

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

**DATE:** Thursday, December 7, 2023  
**TIME:** 5:30 p.m. Meeting

**LOCATIONS:** Education Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES October 12, 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 #T4884-23 Appointments, Promotions and Separations](#)

[Resolution #T4885-23- Position Activity](#)

REGULAR AGENDA

[CASS Committee](#)

[1-Resolution #T4886-23-Annual Review of the Advisory Board Master Spreadsheet](#)

[2- Resolution #T4887-23 for Form 5's: Program Discontinuances & Deactivations/Discontinuances](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

1. [Resolution #T4888-23- Procurement Policy](#)
2. [Resolution #T4889-23-Authorized Signers - Bank Accounts](#)
3. [Resolution #T4890-23- Operating Report for October 2023](#)

[HUMAN RESOURCES Committee](#)

- 9- OLD BUSINESS
- 10- NEW BUSINESS

11- EXECUTIVE SESSION-YES  
12- ADJOURNEMENT

**CORNING COMMUNITY COLLEGE  
REGIONAL BOARD of TRUSTEES  
October 12, 2023  
HEC  
MEETING MINUTES**

In attendance: M. Wayne, N. Wightman, K. Early, M. Lawrence, H. Reynolds, J. McKinney-Cherry, R. Allison, S. Jacoby Murphy, Aniga Werner

Excused: P. Chu, A. Winston

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

Excused: VP Clay, Babatunde Ayanfodun

Support Staff: M. Brown, Lisa Patrick, Denise Burbey

College Community Guests: Michele Donley, Sarah Tronkowski

1. CALL TO ORDER. Trustee Wayne called the meeting to order at 5:37 pm.
2. APPROVAL OF AGENDA: (J. McKinney-Cherry. R. Allison, Unanimous).
- 3- APPROVAL OF THE MINUTES: August 31, 2023 RBOT Meeting (N. Wightman, K. Early, Unanimous).
4. CHAIR UPDATE:

Chair Wayne warmly greeted the new student trustee, Aniga Werner, and expressed gratitude towards Trustee Nykole Parks.  
Chair Activities:

- Attended a workshop for board chairs with NYCCT
- Reminded trustees of low enrollment situation and warned about the difficult year ahead.
- Attended the SUNY Mental Health Awareness event on campus along with Dr. Mullaney and student trustee Werner.

## 5. PRESIDENT OF THE COLLEGE’S REPORT.

President Mullaney introduced new employee, Michele Donley, the new Assistant Director of Human Resources

- Informed trustees about a trip to Albany with 3 senior staff (John Marchese, David Burdick and Nogaye Ka-Tandia)
- Short on FTE goals

### Fall 2023 Final Enrollment

	Budget	Actual	% of Goal
Headcount	3964	3731 [-233]	94.1%
FTE	1106.6	1092.1 [-14.5]	98.7%

- Shared fall Census snapshot

### Fall 2023 Census Day Snapshot

#### Demographics

##### Enrollment by County:

44.2% Chemung  
 34.5% Steuben  
 4.8% Schuyler  
 11.1.% Other New York County  
 5.4% Out of State  
 0.0% Unknown

##### Enrollment by Age:

46.7% 19 years old or younger  
 26.0% 20-24 years old  
 9.4% 25-30 years old  
 11.1% 31-40 years old  
 4.9% 41-50 years old  
 1.9% 51 years old or older

##### Enrollment by Gender:

56.9% Female  
 42.0% Male  
 1.1% Not Reported

- Informed trustee about Middle States Self Study team conducted by Dr. David Stout (President of Brookdale Community College, NJ) on October 30, 2023
- Shared news of SUNY CDO Nazario-Colon, Ricardo’s visit and thanked Babatunde Ayanfodun for his work on bringing him on campus
- Nursing Scholarship in partnership with Corning Inc. funded 3 students with a full scholarship. Students will remain in the region after graduation

- Bampa's 5K was a success with the largest participation from the college
- Emerging Leaders Mentoring Program Cohort 2: Matt Skerritt, Nicky Coletta, Jennifer O'Hara, Jennifer Sellers, Kyle Williams, Kim Saunders, Emma Draper-Reich and Ericka Lehman
- Recruiting event at NYC, a result of SUNY Chancellor invitation to use SUNY Global Center
- Twin Tiers ARISE program received a \$4, 522.600 grant to help deepened ACE in PA

**7. STUDENT TRUSTEE REPORT:**

Trustee Aniga (Jay) Werner introduced himself and provided his report and highlighted the following

**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 20<sup>th</sup> (183 RSVP, 187 Attended)
2. Donuts and Directions, August 21<sup>st</sup> (handed out 150 donuts)
3. Lug a Mug Meet and Greet, August 22<sup>nd</sup> (giveaway 50 mugs)
4. #Check Us Out Involvement fair, August 24<sup>th</sup> (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.

## **8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.**

- **Foundation:**
  - Several vacancies on the CCCDF Board are in the process of being filled, with conversations with three potential new board members under way.
  - The initial report from the Strategic Planning engagement has been drafted and is currently undergoing review and revision.
- **Housing LLC:**
  - The Carbon Monoxide/heat detectors in Perry Hall are approaching their obsolescence date. Physical Plant has already begun ordering replacements they plan to install in the coming weeks. Financing partners have approved using replacement reserves to cover expense.
  - Financing partners met with representatives of the Housing Company on October 11, where a quarterly report was provided and two refinancing options were discussed.
- **Alumni**
  - Reflections – the CCC Alumni Awards and Athletics Hall of Fame event - is scheduled for the evening of November 17, 2023 at 5:00 p.m.
    - The event has secured five sponsors and a donation with total non-ticket revenue at \$4,250.
    - Tickets are on sale for \$55.

- Fundraising:
  - SUNY Impact Foundation Tax Credit mailing executed in early September and one donor indicated they planned to participate with a pledge at the \$10,000 level.
  - YTD College Leadership Annual Giving participation rates:
    - Senior Staff: 40%
    - RBOT: 45%
    - CCCDF: 67%

## 9. APPROVAL OF THE CONSENT AGENDA

### RESOLUTION #4881-23

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

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	SDEM	10/2/23	Transfer	F	\$75,000	This is a 12-month, standard, full-time, exempt, Professional Grade F. This is

		Recr. And Adm.						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

RESOLUTION #4882-23

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Director of 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.

**AUDIT COMMITTEE**

The audit committee met with the Inero & Co. CPAs, LLP (Ben Owens) to discuss audit procedures.

- Auditors completed interim audit procedures in advance of the upcoming financial statement audit which should give us a pretty good start on the audit.
- Met with Lisa and Sue to review the status of the financials and plan out the audit.

- Anticipating starting the audit 10/20/23 and will plan to have the team onsite for 3 weeks to complete the audit procedures.
- Based on preliminary conversations with Sue and Lisa, auditors anticipate the audit will go smoothly and we should be on a similar time frame as prior years with a board presentation planned in January.

## **COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)**

Trustee McKinney-Cherry, highlighted the nursing program (NCLEX) passing rate of 88.4% the nursing summit in November and indicated there is no action item on the agenda.

### **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	

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

**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

### **EXECUTIVE COMMITTEE: None**

### **EXTERNAL AFFAIRS**

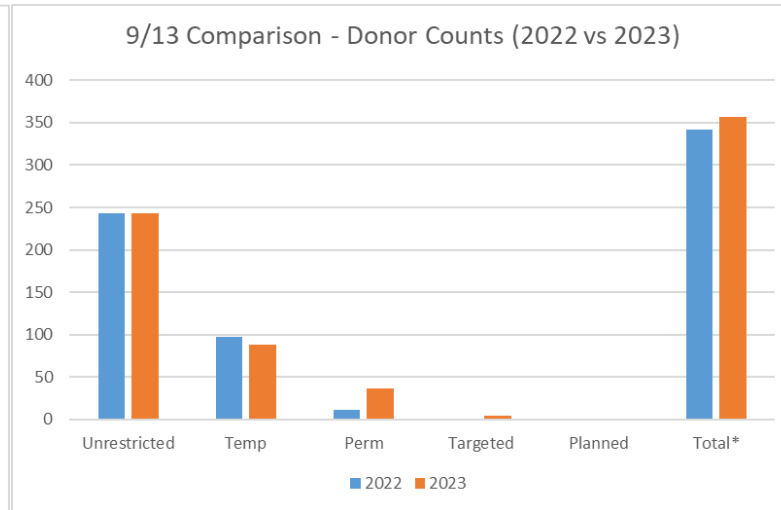
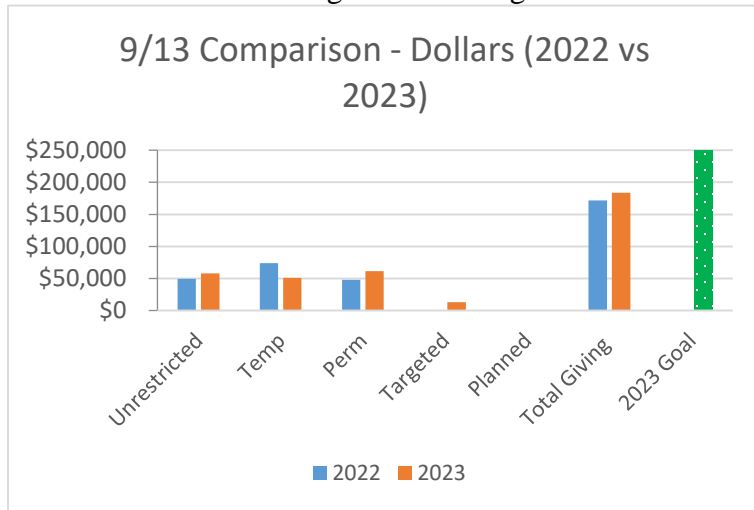
Affairs Committee, no action item in the agenda

### **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.

- 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
<b>Total Giving</b>	<b>\$171,604.83</b>	<b>\$183,615.47</b>

**2023 Goal**

**\$252,770.00**

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

\* Unduplicated count of annual donors

## Marketing/Communications

### 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**

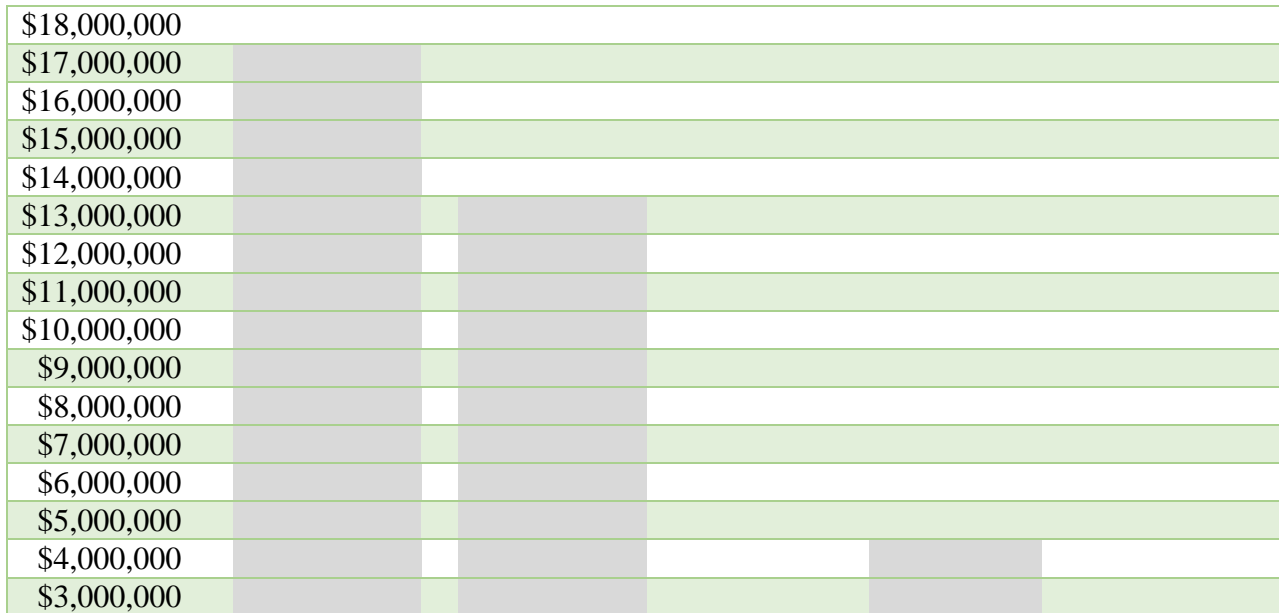
Channel Grouping	2022 (July 28-Sep 11)	2023 (July 28-Sep 11)	Change
Chat Sessions	382	439	+14.92%
Calls	408	489	+19.85%

**Other**

- Continued social media promotion of Digital Dome Theater shows
- Web Stories: [Grace Vondracek Named SUNY Scholar Athlete of the Year](#)

**Workforce Education & Academic Pathways**

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





\$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.

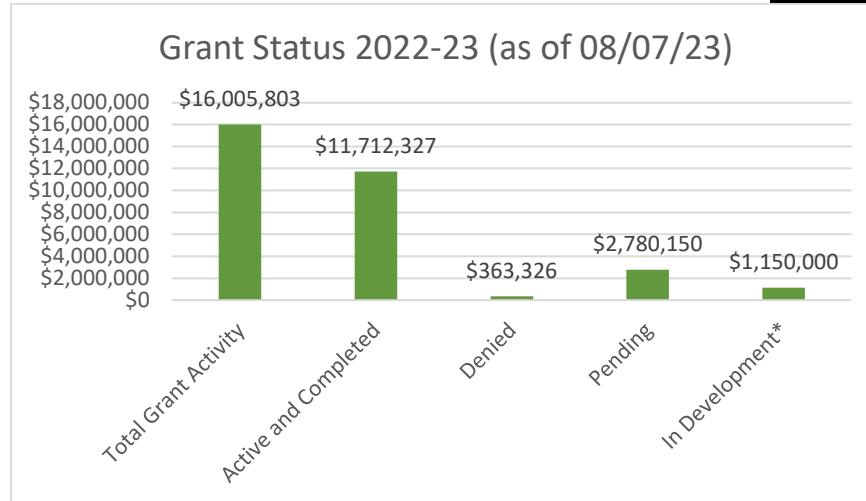
**Corporate Trainings**

- 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.

**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.

## **Legislative Relations**

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.

## **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 no actions item on the agenda. She also reminded trustees that the Audit review will start in October

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*
<b>REVENUES</b>				
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				
<b>Total Revenues</b>	<b>\$ 27,368,437</b>	<b>\$ 12,145,850</b>	<b>\$ 13,081,364</b>	<b>\$ 25,227,214</b>
<b>EXPENSES</b>				
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
<b>Contractual Expenditures</b>				
<i>Purchased Services</i>	\$ 32,100	\$ 31,977	\$ 24,021	\$ 55,998
<i>Materials &amp; Supplies</i>	\$ 473,000	\$ 109,461	\$ 239,360	\$ 348,820
<i>Dues &amp; 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 &amp; Travel</i>	\$ 87,000	\$ 21,936	\$ 31,306	\$ 53,242
<i>Utilities</i>	\$ 510,000	\$ 152,097	\$ 384,374	\$ 536,471
<i>Maintenance &amp; Repairs</i>	\$ 280,200	\$ 61,134	\$ 141,185	\$ 202,319
<i>Software &amp; Contracts</i>	\$ 528,340	\$ 113,548	\$ 192,524	\$ 306,072
<i>Voice &amp; Data Communication</i>	\$ 114,755	\$ 31,041	\$ 68,381	\$ 99,421
<i>Special Projects, Programs &amp; 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>	\$ -	\$ -	\$ -	\$ -
<b>Total Contractual Expenses</b>	<b>\$ 7,412,458</b>	<b>\$ 2,398,099</b>	<b>\$ 4,240,792</b>	<b>\$ 6,638,891</b>
<b>Total Expenses</b>	<b>\$ 27,368,437</b>	<b>\$ 8,396,278</b>	<b>\$ 17,744,133</b>	<b>\$ 26,140,411</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 3,749,572</b>	<b>\$ (4,662,769)</b>	<b>\$ (913,196)</b>

\* 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
<b>Total Use of HEERF Funds</b>	\$	<b>1,712,019</b>

**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.

**HUMAN RESOURCES COMMITTEE**

Trustee Lawrence provided a review of the Human Resources Committee and acknowledged Trustee Nykole Parks and her family and thank her for being a highly respected member for the board for the last 7 years.

Resolution 4883-23- of Appreciation for Trustee Parks

NOW, THEREFORE, BE IT RESOLVED that Trustees, students, faculty, staff, graduates, and retirees of 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. (n. Wightman, J. McKinney-Cherry, by acclamation)

**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
<b>Grand Total</b>				<b>3</b>	<b>3</b>

**Open Position Detail:**

**Civil Service:** Senior Groundskeeper

**Faculty:** Tenure Track Mechanical Technology/Machining

**Professional Service:** Executive Director of Finance (internal search)

11. OLD BUSINESS.

12. NEW BUSINESS. None

13. EXECUTIVE SESSION: Yes

Trustee Wayne adjourned the meeting 7:00 to enter into executive session pm (R. Allison, J. McKinney-Cherry, Unanimous).



**REPORT COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**Report by VP/Dean of Academic Affairs, Dr. Barbara Canfield**  
**and VP/Dean of Student Development and Enrollment Management, Maarit Clay**  
**November 27, 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:**

1. [Resolution #T-Annual Review of the Advisory Board Master Spreadsheet](#)
2. [Resolution for Form 5's: Program Discontinuances & Deactivations/Discontinuances](#)

**NEXT COMMITTEE MEETING:**

**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

November 27, 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  
Guest: Joe Rowe

Trustee McKinney-Cherry called the CASS committee meeting to order at 5:00 p.m. and noted 3 actions items on the agenda.

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

- The Curriculum Advisory Board Summit was held on October 24, 2023.
- The Nursing Roundtable was held on November 8. There were 32 people in attendance. Director
- Anticipating a significant increase in vacancies in the Administrative Assistant positions in the Corning Valley, Corning Incorporated has reached out to the business department at SUNY CCC with interest in partnering in a variety of ways to build an administrative assistant pipeline.

VP Clay provided few highlights of her SDEM report:

- Admission application is officially on Banner which will manage communication to new applicants and newly accepted students.
- Open House 11/5: 118 registrations (students only), 78 attended (60% show rate)
- First-Generation Celebration: Nov. 8

Student Trustee Jay Aninga provide a brief highlight of his report

- SAEB is in the process of re-evaluating and constructing a new criteria form for club recognition procedure.
  - Giving more direct directions of guidelines for club goals, purpose and safety precautions.
- Creating 3 new yearly goals for SAEB, and also SAGA as a unison.
- Collecting feedback for the response of the ideal academic calendar for 2026-2027

Trustees agreed to move the Advisory Board and New Program – Optical Technology AAS to full board for approval and decline to move the optical program. The latter needed more information.

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

[Return to Agenda](#)

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

**Academic Affairs:**

- The Curriculum Advisory Board Summit was held on October 24, 2023. Eighty-two people attended. Chris O’Connell, Work-Based Learning Coordinator presented to the group and garnered contacts for internships. The advisory board members were actively engaged during the breakout sessions.
- The Nursing Roundtable was held on November 8. There were 32 people in attendance. Director Jubilee started the event by presenting data from NYS pertaining to Nursing followed by a session that provided the educators’ perspective on enrollment and workforce challenges. A second session shared the healthcare professionals’ perspective on healthcare workforce challenges. Each session promoted discussion. The day ended with breakout groups to brainstorm ideas of ways to meet the challenges. Each group then reported out. The event provided the opportunity to form new positive relationships and connections.
- Anticipating a significant increase in vacancies in the Administrative Assistant positions in the Corning Valley, Corning Incorporated has reached out to the business department at SUNY CCC with interest in partnering in a variety of ways to build an administrative assistant pipeline.
- On Tuesday October 24th, SUNY CCC was recognized in a press event by OPWDD and SUNY, with a special recognition presented by the Chancellor of OPWDD to Professor Eric Smith for his leadership on the \$350,000 OPWDD- SUNY DSP grant. The first grant-funded cohort of almost 38 students this fall has been successful with an almost perfect retention rate and many students opting to continue to the next level of certification.
- The library received a Coordinated Collection Development Aid grant from the New York State Department of Education. The \$7,106 award is used to support collection development in Nursing, Health Education, Arts, and Technology.
- The librarian offered an information session, *Getting Started with Libby*, to introduce students, faculty, and staff to our new collection of eBooks and audiobooks. Our library has joined a consortium of 12 New York State academic libraries to offer this collection to our patrons, expanding access to users on and off campus.
- The librarian attended the annual meeting of the South Central Regional Library Council at The Museum of The Earth in Ithaca (10/27). 35 librarians from our area were in attendance.
- Corning was awarded a \$10,000 IITG HyFlex Grant on Oct. 2 and six instructors are slated to teach in this format for the first time at the College

- SUNY has selected Dr. MacDonald and three other employees within the SUNY system to develop an EIT Accessibility Survey for all campuses within the system.
- Offered by CTIE, student Marshal Mitchell presented “Autism Acceptance - What We Need in School and Life” to 53 students, faculty, staff and guests in the Hanley Room and virtually on Thursday, Sept. 28.
- Course content accessibility in Brightspace is at 82.7% for 360 courses with total content of 17,148 items.
- Met with Julia Salinero, School Psychologist at Corning Painted Post School District. This meeting's purpose was to bridge the gap in Accessibility Services from K-12 to college.
- Accessibility services engaged in meetings with the math department and nursing department to discuss creating accessible exams.
- The Assistant Director of Learning Resources has been working with BOCES administrator Rick Perkins on extending BOCES ACE course tutoring.
- The Assistant Director of Learning Resources has met with EAC staff and Babatunde Ayanfodun to discuss the growing CHAMPS program and how to serve them. Ongoing cross-departmental work on Starfish with Tyler Ladd, Kaitlyn Orcutt, and others.
- This semester has seen the largest number of tutoring sessions - ever. By November 3rd of the Fall semester last year, the Learning Commons had 986 tutoring sessions. This year the LC has achieved 1,172 tutoring sessions (19% increase).

[Return to Agenda](#)

**REPORT COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**VP/Dean of Student Development and Enrollment Management, Maarit Clay**  
**November 27, 2023**

Recruitment/Admissions

- New Students (as of 11/13)
  - Spring 24: started: 225 completed: 171 (76%) 89% processed
  - Fall 24: started: 231 completed: 173 (75%) 97% processed
  - w/ SUNY started: n/a completed: 337 (n/a) 191 (57%) processed
- Events
  - Actively visiting local high schools and planning for local holiday events
  - Watkins Glen Village Christmas 12/1, 5 - 8; Corning Sparkle 12/2, 5 - 9
  - Open House 11/5: 118 registrations (students only), 78 attended (60% show rate)  
NYC bus: 24 registrations (students only), 13 attended by bus, 4 students drove = 17/24
- Outreach
  - Banner online admissions applications opened 10/1/23. Banner Communications Module used to manage communication to new applicants and newly accepted students.
  - Building out a School Counselor page on the website. Being utilized to provide updates and additional resources for local and outside the area school counselors.
- EOP: Weekly outreach to new CCC apps.
  - Attended CACNY's 12th Annual Opportunity Programs & Post-Secondary Pathways Fair 11/2; UFT College and Career Fair, Manhattan CC11/3
- Athletics
  - Women's soccer coach hired. Kyle Leach re-joins athletics staff after a four-year hiatus and has begun recruiting with the intention of competing on F'23
  - 22 prospective student athletes attended Open House (6 came with the NYC group)
  - Women's Basketball hosted a prospect camp the morning of Open House: 19 participants

Retention

- Persistence and Retention
  - First-Generation Celebration: Nov. 8
  - Gender Panel Q&A, Casino Night, Veterans Day Celebration
- Advising: EAC: 11/6-11/10 (met with 36 students: 9 new students; 24 continuing- including former students, 2 no show); total students registered as of 11/13 = 619
- EOP: Progress Reports 9/29: 101/509 reports submitted 90% good to excellent attendance; 92% missing few to no missing assignments; 78% average to above average on exams/quizzes
- Perry Hall: Weekly credit hour checks with outreach to below FT status; spring contract renewal
- Athletics: Second batch of 5-week progress reports- tutoring referrals <C

### Engagement

- Student Life (September-October Events)
  - 30-40 participants: League of Women Voters Registration, Constitution Day Trivia, JSY Nutrition Workshop, Dress For Success, DIY Mini Zen Gardens, SNAP-Ed Cooking Matters in Your Community
  - Fall Fest - 200+ participants
- Athletics
  - Volleyball awards: Riley Sargent, Rai Fuller, Macey Page - All-MSAC Honorable Mentions
    - Hayden Allington: won MSAC Conference X-Country meet, named MSAC Male Runner of the Year. 4th at Region III meet, qualified  
NJCAA National Championship in Huntsville, AL 11/11

[Return to Agenda](#)

**REPORT COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**Student Report by Aniga “Jay” Werner**  
**November 27, 2023**

**Old Business:**

- Fall Fest coming to the CCC campus

**New Ideas:**

- SAEB is in the process of re-evaluating and constructing a new criteria form for club recognition procedure.
  - Giving more direct directions of guidelines for club goals, purpose and safety precautions.
- Creating 3 new yearly goals for SAEB, and also SAGA as a unison.
- Collecting feedback for the response of the ideal academic calendar for 2026-2027

**Recent Events For September/October:**

**Student Government (SEAB):**

- Made orders for the anticipated Mental Health awareness shirts for the student body.
- The Student E-Board does not have any events to report.

**Student Life/Perry Hall Events:**

- National Cheese Pizza Day Giveaway, September 5<sup>th</sup>
- Paint by Number Sept 6 and Paint and Snack - 25 attended - A fun night of painting and self expression.
- League of Women Voters, September 13<sup>th</sup> and League of Women Voters, October 19<sup>th</sup>
- Constitution Day Trivia, September 14<sup>th</sup> Collaborated with Professor Sky Moss
- JSY Nutrition Workshop, September 18<sup>th</sup> , Collaborated with the Food Bank Southern Tier
- Mini Golf ( 50+ students attend), September 21<sup>st</sup>
- Miniature Horse Therapy , September 25<sup>th</sup>
- Dress for Success Series, September 26<sup>th</sup>
- Mobile Axe Throwing (60+ students attend), September 27<sup>th</sup>
- DIY Mini Zen Gardens, October 2<sup>nd</sup> and Yoga with Jen Sellers – 9 attended – relaxing activity to destress
- Prehistoric World (Petting Zoo), October 3<sup>rd</sup>



- Freebie Friday Giveaway Custom CCC Jibbitz October 6th
- Barbie Movie Show, October 17<sup>th</sup> plus Outdoor Movie Night at Perry Hall – Mean Girl – 30 attended and The Mario Movie – 5 attended.
- Transfer Fair, October 18th (Sponsored Activity/ Giveaway)
- Pen to Paper (Sponsored Giveaway, October 19th
- Fall Fest (200+ students attend), October 23<sup>rd</sup> and Pumpkin Carving/ Painting , October 25<sup>th</sup> – 12 Attended
- Halloween Trivia, October 26th, Collaborated with Professor Sky/Halloween Movie Night
- Dress for Success Series, October 26th Collaborated with Career and Transfer Services
- SNAP Ed- Cooking Matters in Your Community- Perry Hall October 26<sup>th</sup> – 8 attended – Bell Pepper Nachos
- Trick or Treat with Pawz, October 31st, 2023
- Pool Tournament - 13 attended - Playful competition in the game room amongst the residence.
- Mindfulness meditation - 10 attended - A relaxing evening to destress and center oneself
- Dodgeball - 30 attended - A high energy and fun competition.
- Grocery Bingo #1 and 2 - 30 attended each session - A great opportunity for the residence to restock those snacks and 2<sup>nd</sup> attempt to win.

[Return to Agenda](#)

CORNING COMMUNITY COLLEGE  
REGIONAL BOARD OF TRUSTEES  
External Affairs Committee  
**Tuesday, November 28, 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:**

January 23, 2024

**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, Schuyler and Steuben counties to understand workforce priorities and to discuss the state of the College.
4. As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; Monitor and advocate for legislation at the State and Federal level consistent with the Colleges mission, needs and values.
5. Track participation and encourage information sharing by trustees who attend New York Community College Trustees (NYCCT) and Association of Community College Trustees(ACCT) meetings; encourage new trustees begin by attending NYCCT orientation.
6. The Office of Workforce Education and Academic Pathways will inform RBOT at each meeting of progress on workforce goals, including diversity, equity and inclusion. Create an annual convening to be held before March 1 to engage community leaders to provide validation on existing programs, improvement opportunities across the college's system and inform the college of trends and new opportunities.
  - a. Community leaders will include employers, professional associations, school superintendents, elected officials, regional planning board leaders and economic development leaders.
  - b. Programs will include: degrees, certificates, micro-credentials and training opportunities.Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. As such, all fundraising, grants, marketing, public relations, and workforce education efforts will focus on economic inclusion aligned with the college's mission to include all people in opportunity, skills development and investment in livability, affordability, and environmental sustainability.

**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**External Affairs Committee**  
**November 28, 2023**  
Via Zoom  
[MINUTES](#)

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

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

Excused: A. Winston, M. Lawrence

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:

Trustee Chu remarked that the year was culminating on a positive note. The Scholarship Award Night and Reflections Night, held earlier, were highly successful events and extended sincere gratitude to Executive Director Marchese and President Mullaney for their commendable leadership.

Executive Director Marchese announced that there have been personnel changes in the CCC Company LLC Board of Managers. Stacy Johnson has been replaced by David Burdick. Additionally, John Marchese has been appointed as the CEO of the CCC Housing Company LLC.

[Marketing/Communications Report](#)

Opening Remarks from R. Allison, Liaison for Marketing:

Trustee Allison expressed excitement for the upcoming Makerspace ribbon cutting event in March and emphasized the importance of effective publicity and marketing.

VP/Dean Clay provided highlighted few points on her report:

- Nursing Scholarship
- DSP Professional Support
- Program brochures for WEAP

#### Workforce Education & Academic Pathways Report

Upon reviewing the WEAP report, President Mullaney mentioned the exceptional accomplishments of the WEAP team. These accomplishments had earned the team numerous awards at the CEANY conference. President Mullaney further elaborated on the grant activity and expressed the advantages of hiring Tammy Miller as a grant coordinator. Her efficient coordination with faculty members has facilitated the prompt filing of grant applications.

#### Legislative Relations Report

Trustee Wayne provided the report below:

##### 1. Federal: Higher Education Update

During the board meeting, Trustee Wayne provided an update on the efforts of NYCCT and NYCAAP to advocate for increased funding for two-year colleges and address the disparities between these institutions and their four-year counterparts. NYCCT have developed an advocacy [flyer](#) demanding an increase of \$97 million over last year's allocation. The flyer strongly emphasizes the pressing issues of equity that unequivocally justify this increase.

Trustee Wayne's report underscored the need for continued support and investment in two-year colleges to ensure that they remain a vital component of the higher education landscape

##### 2. State: NYS Budget Update

Trustee Wayne adjourned the External Affairs Committee meeting at 5:21 p.m.

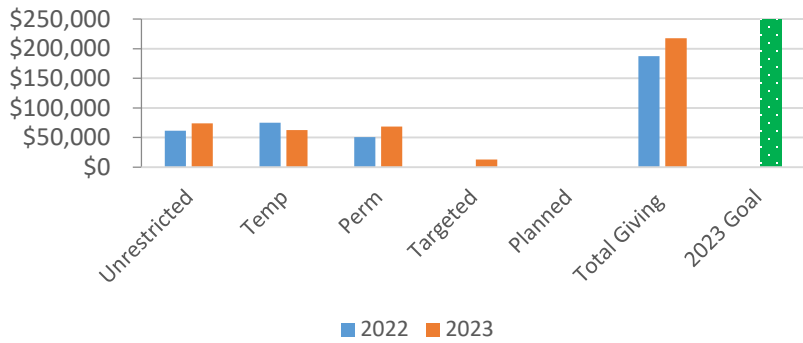
## **CCC Development Foundation**

Submitted by John Marchese, Executive Director of Development Foundation

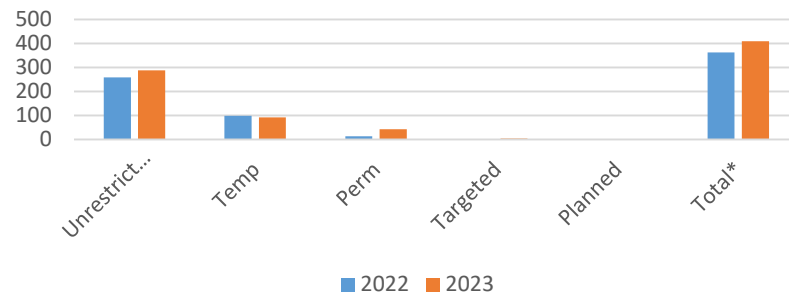
Tuesday, November 28, 2023

- Two of this year's mini-campaigns are receiving additional contributions in November:
  - Machine Tool Technology \$10,000 (Individual donor)
  - Spencer Crest Critical Maintenance \$10,000 (J.M. McDonald Foundation)
- Draft strategic plan for Foundation is complete and is being shared with Foundation in November.
- The Q3 Annual Fund solicitation mailing with Deb Dunbar, a recent retiree/alum, as signatory went out in late September and the Q4 mailing is slated to go out in the first week of December in holiday card format.
- Reflections event for Annual Alumni Awards and Athletics Hall of Fame induction on the evening of 11/17/23.
- CCC Company LLC Board of Managers had several recent personnel changes. Appreciation for Stacy Johnson's term of service has been expressed and the College has appointed David Burdick to fill that position, upon recently completing service as CEO of the Housing Company. Ron Allison is representing the CCC Development Foundation. John Marchese has been appointed as CEO to the CCC Housing Company LLC.
- The Housing Company LLC is scheduled to pay off Bond Series A and balloons on pandemic-related loan deferrals in November.
- Perry Hall is currently exploring providing housing to Southern Tier Law Enforcement Academy students again as well as artists performing in the Endless Mountains Music Festival.
- Scholarship Reception took place on October 19, 2023, recognizing 85 students who are receiving awards totaling nearly \$238,000.
- Fall Foundation Board recruiting has included campus visits with three recruits, including one degree alumna and a non-degree alumnus who participated in ACE program.
- Visiting Scholar contract is ready for review by the Foundation Executive Committee at the November meeting.
- The Golf Tournament is being reimagined after a four-year hiatus with Elmira Country Club reserved for September 16, 2024.
- Annual Giving results through 09/13/2023:

11/1 Comparison - Dollars (2022 vs 2023)



11/1 Comparison - Donor Counts (2022 vs 2023)



	2022	2023		2022	2023
Unrestricted	\$61,575.49	\$74,085.88	Unrestricted	259	288
Temp	\$75,065.93	\$62,442.58	Temp	99	92
Perm	\$50,925.41	\$68,382.43	Perm	14	43
Targeted	\$0.00	\$13,000.00	Targeted	0	4
Planned	\$0.00	\$0.00	Planned	0	0
Total Giving	<u>\$187,566.83</u>	<u>\$217,910.89</u>	Total*	<u>363</u>	<u>410</u>

**2023 Goal**

**\$252,770.00**

\* Unduplicated count of annual donors

[Return to Agenda](#)



## Marketing/Communications

Submitted by Maarit Clay, Vice President of Student Development and Enrollment Management

Tuesday, November 28, 2023

### Highlights

- 2060 Digital Marketing: Digital Ads (1,626,629 impressions; 7,307 clicks) | Social Media (195,104 impressions; 1,198 clicks) | OTT/CTV (99,555 impressions; 98.54% completion rate) | YouTube Pre-Roll (110,420 impressions; 80,108 views; 72.55% view rate), Local SEO (13,103 impressions Sept. & Oct.)
- LocaliQ Digital Search: 20,373 impressions; 4,983 link clicks; 24.46% clickthrough rate
- Open House: Facebook Ad (19,639 accounts reached; 444 clicks); Digital Billboards (Elmira & Barton), Postcards (NY, PA, ACE, Stopouts); Generic Social Media (9,078 impressions, 9,067 accounts reached, 184 clicks, 4,830 instagram reels plays); 2-week run of TV ads on WETM & WENY; 2-week run of Radio Ads on WINK 106
- Press event for DSP micro-credentials with NYS OPWDD ([WENY coverage](#))
- In collaboration w/ Corning Inc. - Press event for Mary Eliza Mahoney Nursing Education Scholarship.
  - [WENY coverage](#), [WETM coverage](#), [Corning Inc. website](#)
- Promoted Observatory Kids' Night - Facebook Post: 10,785 impressions, 9,347 reach, 408 clicks, 101 shares
- Nursing Round Table - [WENY Morning Show](#)

### Performance

#### 1. Website: September 11-November 5 2022/2023 Comparison

Channel Grouping	New Users 2022	New Users 2023	Change
Organic Search	13,286	13,039	-1.86%
Direct	12,803	14,588	+13.94%
Paid Search	3,053	5,864	+26.62%
Referral (SUNY & paid)	1,715	1,037	-39.53%
Social	1,180	4,479	+279.58%

#### 2. Chatbot: September 11-November 5 2022/2023 Comparison

Channel Grouping	2022 (July 28-Sep 11)	2023 (July 28-Sep 11)	Change
Chat Sessions	310	278	-10.32%
Calls	238	211	-11.34%

### Other

- Continued social media promotion of Digital Dome Theater shows
- Created/enhanced Music flyer to help promote to on-campus students ([old version](#), [new version](#))

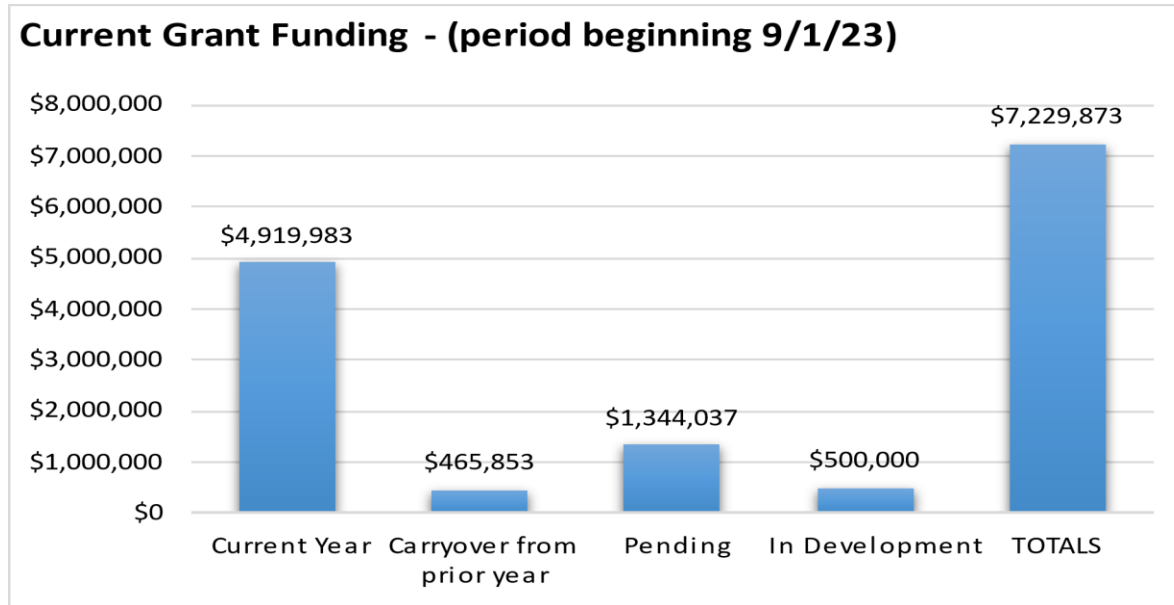
- Created/enhanced [Business AAS flyer](#) for Corning Inc. job shadowing event; Produced [CCCDF Scholarship](#) video
- [Photography](#) for CCCDF Scholarship Awards Dinner; Web Story: [Hayden Allington Cross Country Nationals](#)

[Return to Agenda](#)

## Workforce Education & Academic Pathways

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

Tuesday, November 28, 2023



- **Status Highlights:**

- **Approved:**

- Library Aid - \$7,106
- SUNY High Flex Grant - \$10,000. Professional development for staff to refine skills needed for teaching in a High Flex classroom.
- ARC ARISE Grant - \$500,000 over five years. CCC is part of a consortium of agencies led by Norther Tier Regional Planning. Our award will expand the ACE program into new schools in PA.

- **Denied:**

- None

- **Submitted:**

- ARC Regional Grants – Approx. \$350,000 over 18 months. Will expand the auto tech program to include certification in electric vehicle repair. This grant has made it through the first round of competition and has now moved to the statewide competition.
- National Science Foundation - Advanced Technical Education Grant - Optical Technology. Approx. \$350,000 over 3 years. Decision will come in Spring 2024.
- National Science Foundation - Advanced Technical Education Grant - Chemical Technology. Approx. \$650,000 over 3 years.

Decision will come in spring.

- In Development:
  - National Science Foundation – innovation in 2-year College STEM Education – mentoring in STEM project \$500,000 over 3 years. Due December 13<sup>th</sup>.

### **Workforce Education and Academic Pathways Updates**

#### **Corning Prison Education Program**

- Working with local area representatives to secure Certificate of Residency forms for incarcerated students. Without the internet available to them in prison, this process is nearly impossible. Their financial aid is dependent on submitting these forms.

#### **Southern Tier Law Enforcement Academy (STLEA)**

- Zone 12 Law Enforcement Academy graduated Session 44 class.
- 29 Cadets became NYS Certified Police Officers.
- CCC had two of our own Campus Officers graduate: Tom Slyman and Tim VonBevern.

#### **Misc.**

- Tyre Bush and Ericka Lehman attended the Continuing Education Association of New York (CEANY) annual meeting.

The Workforce Education and Academic Pathways Team won the following awards:

- Outstanding Continuing Education Instructor – Mark Bellinger, Welding Instructor. Nominated by Tyre Bush.
  - Outstanding New Continuing Educational Professional – Tyre Bush, Senior Director of WEAP. Nominated by Amber Cloke
  - Bill McClure Professional Development Leadership – WEAP Team. The WEAP team won \$1,000 for a team building activity. Nominated by Dawn Marie Castellana.
  - 2023 CEANY Emeritus – Jeanne Eschbach, Retired Executive Director of WEAP. Nominated by CEANY Board.
- Dr. Mullaney was unable to attend the CEANY conference due to local commitments. However, he sent a video. <https://sunycorning.filecamp.com/s/i/ptPe7HoS8HT9iZaX>
  - Tyre Bush has been appointed to the CEANY board.

[Return to Agenda](#)

## **Legislative Relations**

Submitted by Trustee Alan Winston, Chair of External Affairs Committee  
Tuesday, November 28, 2023

1. Federal: Legislative Update
2. State: Budget Update

[Return to Agenda](#)

***CORNING COMMUNITY COLLEGE***  
**Regional Board of Trustees**  
**Finance and Facilities Committee**  
**Monday, November 27, 2023**  
**Virtual Meeting**  
**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

1. [Resolution #T4887-23-Procurement Policy](#)
2. [Resolution #T4889-23- Authorized Signers](#)
3. [Resolution #T4890-23- Operating Report October 2023](#)

**DISCUSSION ITEMS:**

- Operating Report and Dashboard as of October 31, 2023
- Budget Strategy
- Campus Auxiliary Services Update

**NEXT COMMITTEE MEETING: TBD**

**MEASURABLE STANDARDS**

**Measurable Standards** for the Committee on Finance and Facilities (revised September 2023)

- 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 during Fiscal Year 2023-2024;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the College's Facilities Master Plan upon completion;
  - Implement projects from the Facilities Master plan where funding is available
- Review the Technology Plan of the College upon completion and monitor annually, including financing and technology policies;
- On an 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;

[Return to agenda](#)

## Finance and Facilities Committee

November 27, 2023

Virtual Zoom Meeting

### MINUTES

#### In Attendance:

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

Trustee Reynolds called the Finance and Facilities Committee meeting to order at 4:02 p.m.  
Director Chandler provided an overview of the agenda, noting that there are no action items:

#### Discussion Items:

- Discussion of Procurement policy changes providing more internal control measures, including guidelines and procedures for employees to reference.
- Discussion of updated authorized signers for the bank accounts due to two retirements
- Review of Preliminary October Operating Dashboard
  - September and October are included in the summary; one difference is that this summary includes the full annual budget due to the upcoming budget changes
  - Discussion of revenue as it looks high as in September everyone is charged non-resident tuition until we receive certificate of residency forms and it will start backing off in October and November
  - Summary doesn't reflect the use of fund balance, if there is a need will likely be in the Spring semester.
  - Review of Receivables due of \$3 million
  - New Chart showing percent of year complete and percent of revenue and expenditures
- Discussion of budget strategies as senior staff has been working diligently and continuously to reduce the deficit
- Auxiliary Services Update



- Reviewed auxiliary services report a few highlights include Empire State University will be leasing space on campus, new electrician and senior groundskeeper in Physical Plant, two Public Safety officers graduated from the Police Academy and review of upcoming capital projects.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:46 p.m.

[Return to agenda](#)

**Corning Community College**  
**Report to Finance & Facilities Committee**  
**Unrestricted Operating Summary**  
**Month End 10/31/23**



	2023-2024	2023-2024	2023-2024	2023-2024
	Budget	9/30/23	10/31/23	Fall 23 Projected @ 10/31/23
<b>REVENUES</b>				
Resident Tuition	\$ 7,512,080	\$ 3,176,948	\$ (8,184)	\$ 3,454,140
Non Resident Tuition	\$ 607,000	\$ 2,384,068	\$ (1,453,475)	\$ 386,555
ACE Tuition	\$ 1,672,880	\$ 1,248,418	\$ (30,095)	\$ 1,101,986
Student Fees	\$ 1,329,885	\$ 540,797	\$ 35,631	\$ 675,621
State Aid	\$ 7,108,113	\$ 592,343	\$ 670,676	\$ 2,369,371
Grant Aid & Contracts	\$ -	\$ -	\$ -	\$ -
Federal appropriations	\$ 8,000	\$ 270	\$ -	\$ 1,603
County Operating Chargebacks	\$ 6,486,507	\$ 147,547	\$ 1,548,750	\$ 3,641,259
Other sources	\$ 733,400	\$ 26,180	\$ 34,742	\$ 125,786
Applied Fund Balance	\$ 1,400,000	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 26,857,865</b>	<b>\$ 8,116,570</b>	<b>\$ 798,044</b>	<b>\$ 11,756,320</b>
<b>EXPENSES</b>				
<b>Salaries</b>	<b>\$ 14,063,935</b>	<b>\$ 828,063</b>	<b>\$ 1,144,989</b>	<b>\$ 4,687,978</b>
<b>Employee Benefits</b>	<b>\$ 5,611,700</b>	<b>\$ 234,784</b>	<b>\$ 487,526</b>	<b>\$ 1,870,566</b>
<b>Equipment</b>	<b>\$ 318,695</b>	<b>\$ 185</b>	<b>\$ 7,877</b>	<b>\$ 106,232</b>
<b>Contractual Expenditures</b>				
<i>Purchased Services</i>	\$ 292,000	\$ 17,368	\$ 26,601	\$ 97,330
<i>Materials &amp; Supplies</i>	\$ 615,755	\$ 69,876	\$ 65,075	\$ 237,575
<i>Marketing</i>	\$ 175,785	\$ 10,508	\$ 11,794	\$ 58,595
<i>Conference &amp; Travel</i>	\$ 284,675	\$ 8,176	\$ 17,788	\$ 84,890
<i>Utilities</i>	\$ 600,000	\$ 808	\$ 41,483	\$ 200,000
<i>Maintenance Repairs &amp; Contracts</i>	\$ 616,900	\$ 14,926	\$ 62,072	\$ 205,630
<i>Software &amp; Contracts</i>	\$ 458,460	\$ 135,883	\$ 22,320	\$ 234,613
<i>General Institutional</i>	\$ 1,402,960	\$ 40,126	\$ 130,719	\$ 575,743
<i>Other Expenditures</i>	\$ 639,120	\$ 68,681	\$ 100,153	\$ 217,337
<i>Scholarships</i>	\$ 1,777,880	\$ 1,281,821	\$ (30,095)	\$ 1,139,936
<b>Total Contractual Expenses</b>	<b>\$ 6,863,535</b>	<b>\$ 1,648,172</b>	<b>\$ 447,910</b>	<b>\$ 3,051,649</b>
<b>Total Expenses</b>	<b>\$ 26,857,865</b>	<b>\$ 2,711,204</b>	<b>\$ 2,088,303</b>	<b>\$ 9,716,425</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 5,405,366</b>	<b>\$ (1,290,259)</b>	<b>\$ 2,039,894</b>

SUNY Corning Community College  
 Operating Dashboard  
 FY 24 @ Month End 10/31/23



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 10/31/23	2023-2024 Receivable
October 31, 2023	\$ 12,241,823	166	\$ 6,062,625	\$ 3,116,139
October 31, 2022	\$ 11,761,617	159	\$ 5,015,699	

Revenues & Expenditures @ 10/31/23

	FY 24 Adopted Budget	Sep-23	Oct-23	Fall 2023 Projected
Revenues	\$ 27,368,437	\$ 8,116,570	\$ 798,044	\$ 11,756,320
Expenses	\$ 27,368,437	\$ 2,711,204	\$ 2,088,303	\$ 9,716,425
Surplus(Deficit)	\$ -			

Highlights of Revenues & Expenditures

	FY 24 Adopted Budget	Sep-23	Oct-23	Fall 2023 Projected
Tuition & Fees	\$ 11,121,845	\$ 7,350,231	\$ (1,456,124)	\$ 5,618,301
Chargebacks	\$ 6,486,507	\$ 147,547	\$ 1,548,750	\$ 3,641,259
Personnel & Benefits	\$ 19,675,635	\$ 1,062,847	\$ 1,632,516	\$ 6,558,544
Equipment	\$ 318,695	\$ 185	\$ 7,877	\$ 106,232
Contractuals	\$ 6,863,535	\$ 1,648,172	\$ 447,910	\$ 3,051,649

% of year Complete	8%	17%	
% of Revenue Realized	30%	3%	43%
% of Expenditures	10%	8%	36%

Fall Enrollment

	2023-2024 Preliminary	2022-2023 Actual	2021-2022 Actual	3 YR % change
Total Headcount	3841	3663	3813	0.7%
Total FTE	1094.8	1080.1	1103.1	-0.8%
Full-Time FTE	411.2	457.5	441	-6.8%
Part-Time FTE	163.3	135.7	158.8	2.8%
Credit Enrollment FTE (Excluding ACE)	574.5	593.2	599.8	-4.2%
HS Enrollment FTE (ACE)	520.4	486.9	503.3	3.4%
% Chemung County	0.0%	42.3%	43.6%	-100.0%
% Steuben County	0.0%	35.5%	33.9%	-100.0%
% Schuyler County	0.0%	5.9%	6.4%	-100.0%
% All Other Non-sponsor	0.0%	16.3%	16.1%	-100.0%

## **Auxiliary Campus Services Update**

### **Auxiliary Services**

Empire State University has moved into vacant office space in Chemung Hall. Their staff has been working with IT and Physical Plant staff to prepare the office spaces and provide access to technology resources. This partnership provides an excellent opportunity for students to access ESU for programs after they graduate from CCC.

IT and Physical Plant staff continue to prepare the Mechatronics Program classrooms and Makerspace area. This work includes upgrading the technology infrastructure, electrical service, installation of equipment and cosmetic upgrades to four classrooms.

### **Physical Plant**

Two new staff members joined the Physical Plant. Laura Fabrizio has been hired to fill the vacant Electrician position and Robert Burns started on November 13th as the Senior Groundskeeper.

Recommendations from the Facility Master Plan currently in progress;

- Six Capital Projects are currently in the planning stages with an expectation to complete most of them prior to the start of the 2024-25 school year. These include; Spencer Crest Nature Center repairs, Science Lab upgrades, work on the softball field to meet NJCAA requirements and renovations to the Steuben Hall lecture room (STU220). All projects have been processed through SUNY for matching funds and we have identified the remaining funding sources required for the 50/50 match.
- Upgrades to classrooms are ongoing, including the addition of “collaborative” classroom furniture purchased with SUNY Transformation Funds and the SUNY \$606 money. Faculty members have been consulted and they are providing guidance regarding what needs to be purchased to best meet their needs.

The annual NYS Fire Inspection was completed with very few minor recommendations or remediation. Those have been addressed and we have received the final report and certifications for occupancy.

### **Health Office**

The Health Office has completed their annual Immunization Compliance Report for Fall, 2023. They were able to obtain nearly 99% compliance with NYS requirements for Meningitis and MMR.

The Nurses are hosting a Wellness Wednesday program in the Commons with a different focus topic each week. They are working with Nursing Program students who volunteer to help them staff the table displays.

### **IT Department**

A number of projects have been reported by IT as completed or underway, including;

- Updated campus organization chart report for HR,
- Created new FLAC report for HR so that there are more checks and balances with faculty pay,
- A student financial responsibility agreement has been set up in Banner,
- An Inactive Records purge was completed with 112 boxes to be shredded,
- Student My Banner page was updated for ease of navigation to make the page “mobile friendly”,
- 24 new “All in One Desktops for Smart classrooms” have replaced older computers.

### **Public Safety**

The Southern Tier Law Enforcement Academy Session 44 held a graduation ceremony on October 27th in the Dining Room. Public Safety Officers Thomas Slymon and Timothy VonBevern received their certificates of completion. Officer Slymon was recognized for his work by receiving the Director's Award.

Executive Director Burdick and Assistant Director Friebis attended a three-day Basic Threat Evaluation and Reporting Course (B-TERC) facilitated by the NYS Office of Counterterrorism Domestic Terrorism Unit and hosted by the Steuben County Sheriff's Office in Bath on November 7th-9th. We will be working to bring a one-day awareness course to the campus.

CORNING COMMUNITY COLLEGE  
Regional Board of Trustees Human Resources Committee  
November 28, 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.

**Consent Agenda**

[Resolution #T4884-23 Appointments, Promotions and Separations](#)  
[Resolution #T4885-23- Position Activity](#)

Regular Agenda

DISCUSSION ITEMS

- Summary of [vacant positions](#)

NEXT MEETING:

TBD

Standards for the Human Resources and Diversity Committee:

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

**Human Resources Committee**

**November 28, 2023**

Via Zoom

**MINUTES**

In attendance: M. Wane, H. Reynolds, M. Wayne, J. McKinney Cherry, S. Jacoby-Murphy, R. Allison  
Senior Staff: President Mullaney, Executive Director S. Ward, Ka-Tandia

Excused: A Winston, M. Lawrence,

Trustee Wayne called the HR committee meeting at 5:23 pm and noted the two consent items on the agenda.

During the meeting, Executive Director Ward gave a brief overview of her report and mentioned two open positions - the Director of Admission and the Controller position. The Controller position has been reclassified. After review of the updated position description, this position was reclassified as an exempt, Director pay grade F. This position was previously exempt, Senior Director pay grade G. As a result of Lisa Patrick's promotion, an open search is underway for this position, requiring a minimum of 3-6 years of experience.

Lisa Patrick will start her new role of CFO on December 4th

Trustees agreed to move forward all resolution to the full board for approval

Trustee Wayne adjourned the HR committee meeting at 5:45 pm.



**SUMMARY STATUS OF VACANT FULL TIME POSITIONS** as of November 14, 2023

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				2	2
Faculty					
Professional Service	2			1	3
<b>Grand Total</b>	<b>2</b>			<b>3</b>	<b>5</b>

**Open Position Detail:**

**Civil Service:** Cleaner, Part Time Campus Safety Officer

**Faculty:** n/a

**Professional Service:** Interim VP/Dean of Academic Affairs, Director of Recruitment & Admission, Makerspace Manager

[Return to agenda](#)

**CONSENT AGENDA**

**HUMAN RESOURCES COMMITTEE**

**Appointments, Promotions and Separations**

**Resolution #T4884-23**

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

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

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

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College hereby ratifies the following employment actions to be taken.

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Patrick	Lisa	Executive Director of Finance	Finance	12/4/23	Promotion	H	\$100,000	This is a 12-month, full-time, exempt, standard appointment, professional pay grade H. This promotion was made as a result of an internal search.
Button	James	Senior Groundskeeper	Physical Plant	10/25/23 and 10/27/23	New Hire and Resignation	304	\$43,075	This is a 12-month full-time, Civil Service, CSEA union position, at pay grade 304. This hire was made as a result of an open search. James Button resigned after two days to pursue other opportunities.
Burns	Robert	Senior Groundskeeper	Physical Plant	11/13/23	New Hire	304	\$43,075	This is a 12-month full-time, Civil Service, CSEA union position, at pay

								grade 304. This hire was made as a result of an open search.
Hibbard	Cynthia	Cleaner	Physical Plant	11/10/23	Resignation	301	\$33,470	Cindy Hibbard served the college for one year and is moving out of the area to be closer to family
Smith	Dawson	Senior Campus Safety Officer	Public Safety	10/27/23	Resignation	SO	\$12,917	Dawson Smith served the college for 7 months and has resigned for a Full Time position

*\*Resumes are available in the HR folder as a supplement for the HR Committee agenda*  
[agenda](#)

[Return to](#)

**CONSENT AGENDA**

**HUMAN RESOURCES COMMITTEE**

**Position Activity**

RESOLUTION #T4885-23

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

<b>Title</b>	<b>Incumbent</b>	<b>Action</b>	<b>Effective</b>	<b>Background Notes (not included in the formal resolution)</b>
Director of Finance & Controller	Lisa Patrick	Reclassification	With Board Approval	After review of the updated position description, this position was reclassified as an exempt, Director pay grade F. This position was previously exempt, Senior Director pay grade G. As a result of Lisa Patrick's promotion, an open search is underway for this position.

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES  
RESOLUTION #T4886-23**

**Resolution for Program Advisory Board Membership**

**2023-2024**

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community Colleges hereby approves the Program Advisory Board Membership for 2023-2024

**BACKGROUND NOTES:**

Program Advisory Boards (sometimes called Program Advisory Committees) are essential to the establishment and maintenance of up-to-date, quality educational programming. Advisory Boards for programs at Corning Community College generally meet at least once per year, and are often convened for additional meetings for discussion of special topics or activities, such as Program Reviews or changing workforce needs. Advisory Board members from industry, transfer institutions, and with specific knowledge and expertise, serve as a vital link between the education and the world of work. They are charged with program evaluation, curriculum content advisement, equipment/infrastructure needs recommendations, recruitment of adjunct faculty, providing community job information, and generally promoting the College and its programs.

**[Return to Agenda](#)**

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

RESOLUTION #T4887-23

**Form 5's: Program Discontinuances & Deactivations/Discontinuance Resolution:**

BE IT RESOLVED, that the Board of Trustees of Corning Community College agrees to discontinue 1 program and then deactivate/discontinue the 4 other programs listed below per SUNY Form 5s to allow us to remove programs that are no longer offered at Corning Community College so that information in the SUNY IRP report and NYSED database can be updated.

**1. Discontinuances: STEAM:**

- a. Auto Body & Collision Repair AOS

**2. Deactivations to Discontinuances: Professional Studies – Joint Programs with Elmira College:**

- a. Liberal Arts & Sciences: Humanities & Social Sciences/Elementary Ed N-6      A.S./B.S.
- b. Liberal Arts & Sciences: Humanities & Social Sciences/Elementary Ed N-6      A.S/B.A
- c. Liberal Art & Sciences: Education/Childhood Education      A.S./B.S.
- d. Liberal Arts & Sciences: Education/Childhood Education      A.S/B.A

**BACKGROUND NOTES**

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

[Return to Agenda](#)

**FINANCE & FACILITIES COMMITTEE**

RESOLUTION #T4888-23

*Procurement Policy*

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Procurement Policy.

Background Notes:

This policy establishes guidelines for Corning Community College employees to identify, select, and acquire equipment, supplies, and contracted services required for College operation as economically as possible within accepted standards of quality and service. The purchasing policy aims to ensure that purchases will be made in a timely and organized manner, assuring the prudent and economical use of public funds, providing for ethical conduct, essential accountability of institutional expenditures, and compliance with all applicable laws and regulations

**REGULAR AGENDA**

**FINANCE & FACILITIES COMMITTEE**

RESOLUTION #T4889-23

Authorized Signers - Bank Accounts

WHEREAS, Corning Community College maintains checking and savings accounts with its official depositories, in compliance with applicable laws governing banking transactions; and,

WHEREAS, internal procedures require authorized signers to approve the issuance of checks and other disbursements;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves that all checks and disbursements drawn on the depositories of the College be signed and executed as herein set forth:

All checks or disbursements in the amount of \$500.00 or less shall be signed by any of the following persons occupying the following positions; and,

All checks or disbursements in excess of \$500.00 shall be signed, in concert, by any two of the persons occupying the following positions:

Chair of the Regional Board of Trustees  
Treasurer of the Regional Board of Trustees  
President of the College  
Executive Director of Auxiliary Campus Services  
Executive Director of Finance/Chief Financial Officer

BE IT FURTHER RESOLVED, that the Executive Director of Finance and the College Bursar are hereby authorized to transfer funds from one College account to another College account.



Regional Board of Trustees  
Chair, Michael Wayne

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Regional Board of Trustees  
Treasurer, Heather Reynolds

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President of the College,  
Dr. William P. Mullaney

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Executive Director of Auxiliary Campus  
Services, David Burdick

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Executive Director of Finance/Chief  
Financial Officer, Lisa Patrick

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**REGULAR AGENDA**

**FINANCE & FACILITIES COMMITTEE**

**Resolution #T4890-23**

***Operating Report***

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending October 30, 2023.

[Return to agenda](#)