

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

DATE: Thursday, October 12, 2023

TIME: 5:30 p.m. Meeting

LOCATIONS: Education Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES August 31, 2023 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- STUDENT TRUSTEE REPORT
- 7- CCC DEVELOPMENT FOUNDATION REPORT
- 8- APPROVAL OF CONSENT AGENDA

[RESOLUTION #T4881-23 Appointments, Promotions and Separations](#)

[RESOLUTION #T4882-23 Position Activity](#)

REGULAR AGENDA

[AUDIT Committee](#)

[CASS Committee](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

[HUMAN RESOURCES Committee](#)

- 1- [RESOLUTION #T4883-23- Resolution of Appreciation for Trustee Parks](#)
- 9- OLD BUSINESS
- 10- NEW BUSINESS
- 11- EXECUTIVE SESSION-YES
- 12- ADJOURNEMENT

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
August 31, 2023
HEC and Via Zoom
MEETING MINUTES**

In attendance: M. Wayne, N. Wightman, P. Chu, K. Early, M. Lawrence, H. Reynolds, A. Winston, N. Parks W. Stoner, S. Jacoby Murphy

Excused: J. McKinney-Cherry, R. Allison

Senior Staff: President Mullaney, VP Clay, Executive Director Chandler, Executive Director Burdick, Executive Director John Marchese, Executive Director Castellana, Executive Director S. Ward, N. Ka-Tandia

Excused: VP Canfield

Support Staff: M. Brown, Lisa Patrick

College Community Guests: Jeanne Eschbach, Hatesh Radia and New employees

1. CALL TO ORDER. Trustee Wayne called the meeting to order at 5:31 pm.
2. APPROVAL OF AGENDA: (A. Winston, P. Chu, Unanimous).
- 3- APPROVAL OF THE MINUTES: June 8 and July 13, 2023 RBOT Meetings (M. Lawrence, A. Winston, Unanimous).

4. CHAIR UPDATE:

Chair Wayne welcomed the new employees and thanked them for choosing SUNY CCC

- Discussed financial Stability
- Perry Hall Sustainability
- Revisiting the Strategic plan on a quarterly basis
- Announced SUNY Development Foundation's is working had to put together a strategic plan.

- Announced a free training is being provided by the Corning Incorporated Foundation and encouraged trustees to attend

5. PRESIDENT OF THE COLLEGE’S REPORT.

President Mullaney introduced the following new employees:

- Jason Kellogg, Director of Automotive Technology
- Bobby Akhi, Business Instructor
- Dan Nightingale, Electrical Technology Instructor,
- Gloriann Langva, Art Instructor
- Jill Purcell, Nursing Instructor
- Gary Saunders, Manufacturing Technology Director

Campus Activities

- Move in Day
- Orientation
- Full STEAHM Ahead
- Nursing Boot Camp
- Start Up
- Jeanne’s retirement

Enrollment Data Report

Student Category	FTE Goal	FTE Actual	% of Goal
New	172.4	187.8	108.9%
Continuing	246.5	224.0	90.9%
Readmit	33.0	35.7	108.2%
Transfer	19.9	25.4	127.6%
Non-degree	16.8	13.9	82.7%
Out of State	36.4	31.7	87.1%
Total	525.0	518.5	98.8%
Student Category	FTE Goal	FTE Actual	% of Goal

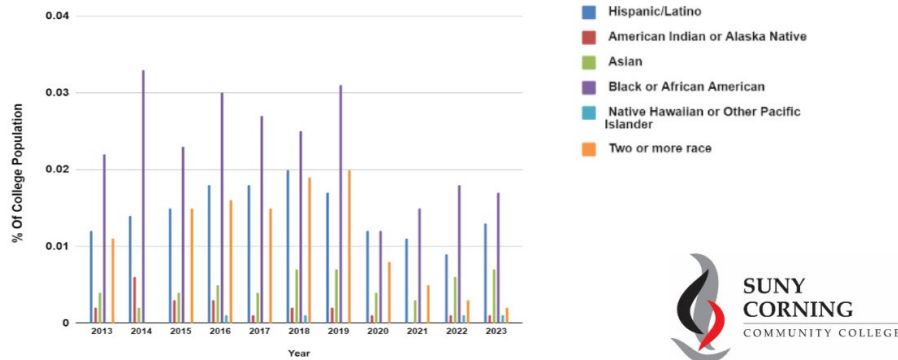
SUNY Transformational Fund

- A collaborative process for the use of the funds
- Personnel: Nursing Learning Specialist, Machine Tool/Mechanical Technology Instructor, Makerspace Manager, Admissions Recruiter for Non-traditional Students
- Equipment Upgrades: microscopes, chromatograph/ chromatography plate reader, classroom furniture
- Operational Efficiencies: registration software system, Banner document imaging and management program, wireless network infrastructure
- Essential Student Supports: CHAMPS cohort pilot, Starfish, advisement training for targeted populations

DEI Updates

Babatunde Ayanfodun gave review of the DEI report.

DEI Update: Student Demographics



DEI Update: Employee Demographics

2021 - 2023 Diversification of CCC Personnel						
Employees (not including students)	Feb-21		Feb-22		Feb-23	
	311	%	296	%	358	%
Black, African American	13	4%	16	5%	24	7%
Asian, Pacific Islander	7	2%	8	3%	8	2%
Hispanic or Latino	4	1%	6	2%	13	4%
Hawaiian, Pacific Islander	1	0%	1	0%	1	0%
Mixed (more than one category)	2	1%	2	1%	4	1%
White	282	91%	260	88%	304	85%
Unknown/no data	2	1%	3	1%	4	1%
TOTAL	311		296		358	

DEI Update: Campus Activities



- Student Support Initiatives
- SUNY General Education Requirement for Equity, Inclusion and Social Justice
- Diversity Council
- Diversity Center

7. STUDENT TRUSTEE REPORT:

No report. The Student Association has elected a new student trustee Aniga (Jay) Werner who will join in at the next meeting in October

8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Executive Director Marchese gave a review of the Foundation Inc. report:

- Foundation:
 - Dawn Burlew has resigned from the CCCDF & Housing LLC Board effective 5/30/23 due to changes in her job responsibilities.
 - Felissa Koernig has accepted a new position out of the area and resigned from the CCCDF & Housing LLC Board effective 8/31/23.

- Kai D'Alleva has joined the CCCDF Board effective 6/20/23 and will serve on the Resource Development Committee.
 - Considering board and committee member prospects for multiple vacancies.
 - Working with Dr. Kerr Mesner, Heart Story Consulting, to execute a strategic planning process for the Foundation.
 - Separate Board & Staff Workshops were held in early August.
 - Individual interviews with 10 key stakeholders took place in mid-August.
 - Joint Foundation Board & Staff Workshop scheduled in September 8th.
 - Planning for joint RBOT/CCCDF Executive Retreat in the fall.
- Housing LLC:
 - The financing partners approved the Housing LLC's request to transfer the Cash Collateral account balance to help cover debt service payments.
 - A formal request has been submitted for the payment deadline extension of Bond Series B, C, and D; their proposed refinancing offer is currently under review.
- Alumni
 - Reflections Save-The-Date and Sponsorship Opportunity brochures mailing executed in late August.
- 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 – applied for \$12,500 grant
 - Awaiting notification pending request for additional information.
 - J.M. McDonald Foundation – application ready to submit for \$15,000 (due 9/15)
 - SUNY Impact Foundation Tax Credit information received in late August; will execute a solicitation mailing shortly.
 - YTD College Leadership Annual Giving participation rates:
 - Senior Staff: 36%
 - RBOT: 36%
 - CCCDF: 60%

9. APPROVAL OF THE CONSENT AGENDA

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. (N. Parks, N. Wightman, Unanimous)

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		SDEM	6/25/23	Lateral Transfer	D	\$51.678	This promotion was made after a full and open search. This is a full

		Career Transfer Coordinator						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 13 months 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.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

President Mullaney, highlighted a few points of the CASS report and indicated there is no action item on the agenda.

VP/Dean of Academic Affairs Report

Academic Affairs:

- 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.

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

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

EXECUTIVE COMMITTEE:

The strategic planning process was initiated by President Mullaney, who conducted brainstorming sessions with faculty, staff, and students. Collaboration with stakeholders beyond the organization ensued in the subsequent months to create the plan and obtain feedback. On August 10, 2023, a preliminary draft of the plan was circulated among faculty, staff, and Regional Board of Trustees to gather their thoughts. The finalized plan document is being presented to you today, taking into account the input received.

The Committee discussed the strategic plan at length and recommend few suggestions;

- Perry Hall

- Workforce Development
- Update on the plan on a quarterly basis

RESOLUTION #T4877-23- Appreciation for Jeanne Eschbach

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. (Unanimous by proclamation)

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. (M. Wayne, N. Wightman, Unanimous)

EXTERNAL AFFAIRS

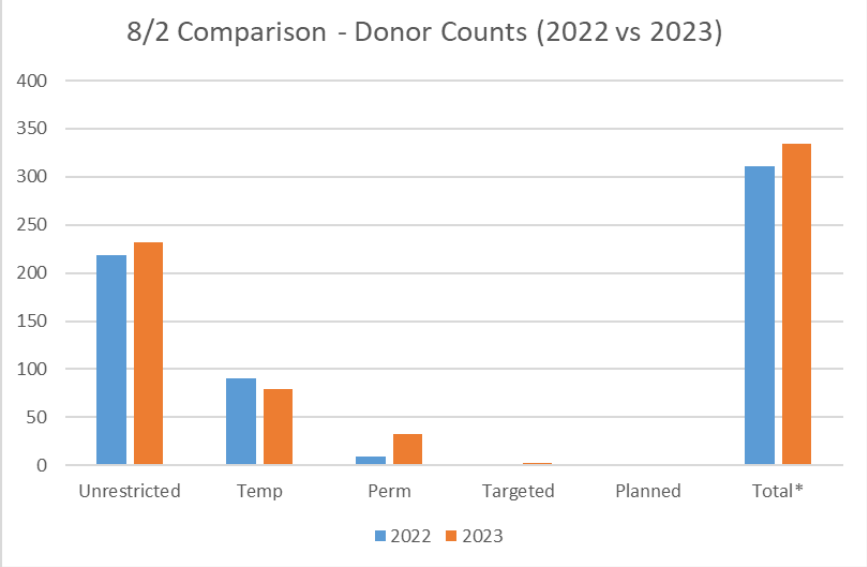
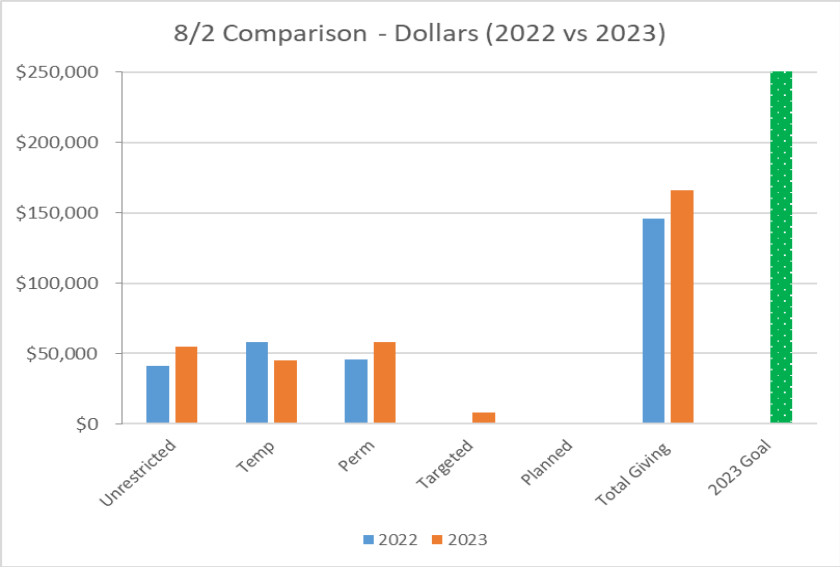
Trustee Winston gave a review of the External Affairs Committee and noted there is no action item in the agenda

CCC Development Foundation

Executive Marchese announced that scholarships have been awarded for the year. A few remain to be selected. But so far 84 awards were given out this year, totaling \$231,000. The average award this year is \$2,755, which is an 8% increase over last year.

- 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:



	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		

Marketing/Communications

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 C

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

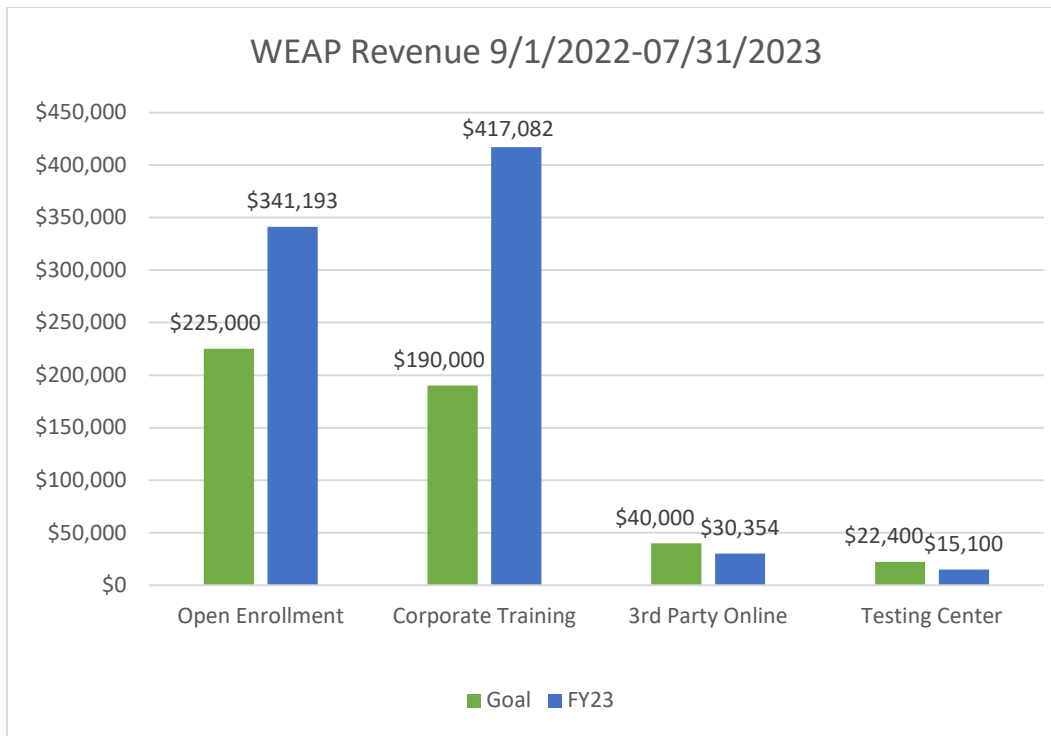
Channel Grouping	2022 (May 10-July 27)	2023 (May 10-July 27)	Change
Chat Sessions	548	520	-8.13%
Calls	566	566	0%

Other

- 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](#)

Workforce Education & Academic Pathways

Workforce Education



- 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.)

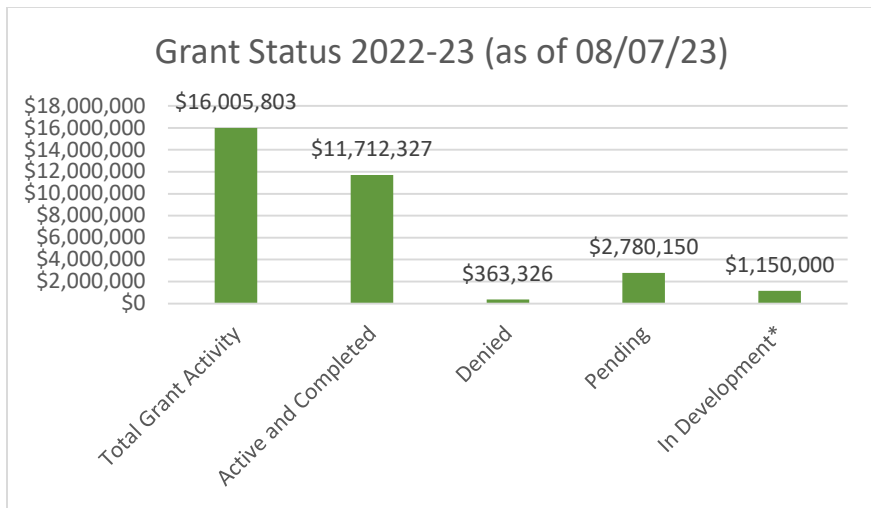
Corning Prison Education Program

- 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.

Highlights:



- 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 \$200,000 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

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

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility report and stated the committee held a meeting on August 21, 2023 and mentioned there are two actions item on the agenda. She also reminded trustees that the Annual review will start in October

ACTION ITEMS:

RESOLUTION #4879-23: July *Operating Report*

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report for the period ending July 31, 2023. (H. Reynolds, N. Wightman, Unanimous)

RESOLUTION #4880-23: Sale of Goff Road

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. (H. Reynolds, N. Wightman, Unanimous)

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 7/31/23



	2022-2023	2022-2023	Spring/Summer	2022-2023	Spring/Summer	Spring/Summer
	Budget	YTD@7/31/23	22-23 Budget	Spring/Summer @7/31/23	Projected as of 7/31/23	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						
<i>Purchased Services</i>	\$ 32,100	\$ 44,264	\$ 28,555	\$ 12,287	\$ 22,833	\$ 5,722
<i>Materials & Supplies</i>	\$ 473,000	\$ 239,827	\$ 270,474	\$ 130,366	\$ 233,068	\$ 37,406
<i>Dues & Subscriptions</i>	\$ 82,365	\$ 41,737	\$ 32,541	\$ 18,621	\$ 47,689	\$ (15,148)
<i>Consultants and Contractors</i>	\$ 176,520	\$ 178,517	\$ 107,079	\$ 103,110	\$ 139,411	\$ (32,333)
<i>Accreditation</i>	\$ 55,050	\$ 33,767	\$ -	\$ 7,247	\$ 13,547	\$ (13,547)
<i>Marketing</i>	\$ 200,860	\$ 123,821	\$ 102,730	\$ 57,196	\$ 102,268	\$ 462
<i>Conference & Travel</i>	\$ 87,000	\$ 34,443	\$ 48,279	\$ 12,507	\$ 26,649	\$ 21,630
<i>Utilities</i>	\$ 510,000	\$ 424,799	\$ 388,804	\$ 272,702	\$ 357,950	\$ 30,854
<i>Maintenance & Repairs</i>	\$ 280,200	\$ 141,471	\$ 219,537	\$ 80,337	\$ 168,293	\$ 51,244
<i>Software & Contracts</i>	\$ 528,340	\$ 197,086	\$ 381,491	\$ 83,538	\$ 183,004	\$ 198,487
<i>Voice & Data Communication</i>	\$ 114,755	\$ 70,710	\$ 86,553	\$ 39,669	\$ 61,131	\$ 25,421
<i>Special Projects, Programs & Events</i>	\$ 78,875	\$ 26,001	\$ 97,678	\$ 18,002	\$ 30,767	\$ 66,911
<i>Maintenance Contracts</i>	\$ 476,450	\$ 201,128	\$ 274,367	\$ 130,346	\$ 201,710	\$ 72,658
<i>Rentals (HEC)</i>	\$ 347,580	\$ 260,218	\$ 381,865	\$ 173,040	\$ 259,688	\$ 122,177
<i>General Institutional</i>	\$ 1,419,873	\$ 1,083,296	\$ 1,151,190	\$ 899,842	\$ 1,064,377	\$ 86,813
<i>Other Expenditures</i>	\$ 271,490	\$ 126,104	\$ 218,549	\$ 65,972	\$ 127,322	\$ 91,227
<i>Scholarships</i>	\$ 2,278,000	\$ 2,078,028	\$ 906,408	\$ 802,337	\$ 822,123	\$ 84,285
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 20(12,759)	\$ 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)	\$	166,997
Capital (HVAC Air Ventilation upgrades)		\$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					
<i>Purchased Services</i>	\$ 32,100	\$ 43,601	\$ 31,977	\$ 22,833	\$ 54,810
<i>Materials & Supplies</i>	\$ 473,000	\$ 227,948	\$ 109,461	\$ 233,068	\$ 342,529
<i>Dues & Subscriptions</i>	\$ 82,365	\$ 35,726	\$ 23,116	\$ 47,689	\$ 70,806
<i>Consultants and Contractors</i>	\$ 176,520	\$ 154,333	\$ 75,408	\$ 139,411	\$ 214,819
<i>Accreditation</i>	\$ 55,050	\$ 33,767	\$ 26,520	\$ 13,547	\$ 40,067
<i>Marketing</i>	\$ 200,860	\$ 113,798	\$ 66,625	\$ 102,268	\$ 168,893
<i>Conference & Travel</i>	\$ 87,000	\$ 31,394	\$ 21,936	\$ 26,649	\$ 48,585
<i>Utilities</i>	\$ 510,000	\$ 372,477	\$ 152,097	\$ 357,950	\$ 510,047
<i>Maintenance & Repairs</i>	\$ 280,200	\$ 132,032	\$ 61,134	\$ 168,293	\$ 229,427
<i>Software & Contracts</i>	\$ 528,340	\$ 186,354	\$ 113,548	\$ 183,004	\$ 296,551
<i>Voice & Data Communication</i>	\$ 114,755	\$ 62,189	\$ 31,041	\$ 61,131	\$ 92,172
<i>Special Projects, Programs & Events</i>	\$ 78,875	\$ 23,341	\$ 8,000	\$ 30,767	\$ 38,767
<i>Maintenance Contracts</i>	\$ 476,450	\$ 196,241	\$ 70,782	\$ 201,710	\$ 272,492
<i>Rentals (HEC)</i>	\$ 347,580	\$ 260,218	\$ 87,178	\$ 259,688	\$ 346,866
<i>General Institutional</i>	\$ 1,419,873	\$ 1,002,088	\$ 183,454	\$ 1,064,377	\$ 1,247,831
<i>Other Expenditures</i>	\$ 271,490	\$ 109,665	\$ 60,132	\$ 127,322	\$ 187,454
<i>Scholarships</i>	\$ 2,278,000	\$ 2,028,415	\$ 1,275,691	\$ 822,123	\$ 2,097,814
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -
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



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 through the restricted/capital fund- not operating		
Student Mental Wellness (\$166,997)	\$	166,997	
Capital (HVAC Air Ventilation upgrades)		\$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	@ 7/31/23	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	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				
<i>Purchased Services</i>	\$ 1,338	\$ 2,038	\$ 3,000	\$ (1,662)
<i>Materials & Supplies</i>	\$ 42,106	\$ 15,284	\$ 15,000	\$ 27,106
<i>Special Projects</i>	\$ 12,200	\$ 9,906	\$ 9,000	\$ 3,200
<i>Conference & Travel</i>	\$ 800	\$ 5,748	\$ 6,000	\$ (5,200)
<i>Stipends</i>	\$ 7,750	\$ 5,285	\$ 6,000	\$ 1,750
<i>Other Expenditures</i>	\$ 67,706	\$ 30,273	\$ 30,000	\$ 37,706
<i>Transfers</i>				\$ -
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	@ 7/31/23	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
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)
<u>EXPENSES</u>				
Salaries	\$ 55,050	\$ 40,832	\$ 41,000	\$ 14,050
Equipment	\$ 24,000	\$ 16,572	\$ 17,000	\$ 7,000
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 1,000	\$ 395	\$ 500	\$ 500
<i>Materials & Supplies</i>	\$ 4,300	\$ 3,454	\$ 4,100	\$ 200
<i>Stipends</i>	\$ 24,560	\$ 23,705	\$ 24,000	\$ 560
<i>Conference & Travel</i>	\$ 131,590	\$ 128,603	\$ 130,000	\$ 1,590
<i>Rentals</i>	\$ 35,000	\$ -	\$ -	\$ 35,000
<i>Other Expenditures</i>	\$ 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	@ 7/31/23	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
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)
<u>EXPENSES</u>				
Salaries	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ -	\$ -	\$ -	\$ -
<i>Materials & Supplies</i>	\$ 6,000	\$ 384	\$ 400	\$ 5,600
<i>Special Projects</i>	\$ 1,500			\$ 1,500
<i>Commencement</i>	\$ 50,000	\$ 12,282	\$ 15,000	\$ 35,000
<i>Conference & Travel</i>	\$ -		\$ -	\$ -
<i>Stipends</i>	\$ -		\$ -	\$ -
<i>Other Expenditures</i>	\$ 22,500	\$ 22,707	\$ 36,600	\$ (14,100)
<i>Transfers</i>	\$ -		\$ -	\$ -
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	@ 7/31/23	2022-23	2022-23
			YE Preliminary	
	Budget	22-23 Actual	Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Life Fee - Student Activities</i>	\$ 154,000	\$ 130,570	\$ 130,600	\$ (23,400)
<i>Fundraising/Misc Sales</i>	\$ -	\$ 16,075	\$ 16,100	\$ 16,100
ATHLETICS			\$ -	\$ -
<i>Student Life Fee - Athletics</i>	\$ 286,000	\$ 242,529	\$ 243,000	\$ (43,000)
<i>Concessions/Gate/Misc</i>	\$ 4,000	\$ 118	\$ 200	\$ (3,800)
<i>Development Foundation</i>	\$ -	\$ -	\$ -	\$ -
STUDENT SUCCESS PROGRAMS			\$ -	\$ -
<i>Student Life Fee</i>	\$ 50,000	\$ 47,150	\$ 47,200	\$ (2,800)
<i>Other Student Fees</i>	\$ 30,000	\$ 28,022	\$ 28,100	\$ (1,900)
Total FSA Fund Revenue	\$ 524,000	\$ 464,465	\$ 465,200	\$ (58,800)
EXPENSES			YE Preliminary	
	Budget	22-23 Actual	Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Activities & Governing Board</i>	\$ 95,550	\$ 42,154	\$ 48,200	\$ 47,350
<i>Clubs</i>	\$ 58,450	\$ 45,387	\$ 42,300	\$ 16,150
ATHLETICS				\$ -
<i>General Athletics</i>	\$ 181,300	\$ 137,974	\$ 139,600	\$ 41,700
<i>Athletic Teams</i>	\$ 108,700	\$ 91,303	\$ 93,000	\$ 15,700
STUDENT SUCCESS PROGRAMS				
<i>Graduation</i>	\$ 50,000	\$ 12,282	\$ 15,000	\$ 35,000
<i>Student Orientation/ID</i>	\$ 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



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

HUMAN RESOURCES COMMITTEE

Trustee Parks provided a review of the Human Resources Committee and announced today will be her last meeting as a trustee. Trustees thanked N. Parks for her work and devotion to the college and the community. Trustee parks will be invited to the next RBOT meeting to be presented with a resolution of appreciation.

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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11. OLD BUSINESS. Scholarship Reception on October 19th and Reflection Night at 8 pm on November 17th

12. NEW BUSINESS. None

13. EXECUTIVE SESSION: Yes

Trustee Wayne adjourned the meeting 7:45 to enter into executive session pm (M. Wayne, A. Winston, Unanimous).

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Audit Committee
Thursday, October 12, 2023

MISSION:

This Committee shall consider and make recommendation to the Board regarding the retention of an audit firm and receive the audit report and make appropriate recommendations to the Board.

ACTION ITEMS:

DISCUSSION ITEMS:

- Discussion of audit procedures with Jerry Mickelson, Duane Schoen and Ben Owens from Insero & Co.

NEXT MEETING: February 1, 2024

MEASURABLE STANDARDS

- * On an annual basis, recommend to the Board an Audit Firm;
- * On an annual basis, monitor progress on Audit process;
- * On an annual basis, recommend actions to the Board based on the results of the Audit.
- * Refer Audit findings to the appropriate Board Committee.
- * Receive Audit recommendations from all Committees and provide for follow-up;
- * Ensure that actions are consistent with Strategic Plan.

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**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by VP/Dean of Academic Affairs, Dr. Barbara Canfield
and VP/Dean of Student Development and Enrollment Management, Maarit Clay
October 2, 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](#)
3. [Student Report](#)

ACTION ITEMS:

NONE

NEXT COMMITTEE MEETING: October November 22, 2023

Measurable Standards for the CASS Committee are:

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
 - Ensure that academic programming is in line with the overall strategic plan of the College
 - Evaluate the relevance of programming for transition into a four-year institution or entry into local industry
 - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate certifications and qualifications.
 - Assessing enrollment and completion metrics
 - Assessing the effectiveness of how programs deal with issues of diversity, equity, and inclusion.
2. Reviews the Strategic Enrollment Plan:
 - Evaluate the enrollment, awareness, and marketing of programs offered by the college.
 - Ensure that the recruitment and enrollment process is informed by the needs of local businesses.
 - Track relationships with local high schools to ensure knowledge of our classes and develop new programs with the service area's schools.
 - Identify barriers to student retention and utilize faculty in recruitment and retention efforts, where needed
 - Evaluate student support services and receive updates regarding student-guided funding of activities.
 - Promote access to traditionally underrepresented groups and evaluate the 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.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

October 2, 2023

Via Zoom

[Minutes](#)

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

Trustee McKinney-Cherry called the CASS committee meeting to order at 5:01 p.m. and introduced the new student trustee, Jay Werner, whom she provided with an overview of the committee's responsibilities and measurable standards.

VP/Dean of Academic Affairs, provided few highlights of her report

- Looking for an instructor to develop high-level flex courses for spring
- Partnerships with Innovative learning sites have continued to be cultivated
- As part of our grant work funded by OPWDD, Associate Professor Eric Smith collaborated with five local partner agencies to support workforce development needs Pathways Incorporated in Corning, the ARC of Steuben -Allegany, the ARC of Chemung-Schuyler, ABLE2 in Horseheads, the Unity House of Ithaca. As a result of Professor Smith's summer outreach with these community partners, 45 new full-time students enrolled this fall in the Direct Support Professional Level I micro-credential.
- Nursing passing rate education has an 88.4% first-time pass rate on the NCLEX exam. Furthermore, of the 6 who were unsuccessful on their first attempt, 3 to date have re-tested and passed. With ACEN's new option of using the data from both first-time test takers and repeaters, this brings the pass rate to 94.2%.
- Nursing summer is scheduled for November 8th
- Professor George Hurlburt joined the organizing committee of the Launch Years-Math Initiative, sponsored by the Dana Center. The goal of Launch is to improve the mathematics experiences for students in their last two years of secondary and improve the transition into the first two years of postsecondary education.
- Professor Matthew Skerritt attended a virtual workshop on the Three-Dimensional Learning Assessment Protocol (3D-LAP). 3D-

Trustee McKinney-Cherry praised the faculty for their dedication and acknowledged the nursing program's high passing rate.

VP/Dean of Academic Affairs, provided few highlights of her report

Recruitment/Admissions

- Events: Recruitment travel season begins 9/15. 72 recruitment events on the schedule. Local high school visits and community partner opportunities tba
 - School Counselor Information Day, 10/5
 - CCC in NYC, 10/11 global summit in partnership with Corning Inc
 - Open house is on November 4th

Retention

- Retention / Persistence:
 - Weekly credit checks are run on Perry Hall residents with outreach to any falling below FT
 - Starfish Early Progress Alert
 - Edsights outreach

Engagement

- Student Life
 - First Day Donuts and Directions - handed out 150 donuts
 - Lug a Mug - 50 mugs were distributed and over 100 students stopped for a cup of coffee or tea
 - Check Us Out involvement fair - 21 tables of clubs/organizations/departments around campus - 145+ students attended
- Athletics
 - Volleyball team roster increase to 13 players this year compared to last year's 7 players
 - Hayden Allington finished 30th as he competed against all four-year competition last weekend at the St John Fisher University race
 - Open Gym first week - 92 participants and Fitness Center - 179 visitors first two weeks of class

Student Report

Student Trustee, Jay Werner gave a review of his report

- The new Student Association Executive Board members are:
 - Joseph Nowicki as the President
 - Christian Cicconi as the Vice-President
 - Rowan McBreaty as the Treasure
 - 3Dylan Maynard as the Activities Coordinator
 - Aniga "Jay" Werner (myself) as the Student Trustee

In New Ideas:

1. Dylan Maynard is in the process of getting a CCC's Got Talent event organized.
2. The Student Government is also interested and in discussion about a Halloween dance and event.
3. Student Life and Student Government are planning on collaborating on a Fall festival for the students. With different events and giveaways.

Trustee McKinney Cherry adjourned the CASS Committee meeting at 6:19 pm

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by VP/Dean of Academic Affairs, Dr. Barbara Canfield
October 2, 2023

Academic Affairs:

- Multiple accessibility meetings with various campus stakeholders addressing accessibility needs across campus and to break down siloes. Coordinator for Accessibility Services met with the following offices: Director of Residential Life, Building and Grounds, Dining Hall staff and VP of CCC Finance, Public Safety, Faculty, Learning Commons staff.
- This year, any technology workshops that will be offered to faculty and staff will also be open to students. Dr. MacDonald's long-term plan is to offer technology workshops to students to assist in retention, so this year, any workshops already being offered will be extended to students as well to gauge interest.
- Six instructors were interested in creating HyFlex course offerings for the Spring Semester (3 STEAM, 3 LAPS). An IITG HyFlex Grant application was submitted. The grant is worth up to \$10,000 and goes towards a faculty stipend to create and deliver the classes. Dr. MacDonald will be the trainer on the grant and attend specialized training to then disseminate to the 6 involved in the grant.
- Three Hundred Sixty-Two books were added to the library catalog over the summer (May-August). Of those, forty-five (45) were course-reserve textbooks, and one hundred fourteen (114) were electronic books
- Fifty-five (55) laptops have been checked out to students for the duration of the semester. All available laptops were checked out by mid-day the first day of school. The IT Department was able to repurpose thirteen (13) Google Chromebooks for students to borrow. Of those, eight (8) are on loan. Library Services has a current inventory of one (1) laptop and five (5) Chromebooks.
- Innovative Learning Sites partnerships to expand programming at the Digital Dome, Observatory and Spencer Crest Nature Center include Kid's Night Out on Oct. 6 (Elmira Corning Astronomical Society), award winning music show on Oct. 14 (Mesmerica), Red Baron Half Marathon to benefit Spencer Crest Nature Center (Southern Tier Running Club).
- There will be an annular eclipse October 14 and total solar eclipse April 8, 2024. The Observatory will be open with a solar telescope and eclipse viewing glasses.
- As part of our grant work funded by OPWDD, Associate Professor Eric Smith collaborated with 5 local partner agencies to support workforce development needs: Pathways Incorporated in Corning, the ARC of Steuben -Allegany, the ARC of Chemung- Schuyler, ABLE2 in Horseheads, and the Unity House of Ithaca. As a result of Professor Smith's summer outreach with these community partners, 45 new full-time students enrolled this fall in the Direct Support Professional Level I micro credential.
- With all but 1 student in the 2023 graduating class testing, the 2023 graduating class in Nurse education has an 88.4% first-time pass rate on the NCLEX exam. Furthermore, of the 6 who were unsuccessful on their first attempt, 3 to date have re-

tested and passed. With ACEN’s new option of using the data from both first-time test takers and repeaters, this brings the pass rate to 94.2%.

- Professor George Hurlburt joined the organizing committee of the Launch Years-Math Initiative, sponsored by the Dana Center. The goal of Launch Years is to improve the mathematics experiences for students in their last two years of secondary and improve the transition into first two years of postsecondary education.
- Julie Croteau, Kathleen Speicher, and Kris Krebs are doing Rich Mathematical Tasks in Math Courses for Future Elementary/Middle School Teachers Learning Community through the MAA (Mathematical Association of America).
- Professor Matthew Skerritt attended a virtual workshop on the Three-Dimensional Learning Assessment Protocol (3D-LAP). 3D-LAP, at its core, emphasizes scientific practices, crosscutting concepts, and disciplinary core ideas. His goal is to use 3D-LAP to develop more meaningful and instructive assessments for students in his courses.

Fall 2023 Tutoring by Subject Area, 8/21/23 - 9/8/23 (250 sessions)			
Math Sessions	Writing Sessions	Science Sessions	Other Sessions (not Math, Writing, Science)
137	75	30	8

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
VP/Dean of Student Development and Enrollment Management, Maarit Clay
October 2, 2023

Recruitment/Admissions

- Events: Recruitment travel season begins 9/15. 72 recruitment events on the schedule. Local high school visits and community partner opportunities tba.
 - School Counselor Information Day, 10/5
 - CCC in NYC, 10/11
 - CCC Open House, 11/5
- Outreach: Banner online admissions applications targeted open date 10/1. This includes use of the communication module for outreach.
 - Outreach to School Counselors - Invitations to Counselor Information Day, 10/5
 - CCC in NYC, 10/11
- EOP: Current enrollment 35; Maximum enrollment is 50
 - 23 students completed EOP Summer Program, 4 students did not successfully complete due to attendance
 - 4 students added as Post-Summer (Fall) Participants

Retention

- Retention / Persistence:
 - Weekly credit checks are run on Perry Hall residents with outreach to any falling below FT
 - Starfish Early Progress Alert outreach
 - EdSights outreach
- Advising: Preparing outreach on advisor assignments, which have been completed
- Mental Health:
 - All five RA's are Mental Health First Aid certified
 - Relaxation Stations (7)-anti-stress items including coloring books, fidget spinners, stress balls, socket poppers, puzzles and word games
 - SAP Intern Tom residing in Perry Hall two nights per week and interacting/offering activities to residents for 2 hours per week in the evenings
- Basic Needs:
 - Food Pantry is announcing each time we get new deliveries of food so we can push out fresh produce quickly
- EOP: Persistence 90% from spring to fall

Perry Hall

- 117 students living in the hall (40 athletes and 17 EOP)
- 5 events since classes started - 130 participants

Engagement

- Student Life
 - First day Donuts and Directions - handed out 150 donuts
 - Lug a Mug - 50 mugs were distributed and over 100 students stopped for a cup of coffee or tea
 - Check Us Out involvement fair - 21 tables of clubs/organizations/departments around campus - 145+ students attended
- Athletics
 - Volleyball team roster increase to 13 players this year compared to last year's 7 players
 - Hayden Allington finished 30th as he competed against all four-year competition last weekend at the St John Fisher University race
 - Open Gym first week - 92 participants and Fitness Center - 179 visitors first two weeks of class

Operations

- Registrar
 - Number of Degrees Awarded for Summer: 84
 - Number of MicroCredentials Awarded for Summer: 7
 - Number of Fall Visiting Student Applications Processed - 61
 - Number of Credit Hour request for Fall Visiting Student Registration - 266
 - Number of Fall Senior Audits Registered – 7

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Student Report by Aniga “Jay” Werner
October 2, 2023

In Old Business:

The new Student Association Executive Board members are: Joseph Nowicki as the President

1. Christian Cicconi as the Vice-President
2. Rowan McBreaty as the Treasure
3. Dylan Maynard as the Activities Coordinator
4. Aniga "Jay" Werner (myself) as the Student Trustee

In New Ideas:

1. Dylan Maynard is in the process of getting a CCC's Got Talent event organized.
2. The Student Government is also interested and in discussion about a Halloween dance and event.
3. Student Life and Student Government are planning on collaborating on a Fall festival for the students. With different events and giveaways.

In Recent Events:

The Student Government does not have any reports at this time. We have not run an event yet.

In Student Life:

1. New Student Orientation Baron Bash, August 20th (183 RSVP, 187 Attended)
2. Donuts and Directions, August 21st (handed out 150 donuts)
3. Lug a Mug Meet and Greet, August 22nd (giveaway 50 mugs)
4. #Check Us Out Involvement fair, August 24th (21 Clubs/Organizations/ Departments participated)
5. (Giveaway 80 Tumbler cups)
6. Back to School Bingo, August 29th (30 students attended)
7. Fun in the Sun, August 30th (50 students attended)

In Perry Hall:

1. Game night Social with RA Jordan - 25 attended - a great night of games and fun for the residents.
2. Mindfulness Meditations - 15 attended - a peaceful and relaxing evening to help the residents destress.
3. Meet and Greet with Mimi, Milo and Maarit - 15 attended - a fun evening with some furry friends.
4. Volleyball Tournament with RA Emma - 20 attended - a fun outdoor competition amongst the residents.
5. Football Watch Party with RA Jenna and Caroline - 30 attended - a night of football and friendly competition to see who wins the Bills or the Jets.

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**CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES**
External Affairs Committee
Tuesday, October 3, 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

Measurable Standards for the External Affairs Committee

1. In alignment with strategic and/or operational goals and highlighting diversity, equity and inclusion efforts, provide updates as needed on fundraising, grants, marketing, public relations and nurturing community relations.
2. Review annually the Resource Development plan for the Foundation to determine it meets the funding priorities of the Regional Board of Trustees. Actively promote diversity, equity and inclusion which could include but not limited to student activities, visiting speakers and scholarships.
3. Review periodic reports from the President regarding meetings with county, state and federal elected officials from Chemung, Schuylers and Steuben counties to understand workforce priorities and to discuss the state of the College.
4. As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; Monitor and advocate for legislation at the State and Federal level consistent with the Colleges mission, needs and values.
5. Track participation and encourage information sharing by trustees who attend New York Community College Trustees (NYCCT) and Association of Community College Trustees(ACCT) meetings; encourage new trustees begin by attending NYCCT orientation.
6. The Office of Workforce Education and Academic Pathways will inform RBOT at each meeting of progress on workforce goals, including diversity, equity and inclusion. Create an annual convening to be held before March 1 to engage community leaders to provide validation on existing programs, improvement opportunities across the college's system and inform the college of trends and new opportunities.
 - a. Community leaders will include employers, professional associations, school superintendents, elected officials, regional planning board leaders and economic development leaders.
 - b. Programs will include: degrees, certificates, micro-credentials and training opportunities.

Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. As such, all fundraising, grants, marketing, public relations, and workforce education efforts will focus on economic inclusion aligned with the college's mission to include all people in opportunity, skills development and investment in livability, affordability, and environmental sustainability.

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
October 3, 2023
Via Zoom
MINUTES

In Attendance: Trustees: M. Wayne, J. McKinney-Cherry, P. Chu, H. Reynolds, R. Allison, M. Lawrence, S. Jacoby Murphy

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

Excused: A. Winston

Trustee Wayne called the External Affairs Committee meeting to order at 4:30 pm, noting there is no action item on the agenda.

ACTION ITEMS:

DISCUSSION ITEMS:

[CCC Development Foundation Report](#)

Opening Remarks from P. Chu, Liaison to SUNY CCC Development Foundation:

- SUNY CCC Development Foundation is actively developing a strategic plan that will cover a three-year period. They aim to secure approval for this plan by year-end
- Kindly reminded RBOT to attend the Scholarship Award ceremony on October 19th.

Executive Director Marchese elaborated on the four core areas that the foundation has prioritized in its strategic plan: - Fundraising - Financial management - Scholarships - Board development.

[Marketing/Communications Report](#)

Opening Remarks from R. Allison, Liaison for Marketing:

- Trustee Allison recently met with VP/Dean Clay and was delighted to learn about the upcoming recruitment event at the SUNY Global Center in New York City.

VP/Dean Clay provided a comprehensive overview of the marketing report

- Discussed the global summit in partnership with Corning Inc event in NYC is underway, and it is attended by guidance counselors, students, and technical colleges.
- The Viewbook has been published with exceptional content, which was significantly influenced by the feedback received during the collaboration with COCM.

Workforce Education & Academic Pathways Report

Opening Remarks from J. McKinney Cherry, Liaison for Workforce Education and Academic Pathways

- Excited about the plan of CAF USA requesting a trainer on site and providing salary and benefits for the position

Executive Director Castellana summarized her report and highlighted a few points:

- Planned visit to Alston
- WORC grant not approved. Received feedbacks and will resubmit
- ACE is on target
- CPEP exceeded its target goal

Legislative Relations Report

Trustee Wayne provided the report below:

- Trustee Wayne attended a recent NYCCT meeting where the issue of funding inequality between SUNY four-year and two-year colleges was thoroughly discussed.
- Congressman Langworthy has co-sponsored the Jobs Act in the House of Representatives, which includes a provision for short-term call authorization that is still pending finalization.

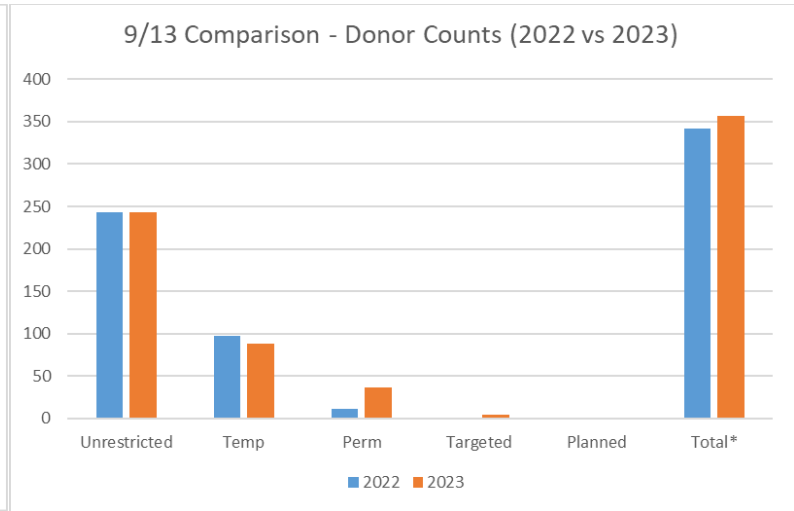
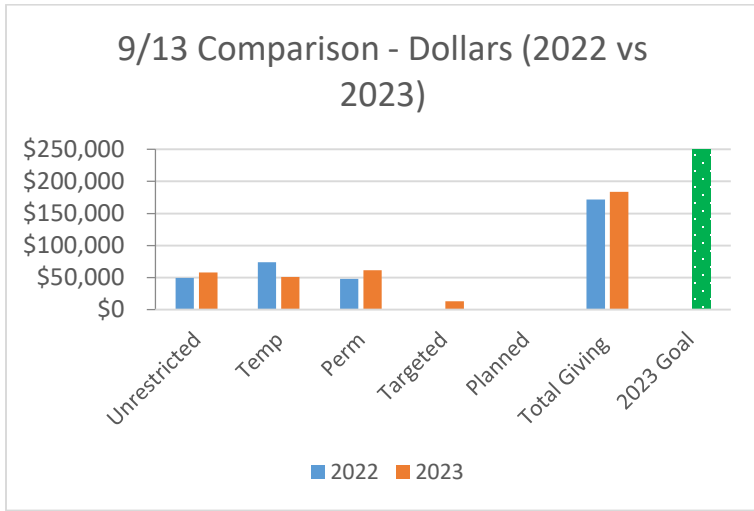
1. Federal: Higher Education Update
2. State: NYS Budget Update

Trustee Wayne adjourned the External Affairs Committee meeting at 5:03 p.m.

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation
Tuesday, October 3, 2023

- The Foundation enjoyed an educational session at the board meeting of September 13, 2023 made by Dawn Marie Castellana providing an overview of Workforce Education and Academic Pathways at the College.
- All but two scholarship recipients have been selected and notified. A special round of applications is being completed in September to award the remaining two scholarships.
- The Scholarship Reception is scheduled for the evening of October 19, 5:00-6:30.
- Corning Credit Union has pledged an additional gift to supplement their endowed scholarship and allow the recipient to receive a half-scholarship.
- The fifth Baron Bulletin e-newsletter was sent on September 15.
- The Q3 Annual Fund solicitation mailing with Deb Dunbar, a recent retiree/alum, as signatory is anticipated to go out in late September.
- Foundation delivered \$1,500 of funding to College for licenses for hybrid event/hyflex technology.
- Dr. Kerr Mesner of Heart Story Consulting in Ithaca, a strategic planning consultant, has facilitated the Foundation's strategic planning process with an expected initial report to be available by early October.
- Reflections event planning is underway for the Annual Alumni Awards and Athletics Hall of Fame induction on the evening of 11/17/23, with sponsorship and save-the-date mailing sent in mid-August.
- Community Foundation supported Spencer Crest Critical Maintenance project with a \$5,000 contribution.
- The Housing Company LLC is scheduled to pay off Bond Series A in November and is reviewing financing options related to Bond Series B, C, and D.
- Annual Giving results through 09/13/2023:



	2022	2023
Unrestricted	\$49,534.49	\$58,009.96
Temp	\$74,044.93	\$50,985.58
Perm	\$48,025.41	\$61,619.93
Targeted	\$0.00	\$13,000.00
Planned	\$0.00	\$0.00
Total Giving	<u>\$171,604.83</u>	<u>\$183,615.47</u>

2023 Goal **\$252,770.00**

	2022	2023
Unrestricted	243	243
Temp	97	88
Perm	11	36
Targeted	0	4
Planned	0	0
Total*	<u>342</u>	<u>357</u>

Total* **342** **357**

* Unduplicated count of annual donors

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Marketing/Communications

Submitted by Maarit Clay, Vice President of Student Development and Enrollment Management
Tuesday, October 3, 2023

Highlights

- 2060 Digital Marketing: Digital Ads (403,637 impressions; 2,050 clicks) | Social Media (186,947 impressions; 1,301 clicks) | OTT/CTV (49,459 impressions; 98.34% completion rate) | YouTube Pre-Roll (110,667 impressions; 73,424 views; 66.35% view rate), Local SEO (14,312 impressions July & August)
- LocaliQ Digital Search: 18,938 impressions; 5,769 link clicks; 30.46% clickthrough rate
- Express Enrollment: Facebook Ads (57,585 impressions; 430 clicks); Digital Billboards (Elmira & Barton), Postcards
- Initiated partnership with Motimatic for last push for fall enrollment
- CCC in NYC Recruiting Event: Landing Page with Registration Form, Flyer
- [STEG Business Spotlight](#), featuring CCC Workforce
- [WENY coverage](#) of First Day of Class
- Revamp of College's [Viewbook](#)

Performance

1. Website: July 28 - September 11 2022/2023 Comparison

Channel Grouping	New Users 2022	New Users 2023	Change
Organic Search	12,670	11,983	-5.42%
Direct	10,635	10,189	-4.19%
Paid Search	2,543	2,648	+4.13%
Referral (SUNY & paid)	1,823	913	-49.92%
Social	1,294	2,015	+55.72%

2. Chatbot: July 28 - September 11 2022/2023 Comparison

Channel Grouping	2022 (July 28-Sep 11)	2023 (July 28-Sep 11)	Change
Chat Sessions	382	439	+14.92%
Calls	408	489	+19.85%

Other

- Continued social media promotion of Digital Dome Theater shows

- Web Stories: [Grace Vondracek Named SUNY Scholar Athlete of the Year](#)

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Workforce Education & Academic Pathways

Submitted by Dawn Marie Castellana, Executive Director of Workforce Education & Academic Pathways

Tuesday, October 3, 2023

Grant Status 2022-2023 (as of 09/18/23)

\$18,000,000					
\$17,000,000					
\$16,000,000					
\$15,000,000					
\$14,000,000					
\$13,000,000					
\$12,000,000					
\$11,000,000					
\$10,000,000					
\$9,000,000					
\$8,000,000					
\$7,000,000					
\$6,000,000					
\$5,000,000					
\$4,000,000					
\$3,000,000					
\$2,000,000					
\$1,000,000					
< \$999,999					
	\$17,302,477	\$12,977,327	\$363,326	\$3,475,150	\$850,000
	Total Grant Activity	Active and Completed	Denied	Pending	In Development

Grants Highlights:

- Status Updates:
 - Approved:
 - SUNY High Needs, Nursing Program, \$30,000.
 - SUNY Transformation Funds \$1,130,000.
 - SUNY Internship, \$105,000 over three years.
 - Denied:
 - None
- Submitted:
 - Perkins Grant, support for Career & Technical Programs, \$250,000.
 - ARC Autotech, \$150,000 for one year or \$200,000 over two years.
 - WORC Grant, Optical Technician Focus, approx. \$1.5M.
 - ARC ARISE Grant (STCRPB was the lead; NY/PA consortium, expand ACE program). \$500,000.
 - SUNY High Flex (curriculum) \$10,000.
- 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.

Workforce Education and Academic Pathways Updates

ACE

- Program slightly over 61% of FTE goal and continues to handle heavy activity.
- ACE FTE goal is 6% higher than Campus FTE.
- Anticipate meeting program goal of 549 FTEs.

Corning Prison Education Program

- Eight program instructors have been vetted, registered, trained and are teaching at Elmira Correction Facility.
- Program exceeded FTE goal of 6 by almost 2 FTEs.

Employee Transitions

- New Hire: Gary Saunders, Manufacturing Technology Director
- Mark Bellinger: Welding Coordinator, moved from Part Time to Full Time Employment.

Corporate Trainings

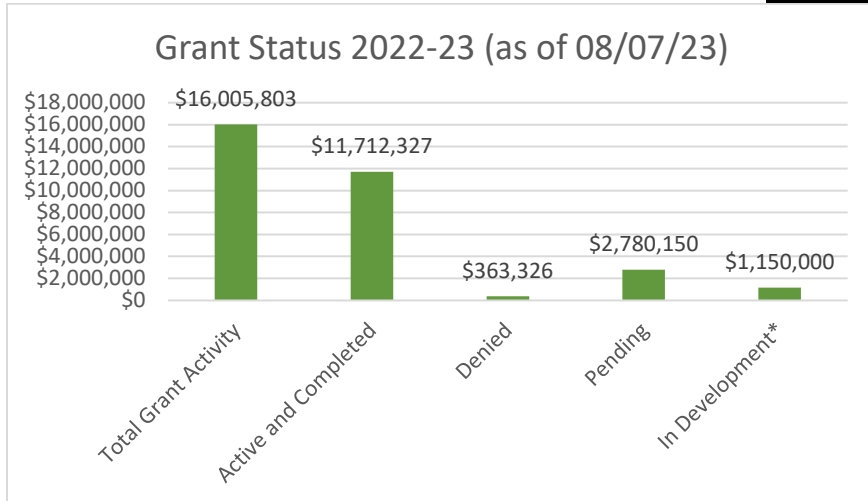
- Local manufacturing company requesting full-time, on-site trainer. Currently outlining requirements.

Misc.

- Continuing monthly Mobile Food Truck distribution/clothing closet support.
- At faculty request, assisting with healthcare industry introduction pertaining to nursing program.
- Delivered presentation to CCC Development Foundation.
- Automotive Tech: benchmarking with car manufacturers and dealer to outline programming needs.

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Grants Highlights:



- 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 \$200,000 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.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, October 3, 2023

1. Federal: Higher Education Update
2. State: NYS Budget Update

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee

Monday, October 2, 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:

DISCUSSION ITEMS:

- Measurable Standards Proposed Update
- Preliminary Operating Report and Dashboard as of August 31, 2023
- Campus Auxiliary Services Update

NEXT COMMITTEE MEETING: November 27

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

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

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Finance and Facilities Committee

October 2, 2023

Virtual Zoom Meeting

MINUTES

In Attendance:

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

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 no action items:

Discussion Items:

- Review of Measurable Standards updates and one suggested change to wording regarding Facilities Master Plan process
- Discussion of Year End Preliminary Projections and the Preliminary August Operating Dashboard
 - Review of preliminary year end projections as of end of August 2023
 - Discussed \$900k deficit
- Auxiliary Services Update
 - Reviewed auxiliary services report a few highlights include the purchase of two vans, hiring of a new electrician and a new part-time public safety officer.
- The committee discussed at length ideas that could bring in additional revenue.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:39 p.m.

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Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Year End Projected for 8/31/23



	2022-2023	Fall 2022-23	Spring/Summer	Fiscal Year 22-23
	Budget	Actual	Actual @ 8.31.23	Preliminary YE*
REVENUES				
Resident Tuition	\$ 7,718,980	\$ 3,510,605	\$ 3,029,408	\$ 6,540,013
Non Resident Tuition	\$ 785,000	\$ 538,621	\$ 241,436	\$ 780,057
ACE Tuition	\$ 2,176,000	\$ 1,039,256	\$ 918,791	\$ 1,958,047
Student Fees	\$ 1,418,900	\$ 679,575	\$ 686,437	\$ 1,366,012
State Aid	\$ 7,111,352	\$ 2,370,451	\$ 4,740,901	\$ 7,111,353
Grant Aid & Contracts	\$ 735,000	\$ 962,885	\$ -	\$ 962,885
Federal appropriations	\$ 8,000	\$ -	\$ 27,115	\$ 27,115
County Operating Chargebacks	\$ 6,542,550	\$ 2,931,909	\$ 2,845,871	\$ 5,777,780
Other sources	\$ 872,655	\$ 112,549	\$ 591,405	\$ 703,954
Applied Fund Balance				
Total Revenues	\$ 27,368,437	\$ 12,145,850	\$ 13,081,364	\$ 25,227,214
EXPENSES				
Salaries	\$ 14,428,239	\$ 4,325,116	\$ 9,563,605	\$ 13,888,721
Employee Benefits	\$ 5,146,400	\$ 1,662,321	\$ 3,747,854	\$ 5,410,175
Equipment	\$ 381,340	\$ 10,742	\$ 191,882	\$ 202,624
Contractual Expenditures				
<i>Purchased Services</i>	\$ 32,100	\$ 31,977	\$ 24,021	\$ 55,998
<i>Materials & Supplies</i>	\$ 473,000	\$ 109,461	\$ 239,360	\$ 348,820
<i>Dues & Subscriptions</i>	\$ 82,365	\$ 23,116	\$ 50,728	\$ 73,845
<i>Consultants and Contractors</i>	\$ 176,520	\$ 75,408	\$ 142,331	\$ 217,738
<i>Accreditation</i>	\$ 55,050	\$ 26,520	\$ 14,672	\$ 41,192
<i>Marketing</i>	\$ 200,860	\$ 66,625	\$ 116,450	\$ 183,075
<i>Conference & Travel</i>	\$ 87,000	\$ 21,936	\$ 31,306	\$ 53,242
<i>Utilities</i>	\$ 510,000	\$ 152,097	\$ 384,374	\$ 536,471
<i>Maintenance & Repairs</i>	\$ 280,200	\$ 61,134	\$ 141,185	\$ 202,319
<i>Software & Contracts</i>	\$ 528,340	\$ 113,548	\$ 192,524	\$ 306,072
<i>Voice & Data Communication</i>	\$ 114,755	\$ 31,041	\$ 68,381	\$ 99,421
<i>Special Projects, Programs & Events</i>	\$ 78,875	\$ 8,000	\$ 34,856	\$ 42,856
<i>Maintenance Contracts</i>	\$ 476,450	\$ 70,782	\$ 205,594	\$ 276,377
<i>Rentals (HEC)</i>	\$ 347,580	\$ 87,178	\$ 259,688	\$ 346,865
<i>General Institutional</i>	\$ 1,419,873	\$ 183,454	\$ 1,083,487	\$ 1,266,942
<i>Other Expenditures</i>	\$ 271,490	\$ 60,132	\$ 145,727	\$ 205,859
<i>Scholarships</i>	\$ 2,278,000	\$ 1,275,691	\$ 1,106,109	\$ 2,381,800
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -
Total Contractual Expenses	\$ 7,412,458	\$ 2,398,099	\$ 4,240,792	\$ 6,638,891
Total Expenses	\$ 27,368,437	\$ 8,396,278	\$ 17,744,133	\$ 26,140,411
Surplus/(Deficit)	\$ -	\$ 3,749,572	\$ (4,662,769)	\$ (913,196)

* YE Surplus(Deficit) is PRELIMINARY until year is fully closed and audit is complete

SUNY Corning Community College
Operating Dashboard
Fiscal Year End Preliminary Projection as of 8/31/23



Revenues & Expenditures @ 8/31/23

	FY 23 Adopted Budget	Fall 22 Actual	Spring/Summer 23 Semester Projected	FY End 2022-23 Projected	
Revenues	\$ 27,368,437	\$ 12,145,850	\$ 13,081,364	\$ 25,227,214	\$ (2,141,223)
Expenses	\$ 27,368,437	\$ 8,396,278	\$ 17,744,133	\$ 26,140,411	\$ 1,228,026
Surplus(Deficit)	\$ -				\$ (913,196)

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Fall 22 Actual	Spring/Summer 23 Semester Projected	FY End 2022-23 Projected	
Tuition & Fees	\$ 12,098,880	\$ 5,768,057	\$ 4,876,072	\$ 10,644,128	\$ (1,454,752)
Chargebacks	\$ 6,542,550	\$ 2,931,909	\$ 2,845,871	\$ 5,777,780	\$ (764,770)
Personnel & Benefits	\$ 19,574,639	\$ 5,987,437	\$ 13,311,459	\$ 19,298,896	\$ 275,743
Equipment	\$ 381,340	\$ 10,742	\$ 191,882	\$ 202,624	\$ 178,716
Contractuals	\$ 7,412,458	\$ 2,398,099	\$ 4,240,792	\$ 6,638,891	\$ 773,567

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 8/31/23

LOST REVENUE	Allocation of HEERF funding is COMPLETE as of June 2023	
Tuition & Fees	\$	952,647
	\$	952,647
COVID related expenses (Contractuals)		
Student Mental Wellness (\$166,997)	\$	166,997
Capital (HVAC Air Ventilation upgrades)		\$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%

Campus Auxiliary Services Update

Physical Plant:

To replace vehicles in an aging fleet, three used vans have been purchased from a Binghamton area used car dealer. These will replace vehicles that were becoming costly to maintain.

A final offer has been made to a candidate for the Electrician position which has been vacant since June 28th.

We are currently beginning a search for a Senior Groundskeeper. The job description has been updated and the position is posted.

The NYS Office of Fire Prevention conducted its annual inspection of all CCC facilities. We should receive their final report during late October.

Information Technology

IT staff have been busy with equipment upgrades and replacement, including new projectors and classroom technology.

Health Office

The Health Office staff has been busy and they have seen an increase of office visits compared to the last few school years. They are working to confirm that students have met NYS immunization requirements before the annual reporting date.

A Red Cross blood drive was held on campus on September 19 and 20.

Public Safety

Elaina Cornell has been hired to fill a vacant part-time Campus Safety Officer position. Elaina graduated from Addison High School where she majored in Criminal Justice at BOCES and she has just completed 4 years in the US Marines.

CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources Committee
October 3, 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

[RESOLUTION #T4881-23 Appointments, Promotions and Separations](#)

[RESOLUTION #T4882-23 Position Activity](#)

Regular Agenda

[RESOLUTION #T4883-23- Appreciation for Nykole Parks](#)

DISCUSSION ITEMS

Summary of [vacant positions](#)

NEXT MEETING:

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

Human Resources Committee
October 3, 2023
Via Zoom
MINUTES

In attendance: M. Lawrence, H. Reynolds, M. Wayne,
Senior Staff: President Mullaney, Executive Director S. Ward, Ka-Tandia

Excused: A Winston, S. Jacoby Murphy,

Trustee Laurence called the HR committee meeting at 5:05 pm by noting the consent agenda and one action item(resolution of appreciation for Trustee Parks) .

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.

The committee agreed to move the resolution of appreciation for Nykole Parks to the full board for approval.

Trustee Lawrence adjourned the HR committee meeting at 5:16 pm.

SUMMARY STATUS OF VACANT FULL TIME POSITIONS as of September 28, 2023

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				1	1
Faculty				1	1
Professional Service				1	1
Grand Total				3	3

Open Position Detail:

Civil Service: Senior Groundskeeper

Faculty: Tenure Track Mechanical Technology/Machining

Professional Service: Executive Director of Finance (internal search)

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CONSENT AGENDA

HUMAN RESOURCES COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4881-23

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 SUNY Corning Community College hereby ratifies the following employment actions to be taken.

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Beall	Deborah	Assistant Dean of Instruction	LAPS	9/1/23	Salary increase	G	\$117,416	In recognition of the additional workload as ADI in the Liberal Arts and Professional Studies Department
Jubilee	Krystal	Director of Nursing	Health Education	9/1/23	Salary increase	F	101,842	10% Stipend in recognition of the additional duties as DoN of Health Education - Nursing
Andrews	Paul	Interim Director of Recr. And Adm.	SDEM	10/2/23	Transfer	F	\$75,000	This is a 12-month, standard, full-time, exempt, Professional Grade F. This is an interim appointment until search is concluded

Tronkowski	Sarah	Assistant Director of Library Services	Learning Resources	9/1/23	Promotion	E	\$59,430	This is a 12-month, standard, full-time, exempt, Professional Grade E1.
Donley	Michele	Assistant Director of HR	Human Resources	8/28/23	New Hire	E	\$62,000	This is a 12-month standard, full-time appointment, Professional Grade E. This hire was made as a result of an open search
Fabrizio	Laura	Electrician	Physical Plant	9/25/23	New Hire	Grade 306	\$52,116	This is a 12-month, standard, non-exempt, Civil Service appointment, Grade 306. This hire was made as a result of an open search
McGee	Wendy	Admissions Recruiter	SDEM	9/11/23	New Hire	C	\$44,937	This is a 12-month standard, full-time appointment, Professional Grade C. This hire was made as a result of an open search, and is grant-funded for two years
Morrison	Charles	Admissions Recruiter	SDEM	9/5/23	New Hire	C	\$44,937	This is a 12-month standard, full-time appointment, Professional Grade C. This hire was made as a result of an open search
Saunders	Gary	Mfg Tech, Program Director	WEAP	8/28/23	New Hire	F	\$71,000	This is a 12-month standard, full-time appointment, Professional Grade F. This hire was made as a result of an open search
White	Anthony	Cleaner	Physical Plant	9/18/23	New Hire	301	\$32,364	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.

Longenberger	Rob	Assistant Director of Recr. and Adm.	SDEM	9/15/23	Resignation	E	\$59,579	After serving two months, Rob resigned to pursue opportunities in his previous industry
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**Resumes are available in the HR folder as a supplement for the HR Committee agenda*
[agenda](#)

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HUMAN RESOURCES COMMITTEE

Position Activity

RESOLUTION #T4882-23

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Director of Recruitment and Admissions	Vacant	New Position	With Board Approval	This position is responsible for developing, recommending, and implementing recruitment and admissions strategies, tactics, activities, and reporting. This position manages the day-to-day operations of the department, supervising a team, leading the documentation of business processes, as well as providing leadership, oversight, and project management.

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REGULAR AGENDA

HUMAN RESOURCES COMMITTEE

RESOLUTION #T4883-23

Resolution of Appreciation for Trustee Nykole Parks

WHEREAS, Trustee Nykole Parks has served with distinction as a member of the Regional Board of Trustees of SUNY Corning Community College since 2016, and

WHEREAS, over the years, Trustee Parks has served as a member of and made significant contributions to the broader SUNY CCC community through her service to the External Affairs Committee, Executive Committee, and Human Resources Committee, and

WHEREAS Trustee Parks has chaired the Human Resources Committee for the past four years, providing astute insights, a deep understanding of faculty and staff issues, and a steadfast commitment to improving college-wide deliberations, and

WHEREAS, Trustee Parks exercised her fiduciary responsibility in a discerning manner and has exemplified the utmost integrity and caring approach to student concerns while never losing sight of placing student success as the focus of all the College does, and

WHEREAS, her dignified and compassionate manner in representing the Regional Board of Trustees at College events contributed to a greater sense of connection between the Regional Board of Trustees, the College, and our region, and

WHEREAS, Trustee Parks has always been a steadfast champion of diversity, equity, and inclusion, as shown in her collaboration with community organizations and events, such as the Juneteenth celebration, which contributed to a greater sense of connection between the Regional Board of Trustees, the College, and our community,

NOW, THEREFORE, BE IT RESOLVED that Trustees, students, faculty, staff, graduates, and retirees of SUNY Corning Community College express sincere thanks and appreciation to Trustee Nykole Parks for her distinguished service to the College, community, and the thousands of College students who have benefitted from her work; we wish her well in all of her future endeavors.