the External Affairs Committee meeting to order at 4:38 pm, noting there is one action item on the agenda.

ACTION ITEMS:

DISCUSSION ITEMS:
[CCC Development Foundation Report](#)
Polly Chu, the Foundation's liaison, reported an increase in donors. Assistant Director Mitchell joined in January, and Dr. Marchese is pleased with his addition. Also, Executive Director Marchese is working with a consultant to revamp the strategic plan. The aim is to have a joint meeting of the executive boards in October to review the plan and get final approval by the foundation board in December.

Executive Director Marchese provided and overview of the Development Foundation

- Completed scholarship notifications. Students have been notified and awards are going out actively

[Marketing/Communications Report](#)
VP/Dean Clay provided an overview of the Marketing report.

- Continuous monitoring of the contract with digital 2060 digital is doing. Thinking about switching our mix of the different kinds of products that they
- The digital ads seem to be a little bit more successful in in getting potential students to where we want them on the web site and to follow up actions.
- Social media engagements strong

- Stories and Friday faculty series is a success

Workforce Education & Academic Pathways Report

Executive Director Castellana summarized her report and highlighted a few points:
- Revenue for WEAP is over 70%

Trustee Winston thanked Dawn Marie for organizing Jeanne's retirement

Legislative Relations Report

Trustee Winston provided the report below

1. Federal: Higher Education Update
   - ACCT: Public Policy and Advocacy Committee Meeting Report
   - Legislative Watch: Short Term Pell
2. State: Higher Education:
   - NYCCT & NYCCAP Meeting Report
   - Senator Tom O'Mara Meeting: Budget Preview
3. Local: Tri-County Update

President Mullaney and Executive Director Marchese are attending Longworth's town hall next week

Trustee Wayne adjourned the External Affairs Committee meeting at 4:53 p.m.

CCC Development Foundation
Submitted by John Marchese, Executive Director of Development Foundation
Tuesday, August 22, 2023

- John Marchese, Mitchell Smith, & Kesha Davis attended the Association of Fundraising Professionals (AFP) Finger Lakes Chapter Conference on June 22.
- John Marchese has attended a number of local events including the Corning Chamber Business After Hours event at John G. Ullman & Associates and the Corning Chamber Business After Hours/IncubatorWorks Patio Party event.
- The Foundation sponsored a table at the Fund for Women Annual Inspire Fundraising dinner on June 12.
- The Douglas L. and Susan M. Cotton Scholarship has been established at the $50,000 endowment level, which will provide one scholarship for a continuing student in STEM fields each year.
- Kai D'Alleva, Superintendent of Watkins Glen Central School District, has joined the CCCDF Board of Directors and Felissa Koernig is resigning effective August 31, as she transitions out of the area.
- The fourth Baron Bulletin e-newsletter was sent in late July.
- The Q3 Annual Fund solicitation mailing with Deb Dunbar, a recent retiree/alum, as signatory will be sent in September.
- A strategic planning consultant, Dr. Kerr Mesner of Heart Story Consulting in Ithaca, has been retained and will be facilitating this process with the Foundation in the coming months.
- Biweekly meetings with COCM to provide status updates are ongoing and key internal stakeholders in Student Services and Marketing are holding additional regular meetings.
- 2023-2024 CCC scholarship award notifications were sent to students in early August.
- Planning is ongoing for two upcoming fall events: Scholarship Recognition Ceremony (10/19/23) and Reflections (11/17/23).
- Annual Giving results through 8/02/2023:

8/2 Comparison - Dollars (2022 vs 2023)

8/2 Comparison - Donor Counts (2022 vs 2023)
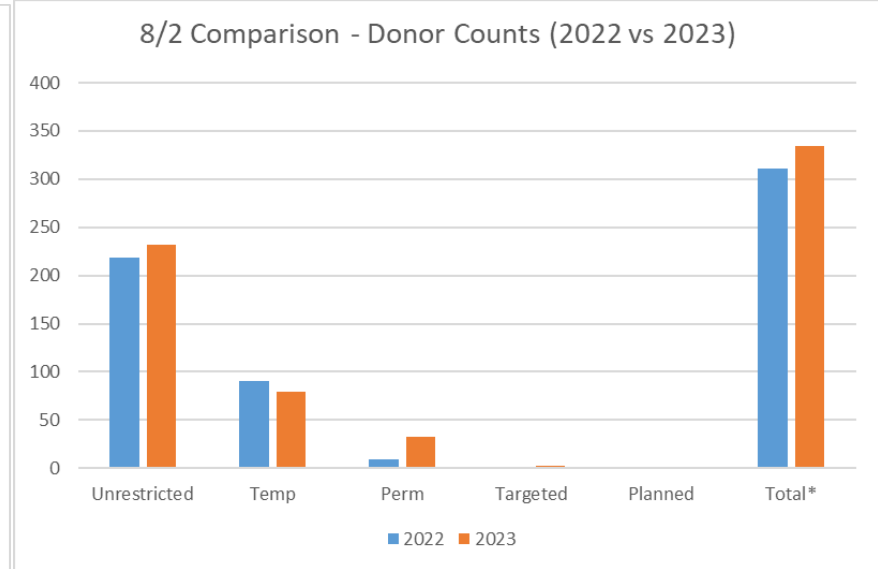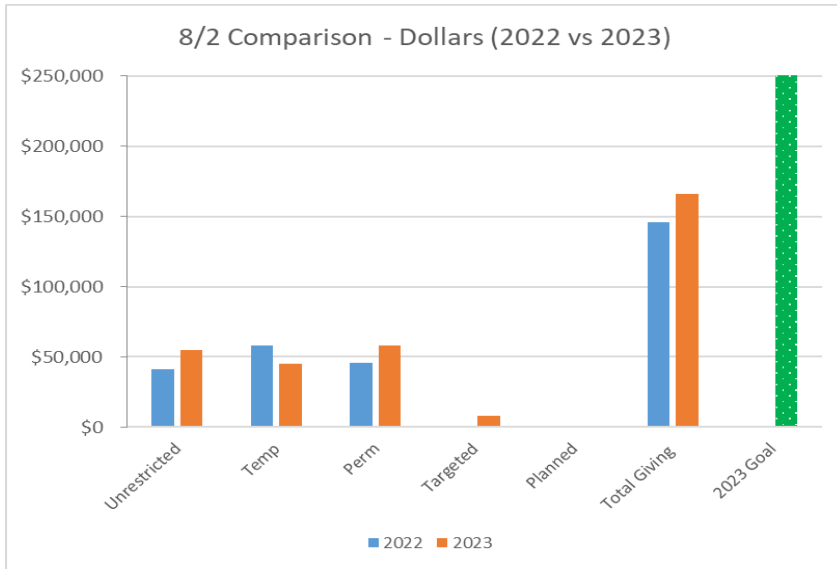
	2022	2023		2022	2023
Unrestricted	$41,385.45	$54,677.96	Unrestricted	219	232
Temp	$58,392.93	$44,944.08	Temp	90	79
Perm	$45,925.41	$58,069.93	Perm	9	33
Targeted	$0.00	$8,000.00	Targeted	0	3
Planned	$0.00	$0.00	Planned	0	0
Total Giving	$145,703.79	$165,691.97	Total*	311	334
2023 Goal		$252,770.00	* Unduplicated count of annual donors		

<h1 style="text-align:center">Marketing/Communications</h1>

<p style="text-align:center">Submitted by Maarit Clay, Vice President of Student Development and Enrollment Management
Tuesday, August 22, 2023</p>

Highlights
- 2060 Digital Marketing: Digital Ads (616,722 impressions; 3,752 clicks) | Social Media (100,722 impressions; 1,069 clicks) | OTT/CTV (101,779 impressions; 97.95% completion rate) | YouTube Pre-Roll (448,788 impressions; 283,770 views; 63.23% view rate), Local SEO (8,323 impressions May & June)
- LocaliQ Digital Search: 27,899 impressions; 6,736 link clicks; 24.14% clickthrough rate
- Summer Courses Landing Page: 10,256 pageviews, 2,452 users
- Full STEAHM Ahead - local TV morning show appearances on WENY & WETM
- Express Enrollment: Facebook Ad (59,364 impressions, 303 link clicks), Digital Billboards (Elmira & Barton), Postcards (30 QR code scans)
- Email to continuing students (200) to drive registration appointments (32% open; 13 link clicks)
- Elmira Activate Workforce - Billboards (Elmira & Barton), Postcard to 24+ list, morning show appearance on WETM

Performance
1. **Website: May 10 - July 27 2022/2023 Comparison**

Channel Grouping	New Users 2022	New Users 2023	Change
Organic Search	18,903	16,700	-11.65%
Direct	12,163	13,792	+13.39%
Paid Search	3,102	3,588	+15.67
Referral (SUNY & paid)	2,656	1,460	-45.03%
Social	1,104	4,305	+289.1%

2. **Chatbot: May 10 - July 27 2022/2023 Comparison**

Channel Grouping	2022 (May 10-July 27)	2023 (May 10-July 27)	Change
Chat Sessions	548	520	-8.13%
Calls	566	566	0%

<u>Other</u>
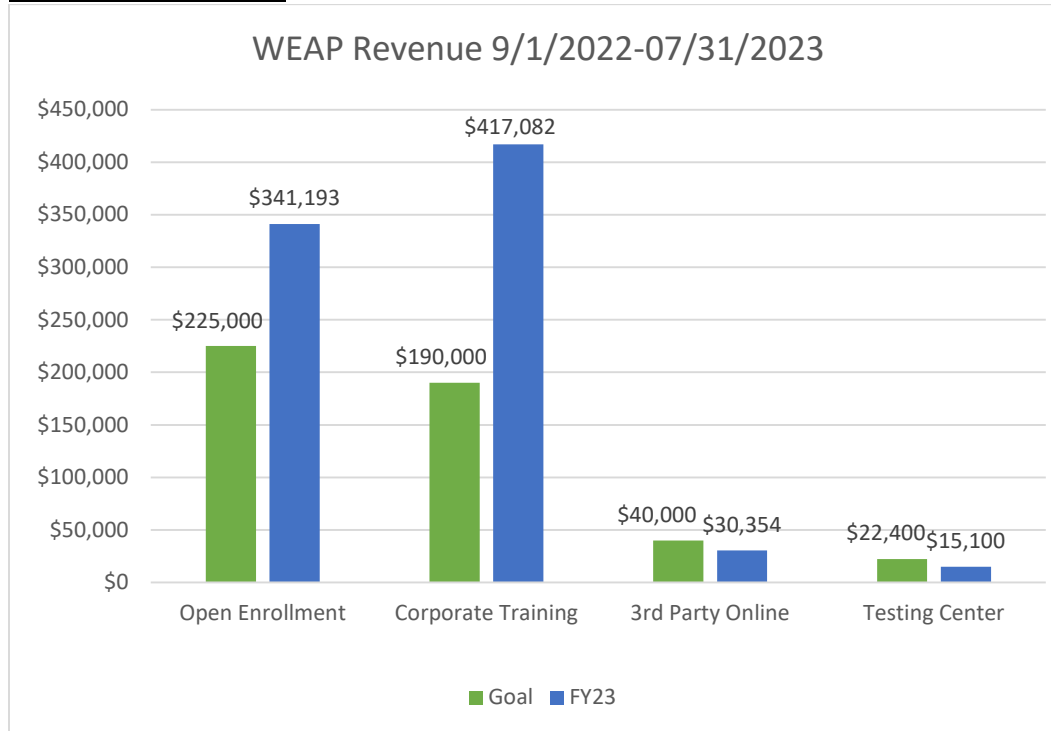- Faculty Friday Series: [Daniel Coble](), [Andy Diffenderfer](), [Dr. Sri Kamesh Narasimhan](), [David Pindel](), [Dr. Robert A. Koble](), [Lisa Palumbo]()
- Press Releases: ACE Accreditation, Dawn Marie Castellana WEAP, President's List, Dean's List
- Photo galleries for [Nurse Pinning Ceremony]() & [Commencement]()
- Continued social media promotion of Digital Dome Theater shows
- Nurse Education rack card for Elmira's Juneteenth event
- Produced [grant video]() submission for CCCDF & [welcome video]() for EOP; Value of the month videos: [Exploration](), [Grit]()
- Web Stories: [EOP Habitat for Humanity](), [Softball Regionals](), [IncubatorWorks 607 Soaring Competition](), [Lavender Graduation Ceremony](), [CCC Math NYSMATYC Competition](), [Dr. Gregg D. Caruso APA Award](), [SUNY Chancellor's Awards](), [Alumni Spotlight: Adrian Cliteur '22]()

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[Return to Agenda]()

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Workforce Education & Academic Pathways
Submitted by Dawn Marie Castellana, Executive Director of Workforce Education & Academic Pathways
Tuesday, August 22, 2023

Workforce Education

WEAP Revenue 9/1/2022-07/31/2023

	Goal	FY23
Open Enrollment	$225,000	$341,193
Corporate Training	$190,000	$417,082
3rd Party Online	$40,000	$30,354
Testing Center	$22,400	$15,100

- Jason Kellogg inventorying donated cars, working with Finance/Foundation to identify donation process. Establishing partnerships with dealers/manufacturers to develop training pipeline.
- Recruitment Events: 2 Arnot Health Fairs, IHS One Community Many Services, Elmira Activates (WETM coverage:) Monumental Baptist Church,
- Networking Opportunities: Business After Hours Corning Chamber Event at Wallin Insurance, IncubatorWorks, Schuyler Chamber-Hazlitt Oasis
- Jeanne transitioned workload to Dawn Marie.
- IncubatorWorks successful move into Elmira Campus.
- ModernCampus Demo for Non-Credit registration and payment system.
- Met with ARC of Chemung/Schuyler to foster partnership.
- STEG donated ad: https://www.mytwintiers.com/steg-business-spotlight/steg-business-spotlight-suny-corning-community-college/

Academic Pathways
ACE
- Working on Banner and Barnes & Noble First Day Complete changes.
- Planning for ACE Faculty Workshop (8/17/23.)
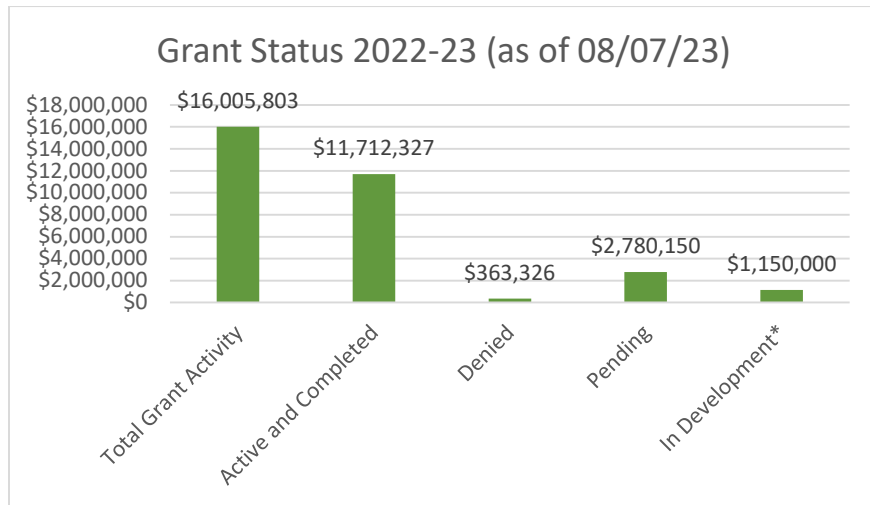Corning Prison Education Program
- Volunteers (faculty/staff) working through rigorous vetting project.
- Approx 4.6 FTEs (15 new students, 8 continuing students, approx. 6 credits each)
Testing Center

- Hired new PT Testing Assistant: Randy Abrams.
- Air conditioning project on-going.

Grants Highlights:

Grant Status 2022-23 (as of 08/07/23)

- Status Updates:
  - Approved:
    - OPWDD Grant for Direct Support Microcredentials for $349,522.88.
  - Denied:
    - None
- Submitted:
  - Second Chance PELL Grant renewal approved. Amount determined by number of CPEP students.
  - WORC Grant, Optical Technician Focus, approx. $1.5M.
  - Perkins Grant, support for Career & Technical Programs, $250,000.
  - ARC ARISE Grant (STCRPB was the lead; NY/PA consortium, expand ACE program)
  - SUNY High Needs, Nursing Program, $30,000.
  - SUNY Transformation Funds $1,130,000.
- In Development:
  - NSF Grant re-submission for OptoElectronics, due 10/5, $350,000 over three years.
  - NSF Grant for Chemistry, due 10/5, $500,000-$650,000 over five years.
  - ARC Autotech, due 9/1, $150,000 for one year FOR $200,000O over two years.

- SUNY Internship, due 8/25, $105,000 over two or three years.
- SUNY High Flex (curriculum) due 8/25, $10,000.
- SUNY Internship, due 8/25, $105,000 over two or three years.
- SUNY High Flex (curriculum) due 8/25, $10,000.

Legislative Relations
Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, August 22, 2023

4. Federal: Higher Education Update

- ACCT: Public Policy and Advocacy Committee Meeting Report
- Legislative Watch: Short Term Pell

5. State: Higher Education:

- NYCCT & NYCCAP Meeting Report
- Senator Tom O'Mara Meeting: Budget Preview

6. Local: Tri-County Update

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee

Monday, August 21, 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:
1- RESOLUTION #T4879-23 Operating Report-July 31, 2023
2- RESOLUTION #T4880-23 Sale of Goff Road

DISCUSSION ITEMS:
- o Dashboard as of July 31, 2023
- o Capital Projects Update
- o Campus Auxiliary Services Update

NEXT COMMITTEE MEETING: TBD

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;

<p align="center">**Finance and Facilities Committee**</p>

<p align="center">**August 21, 2023**</p>

<p align="center">Virtual Zoom Meeting</p>

<p align="center">**MINUTES**</p>

In Attendance:

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

Trustee Reynolds called the Finance and Facilities Committee meeting to order at 4:00 p.m.

Director Chandler provided an overview of the agenda, noting that there are two action items:

Discussion Items:

- Summary/Dashboard and Year End Projections
  - Review of year end projections as of end of July 2023 and discussion of $400k deficit
  - Revenue may have additional adjustments of $60k, Audit will start third week of October
  - Expenses had most significant changes, discussion of adjustment from NYS retirement system determined during audit.
- July Revenue/Expense Highlights
  - Discussed deficit and surplus across various expense accounts including equipment, materials and supplies, marketing and utilities.
- FSA Budget Review
  - Director Patrick provided overview of the FSA budget with an overall surplus of $90k
  - Review of Student Activities, Athletics, Student Success Programs and Commencement budgets and each had overall savings.
- Capital Projects
  - Summary of capital projects as of the end of July. Grants for Schuyler Hall have been fully allocated. Projects are on their way to completion.

- Auxiliary Services Update
  - Highlights of the auxiliary services annual report. Many of these projects were in addition to the departments regular duties.
  - Auxiliary Services is working on priorities from the Facilities Master Plan, completed an emergency response drill, moving forward with the sale of Goff Road.
  - Health Office received a grant for a blood pressure machine, medical oversight contract signed with Arnot Health.
  - Information Technology over 700 hours of Banner Back to Basics training, relocated to upstairs of the Library, multifunction printers have been installed, emergency notification system converted to Everbridge, and many trainings completed across the department.
  - Physical Plant many projects have been completed resulting from the RBOT retreat presentation by Faculty Assembly, many classrooms had tablet arms replaced by tables and chairs, two promotions for the two new assistant director positions.
  - Public Safety added three piece officers, two of them will be graduating in October from the Police Academy, and the emergency response training provided to main campus and the Elmira Center.
- Action Items
  - Operating Report for July 2023
  - Sale Agreement of Goff Road property

The Committee agreed to forward the two action items to the full Board for consideration and approval.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:57 p.m.

	2022-2023 Budget	2022-2023 YTD@7/31/23	Spring/Summer 22-23 Budget	2022-2023 Spring/Summer @7/31/23	Spring/Summer Projected as of 7/31/23	Spring/Summer Budget vs Actual
REVENUES						
Resident Tuition	$ 7,718,980	$ 6,614,924	$ 3,831,897	$ 3,114,815	$ 3,167,028	$ (664,869)
Non Resident Tuition	$ 785,000	$ 446,353	$ 188,649	$ (122,140)	$ 34,600	$ (154,049)
ACE Tuition	$ 2,176,000	$ 1,650,552	$ 797,944	$ 632,485	$ 632,485	$ (165,459)
Student Fees	$ 1,418,900	$ 1,342,423	$ 724,701	$ 677,762	$ 681,996	$ (42,705)
State Aid	$ 7,111,352	$ 5,333,515	$ 4,714,997	$ 4,148,289	$ 4,740,901	$ 25,904
Grant Aid & Contracts	$ 735,000	$ 965,009	$ 490,000	$ 2,124	$ 2,124	$ (487,876)
Federal appropriations	$ 8,000	$ 5,075	$ 4,395	$ 18,054	$ 18,054	$ 13,659
County Operating Chargebacks	$ 6,542,550	$ 5,617,900	$ 3,015,968	$ 2,845,871	$ 2,845,871	$ (170,097)
Other sources	$ 872,655	$ 302,999	$ 544,055	$ 283,449	$ 561,182	$ 17,127
Applied Fund Balance						
Total Revenues	**$ 27,368,437**	**$ 22,278,749**	**$ 14,312,606**	**$ 11,600,708**	**$ 12,684,241**	**$ (1,628,365)**
EXPENSES						
Salaries	**$ 14,428,239**	**$ 10,166,881**	**$ 9,702,052**	**$ 5,841,763**	**$ 9,320,860**	**$ 381,192**
Employee Benefits	**$ 5,146,400**	**$ 3,937,582**	**$ 3,539,745**	**$ 2,275,262**	**$ 3,486,371**	**$ 53,374**
Equipment	**$ 381,340**	**$ 64,600**	**$ 287,469**	**$ 53,858**	**$ 187,494**	**$ 99,975**
Contractual Expenditures						
Purchased Services	$ 32,100	$ 44,264	$ 28,555	$ 12,287	$ 22,833	$ 5,722
Materials & Supplies	$ 473,000	$ 239,827	$ 270,474	$ 130,366	$ 233,068	$ 37,406
Dues & Subscriptions	$ 82,365	$ 41,737	$ 32,541	$ 18,621	$ 47,689	$ (15,148)
Consultants and Contractors	$ 176,520	$ 178,517	$ 107,079	$ 103,110	$ 139,411	$ (32,333)
Accreditation	$ 55,050	$ 33,767	$ -	$ 7,247	$ 13,547	$ (13,547)
Marketing	$ 200,860	$ 123,821	$ 102,730	$ 57,196	$ 102,268	$ 462
Conference & Travel	$ 87,000	$ 34,443	$ 48,279	$ 12,507	$ 26,649	$ 21,630
Utilities	$ 510,000	$ 424,799	$ 388,804	$ 272,702	$ 357,950	$ 30,854
Maintenance & Repairs	$ 280,200	$ 141,471	$ 219,537	$ 80,337	$ 168,293	$ 51,244
Software & Contracts	$ 528,340	$ 197,086	$ 381,491	$ 83,538	$ 183,004	$ 198,487
Voice & Data Communication	$ 114,755	$ 70,710	$ 86,553	$ 39,669	$ 61,131	$ 25,421
Special Projects, Programs & Events	$ 78,875	$ 26,001	$ 97,678	$ 18,002	$ 30,767	$ 66,911
Maintenance Contracts	$ 476,450	$ 201,128	$ 274,367	$ 130,346	$ 201,710	$ 72,658
Rentals (HEC)	$ 347,580	$ 260,218	$ 381,865	$ 173,040	$ 259,688	$ 122,177
General Institutional	$ 1,419,873	$ 1,083,296	$ 1,151,190	$ 899,842	$ 1,064,377	$ 86,813
Other Expenditures	$ 271,490	$ 126,104	$ 218,549	$ 65,972	$ 127,322	$ 91,227
Scholarships	$ 2,278,000	$ 2,078,028	$ 906,408	$ 802,337	$ 822,123	$ 84,285
Transfer Out	$ -	$ -	$ -	$ -	$ -	$ -
Total Contractual Expenses	**$ 7,412,458**	**$ 5,305,218**	**$ 4,696,100**	**$ 2,907,119**	**$ 3,861,830**	**$ 834,269**
Total Expenses	**$ 27,368,437**	**$ 19,474,281**	**$ 18,225,365**	**$ 11,078,002**	**$ 16,856,554**	**$ 1,368,811**
Surplus/(Deficit)	**$ -**	**$ 2,804,468**	**$ (3,912,759)**	**$ 522,705**	**$ (4,172,313)**	**$ (259,554)**

SUNY Corning Community College
Operating Dashboard
as of 7/31/23

Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 7/31/23	2022-2023 Receivable
July 31, 2023	$ 11,746,421	159	$ 4,530,916	$ 1,373,637
July 21, 2022	$ 13,453,275	182		

Revenues & Expenditures @ 7/31/23

	FY 23 Adopted Budget	Spring/Summer 23 Semester Budget	Spring/Summer 23 Semester Actual @ 7/31/23	Spring/Summer 23 Semester Projected	Semester Variance to Budget
Revenues	$ 27,368,437	$ 14,312,606	$ 11,600,708	$ 12,684,241	$ (1,628,365)
Expenses	$ 27,368,437	$ 18,225,365	$ 11,078,002	$ 16,856,554	$ 1,368,811
Surplus(Deficit)	$ -				$ (259,554)

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Spring/Summer 23 Semester Budget	Spring/Summer 23 Semester Actual @ 7/31/23	Spring/Summer 23 Semester Projected	Semester Variance to Budget
Tuition & Fees	$ 12,098,880	$ 5,543,191	$ 4,302,921	$ 4,516,109	$ (1,027,082)
Chargebacks	$ 6,542,550	$ 3,015,968	$ 2,845,871	$ 2,845,871	$ (170,097)
Personnel & Benefits	$ 19,574,639	$ 13,241,797	$ 8,117,025	$ 12,807,230	$ 434,567
Equipment	$ 381,340	$ 287,469	$ 53,858	$ 187,494	$ 99,975
Contractuals	$ 7,412,458	$ 4,696,100	$ 2,907,119	$ 3,861,830	$ 834,269

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 7/31/23

LOST REVENUE	This completes the use of HEERF allocation for the lost revenue
Tuition & Fees	$ 952,647
	$ 952,647
COVID related expenses (Contractuals)	These expenditures are running through the restricted/capital fund- not operating
Student Mental Wellness ($166,997) Capital (HVAC Air Ventilation upgrades	$ 166,997
	$592,375
	$ 759,372
	$ 1,712,019

Enrollment

	2022-2023 Spring Census	2021-2022 Spring	2020-2021 Spring	3 YR % change
Total Headcount	2864	3813	4087	-29.9%
Total FTE	740.2	1103.1	1166.3	-36.5%
Full-Time FTE	374	441	551.7	-32.2%
Part-Time FTE	366.3	158.8	165.9	120.8%
Credit Enrollment FTE (Excluding ACE)	487.4	599.8	717.6	-32.1%
HS Enrollment FTE (ACE)	277.3	270.4	448.7	-38.2%
% Chemung County	43.7%	43.6%	41.0%	6.6%
% Steuben County	38.9%	33.9%	35.3%	10.2%
% Schuyler County	5.7%	6.4%	6.9%	-17.4%
% All Other Non-sponsor	11.6%	16.1%	16.8%	-31.0%

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Year End Projected @7/30/23

	2022-2023 Budget	2022-2023 YTD@7/31/23	Fall 2022-23 Actual	Spring/Summer Projected @ 7.31.23	Fiscal Year 22-23 Preliminary Projected YE
REVENUES					
Resident Tuition	$ 7,718,980	$ 6,583,300	$ 3,510,605	$ 3,167,028	$ 6,677,633
Non Resident Tuition	$ 785,000	$ 489,572	$ 538,621	$ 34,600	$ 573,221
ACE Tuition	$ 2,176,000	$ 1,602,301	$ 1,039,256	$ 632,485	$ 1,671,741
Student Fees	$ 1,418,900	$ 1,336,087	$ 679,575	$ 681,996	$ 1,361,570
State Aid	$ 7,111,352	$ 4,740,902	$ 2,370,451	$ 4,740,901	$ 7,111,353
Grant Aid & Contracts	$ 735,000	$ 962,885	$ 962,885	$ 2,124	$ 965,009
Federal appropriations	$ 8,000	$ 5,075	$ -	$ 18,054	$ 18,054
County Operating Chargebacks	$ 6,542,550	$ 5,551,736	$ 2,931,909	$ 2,845,871	$ 5,777,780
Other sources	$ 872,655	$ 273,647	$ 112,549	$ 561,182	$ 673,731
Applied Fund Balance					
Total Revenues	**$ 27,368,437**	**$ 21,545,504**	**$ 12,145,850**	**$ 12,684,241**	**$ 24,830,091**
EXPENSES					
Salaries	**$ 14,428,239**	**$ 9,071,378**	**$ 4,325,116**	**$ 9,320,860**	**$ 13,645,976**
Employee Benefits	**$ 5,146,400**	**$ 3,515,656**	**$ 1,662,321**	**$ 3,486,371**	**$ 5,148,691**
Equipment	**$ 381,340**	**$ 50,988**	**$ 10,742**	**$ 187,494**	**$ 198,236**
Contractual Expenditures					
Purchased Services	$ 32,100	$ 43,601	$ 31,977	$ 22,833	$ 54,810
Materials & Supplies	$ 473,000	$ 227,948	$ 109,461	$ 233,068	$ 342,529
Dues & Subscriptions	$ 82,365	$ 35,726	$ 23,116	$ 47,689	$ 70,806
Consultants and Contractors	$ 176,520	$ 154,333	$ 75,408	$ 139,411	$ 214,819
Accreditation	$ 55,050	$ 33,767	$ 26,520	$ 13,547	$ 40,067
Marketing	$ 200,860	$ 113,798	$ 66,625	$ 102,268	$ 168,893
Conference & Travel	$ 87,000	$ 31,394	$ 21,936	$ 26,649	$ 48,585
Utilities	$ 510,000	$ 372,477	$ 152,097	$ 357,950	$ 510,047
Maintenance & Repairs	$ 280,200	$ 132,032	$ 61,134	$ 168,293	$ 229,427
Software & Contracts	$ 528,340	$ 186,354	$ 113,548	$ 183,004	$ 296,551
Voice & Data Communication	$ 114,755	$ 62,189	$ 31,041	$ 61,131	$ 92,172
Special Projects, Programs & Events	$ 78,875	$ 23,341	$ 8,000	$ 30,767	$ 38,767
Maintenance Contracts	$ 476,450	$ 196,241	$ 70,782	$ 201,710	$ 272,492
Rentals (HEC)	$ 347,580	$ 260,218	$ 87,178	$ 259,688	$ 346,866
General Institutional	$ 1,419,873	$ 1,002,088	$ 183,454	$ 1,064,377	$ 1,247,831
Other Expenditures	$ 271,490	$ 109,665	$ 60,132	$ 127,322	$ 187,454
Scholarships	$ 2,278,000	$ 2,028,415	$ 1,275,691	$ 822,123	$ 2,097,814
Transfer Out	$ -	$ -	$ -	$ -	$ -
Total Contractual Expenses	**$ 7,412,458**	**$ 5,013,585**	**$ 2,398,099**	**$ 3,861,830**	**$ 6,259,929**
Total Expenses	**$ 27,368,437**	**$ 17,651,608**	**$ 8,396,278**	**$ 16,856,554**	**$ 25,252,832**
Surplus/(Deficit)	**$ -**	**$ 3,893,896**	**$ 3,749,572**	**$ (4,172,313)**	**$ (422,741)**

SUNY Corning Community College
Operating Dashboard
Fiscal Year End Preliminary Projection as of 7/31/23

SUNY CORNING COMMUNITY COLLEGE

Revenues & Expenditures @ 7/31/23

	FY 23 Adopted Budget	Fall 22 Semester Projected	Spring/Summer 23 Semester Projected	Fiscal Year 2022-23 Projected	Variance to Budget
Revenues	$ 27,368,437	$ 12,145,850	$ 12,684,241	$ 24,830,091	$ (2,538,346)
Expenses	$ 27,368,437	$ 8,396,278	$ 16,856,554	$ 25,252,832	$ 2,115,605
Surplus(Deficit)	$ -				$ (422,741)

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Fall 22 Semester Projected	Spring/Summer 23 Semester Projected	Fiscal Year 2022-23 Projected	Variance to Budget
Tuition & Fees	$ 12,098,880	$ 5,768,057	$ 4,516,109	$ 10,284,165	$ (1,814,715)
Chargebacks	$ 6,542,550	$ 2,931,909	$ 2,845,871	$ 5,777,780	$ (764,770)
Personnel & Benefits	$ 19,574,639	$ 5,987,437	$ 12,807,230	$ 18,794,667	$ 779,972
Equipment	$ 381,340	$ 10,742	$ 187,494	$ 198,236	$ 183,104
Contractuals	$ 7,412,458	$ 2,398,099	$ 3,861,830	$ 6,259,929	$ 1,152,529

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 7/31/23

LOST REVENUE	This completes the use of HEERF allocation for the lost revenue
Tuition & Fees	$ 952,647
	$ 952,647
COVID related expenses (Contractuals)	These expenditures are running throuhg the restricted/cappital fund- not operating
Student Mental Wellness ($166,997) Capital (HVAC Air Ventilation upgrades	$ 166,997
	$592,375
	$ 759,372
Total Use of HEERF Funds	$ 1,712,019

Total Enrollment

	2022-2023	2021-2022	2020-2021	3 YR % change
Total Headcount	2864	3813	4087	-29.9%
Total FTE	1918.8	1103.1	1166.3	64.5%
Full-Time FTE	374	441	551.7	-32.2%
Part-Time FTE	366.3	158.8	165.9	120.8%
Credit Enrollment FTE (Excluding ACE)	487.4	599.8	717.6	-32.1%
HS Enrollment FTE (ACE)	277.3	270.4	448.7	-38.2%
% Chemung County	0.0%	43.6%	41.0%	-100.0%
% Steuben County	0.0%	33.9%	35.3%	-100.0%
% Schuyler County	0.0%	6.4%	6.9%	-100.0%
% All Other Non-sponsor	0.0%	16.1%	16.8%	-100.0%

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Activities
For Period ending 7/31/23

	2022-23 Budget	@ 7/31/23 22-23 Actual	2022-23 YE Preliminary Forecast	2022-23 Budget vs Forecast
REVENUES				
Student Activity Fees	$ 154,000	$ 130,570	$ 130,600	$ (23,400)
Fundraising	$ -	$ 16,075	$ 16,100	$ 16,100
Miscellaneous Revenue	$ -			$ -
Total Revenues	$ 154,000	$ 146,645	$ 146,700	$ (7,300)
EXPENSES				
Salaries	$ 22,100	$ 19,009	$ 21,500	$ 600
Equipment	$ -			$ -
Contractual Expenditures				
Purchased Services	$ 1,338	$ 2,038	$ 3,000	$ (1,662)
Materials & Supplies	$ 42,106	$ 15,284	$ 15,000	$ 27,106
Special Projects	$ 12,200	$ 9,906	$ 9,000	$ 3,200
Conference & Travel	$ 800	$ 5,748	$ 6,000	$ (5,200)
Stipends	$ 7,750	$ 5,285	$ 6,000	$ 1,750
Other Expenditures	$ 67,706	$ 30,273	$ 30,000	$ 37,706
Transfers				$ -
Total Contractual Expenses	$ 131,900	$ 68,534	$ 69,000	$ 62,900
Total Expenses	$ 154,000	$ 87,542	$ 90,500	$ 63,500
Surplus/(Deficit)	$ -	$ 59,103	$ 56,200	$ 56,200

Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Athletics
For Period ending 7/31/23

	2022-23 Budget	@ 7/31/23 22-23 Actual	2022-23 YE Preliminary Forecast	2022-23 Budget vs Forecast
REVENUES				
Student Activity Fees	$ 286,000	$ 242,529	$ 243,000	$ (43,000)
Miscellaneous Sales	$ 1,000	$ -	$ -	$ (1,000)
Gate Revenues	$ 1,500	$ 118	$ 200	$ (1,300)
Concession Sales	$ 1,500	$ -	$ -	$ (1,500)
Athletic Facility Rentals	$ -	$ -		$ -
Total Revenues	$ 290,000	$ 242,647	$ 243,200	$ (46,800)
EXPENSES				
Salaries	$ 55,050	$ 40,832	$ 41,000	$ 14,050
Equipment	$ 24,000	$ 16,572	$ 17,000	$ 7,000
Contractual Expenditures				$ -
Purchased Services	$ 1,000	$ 395	$ 500	$ 500
Materials & Supplies	$ 4,300	$ 3,454	$ 4,100	$ 200
Stipends	$ 24,560	$ 23,705	$ 24,000	$ 560
Conference & Travel	$ 131,590	$ 128,603	$ 130,000	$ 1,590
Rentals	$ 35,000	$ -	$ -	$ 35,000
Other Expenditures	$ 14,500	$ 15,717	$ 16,000	$ (1,500)
Total Contractual Expenses	$ 210,950	$ 171,874	$ 174,600	$ 36,350
Total Expenses	$ 290,000	$ 229,277	$ 232,600	$ 57,400
Surplus/(Deficit)	$ -	$ 13,370	$ 10,600	$ 10,600

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Success Programs
For Period ending 7/31/23

	2022-23 Budget	@ 7/31/23 22-23 Actual	2022-23 YE Preliminary Forecast	2022-23 Budget vs Forecast
REVENUES				
Student Activity Fees	$ 50,000	$ 47,150	$ 47,200	$ (2,800)
Fundraising	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -
Other Student Fees	$ 30,000	$ 28,022	$ 28,100	$ (1,900)
Total Revenues	$ 80,000	$ 75,172	$ 75,300	$ (4,700)
EXPENSES				
Salaries	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -
Contractual Expenditures				$ -
Purchased Services	$ -	$ -	$ -	$ -
Materials & Supplies	$ 6,000	$ 384	$ 400	$ 5,600
Special Projects	$ 1,500			$ 1,500
Commencement	$ 50,000	$ 12,282	$ 15,000	$ 35,000
Conference & Travel	$ -		$ -	$ -
Stipends	$ -		$ -	$ -
Other Expenditures	$ 22,500	$ 22,707	$ 36,600	$ (14,100)
Transfers	$ -		$ -	$ -
Total Contractual Expenses	$ 80,000	$ 35,372	$ 52,000	$ 28,000
Total Expenses	$ 80,000	$ 35,372	$ 52,000	$ 28,000
Surplus/(Deficit)	$ -	$ 39,800	$ 23,300	$ 23,300

SUNY CORNING COMMUNITY COLLEGE FSA FUND
OPERATING DASHBOARD SUMMARY
PERIOD ENDING 7/31/23

REVENUES	2022-23 Budget	@ 7/31/23 22-23 Actual	2022-23 YE Preliminary Forecast	2022-23 Budget vs Forecast
STUDENT ACTIVITIES				
Student Life Fee - Student Activities	$ 154,000	$ 130,570	$ 130,600	$ (23,400)
Fundraising/Misc Sales	$ -	$ 16,075	$ 16,100	$ 16,100
ATHLETICS			$ -	$ -
Student Life Fee - Athletics	$ 286,000	$ 242,529	$ 243,000	$ (43,000)
Concessions/Gate/Misc	$ 4,000	$ 118	$ 200	$ (3,800)
Development Foundation	$ -	$ -	$ -	$ -
			$ -	$ -
STUDENT SUCCESS PROGRAMS			$ -	$ -
Student Life Fee	$ 50,000	$ 47,150	$ 47,200	$ (2,800)
Other Student Fees	$ 30,000	$ 28,022	$ 28,100	$ (1,900)
Total FSA Fund Revenue	$ 524,000	$ 464,465	$ 465,200	$ (58,800)

EXPENSES	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
Student Activities & Governing Board	$ 95,550	$ 42,154	$ 48,200	$ 47,350
Clubs	$ 58,450	$ 45,387	$ 42,300	$ 16,150
ATHLETICS				$ -
General Athletics	$ 181,300	$ 137,974	$ 139,600	$ 41,700
Athletic Teams	$ 108,700	$ 91,303	$ 93,000	$ 15,700
STUDENT SUCCESS PROGRAMS				
Graduation	$ 50,000	$ 12,282	$ 15,000	$ 35,000
Student Orientation/ID	$ 30,000	$ 23,091	$ 37,000	$ (7,000)
Total FSA Fund Expenses	$ 524,000	$ 352,191	$ 375,100	$ 148,900
FSA Fund Surplus (Deficit)	$ -	$ 112,274	$ 90,100	$ 90,100

Auxiliary Services
Annual Report
Fiscal Year 2023

SUNY CORNING COMMUNITY COLLEGE

Fiscal Year 2023 has been a busy year for the four departments in Auxiliary Services. Along with existing grant projects, other funding sources have provided an opportunity for expansion and upgrading of classrooms, workspaces and technology. This report highlights projects that have been completed during the year along with others that are ongoing.

Many thanks to the Auxiliary Services team members in the Health Office, Information Technology, Physical Plant and Department of Public Safety for their continued dedication to the mission, vision and values of Corning Community College.

Auxiliary Services

The Facilities Master Plan was completed and priorities are being identified.

An insurance Risk Management Premium Credit program was completed. This saved the college 6% on the annual premium for our risk insurance policy.

A campus-wide Active Shooter Drill was conducted during January Start-up. This training exercise included a pre-drill instruction, hands-on active shooter exercise and debriefing. Participant evaluations were very positive and additional training ideas are currently being arranged.

Ongoing negotiations regarding the sale of Goff Road have identified a potential buyer. It is expected that the property will change hands in early 2024.

Empire State University has contacted the college and a potential lease of office space on the Spencer Hill campus is expected to begin during the fall of 2023.

Health Services

Health Services was awarded a grant in the amount of $10,000 from the American Heart Association. With this grant we were able to place a self-blood pressure monitoring station in the Kelly Lounge. Nurses will be conducting information sessions for students and staff regarding the importance of monitoring blood pressure.

Eight American Red Cross blood drives were held in the Commons during the year and a total of 182 units of blood were collected.

An agreement for medical oversight with Arnot Health was established. This provides our nurses with standing orders to administer Narcan, Epinephrine and Benadryl, a tele-health program, and the ability to offer laboratory testing, including throat cultures, a respiratory panel or blood tests. A program like this will provide resident students who do not have transportation an opportunity to seek medical care through the Health Office.

Provided care during office visits to 156 students and 34 employees.

Participation in American Heart Association's Check It! Challenge and offered blood pressure screenings in the Kelly Lounge every Wednesday in the spring.

Held a Health and Wellness Fair in April to provide students and staff information on a healthy lifestyle. American Dining and Wegmans provided free food and the Health Office had given-a-ways and raffled off gift cards.

Information Technology

CCC began a cross-function project to streamline administrative processes for students and staff last year. From May-October 2022, departments participated in Banner Back-to-basics training where they identified how they could use Banner more effectively. Since the project began, over 700 hours of training was conducted with departments across the college. There were many quick wins that were implemented early and several long-term projects that were recently concluded, including the roll out of a fresh new self-service interface for students and employees, aligning our data tables with SUNY reporting requirements, automating numerous manual processes, and making it easier for students to find the classes they need and to register online. The project continues in FY 2024 with a focus on increasing departmental efficiencies, reducing paper-based systems and improving our data for more informed decision making.

The IT Department was relocated to the upstairs area in the Library. This provides a technology assistance area for students and staff allowing IT staff to provide help with various technology and system issues.

Deployed Banner Self-Service 9 across all modules (Banner General, Employee, Finance, Student Registration, Student) providing a fresh user experience for students and staff.

Conducted a clean-up of the Banner validation table and implemented appropriate Instructional Methods and Schedule Types to align with SUNY reporting standards.

Migrated Financial Aid Microsoft Access databases to Argos.

To meet new SUNY sustainability standards, a College Print Resource Use Policy was developed. These new procedures will fulfill the college's objectives of reducing costs, waste, and paper usage, while standardizing the printer fleet and securing and optimizing the print environment.

Approximately 20 new multifunction print/copy/scan devices were deployed to achieve the College's sustainability goals by minimizing paper consumption, energy usage, and carbon footprint.

Automated the process to load all courses, student information, and faculty into Brightspace.

Created two new Argos asset reports for accounting purposes.

Set up COVID reporting in Banner to meet SUNY requirements.

Enhanced Starfish attributes to make the system more robust.

Successfully transitioned to a new student payment gateway, NelNet.

Developed an Information Security Program and Policy, and established an Information Security Committee. This committee is responsible for ensuring compliance with SUNY's Information Security Policy and safeguarding the confidentiality, integrity, and availability of sensitive information within the institution

Updated classrooms with new keyboards/mice and added document cameras where needed.

Migrated from Spiceworks helpdesk to the new Zoho helpdesk platform to improve response and tracking of helpdesk requests.

Imaged and issued 75 new Faculty laptops

Installed new projectors in several classrooms with more to be installed during the fall.

Moved Computer Lab CHM 109 to CHM 114 to make space for a larger Hyflex classroom.

Created a new Hyflex classroom in CHM 109.

Established an E-Sports room, featuring 11 state-of-the-art computer stations and furniture.

Added dual monitors to computer labs in Airport Corporate Park, SCH 118, and 120

Established a dedicated networking closet to accommodate the requirements of the Maker Space.

Enhanced network infrastructure by updating cabling in computer labs SCH120 and SCH118.

Implemented multi-factor authentication to significantly bolster outbound email security.

Assisted various tenants (BOCES STEM Academy, High School Learning Center, SUNY Empire, and Incubator Works) to update/install their network/communication infrastructure.

Installed a cutting-edge Revolution Lightboard Studio in LIB114.

Implemented the Everbridge Emergency Alert system to ensure timely emergency notifications.

Completed the ITC Student ID Card system upgrade.

Completed the Barnes and Noble First Day Complete implementation.

A majority of existing payroll access database reports were updated and migrated to Argos.

Installed 4 student-use laptops in SCH205 and a LG Create Board demo unit.

Removed the SCH 222 computer lab to return to classroom use.

IT Staff Training and Professional Development:

➢ Matt Gardner completed his Bachelor's degree in Informatics with a concentration in data analytics from SUNY Albany
➢ Steuben Leadership: Marc Brown
➢ SICAS Summit: Denise Burbey, Shannon Radford, Matt Garner, Francis King
➢ SUNY Technology Conference: Denise Burbey, Shannon Radford (Presented), Matt Gardner, Francis King, Andrew Scolaro, Mark Manns, Marc Brown
➢ Ellucian Live: Denise Burbey
➢ Marc Brown Completed First Aid and AED certified
➢ SUNY Center for Professional Development Training - Matt Gardner (Project Management   Fundamentals, Project Management Advanced)
➢ Sexual Harassment: All Staff
➢ Workplace Violence: All Staff
➢ Emotional Intelligence: Denise Burbey, Kirk Spencer, Kelly Reed, Shannon Radford
➢ Conflict Management: Denise Burbey, Kirk Spencer, Kelly Reed, Shannon Radford
➢ SUNY Wizard: Francis King, Andrew Scolaro
➢ Lines of Communication: IT Staff
➢ Clifton Strengths: IT Staff
➢ Crucial Conversations: Denise Burbey, Kirk Spencer, Kelly Reed, Shannon Radford
➢ Racism has a cost for everyone: IT Staff
➢ Microsoft Security Operations Analyst: Kelly Reed
➢ Microsoft Secure: Kelly Reed

- ➢ Securing Identities and Access Management: Kelly Reed
- ➢ RapidID: Andrew Scolaro, Brad Owlett, Francis King, Shannon Radford, Kelly Reed
- ➢ SUNY Tech Talks: IT Staff
- ➢ ELM – Emerging Leader Mentoring program; Shannon Radford

Physical Plant

In addition to annual maintenance, grounds maintenance, snow removal and repair work, Physical Plant staff completed the following projects:

Older tablet arm chairs were removed and replaced with tables and chairs in CHM 202 & CHM 204.

The Veterans Lounge was relocated from COM 128 to COM 138

Crier offices were moved from COM 138 to COM 137

The Student Assistance Program (SAP) was relocated from the gym to COM 127 & 128

EOP offices were relocated CHM 100 to CHM 121. This move included repairing and painting the walls and shampooing the carpets.

The IT Department was relocated to the upstairs area in the Library. This provides a technology assistance area for students and staff allowing IT staff to provide help with various technology and system issues.

The Physical Plant welcomed two internal promotions. Jhan Maki was promoted to Assistant Director of Physical Plant – Trades and Nicole (Nicky) Coletta was promoted to Assistant Director of the Physical Plant – Housekeeping. Both Assistant Directors attended a two-day training workshop for new supervisors.

Outdated equipment was removed from the ACP Machine Shop (ACP 120) and existing equipment was relocated to prepare for a newly purchased lathe and CNC mills.

The second floor of Steuben Hall was prepared for a September, 2022 occupation by the BOCES P-Tech program.

In cooperation with Corning, Incorporated, a new anti-microbial paint was used on walls in Chemung and Schuyler Halls. This product will provide an opportunity for science classes to test the capacity of the paint compared to other non-treated areas.

A structural defect was discovered in the Commons in the EAC offices. Physical Plant staff worked with engineers and contractors to repair the soffit. Costs were covered by the company that did the original installation.

Installed air conditioning in the Testing Center using a mini split system. This upgrade was necessary to meet exam company specifications.

An ADA compliant automatic door was installed in the area of SCH 114.

Staff installed technology and equipment for the new Hyflex classroom in CHM 109. This included mounting two 65 inch monitors and a wall mount camera.

An area on the 3rd floor in the Elmira Center was prepared for a new tenant, Incubator Works, who moved in during June.

The Library Help Desk and both staff members were relocated to the lower level of the Library.

Physical Plant

The hydraulics and materials testing equipment was relocated from SCH 125 to SCH 105 & SCH 107.

Prepared SCH 121 & SCH 125 for the Makers Space and received and assembled equipment.

Upgraded data cabling for the Makers Space, Mechatronics and CAD Labs in Schuyler Hall.

Set up a Mechatronics Robotics 12 station trainer in SCH 123.

Completion of the Trane HVAC equipment installation in Schuyler Hall, including, upgrading to Direct Digital Control of the system. Added cooling to the technology wing as part of this project.

Reconfigured the SCH 001 Machine Lab to accommodate newly purchased equipment.

Cleaned up the wooded areas around the main campus by removing dead and dying trees.

Paving and blacktopping on select critical areas around the Spencer Hill campus was completed.

Public Safety

Training completed by Public Safety Officers:

Senior Campus Safety Officers Thomas Slymon and Timothy VonBevern completed the NYS Division of Criminal Justice Services mandated 389-hour Campus Safety Officer training at the Southern Tier Law Enforcement Academy.

Active Shooter Training

Naloxone Training

CPR/AED Training

Tabletop Exercises

Report Writing

Responding to and Investigating Bomb Threats and Swatting Hoaxes

Enhancing School Safety Using Behavioral Threat Assessment

Diversity in Law Enforcement

Blood Borne Pathogen Safety

NYS Security Guard Annual 8-hour in-service training

NYS Security Guard 16-hour On the Job Training

NYS Public Safety Director's Emergency Management Workshop

Emergency Response Training Conducted by Public Safety:

Date	Location	Audience	Number in Attendance	Type of Training
10/6/2022	Virtual	Elmira Center Staff and Partners	6	CCC Emergency Plan Overview
10/10/2022	Spencer Hill	Physical Plant Staff	21	CCC Emergency Plan Overview
10/20/2022	Virtual	Elmira Center Staff and Partners	8	CCC Emergency Plan Overview
1/11/2023	Virtual	Faculty and Staff	34	CCC Emergency Plan Overview
1/20/2023	Spencer Hill	All Faculty and Staff	175	Active Shooter Drill
4/10/2023	Elmira Center	Elmira Center Staff and Partners	35	Active Shooter Presentation by Elmira Police Department SWAT Team
6/13/2023	Spencer Hill	Staff	15	CCC Emergency Plan Overview

CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources Committee
August 22, 2023

Location: Zoom

AGENDA

Mission:
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

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

<div align="center">

Human Resources Committee
August 22.2023
Via Zoom
MINUTES

</div>

In attendance: M. Lawrence, H. Reynolds, S. Jacoby Murphy, M. Wayne, N. Parks, A Winston,

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

Excused: R. Allison, Judy McKinney-Cherry

Trustee Parks called the HR committee meeting at 4:58 pm by noting few action items on the agenda. Trustee Lawrence noted the one item action in the agenda. She is also noted that a meeting is scheduled in September to easy up the transition with Nykole leaving.

ACTION ITEMS

Consent Agenda
Executive Director S. Ward provided an overview of the consent agenda: Appointments, Promotions and Separations

Regular Agenda
- The Committee discussed the vacant positions and noted the current 3 ongoing search.
- Announced the hiring of new Assistant Director of HR (Michelle D.)
- Trustee Wayne thanked Nykole Park for her work on the board.

Trustee Lawrence adjourned the HR committee meeting at 5:11 pm.

SUMMARY STATUS OF VACANT FULL TIME POSITIONS as of August 22, 2023

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service	1			1	2
Faculty				1	1
Professional Service		2			2
Grand Total	1	2		2	5

Open Position Detail:
    Civil Service: Electrician, Cleaner (assessing)
    Faculty: Mechanical Technology/Machining
    Professional Service: Admissions Recruiter (closing), Manufacturing Technician Program Director (closing)

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HUMAN RESOURCES COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4876-23

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	Annual Salary	Background
Longenberger	Harry	Assistant Director Admission	SDEM	7/5/2023	New Hire	E	59.430	This is a 12-mo standard, full time appointment, Personnel grade E. This hire was made as a result of an open search.
Orcutt	Kaitlyn	Retention & Ed Planning Retention Specialist	SDEM	6/12/2023	New Hire	D	51.678	This is a 12-mo standard, full time appointment, Personnel grade E. This hire was made as a result of an open search.

Lee-Copp	Amanda	Career Transfer Coordinator	SDEM	6/25/23	Lateral Transfer	D	$51.678	This promotion was made after a full and open search. This is a full time, 12-month standard appointment at paygrade level D.
Ladd	Tyler	Dir of Retention and Ed Planning	SDEM	7/09/23	Promotion	F	$68.344	This promotion was made after a full and open search. This is a fulltime, 12 -month standard appointment at paygrade level F.
Ewell	Laura	Assistant Director HR	Human Resources	7/12/23	Resignation	F	$62.401	After serving nearly 2 years in the role, Laura Ewell resigned to pursue another position.
Thomas	Jeffrey	Electrician	Physical Plant	7/14/23	Resignation	306	$55.735	After serving nearly 7 years in the role, Jeffrey Thomas resigned to pursue another position.

Lilly	William	Groundskeeper	Physical Plant	8/11/23	Resignation	302	$40.880	After serving nearly 18 months in the role, William Lilly resigned to pursue another position.
Maxson	Justine	Cleaner	Physical Plant	7/24/23	Resignation	301	$32.210	After serving nearly 13months in the role, Justine resigned on 7/24/23.
Eschbach	Jeanne	Executive Dir WEAP	WEAP	8/31/23	Retirement	H	$97.375	After serving for the college for a total of 32 years in different roles, Jeanne retired on August 31, 2023
Forde	John	EOP Program Counselor	SDEM	8/7/2023	New Hire	D	$ 55.000	This is a 12-mo standard, full time appointment, Personnel grade D. This hire was made as a result of an open search.

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

EXECUTIVE COMMITTEE

RESOLUTION #T4877-23
Appreciation for Jeanne Eschbach

WHEREAS, Jeanne Eschbach has served the College for a total of thirty years, from 1989 to 2012, in many roles and served as the Executive Director of Workforce Education and Academic Pathways at Corning Community College with professionalism and grace since 2016, and

WHEREAS, over the years, Jeanne Eschbach has served as a member of and made significant contributions to the broader CCC community through her service as a member of the Senior Staff, where her insight, concern for students and counsel was present throughout all discussions and decisions, and

WHEREAS Executive Director Eschbach tenure was characterized by her steadfast commitment to the College's mission, her compassion, and her unwavering belief in building stronger communities, fostering prosperity for individuals and businesses, and

WHEREAS, Executive Director Eschbach developed strategies to address workforce needs and oversaw the implementation of many customized corporate training programs that increased the number of skilled workers in the region, and

WHEREAS, Executive Director Eschbach was able to secure millions of dollars in grants for the College and skillfully managed those funds to maximize the benefits to students, and

WHEREAS, Executive Director Eschbach demonstrated a model of team building that fosters collegiality and excellence, and

WHEREAS Executive Director Eschbach served as a tireless ambassador for the College in the community and at the local, state, and national level and has helped forge critical connections between the College and the business community and played an integral role in the development of the region's workforce across all sectors, including manufacturing, technology, business, and healthcare.

BE IT THEREFORE RESOLVED that the Regional Board of Trustees of Corning Community College and its employees express sincere thanks and appreciation to Jeanne Eschbach for her distinguished service to the College, our community, and to the thousands of college students who have benefitted from her work, all for which she is to be commended and all of whom hereby extend their gratitude for her service and devotion to the College.

EXECUTIVE COMMITTEE

RESOLUTION #T4878-23

Corning Community College Strategic Plan & Framework

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College accepts and approves the 2023-2026 Strategic Plan and Framework.

Background Notes: Last year, President Mullaney initiated the Strategic Planning process by conducting brainstorming sessions with faculty, staff, and students, which proved to be very helpful. In the following months, we collaborated with stakeholders both within and outside the organization to develop the plan and gather feedback. On August 10, 2023, a preliminary draft of the plan was shared with faculty, staff, and members of the Regional Board of Trustees for their input. Based on their feedback, the finalized plan document is being presented to you today.

RESOLUTION #T4879-23

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending July 31, 2023.

Return to agenda

RESOLUTION #T4880-23

Sale Agreement of Goff Road Property

WHEREAS, Corning Community College owns property located at 2634 Goff Road, Corning, NY 14830, that has been identified as underutilized space and is no longer needed for college operations;

WHEREAS, a purchase and sale agreement has been received from a purchaser, the Corning-Painted Post Area School District with a purchase price of $600,000;

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees, Sponsor of Corning Community College hereby approves the Purchase and Sale agreement of the property contingent upon approval from the State University of New York;

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to the State University of New York for their approval of the sale of said property.