

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

DATE: Thursday, December 8, 2022

TIME: 5:30 p.m. Meeting

LOCATIONS: Health Center and Via Zoom

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of October 13, 2022 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- GUIDED PATHWAYS
- 7- STUDENT TRUSTEE REPORT
- 8- CCC DEVELOPMENT FOUNDATION REPORT
- 9- APPROVAL OF CONSENT AGENDA
- 1-[RESOLUTION #T4829-22 Appointments, Promotions and Separations](#)

REGULAR AGENDA

CASS Committee

- [RESOLUTION #T4830-22 Annual Review of the Advisory Board Master Spreadsheet](#)
- [RESOLUTION #T4031-22 Program Deactivations/Discontinuances](#)

EXTERNAL AFFAIRS Committee

FINANCE AND FACILITIES Committee

- [RESOLUTION #T4832-22 Operating Report for September 2022](#)
- [RESOLUTION #T4833-22 Authorized Signers for College Bank Accounts](#)

HUMAN RESOURCES Committee

- 10-OLD BUSINESS
- 11-NEW BUSINESS
- 12-EXECUTIVE SESSION: None
- 13-ADJOURNMENT

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
October 13, 2022
HEC and Via Zoom
MEETING MINUTES**

In attendance: M. Wayne, N. Wightman, R. Allison, H. Reynolds, P. Chu, N. Parks, K. Early, M. Lawrence, J. McKinney-Cherry, Alan Winston, Wyatt Stoner, Sally Jacoby Murphy and A. Alsheimer

Excused: Kintu Early

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May, Executive Director Park, Executive Director Chandler, Executive Director Burdick, Executive Director John Marchese

Support Staff: N. Ka-Tandia, M. Brown

Guest: Joe Rowe, Joe Rumsey and Zachary Stewart, Director of the Southern Tiers Police Academy

1. CALL TO ORDER. Chair Wayne called the meeting to order at 5:34 pm.

2. APPROVAL OF AGENDA: (R. Allison, H. Reynolds, Unanimous).

3- APPROVAL OF THE MINUTES: September 1, 2022 RBOT Meeting (J. McKinney-Cherry, N. Wightman Unanimous).

4. CHAIR UPDATE

- Chair Wayne officially welcomed and introduced newly confirmed trustee Sally Jacoby-Murphy as the new Gubernatorial appointee representing Steuben. Sally is Director of the Fred & Harriett Taylor Memorial Library in Hammondsport, NY. She has a Masters of Higher Education Administration from Stony Brook University.

- Trustee Wayne extended a special thanks to Polly Chu and Kintu Early for a great tour of Sullivan Park. The visit was a great learning experience:
 - Learned about the type of jobs available to CCC grads
 - Heard from the Human Resources Managers how CCC can prepare students to join the workplace
 - Renewed strong collaboration between Corning Inc. and CCC. Among Corning Inc.'s 250 Process technicians, 50% are CCC grads.
- He reminded trustees to donate to the Foundation Board and shared some upcoming events, such as the Foundation Scholarship Recognition event on October 20, and the Open House on November 5.
- RBOT Engagement with the Middle States: Trustee Wayne encouraged trustees to be part of a Middle States working group. Trustees' involvement is minimal but important.
- Thanked Alan Winston for his efforts with NYCCT and asked trustees to participate in the upcoming SUNY Aspen Leadership program.
- He informed trustees to look out for an email coming shortly from the auditors

5. PRESIDENT OF THE COLLEGE'S REPORT.

President Mullaney started his report by introducing Zachary Stewart as the new Director of STLEA

Recent Federal Grant Success:

- Build Back Better Regional Challenge (US EDA)
 - \$63.7 million to the New Energy New York coalition
 - Led by SUNY Binghamton
 - Goal: accelerate battery technology
 - The College will receive nearly **\$1.4 million** to create a non-credit to credit Manufacturing Technician program.
- Strengthening Community Colleges Training Grant Program (US DOL)
 - \$5 million to the NY Community College HealthCARES Consortium
 - Led by Onondaga Community College
 - Goal: Expand healthcare programs at NYS community colleges
 - The College will receive **\$375,000** for our programs, including the development of a surgical technology program

Faculty Highlights Contract

- Three-year contract: 4%/3%/2%
- Faculty advising language more specific
- Provisions for online instructions (i.e. training and observation)
- Student feedback expanded: every course, every semester, using SmartEvals
- Sick time payout with a year's notice
- Thanks the administration negotiating team (Provost Canfield, Executive Director Clay and Executive Director Sue Chandler)

Perry Hall Update

- 119 residents (20 short of F20 goal)
- Exploring proposal with COCM consulting firm
 - Conduct market analysis
 - Review current strategies (operational, marketing, recruitment)
 - Develop marketing plan
 - Work with College to develop a sustainable budget

STEM Academy and Goff Road

- Classes started 9/9
- Ribbon-cutting ceremony 9/16
- Tour of Goff Rd. by potential buyer; requested an appraisal. Appraisal due back mid-October (2018 Appraisal \$800,000)

The Emerging Leaders Matrix

- brings together a small group of engaged faculty and staff at CCC.
- Foster professional development, share knowledge, and exchange ideas.
- Retention and succession planning.

Visiting Scholar: Meg Lowman

Meg Lowman aka “Canopy Meg”, a Global pioneer in forest canopy ecology

Author of seven books, including *The Arbonaut: A Life Discovering the Eighth Continent Above Us* (2021)

Save the Date: April 25th

- Day session 12:15-1:15 pm
- VIP reception 6-7 pm

- Evening session 7-8 pm

6- GUIDED PATHWAYS

Guided Pathways

- Undecided Student project report highlights:
 - All 1564 new/transfer student applicants have received communications on services/assistance available for undecided students. 359 applicants indicated unsure/undecided on admissions application. 178 undecided applicants have communicated with and/or worked directly with the Pathways Advisor
 - 83 students who already identified an interest in a Career and Technical Education (CTE) field of study were assisted in better defining their career and academic goals.
 - 33 of the undecided students identified a CTE field of study.
- Use of Starfish cohorts i.e. EOP, PH
- Coaching Clinton CC, GP Cohort III and Workforce Pathways projects
- SUNY GP: Looking Forward, Looking Backward: Celebrating Wins, Protecting Gains, Sustaining Progress presented by SOVA, 9/23
- SSCN Coach PD Session: Maintaining Momentum Through Institutional Leadership Transitions, 9/7
- SUNY ITA PD: Advising Success Network, 9/26
- SUNY REACH Pathways Workshop: Pathways Mapping and Marketing, and Credit for Prior Learning, 9/27 Nan Travers, Dir. Center for Leadership in Credential Learning, SUNY Empire

Strategic Planning and Institutional Assessment: Institutional Research is meeting with Student Affairs areas to present CC Survey of Student Engagement (CCSSE) data

Middle States Commission on Higher Education (MSCHE): Working Groups started meeting

Grants Summary

Grant Status FY2023	Number of Grants/Proposals	Grant Budget Total
Active and Completed	22	\$7,188,051
Denied	0	\$0
Pending	6	\$2,738,895
Total	28	\$9,926,946

Grant Proposals Submitted

- Machining Tool Training Modernization, ARC, \$293,936, 9/29
- NSF ATE, An Optical Technology A.A.S. Program at Corning Community College, \$348,357, 10/4

Response to Proposal

- Awarded: Subawardee (Binghamton U.), Build Back Better, Round 2, Clean Energy- Battery Storage, EDA, 9/2, \$1,376,391
- Awarded: Subawardee (Onondaga CC), Community College HealthCARES Consortium, DOLSCC, Round 2, Surgical Technology, 9/7, \$373,380

Proposal Under Consideration/ In Development

- Local Government Records Management Improvement Fund (LGRMIF), NYSED, due early 2023
- ARC ARISE, collaboration -Southern Tier Central Regional Planning Commission and the Northern Tier (PA) Regional Planning Commission, ARC, rolling deadline- quarterly review
- Workforce Opportunity for Rural Communities (WORC) Initiative, USDOL, due July 2023

7. STUDENT TRUSTEE REPORT:

Student Trustee, Wyatt Stoner gave a review of his report below:

SAGA Updates:

Old Business

- We are still looking into the safety requirement for a Virtual Reality headset for the Baron's Den Game Room.
 - Currently an inexpensive version of a Virtual Reality Headset costs \$400 dollars.
 - We are also exploring the cost of the various games that are available for Virtual Reality Headsets. As well as accessories to allow viewing for bystanders in the room.
- We are also looking into the possibility of updating the foods to provide a better selection for the food pantry.

New and Upcoming Events

- We are in the process of designing a scavenger hunt that would encourage students to get to know their professors better.
 - We also intend to raffle off a \$25 gift card for students that complete the scavenger hunt.
- We are also in the process of purchasing mobile bonfire pits. We are also looking into the regulations of the Town of Corning and CCC about proper safety practices.
- We are also looking into designing and the expense of SAGA/SAEB T-shirts. They are still in the process of being designed.

Club Updates

- The Crier
 - Has gained 25 new members! In addition, they are looking to the possibility of updating the Crier website; roughly \$154.
 - The Crier is also looking into procuring a CCC email, to increase communication and for the ease of piece submissions.
- The Pride Club
 - Is currently planning a variety of events. A Culture day and a Halloween dance, as well as smaller events.

- They now have a full elected board and are sharing event dates with Matt Gorham
- The Gaming Guild
 - Happy to report that there are 20 new members, including new Dungeon Masters.
 - In addition, with the help of Professor Robert Koble are discussing the logistics of live streaming a Dungeons & Dragons session.
- The Nursing Society
 - Are starting to fundraise for the pinning ceremony.
 - They also have a full executive board that has been elected.

Recent Events

- 09/07/2022 There was a home volleyball game. 09/07/2022 there was a comedian that came to the Kelly lounge and dining hall

8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Chair Aaron Alsheimer gave a review of the Foundation Inc. report

- Foundation:
 - Jill Koski was appointed Vice President of the Foundation at the September Board meeting, and Kamala Keeley was appointed Secretary. The expectation is that Jill will step into the role of president as of January 1, 2023.
 - The Search Committee will begin the interview process for the Director of Development position next week.
 - The Foundation is hosting over 200 guests at the Scholarship Recognition Ceremony next Thursday (10/20).
 - Work continues with the College to update the 2013 CCC/CCCDF Legal Agreement.
- Housing LLC:
 - Exploring third party advising and marketing services.
- Fundraising:
 - SUNY Impact Foundation NYS Charitable Tax Credit program mailing resulted in two applications, which should result in donations totaling a minimum of \$17,000.
 - Applying for grant funding from the Corning Incorporated Foundation to support needed repairs at Spencer Crest Nature & Research Center.

9. APPROVAL OF THE CONSENT AGENDA

RESOLUTION #T4822-22-Appointment, Promotion and Separation

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

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Burun	Jolene	Visiting Instructor	Nursing	8/19/2022	Return to Fulltime	I	Based on the PECCC contract	This is a 10-month academic position with the PECCC, salary negotiations are currently in progress
Gwin	Michael	Assistant Professor	STEM	8/22/2022	New Hire	II	Based on the PECCC contract	This is a 10-month academic position with the PECCC, salary negotiations are currently in progress
Kaminski	Colleen	Instructional Technologist	Center for Teaching Innovation and Excellence	9/1/2022	Resignation	D1	\$52,970	Colleen Kaminski had served in this role for 1 year. She has taken another role at Broome CC.

RESOLUTION #T4823-22- Position Activity (N. Parks, A. Winston, Unanimous)

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)
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Director, Auto Tech Program	Vacant	New Position (Grant funded)	With Board Approval	The Automotive Technology Director will be responsible for the creation, implementation of the college's new automotive technology programs. These programs will be ASE-certified programs to develop technicians for gas, electric and hybrid vehicle maintenance and repair. This is classified as a Director level, Grade F.
EOP Counselor	Vacant	New Position (SUNY funded)	With Board Approval	As part of establishment of an EOP, the dedicated EOP Counselor is responsible for providing services and guidance throughout the onboarding, enrollment, and retention phases for all current and prospective SUNY CCC EOP students. This is classified as a Coordinator level, Grade D.

10. REGULAR AGENDA

AUDIT COMMITTEE

The audit committee met with the Insero & Co. CPAs, LLP (Jerry Mickelson, Duane Schoen and Ben Owens) to discuss audit procedures.

- Auditors completed interim audit procedures in July in advance of the upcoming 8/31/22 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 8/31/22 financials and plan out the audit.
- Anticipating starting the audit 10/24/22 and will plan to have the team onsite for 3 weeks to complete the audit procedures.
- In addition to the financial statement audit auditors are planning to test the HERFF funds as a major program for the Uniform Guidance (single audit) and possibly another program contingent on the final numbers once the federal fund number are known.
- The College will need to conform to Governmental Accounting Standards Board (GASB) statement 87 – Lease for the 2022 FY. This standard will require the College to review its lease arrangements and change the underlying accounting for several of them. Lisa and Sue are currently inventorying the Colleges leases to get started.
- 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 a few points on the CASS report and indicated there is no action item.

Provost Report

Academic Affairs:

- Music Theory courses taught by Visiting Instructor of Music Will Wickham will be partnering with Jennifer Sellers, Director of Innovative Learning Sites, and the Digital Dome to create new sound tracks for 20 to 30 minute “Dome Meditations”.
- Mary Guzzy, Professor of Humanities, developed a Theatre Workshop for Nursing students in collaboration with two former students. This workshop was delivered in several sessions at the SUNY CCC Nursing Bootcamp on Aug. 16.
- Sky Moss, Professor of History, worked with Elmira EOP and Babatunde Ayanfodun, SUNY CCC Diversity, Equity & Inclusion Coordinator, to present a lesson on civics, civic responsibility, and community involvement to a group of Elmira teenagers.
- STEM Division is working to prepare for upcoming STEM DAY planned for November 22, 2022, The CDC (Career Development Council) is also involved.
- SUNY CCC will be partnering with Elmira College and Incubator Works in sponsorship of a Pitch Competition (607SOARS)-think Shark Tank! - to be hosted at Elmira College on May 6, 2023.
- In response to concerns with the retention of Community and Public Health Education AS students specifically in the STEM Academy pipeline, a Success Camp was held in August for all students in the STEM Academy- Chapter 1 (freshman), Chapter 2 (sophomore) and Chapter 3 (junior) – with the goal to improve college readiness for all.
- The Learning Resources staff met with Pauline Emery from Southeast Steuben Public Library to discuss Banned Book Week (September, 18-24) and ways to support each other’s programming. Library Staff is preparing a physical display of frequently banned books as well as a digital resource guide that will highlight items in the library collection, local resources and programming, and national awareness campaigns.
- Headcounts throughout the building have been steadily increasing each week, averaging 30 or more students each hour between 10-2.
- Educational Opportunity Program- 13 students
 - 5- Female, 8- Male
 - 4- Black, 1- Afro Latin, 2- Puerto Rican, 6- White
 - 2- Non-traditional students
 - 7- living at Perry Hall
 - 3- non-local

- Tutoring

FALL 2020	Weekly Totals Fall 2020	SPRING 2021	Weekly Totals Spring 2021	FALL 2021	Weekly Totals Fall 2021	SPRING 2022	Weekly Totals Spring 2022	FALL 2022	Weekly Totals Fall 2022
Week 1	20	Week 1	26	Week 1	60	Week 1	30	Week 1	40
Week 2	48	Week 2	36	Week 2	101	Week 2	51	Week 2	87
Week 3	53	Week 3	61	Week 3	69	Week 3	55	Week 3	51
TOTALS	121		123		230		136		178

Student Services

- New Student Orientation-First time face to face in three years, over 165 students participated
- Food Pantry-20 new users registered in the system to utilize the pantry services
- #checkusout-20 tables with various clubs/orgs/groups and 100 students stopped by
-

EXECUTIVE COMMITTEE

No Meeting

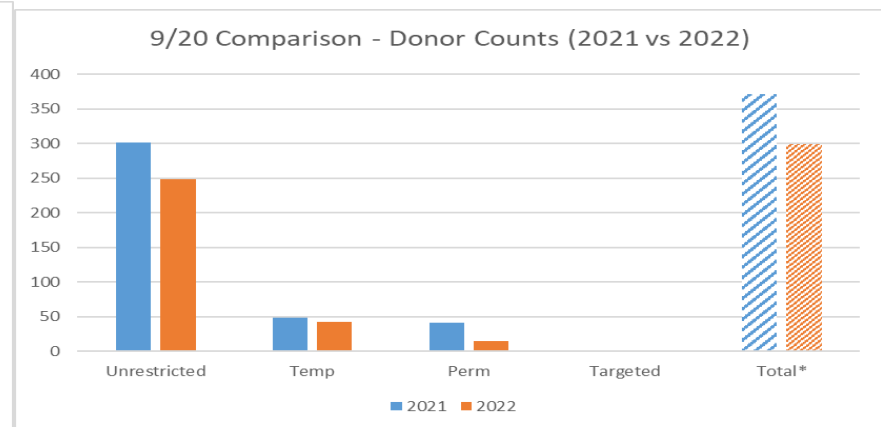
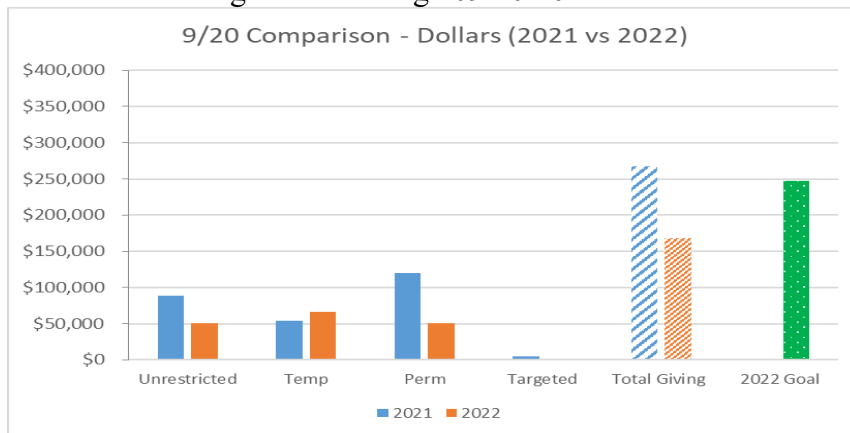
EXTERNAL AFFAIRS

Trustee Winston thanked committee liaisons and welcomed Margaret Lawrence to the External Affairs Committee.

Foundation Report by Executive Director:

- The Director of Development position has been reposted.
- The CCC Development Foundation Board met on September 14:
 - Jill Koski has accepted the Vice President role.
 - Kamala Keeley agreed to replace Maggie Jones, who has recently resigned from the Board, as the Secretary.

- Ratified the Executive Committee’s approval to transfer \$19,300 to the College in support of the Mechatronics program.
- We expect to award 97 students nearly \$250,000 in scholarships for the 2022-2023 academic year which will be celebrated at the Scholarship Recognition Ceremony on Thursday, October 20.
- Named Fund Holder Reports were mailed to donors in September.
- The Baron Bulletin e-newsletter will be sent in October.
- The Q3 Annual Fund mailing is planned for late September.
- The Q4 Annual Fund mailing is planned for November.
- A targeted mailing to our constituents resulted in two constituents requesting applications for the NYS Charitable Tax Credit program managed by the SUNY Impact Foundation.
- Third party advising and marketing services are being explored for Perry Hall.
- The Elmira Jr. Enforcers Hockey Team signed a contract to live in Perry Hall from September ’22 through March ’23.
- Working on updating the CCC/CCCDF Legal Agreement with a goal of presenting the draft to the CCC Foundation Board and RBOT before year-end.
- College Leadership participation in Annual Giving is currently at: RBOT (55%), CCCDF Board (42%), Senior Staff (100%).
- Annual Giving results through 09/20/2022:



	2021	2022		2021	2022
Unrestricted	\$89,150.31	\$50,252.45	Unrestricted	301	248
Temp	\$53,656.95	\$66,483.31	Temp	48	42
Perm	\$119,711.20	\$50,925.41	Perm	41	14
Targeted	\$5,000.00	\$0.00	Targeted	1	0
Total Giving	\$267,518.46	\$167,661.17	Total*	371	299
2022 Goal		\$247,010.00	* Unduplicated count of annual donors		

Marketing/Communications

Open House: [landing page](#), digital advertising, posters for high schools, postcard

STEM Academy Ribbon Cutting: [WENY segment & web story](#)

Kids' Night at the Observatory and Digital Dome: FB 121 shares, 14,428 impressions, 347 clicks

Performance

1. Website: Aug.- Sep. 2021/2022 Comparison

Channel Grouping	New Users 2021 (Aug. 15-Sep. 20)	New Users 2022 (Jun. 1- Aug. 15)	Change
Organic Search	9,582	10,586	+9%
Direct	5,159	9,502	+46 %
Paid Search	266	4,074	+93%
Referral (SUNY and paid)	901	2,036	+56%
Social	375	765	+51%

2. **Chatbot+:** (Aug. 15- Sep. 20) Chat Sessions: 272; Calls 308

Other

- **REACH and Workforce Pathways:** Newspaper ads; Geotargeting w/digital ads: 76,979 impressions; 177 Total Display Influenced Visits (DIV); [landing page](#)
- **Digital Dome:** advertising, August public show visitors: 234
- **Triangle Fund Film:** Coordinated with Triangle Fund to have family members of Amo Houghton film interviews at Arthur A. Houghton Jr. Library, Sept. 16

Media Statements

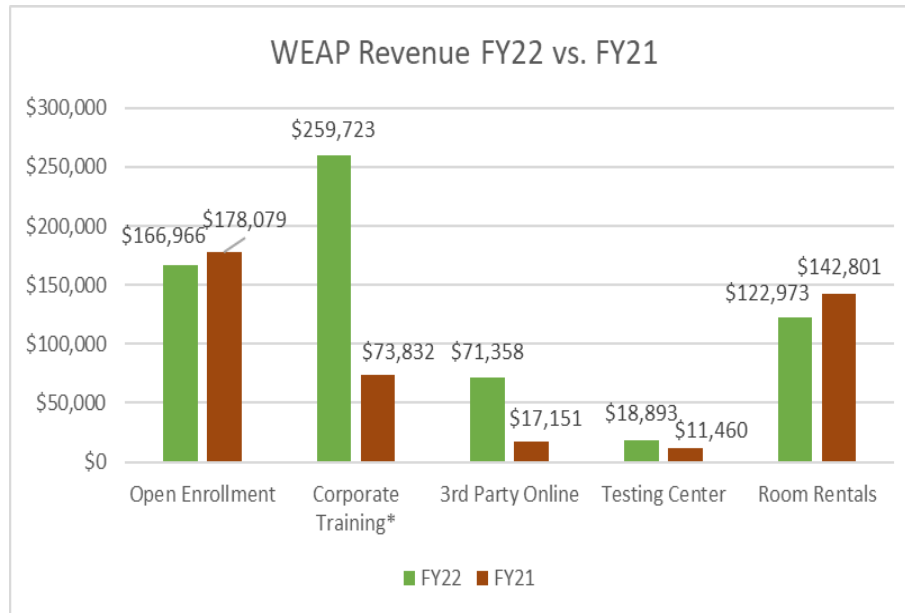
- SUNY CCC & GST BOCES STEM Academy to Hold Ribbon Cutting Ceremony, September 12
- SUNY CCC Awarded \$1.4 Million Grant for Automotive Technician Program, August 17

Website Statement

- Public Notice of Upcoming Accreditation Review Visit by ACEN, September 21

Workforce Education & Academic Pathways

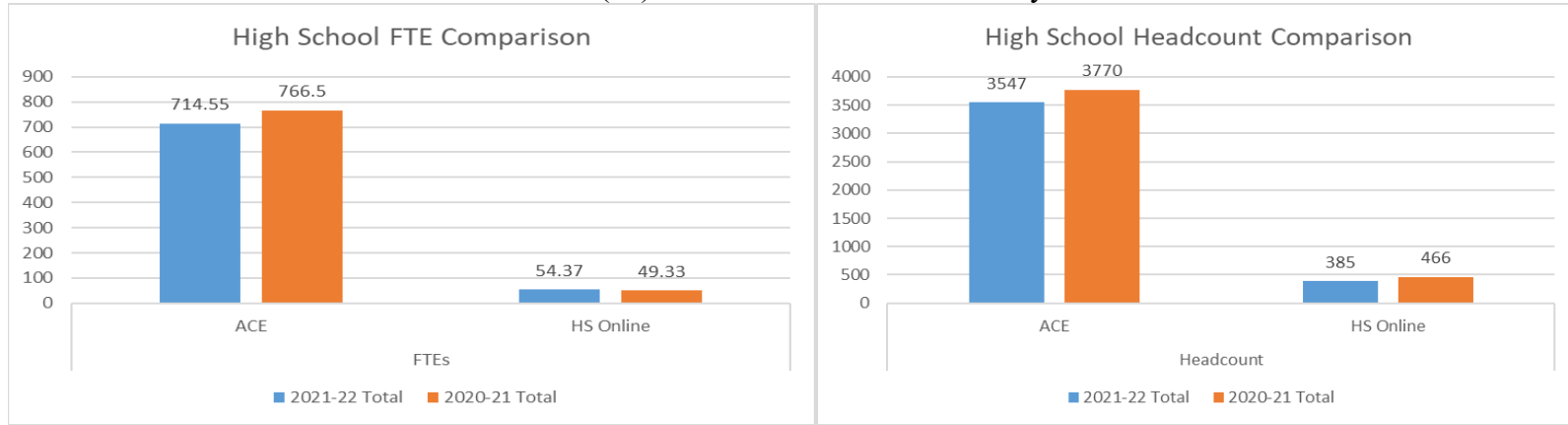
Workforce Education (8/15/22-9/22/22)



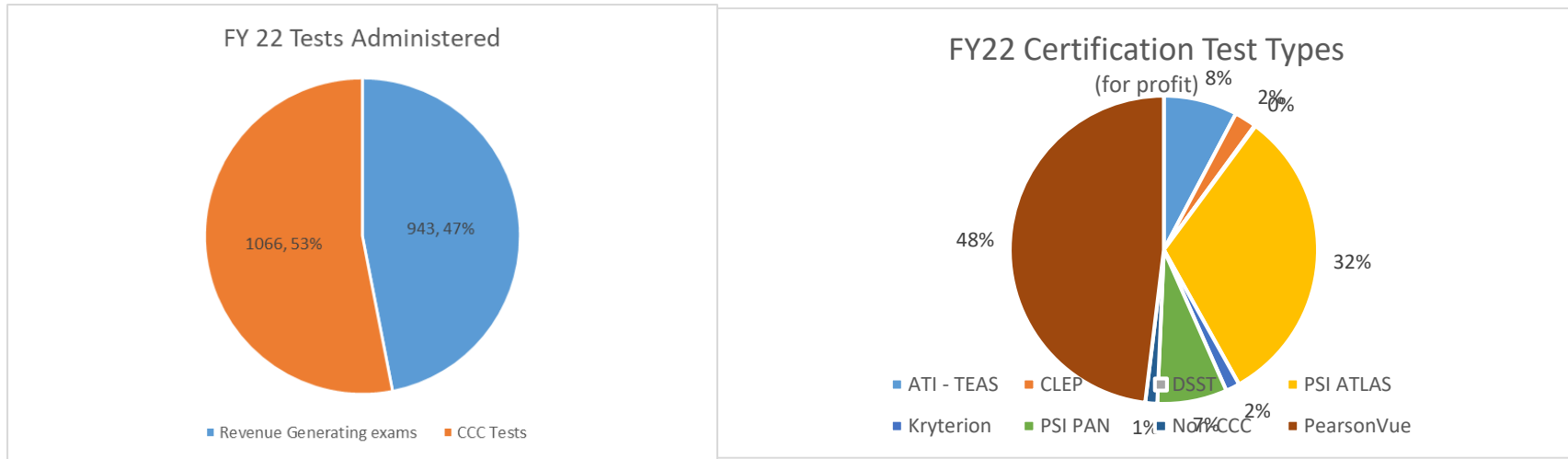
- SUNY Reimagine Grant highlights:
 - 19 registrations for healthcare programs (both online & F2F) for Sept. 22 compared to 5 for Sept. 21.
 - 6 people enrolled in Direct Support Professional micro-credential from The ARC of Chemung-Schuylar and The ARC of Steuben-Allegheny.
- Incubator Works CoStarters Entrepreneurship class is meeting at the AWDC, Elmira; focus on minority-owned business creation.
- Director of Automotive Technology search is underway (Future of Work Grant)
- SUNY Workforce Grant Highlights:
 - Manufacturing Technician, Hardinge, \$25,200
 - Customized Welding, Cargill, \$23,102
 - Manufacturing Supervision, consortium of 11 manufacturers, \$6,182

Academic Pathways

- T. Bush and J. Eschbach visited the students (21) at Elmira Correctional Facility on 9/12 to collect Certificates of Residency.



Testing Center



Legislative Relations

1. Federal: Higher Education Update- Pell maximization
2. State: Higher Education Budget Priorities is a permanent funding floor.
3. NYCCT Annual Conference. Trustee Winston attended the NYCCT conference. NYCCT hired a full-time lobbyist to advocate for Community Colleges.

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility report and stated the committee held a meeting on October 3, 2022 and mentioned there are four action item on the agenda. She welcomed Joe Rowe and Joe Rumsey for attending the Finance committee meeting and for asking great questions.

ACTION ITEMS:

RESOLUTION #T4824-22: Renovation and Revitalization Projects III – Schuyler Hall

BE IT RESOLVED, that the Regional Board of Trustees, Sponsor of Corning Community College, hereby approves the Upgrading of HVAC equipment within the Renovation and Revitalization Projects, Phase III in the amount of \$1,433,940, and,

BE IT FURTHER RESOLVED, that the Regional Board of Trustees, Sponsor of Corning Community College, hereby requests \$716,970 from the State University of New York and agrees to provide the local share of \$716,970 including \$596,700 of HEERF funds and any remaining local share from College capital reserves, and,

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to the State University of New York for their approval of our application for funding this project. (H. Reynolds, R. Allison, Unanimous).

RESOLUTION #T4825-22: Critical Maintenance – Spencer Crest

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, Sponsor of Corning Community College, hereby approves the development of Critical Maintenance in the amount of \$79,900 and requests \$39,950 from the State University of New York and agrees to provide the local share of \$39,950 which will be financed by Fundraising; and,

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to the State University of New York for their approval of our application for funding this project. (H. Reynolds, N. Wightman, Unanimous).

RESOLUTION #T4826-22: Building Automation Upgrade – Chemung Hall

BE IT RESOLVED, that the Regional Board of Trustees, Sponsor of Corning Community College, hereby approves the development of Building Automation Upgrade in the amount of \$240,000 and requests \$120,000 from the State University of New York and agrees to provide the local share of \$120,000; and,

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to the State University of New York for their approval of our application for funding this project. (H. Reynolds, J. McKinney-Cherry, Unanimous).

RESOLUTION #T4827-22: Auditorium Upgrade- Steuben Hall

BE IT RESOLVED, that the Regional Board of Trustees, Sponsor of Corning Community College, hereby approves the development of Auditorium Upgrade in the amount of \$274,000 and requests \$137,000 from the State University of New York and agrees to provide the local share of \$137,000 which will be financed by Fundraising; and,

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to the State University of New York for their approval of our application for funding this project. (H. Reynolds, R. Allison, Unanimous).

SUNY Corning Community College
 Operating Dashboard
 Preliminary as of 8/31/2022



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 8/31/22	2021-2022 Receivable
August 31, 2022	\$ 12,800,959	174	\$ 5,062,215	\$ 1,039,443
August 31, 2021	\$ 12,392,629	168	\$ 6,050,141	

Revenues & Expenditures @ 8/31/2022

	FY 22 Adopted Budget	Fall 21 Actual	Spring 22 Actual	Summer 22 Projected	YE Forecast	Variance to Budget
Revenues	\$ 26,927,833	\$ 12,627,777	\$ 12,004,136	\$ 2,149,222	\$ 26,589,572	\$ (338,261)
Expenses	\$ 26,927,833	\$ 8,063,169	\$ 10,789,443	\$ 6,255,684	\$ 25,968,945	\$ 958,888
Surplus(Deficit)	\$ (0)				\$ 620,627	\$ 620,627

Highlights of Revenues & Expenditures

	FY 22 Adopted Budget	Fall 21 Actual	Spring 22 Actual	Summer 22 Projected	YE Forecast	Variance to Budget
Tuition & Fees	\$ 12,728,616	\$ 5,746,169	\$ 4,887,540	\$ (214,783)	\$ 10,418,927	\$ (2,309,689)
Chargebacks	\$ 6,378,668	\$ 3,059,050	\$ 2,391,448	\$ 269,756	\$ 5,720,254	\$ (658,414)
Personnel & Benefits	\$ 14,096,199	\$ 5,750,283	\$ 7,980,256	\$ 4,871,173	\$ 18,601,712	\$ (4,505,513)
Equipment	\$ 371,409	\$ 31,257	\$ 34,718	\$ 305,435	\$ 371,409	\$ (0)
Contractuals	\$ 6,628,510	\$ 2,281,630	\$ 2,774,469	\$ 1,939,725	\$ 6,995,824	\$ (367,314)

Projected Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 8/31/2022

LOST REVENUE	
Tuition & Fees	\$ 1,074,553
Chargebacks	\$ 872,023
	\$ 1,946,576
EXPENDITURES	
PPE, Cleaning, Testing	\$ 393,498
IT/Infrastructure	\$ 535,871
	\$ 929,369
Total use of HEERF Funds	\$ 2,875,945

Annual Enrollment Headcount & FTE

	2021-2022	2020-2021	2019-2020	3 YR % change
	Projected	Actual	Actual	
Total Headcount	4625	4955	5160	-10.4%
Total FTE	1988.1	2185.1	2391.5	-16.9%
Full-Time Headcount	1160	1407	1652	-29.8%
Full-Time FTE	810	995.4	1220.3	-33.6%
Part-Time Headcount	958	1059	1147	-16.5%
Part-Time FTE	404.4	441.8	477.5	-15.3%
Credit Enrollment FTE (Excluding ACE)	1214.4	1437.2	1697.8	-28.5%
HS Enrollment FTE (ACE)	773.7	747.9	693.7	11.5%
% Chemung County	43.1%	41.0%	41.8%	3.1%
% Steuben County	35.9%	35.3%	34.9%	2.9%
% Schuyler County	5.4%	6.9%	6.1%	-11.5%
% All Other Non-sponsor	17.6%	16.8%	17.2%	2.3%

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
For Period ending 08/31/2022



	2021-2022 Budget	2021-2022 Actual@8/31/22	Fiscal Year 21-22 Preliminary 8/31/22	Variance to Budget
REVENUES				
Resident Tuition	\$ 10,359,475	\$ 8,752,427	\$ 8,481,748	\$ (1,877,727)
Non Resident Tuition	\$ 840,207	\$ 711,230	\$ 711,230	\$ (128,977)
Student Fees	\$ 1,528,934	\$ 1,225,948	\$ 1,225,948	\$ (302,986)
State Aid	\$ 7,043,820	\$ 7,120,673	\$ 7,120,673	\$ 76,853
Grant Aid & Contracts	\$ 203,500	\$ 2,875,945	\$ 2,875,945	\$ 2,672,445
Federal appropriations	\$ 8,000	\$ 10,227	\$ 10,227	\$ 2,227
County Operating	\$ 6,378,668	\$ 5,720,254	\$ 5,720,254	\$ (658,414)
Other sources	\$ 565,229	\$ 440,089	\$ 443,547	\$ (121,682)
Applied Fund Balance	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 26,927,833	\$ 26,856,794	\$ 26,589,572	\$ (338,261)
EXPENSES				
Salaries	\$ 14,096,199	\$ 13,267,240	\$ 13,270,468	\$ 825,731
Employee Benefits	\$ 5,831,715	\$ 5,294,997	\$ 5,331,244	\$ 500,471
Equipment	\$ 371,409	\$ 178,895	\$ 371,409	\$ (0)
Contractual Expenditures				
<i>Purchased Services</i>	\$ 26,500	\$ 36,761	\$ 36,761	\$ (10,261)
<i>Materials & Supplies</i>	\$ 321,930	\$ 199,297	\$ 199,297	\$ 122,633
<i>Dues & Subscriptions</i>	\$ 170,290	\$ 117,367	\$ 117,367	\$ 52,923
<i>Consultants and Contractors</i>	\$ 232,000	\$ 188,338	\$ 188,338	\$ 43,662
<i>Accreditation</i>	\$ 25,000	\$ 18,589	\$ 18,589	\$ 6,411
<i>Marketing</i>	\$ 286,500	\$ 268,328	\$ 283,827	\$ 2,673
<i>Conference & Travel</i>	\$ 151,175	\$ 45,204	\$ 61,757	\$ 89,418
<i>Utilities</i>	\$ 315,000	\$ 511,482	\$ 511,482	\$ (196,482)
<i>Maintenance & Repairs</i>	\$ 270,300	\$ 169,943	\$ 218,943	\$ 51,357
<i>Software & Contracts</i>	\$ 599,027	\$ 430,902	\$ 533,050	\$ 65,977
<i>Voice & Data Communication</i>	\$ 104,369	\$ 79,196	\$ 79,196	\$ 25,173
<i>Special Projects, Programs & Events</i>	\$ 126,887	\$ 13,745	\$ 20,295	\$ 106,592
<i>Maintenance Contracts</i>	\$ 363,594	\$ 252,305	\$ 267,305	\$ 96,289
<i>Rentals (HEC)</i>	\$ 337,000	\$ 174,540	\$ 337,000	\$ (0)
<i>General Institutional</i>	\$ 1,143,990	\$ 1,285,255	\$ 1,327,255	\$ (183,265)
<i>Other Expenditures</i>	\$ 268,975	\$ 602,266	\$ 640,361	\$ (371,386)
<i>Scholarships</i>	\$ 1,810,973	\$ 1,973,645	\$ 2,155,000	\$ (344,027)
<i>Transfer Out</i>	\$ 75,000	\$ -	\$ -	\$ 75,000
Total Contractual Expenses	\$ 6,628,510	\$ 6,367,163	\$ 6,995,824	\$ (367,314)
Total Expenses	\$ 26,927,833	\$ 25,108,296	\$ 25,968,945	\$ 958,888
Surplus/(Deficit)	\$ (0)	\$ 1,748,498	\$ 620,627	\$ 620,627

% of total 2021-22 revenue realized 99.7%
 % of total 2021-22 budget expended 93.2%

% of total 2020-21 revenue realized 96.2%
 % of total 2020-21 budget expended 93.3%

**SUNY CORNING COMMUNITY COLLEGE FSA FUND
OPERATING DASHBOARD SUMMARY
PERIOD ENDING 08/31/22**



REVENUES	2021-2022	@ 08/31/22	2021-22	2021-22
			YE Preliminary	
	Budget	21-22 Actual	Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Life Fee - Student Activities</i>	\$ 185,000	\$ 145,022	\$ 145,022	\$ (39,978)
<i>Fundraising/Misc Sales</i>	\$ -	\$ 6,888	\$ 6,888	\$ 6,888
ATHLETICS			\$ -	\$ -
<i>Student Life Fee - Athletics</i>	\$ 258,300	\$ 217,483	\$ 217,483	\$ (40,817)
<i>Concessions/Gate/Misc</i>	\$ 4,500	\$ 2,500	\$ 2,500	\$ (2,000)
<i>Development Foundation</i>	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -
STUDENT SUCCESS PROGRAMS			\$ -	\$ -
<i>Student Life Fee</i>	\$ 43,275	\$ 63,148	\$ 63,148	\$ 19,873
<i>Other Student Fees</i>	\$ 13,765	\$ 31,690	\$ 31,690	\$ 17,925
Total FSA Fund Revenue	\$ 504,840	\$ 466,731	\$ 466,731	\$ (38,109)
EXPENSES			YE Preliminary	
	Budget	21-22 Actual	Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Activities & Governing Board</i>	\$ 128,420	\$ 81,165	\$ 81,165	\$ 47,255
<i>Clubs</i>	\$ 56,580	\$ 45,690	\$ 45,690	\$ 10,890
ATHLETICS				\$ -
<i>General Athletics</i>	\$ 155,800	\$ 161,150	\$ 161,150	\$ (5,350)
<i>Athletic Teams</i>	\$ 107,000	\$ 99,202	\$ 99,202	\$ 7,798
			\$ -	\$ -
STUDENT SUCCESS PROGRAMS			\$ -	\$ -
<i>Graduation</i>	\$ 43,275	\$ 41,202	\$ 41,202	\$ 2,073
<i>Student Orientation/ID</i>	\$ 13,765	\$ 15,095	\$ 15,095	\$ (1,330)
Total FSA Fund Expenses	\$ 504,840	\$ 443,504	\$ 443,505	\$ 61,335
FSA Fund Surplus (Deficit)	\$ -	\$ 23,227	\$ 23,226	\$ 23,226

SUNY Corning Community College
 Report to Finance & Facilities Committee
 FSA FUND - Student Activities
 For Period ending 8/31/2022



	2021-2022	@ 08/31/22	2021-22	2021-22
	Budget	21-22 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 185,000	\$ 145,022	\$ 145,022	\$ (39,978)
Fundraising	\$ -	\$ 6,738	\$ 6,738	\$ 6,738
Miscellaneous Revenue	\$ -	\$ 150	\$ 150	\$ 150
Total Revenues	\$ 185,000	\$ 151,910	\$ 151,910	\$ (33,090)
<u>EXPENSES</u>				
Salaries	\$ 23,730	\$ 30,023	\$ 30,023	\$ (6,293)
Equipment	\$ 1,000	\$ 678	\$ 678	\$ 322
Contractual Expenditures				
<i>Purchased Services</i>	\$ 1,000	\$ 3,500	\$ 3,500	\$ (2,500)
<i>Materials & Supplies</i>	\$ 13,550	\$ 17,515	\$ 17,515	\$ (3,965)
<i>Special Projects</i>	\$ 12,000	\$ 18,031	\$ 18,031	\$ (6,031)
<i>Conference & Travel</i>	\$ 1,000	\$ 999	\$ 999	\$ 1
<i>Stipends</i>	\$ 10,100	\$ 6,030	\$ 6,030	\$ 4,070
<i>Other Expenditures</i>	\$ 109,670	\$ 50,079	\$ 50,079	\$ 59,591
<i>Transfers</i>	\$ 12,950			\$ 12,950
Total Contractual Expenses	\$ 160,270	\$ 96,154	\$ 96,154	\$ 64,116
Total Expenses	\$ 185,000	\$ 126,856	\$ 126,856	\$ 58,145
Surplus/(Deficit)	\$ -	\$ 25,054	\$ 25,054	\$ 25,054

Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Athletics
For Period ending 08/31/22



	2021-2022	@ 08/31/22	2021-22	2021-22
	Budget	21-22 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 258,300	\$ 217,483	\$ 217,483	\$ (40,817)
Miscellaneous Sales	\$ 1,500	\$ -	\$ -	\$ (1,500)
Gate Revenues	\$ 1,500	\$ -	\$ -	\$ (1,500)
Concession Sales	\$ 1,500	\$ -	\$ -	\$ (1,500)
Athletic Facility Rentals	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Total Revenues	\$ 262,800	\$ 219,983	\$ 219,983	\$ (42,817)
<u>EXPENSES</u>				
Salaries	\$ 53,500	\$ 52,355	\$ 52,355	\$ 1,145
Equipment	\$ 15,000	\$ 16,734	\$ 16,734	\$ (1,734)
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 5,000	\$ 3,488	\$ 3,488	\$ 1,513
<i>Materials & Supplies</i>	\$ 1,000	\$ 10,591	\$ 10,591	\$ (9,591)
<i>Stipends</i>	\$ 27,200	\$ 21,888	\$ 21,888	\$ 5,313
<i>Conference & Travel</i>	\$ 112,100	\$ 113,472	\$ 113,472	\$ (1,372)
<i>Rentals</i>	\$ 35,000	\$ 32,060	\$ 32,060	\$ 2,940
<i>Other Expenditures</i>	\$ 14,000	\$ 9,764	\$ 9,764	\$ 4,236
Total Contractual Expenses	\$ 194,300	\$ 191,263	\$ 191,263	\$ 3,037
Total Expenses	\$ 262,800	\$ 260,352	\$ 260,352	\$ 2,448
Surplus/(Deficit)	\$ -	\$ (40,369)	\$ (40,369)	\$ (40,369)

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Success Programs
For Period ending 8/31/2022



	2021-2022 Budget	@ 08/31/22 21-22 Actual	2021-22 YE Forecast	2021-22 Variance
<u>REVENUES</u>				
Student Activity Fees	\$ 43,275	\$ 63,148	\$ 63,148	\$ 19,873
Fundraising	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
Other Student Fees	\$ 13,765	\$ 31,690	\$ 31,690	\$ 17,925
Total Revenues	\$ 57,040	\$ 94,838	\$ 94,838	\$ 37,798
<u>EXPENSES</u>				
Salaries	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ -	\$ -	\$ -	\$ -
<i>Materials & Supplies</i>	\$ 29,557	\$ 19,793	\$ 19,793	\$ 9,764
<i>Special Projects</i>	\$ -	\$ 2,261	\$ 2,261	\$ (2,261)
<i>Commencement</i>	\$ 13,000	\$ 17,467	\$ 17,467	\$ (4,467)
<i>Conference & Travel</i>	\$ -	\$ -	\$ -	\$ -
<i>Stipends</i>	\$ -	\$ -	\$ -	\$ -
<i>Other Expenditures</i>	\$ 14,483	\$ 16,776	\$ 16,776	\$ (2,293)
<i>Transfers</i>	\$ -	\$ -	\$ -	\$ -
Total Contractual Expenses	\$ 57,040	\$ 56,297	\$ 56,297	\$ 743
Total Expenses	\$ 57,040	\$ 56,297	\$ 56,297	\$ 743
Surplus/(Deficit)	\$ -	\$ 38,541	\$ 38,541	\$ 37,055

Fiscal Year 21-22 Capital Report

Debt Obligations	Initial Balance	FY Beginning Balance	FY 21-22 Debt	Spent to Date FY 21-22	Remaining FY Debt	Remaining Debt 8.31.22
Library/Commons - USDA Bond Principal	\$ 8,250,000.00	\$ 6,915,000.00	\$ 290,000.00	\$ 290,000.00	\$ -	\$ 6,625,000.00
Library/Commons - USDA Bond Interest	3.125%	\$ -	\$ 216,094.00	\$ 216,094.00	\$ -	
Energy Performance - Siemens Principal	\$ 3,525,000.00	\$ 3,271,000.00	\$ 134,000.00	\$ 134,000.00	\$ -	\$ 3,137,000.00
Energy Performance - Siemens Interest	3.500%		\$ 118,134.00	\$ 118,134.00	\$ -	

Fiscal Year 21-22 Capital Projects	Capital Reserve	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Expend to Date 08.31.22	Encumbered	Remaining Budget	% Complete
Renovations & Revitalization III								
<i>Heat, Ventilation, & Air Conditioning</i>								
Schuyler Hall -Chiller	\$ 55,000.00	\$ 716,000.00	\$ 661,970.00	\$ 1,432,970.00	\$ 456,899.21	\$ 737,674.79	\$ 238,396.00	32%
STEAM Innovation Center	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 6,233.11	\$ 340,540.08	\$ 653,226.81	1%
<i>Lab Renovations</i>								
Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 8,831.94	\$ 59,421.57	\$ 231,746.49	3%
Mechatronics	\$ -	\$ 150,000.00	\$ 167,905.92	\$ 317,905.92	\$ -		\$ 317,905.92	0%
Digital Dome Theater Seating and Software								
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ 462,933.66	\$ 26,022.28	\$ 1,044.06	94%
Facilities Master Plan Phase 1								
Design - SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ 63,009.03	\$ 90,990.97	\$ -	41%

Campus Auxiliary Services Update

Esports Lab – Physical Plant, IT, the STEM Division and Athletics have worked together to repurpose an unused computer lab in the Commons to become a dedicated space for the Esports Team. Over fifty students expressed an interest in competing early in the semester. An IT staff member, Marc Brown, has been appointed as the assistant coach of the team.

KnowBe4 Training – In an effort to educate the college community on cyber threats, the IT department is rolling out training for all faculty and staff. This is free training which will also help us address the increasing costs of cyber security insurance.

Schuyler Hall Project –

After numerous supply-chain delays, TRANE has all of the heating and ventilation equipment for the upgrades to the Schuyler Hall HVAC system. They expect to complete the work before the end of October.

Physical Plant staff members are continuing the work to upgrade the Mechatronics and Maker Space areas.

Annual Security Report – The Annual Security Report (Clery Report) is complete to be posted before October 1st. This is a mandatory report with security, fire and crime information that must be posted annually according to the Clery Act.

Goff Road – A tour of the Goff Road facility was provided to an interested party. We will be obtaining an updated appraisal which was requested during the tour. The previous appraisal was done in 2017.

Health Office –

We are still looking for a part-time nurse and only received a few applications so far.

The Health Office hosted a blood drive for the Red Cross on September 20th and 21st. 42 pints of blood were collected.

Wegman's will be holding a Flu Shot clinic in the Commons on October 26th.

The nurse is still receiving reports from students and employees regarding positive COVID tests and she is helping them with the new CDC isolation protocols.

The nurse is confirming immunization status of students for NYS and SUNY compliance.

Print Services – We have renewed our print contract with Higher Information Group. This includes closing our print shop which was underutilized. We are looking into options for people needing larger print projects. HIG will be replacing our copiers and printers between the Fall and Spring semesters. We anticipate up to a \$100,000 in annual savings. We are also working with the Sustainability Committee to promote a reduction in the need for paper copies.

Public Safety – We will begin emergency response training for all faculty and staff in early October. This will include our emergency protocols, including lockdowns and Active shooter response.

Facilities Master Plan – Because of the recent grant announcements for the auto mechanic program and machining, we have asked SWBR to revise their recommendation for the Airport Corporate Park facility. They will be meeting with involved staff to determine

how the facilities will be used in the future. Because of this revision, the plan will be delayed and it is our goal to have the final report presented to and approved by the Finance and Facilities Committee prior to the December RBOT meeting.

HUMAN RESOURCES COMMITTEE

Trustee Parks provided a review of the Human Resources Committee report, noting there are 3 action items on the agenda including the consent agenda and the resolution of Corning Community College – Professional Educators of Corning Community College contract 2022 -2025

Regular Agenda

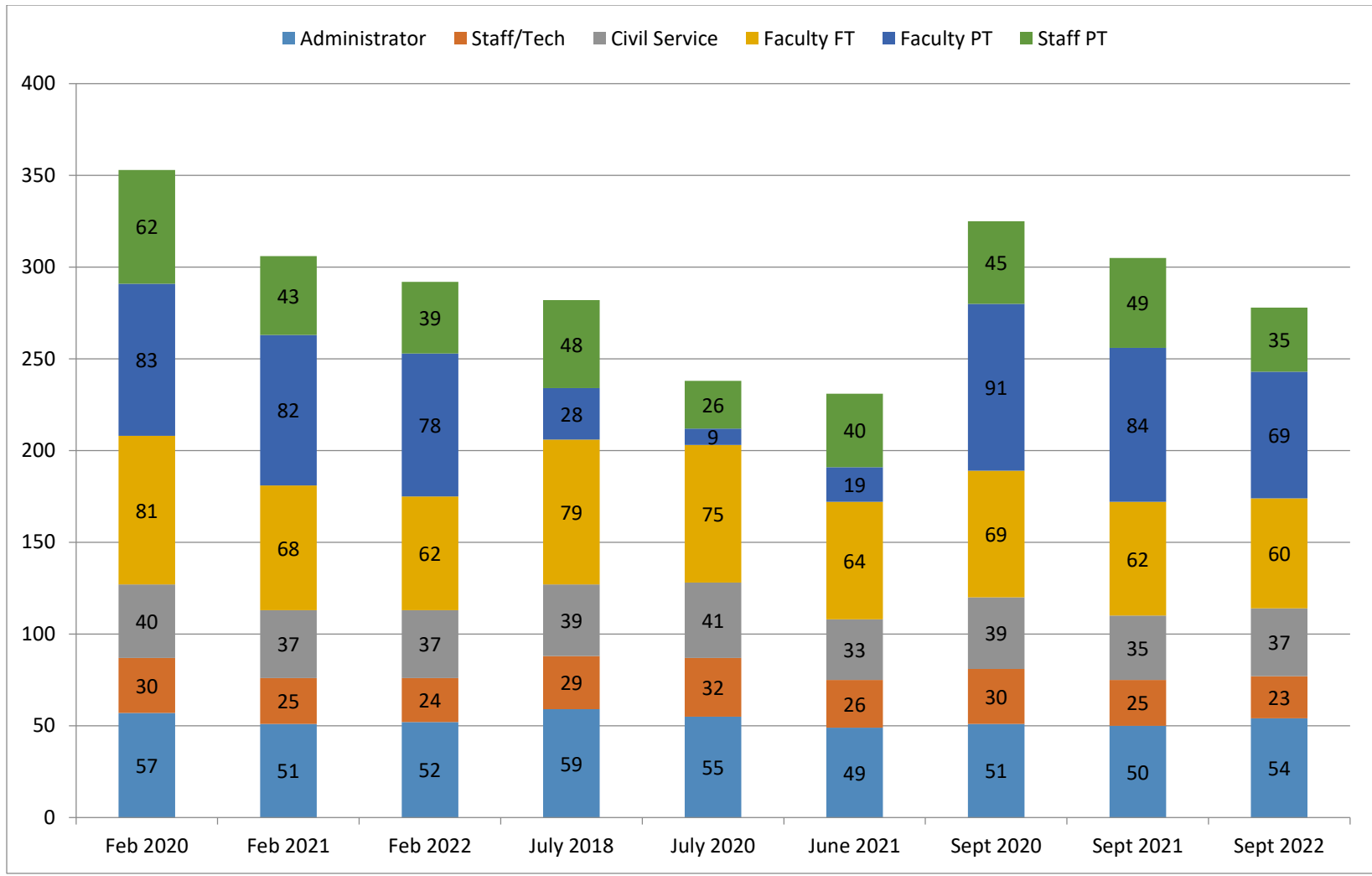
[RESOLUTION#T4828-22](#): Corning Community College – Professional Educators of Corning Community College contract 2022 - 2025

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the Agreement between the Professional Educators of Corning Community College and Corning Community College (CCC) effective September 1, 2022 – August 31, 2025. (N. Parks, R. Allison, Unanimous)

Trustee Parks concluded her report by extending her warm welcome and best wishes for long careers to our new STEM faculty.

DISCUSSION ITEMS

- DEI Metrics Updates. Executive Director Park provided a review of the DEI metrics
- Summary of [vacant positions](#)
- **Human Resources:** Headcount report, Fall 2022



*Note, the headcount report was not provided for June 2022

Non-College Funded Fulltime positions: 7 employees including: 4 administrators and 3 civil service

• **Workforce Diversity Metrics (Race and Gender, September 2022 as compared to February 2022)**

By Race	Sept 2022 Count	Sept 2022 Percentage	Feb 2022 Percentage
Administrator	56		
Minority	6	11%	10%
White	50	89%	90%
Civil Service	37		
Minority	2	5%	3%
White	35	95%	97%
Faculty - Fulltime	64		
Minority	12	19%	15%
White	52	81%	85%
Faculty - Part-time	69		
Minority	4	6%	9%
White	65	94%	91%
Staff- Part-time	34		
Minority	3	9%	11%
White	31	91%	89%

By Gender	Sept 2022 Count	Sept 2022 Percentage	Feb 2022 Percentage
Administrator	56		
Female	36	64%	61%
Male	20	36%	37%
Civil Service	37		
Female	16	43%	43%
Male	21	57%	57%
Faculty - Fulltime	64		
Female	29	45%	45%
Male	35	55%	55%
Faculty - Part-time	69		
Female	50	72%	71%
Male	19	28%	28%
Staff- Part-time	34		
Female	13	38%	43%
Male	21	62%	57%

Staff/Tech	23		
Minority	2	9%	8%
White	21	91%	92%
Student Employee	40		
Minority	8	20%	19%
White	32	80%	81%

Total Count	323
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Staff/Tech	23		
Female	11	48%	50%
Male	12	52%	50%
Student Employee	40		
Female	18	45%	48%
Male	22	55%	52%

Total count	323
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- Summary of Appointments and Separations

(By date, as reported in HR Committee)

RBOT Committee date	Hires (external)	Separation	Retirement	Net +/-	Vacancies Reported (snapshot)		
					Civil Service	Facult y	Staff
1/14/2020	6	3	3	0	5	5	7
3/3/2020	0	3	0	-3	5	8	8
4/21/2020	4	0	1	3	3	5	6
6/9/2020	1	10	2	-11	0	2	1
7/21/20	0	6	2	-8	0	4	1
10/29/20	0	1	3	-4	1	5	3
11/17/20	1	9	0	-8	0	5	2
1/12/21	3	5	0	-2	2	7	4
3/2/21	1	0	2	-1	1	10	3
4/20/21	0	3	1	-4	1	6	5
6/8/21	4	11	4	-11	5	8	8
8/24/21	9	4	0	5	3	4	2
10/12/21	4	3	0	1	5	3	4
1/27/22	6	4	2	0	7	2	5
4/19/22	4	3	0	2	1	2	10
5/7/22	5	8	1	-4	1	3	9
8/23/22	11	4	2	5	1	0	6

- SUMMARY STATUS OF VACANT FULL TIME POSITIONSAS of Sept 26, 2022

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				3	3
Faculty	2				2
Professional Service				8	8
Grand Total	2			11	13

11. OLD BUSINESS. None.

12. NEW BUSINESS. None

13. EXECUTIVE SESSION: Yes

Trustee Wayne requested a motion to adjourn the meeting at 7:43 pm and go to an executive session. (J. McKinney-Cherry, R. Unanimous)

Strategic Initiatives

Submitted by Maarit Clay, Executive Director of Strategic Initiatives

December 8, 2022

Guided Pathways

- First Year Experience: curriculum revision pilot for Fall 2023
- SUNY GP: Using Stories and Data to Inspire Action, 10/14; Goal-Oriented Program Onboarding Redesign: Equitable Program Momentum by Asking, Connecting, Inspiring, and Planning, 11/10
- SUNY Pathways REACH Collaborative: The Power of SUNY Microcredentials, 10/27-28; Learning Recognition Workshop: Assessing Learning 11/10
- SUNY ITA PD: Advising Success Network, Technology Enabled Redesign, 11/7

Strategic Planning and Institutional Assessment

- Strategic Enrollment Management Plan goals for adult students
- Living Our Vision: Strategic Plan 2023-2026, Strategic Planning and Institutional Assessment Committee (SPIAC) & Senior Staff
- Annual Institutional Assessment Report 2021-2022

Middle States Commission on Higher Education (MSCHE): Annual Conference 12/7-9

Grants Summary

Grant Status FY2023	Number of Grants/Proposals	Grant Budget Total
Active and Completed	33	\$11,125,713
Denied	0	\$0
Pending	3	\$513,780
Total	36	\$11,639,493

Proposal Under Consideration/ In Development

- Local Government Records Management Improvement Fund (LGRMIF), due early 2023
- Workforce Opportunity for Rural Communities (WORC) Initiative, USDOL, July 2023

Other: [Advisory Board Summit: Grants Summary](#), 10/25

Return to agenda

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Barbara Canfield
November 28, 2022

MISSION:

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

MINUTES

DISCUSSION ITEMS:

- [Provost](#)
- [Student Trustee Report](#)
-

ACTION ITEMS

- [RESOLUTION #T4830-22 Annual Review of the Advisory Board Master Spreadsheet](#)
- [RESOLUTION #T4031-22 Program Deactivations/Discontinuances](#)

NEXT COMMITTEE MEETING: January 23, 2023

Measurable Standards for the CASS Committee are:

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
 - Ensure that academic programming is in line with the overall strategic plan of the College
 - Evaluate the relevance of programming for transition into a four-year institution or entry into local industry
 - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate certifications and qualifications.
 - Assessing enrollment and completion metrics
 - Assessing the effectiveness of how programs deal with issues of diversity, equity, and inclusion.
2. Reviews the Strategic Enrollment Plan:
 - Evaluate the enrollment, awareness, and marketing of programs offered by the college.

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

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

November 29, 2022

Via Zoom

[Minutes](#)

In Attendance: Trustees: Judy Cherry, Polly Chu, R. Allison, N. Wightman, Kintu Early, Sally Jacoby-Murphy, Wyatt Stoner
Senior Staff: President Mullaney, Provost Canfield, N. Ka-Tandia
Guests: Joe Rowe

Trustee J. McKinney Cherry called the CASS committee meeting at 5:02 pm. She indicated how energized she was about her meeting with Provost Canfield, particularly after learning the College received the national accreditation for the direct support professional certification program. She also informed Trustees about a recent former student who was the only finalist in the AMATYC North-East region.

Dr. Canfield reviewed her report and highlighted a few points:

- Approximately 300 people attended the Open House that was held on November 5
- ACEN reaffirmation of an accreditation site visit for the Nursing program was conducted November 2-4. There were recommendations from the site team, particularly regarding NCLEX scores; therefore, they recommend conditional approval of our reaffirmation. We will hear in late Spring of the official decision. This is a significant accomplishment for the Nurse Education team and Director Krystal Jubilee, who lead the study
- STEM Day was a success, with 500 people attending the event. It was a total collaborative effort across the college community.

Student trustee Wyatt Stoner gave an overview of his report and highlighted a few points below

- Worked with Matt Gorman, Director of Residence Life, to create physical calendars in some of the different buildings on campus and at the Nursing Education Center
- Currently making stress bags containing snacks, masks, Stress balls, and tips on mental health to ease students' minds during finals Week.

- Fundraised money to provide Thanksgiving meals to ten different families and approved funds to send the ASL club to visit Gallaudet College

Trustee Wayne asked Wyatt to share any fundraising activities with RBOT in case anyone is interested in donating money.

Trustee McKinney Cherry discussed the two resolutions on the agenda, especially the resolution about the Advisory Board members. Trustee Wightman asked if there were any comments about the process, such as what was discovered, what was improved, and what was discarded. Or is it just a list of names going forward? Dr. Mullaney clarified that it's just a list of names of the current advisers, and the resolution is for RBOT to look over these lists and see if there are any people that you know in the community who would be prime candidates for these Advisory Council

The committee agreed to move forward both resolutions to RBOT for approval at the next meeting.

Trustee J. McKinney-Cherry adjourned the CASS Committee meeting at 6:02 pm.

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Barbara Canfield
November 28, 2022

Academic Affairs:

- Brad Cole and Dan Moretti held a special Machine Tool Advisory Board Meeting. We have a critical problem with machines not working and students not being able to get experience on the machinery. The meeting was held to try to solicit ideas and commitments from our industry partners to problem solve a solution. A number of the members also attended the Advisory Board Summit to continue the conversation.
- Brad Cole, Joe DeLeone, Aliza Erner, and Mike Gwin met with Ismaeil Hussein (Metallurgy Operations Manager) and Shawn Levey (Metallurgy Lab Supervisor and CCC graduate) from IMR Test Labs, a company that provides highly technical chemical analysis, mechanical testing, and metallurgical evaluation on metals and polymer, whose main headquarters is in Lansing, NY. IMR is interested in providing internships and employment opportunities to our graduates.
- Corning Community College's Direct Support Professional I & II micro-credentials have been approved for National Alliance for Direct Support Professionals (NADSP) Certification; previously provisionally approved, the coursework has now been endorsed with full approval for certification.
- Expansion of micro credentials. Direct Support Professional Level I-Hornell BOCES: The first DSP high school cohort graduated in June with level I certification, a second cohort of 8 students began in the fall. Chemung and Steuben ARC; The Direct Support Professional Level I micro credential is also being offered currently to a cohort of 11 ARC staff members pursuing an upgrade to skills and job preparedness; Level I coursework will be completed at the end of this semester, with Level II coursework scheduled for spring 2023. At the request of BOCES assistant superintendent Kelly Houck, SUNY CCC hosted 3 information sessions for current Teacher Aide this fall; as a result, 9 Teacher Aides will begin coursework in the Teaching Assistant Level II micro credential.
- ACEN reaffirmation of accreditation site visit for the Nursing program was conducted November 2-4. There were recommendations from the site team, particularly regarding NCLEX scores therefore they are recommending conditional approval of our reaffirmation. We will hear in late Spring of the official decision. This is a significant accomplishment for the Nurse Education team and Director Krystal Jubilee who lead the study.
- The Learning Commons continues to collaborate and receive student referrals from the EOP Program and Accessibility Services, to optimally accommodate the diverse needs of students. The LC has begun frequently implementing Boostlingo for ASL interpretation services in tutoring sessions to aid in student accessibility.
- Alex Slater graduated from CCC last spring and was the only finalist from the Northeast Region in the American Mathematical Association of Two Year Colleges (AMATYC) Student Research League competition. Professor George Hurlburt served as his faculty mentor.

Student Services

- Approximately 300 people attended Open House that was held on November 5.
- Mental Health
 - Mental Health Monday's – 3 sessions/28 participants;
 - American Rescue Plan funding (provided through SUNY) has been used to purchase a 3-year subscription for EdSights which utilizes Artificial Intelligence enabled chatbot via a texting platform to engage with students. This will be used to help with monitoring student needs and allow us to refer them to the appropriate resources; to be launched in the Spring 2023 semester.
 - The Diversity Council is working with Student Services to identify ways to best support vulnerable students (e.g. homeless).
- A student intake survey was launched via Starfish this semester to help us collect information about our students and their needs.

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Student Trustee: Wyatt Stoner
November 28, 2022

SAGA Updates:

Old Business

- We are still looking at purchasing Virtual Reality Headsets. Currently an inexpensive version of a Virtual Reality Headset costs \$400 dollars.

We are also exploring the cost of the various games that are available for Virtual Reality Headsets. As well as accessories to allow viewing for bystanders in the room.

- We successfully purchased mobile bonfire pits. They were a huge hit and drew a good crowd. We have opened them up to the clubs for their use.
- The Nursing Society are starting to fundraise for the pinning ceremony.
- Freshmen positions have been filled

New Ideas

- Matthew Gorman and I are discussing the possibility of physical calendars in the Commons, HEC, Chemung building, and Dining Hall/Cafeteria.
They would hopefully raise awareness of upcoming events and increase attendance.
- SAGA is meeting to plan ideas for the weeks leading up to finals week.

Recent Events

- 10/29/2022 - The Halloween dance was put on. Attendance was good, and it seemed to be enjoyed by the students.
Free Tickets given out for Tagsylvania.

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**CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES**

External Affairs Committee

**Tuesday, November 29, 2022
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 24, 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, 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 29, 2022
Via Zoom
MINUTES

In Attendance: Trustees: A. Winston, M. Wayne, P. Chu, N. Parks, R. Allison, M. Lawrence, J. McKinney-Cherry and N. Parks

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

Guest: Joe Rumsey

Trustee Winston called the meeting Called the meeting at 4:32 pm And noted There are no actionable items on the agenda.

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Trustee Chu congratulated Executive Director Marchese for his leadership and reminded trustees to donate to the Foundation.

Executive Director Marchese gave an overview of his report and highlighted a few points

- Hired a new Director of the Foundation who will start January 3rd, 2023
- The housing Company board of managers met and approved the COCM Advising and Marketing Services Agreement for Perry Hall to increase the number of people in Perry Hall and, hopefully, increase the number of students who attain degrees at the College.

Review [Marketing/Communications Report](#)

Executive Director Clay highlighted a few points in her report.

- Hired a new Event Coordinator position, Rachel Manek, who started on November 7th.
- Open house (brochures for all program offerings)
- Fall 22: 295 registered, 312 attended (114 prospective students) Fall 21: 202 registered, 167 attendees
- **SUNY Financial Aid Day:** Promoted on social media channels

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

- Executive Director Eschbach highlighted a few points in her report. WEAP almost halfway to Fall revenue goals
- WEAP participated in some recruitment events.
- Still looking for an Automotive Director
- WEAP received some awards in the department. The Marketing Team, Amber, and Erica won the Continuing Education Association exemplary marketing award.

Review [Legislative Relations Report](#)

Federal level: New Congressman Nick Langworthy replaced Tom Reid. Trustee Winston and President Mullaney met with him, and he is interested in the College, especially in Workforce Development.

ACCT legislative summit is being held in Washington on February 5th and eighth

State level, in terms of priorities, the number one priority is workforce development funding and the second priority is trying to finally establish some kind of permanent funding floor at 100%

Trustee Winston concluded his report and informed RBOT that Margaret Lawrence will take on the role of liaison to the county government after the first of the year

Trustee Winston adjourned the External Affairs committee meeting at 5:02 pm.

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation

Tuesday, November 29, 2022

- The Director of Development position search is concluding.
- John Marchese attended the Watkins Glen Chamber SPARK 2.0 Summit on 11/9/22.
- The Q4 Annual Fund mailing will be sent before the end of the year.
- Year-end e-mail solicitation appeals will be scheduled for the last week in December.
- Participated in FLX Gives on November 17-18.
- The CCC Housing Co. LLC Board of Managers met on November 8:
 - Approved the 2023 operating budget.
 - Approved the Fall 2023-Spring 2024 and Summer 2023 Perry Hall Pricing Structure:
 - No changes to fall/spring room rates for double, single, and super single rooms.
 - No changes to Non-Student Group Rates.
 - Change to individual intern rate per the 3-year agreement signed with Corning Incorporated.
 - Approved COCM Advising and Marketing Services Agreement for Perry Hall.
- The draft CCC/CCCDF Legal Agreement has been presented to the College for review.
- College Leadership participation in Annual Giving is currently at: RBOT (64%), CCCDF Board (50%), Senior Staff (100%).
- Annual Giving results through 11/11/2022:



	2021	2022		2021	2022
Unrestricted	\$101,606.31	\$72,251.49	Unrestricted	341	277
Temp	\$61,671.95	\$69,213.31	Temp	63	48
Perm	\$125,961.20	\$50,925.41	Perm	47	14
Targeted	\$5,000.00	\$0.00	Targeted	1	0
Total Giving	\$294,239.46	\$192,390.21	Total*	429	332
2022 Goal		\$247,010.00	* Unduplicated count of annual donors		

Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives
Tuesday, November 29, 2022

Highlights: Open House

Fall 22: 295 registered, 312 attended (114 prospective students) Fall 21: 202 registered, 167 attended

- Website: [landing page](#)
- TV: 2 week campaign [WENY & BIG FOX](#)
- Print: [posters](#) & [table tents](#) (internal and at area high schools)
- Direct mail: postcards to 16-19 y/o in NY & PA; postcards to stop outs
- Signage: digital billboards Elmira & Barton; digital displays at CCC, ACP, HEC, Elmira Center
- Social: FB- 3 posts: 4,934 impressions, 4,784 reach | boosted post: 89,042 im., 23,213 re.; Instagram- 4 posts: 2,502 im., 2,116 re.; LinkedIn- 2 posts: 2,356 im.

Performance

1. Website: Aug.- Nov. 2021/2022 Comparison

Channel Grouping	New Users 2021 (Aug. 15-Nov. 7)	New Users 2022 (Aug. 15- Nov. 7)	Change
Organic Search	22,563	20,659	-8.44%
Direct	8,277	13,413	+62.05%
Paid Search	1,621	8,336	+414.25%
Referral (SUNY & paid)	2,029	4,157	+104.88%
Social	1,076	1,745	+62.17%

2. Chatbot +: (Aug. 15- Nov. 7) Chat Sessions: 528; Calls 178

Other

- [Program Specific Brochures](#): 27 program brochures completed/printed
- [Annual Report 2021-2022](#)

- **SUNY Financial Aid Day:** Promoted on social media channels
- ***Our Town:*** Posters, handouts, playbills, video interviews, social media

Media Statements

- SUNY CCC Micro-Credentials Approved to Meet National Certification Requirements, 10/20

Website Statement

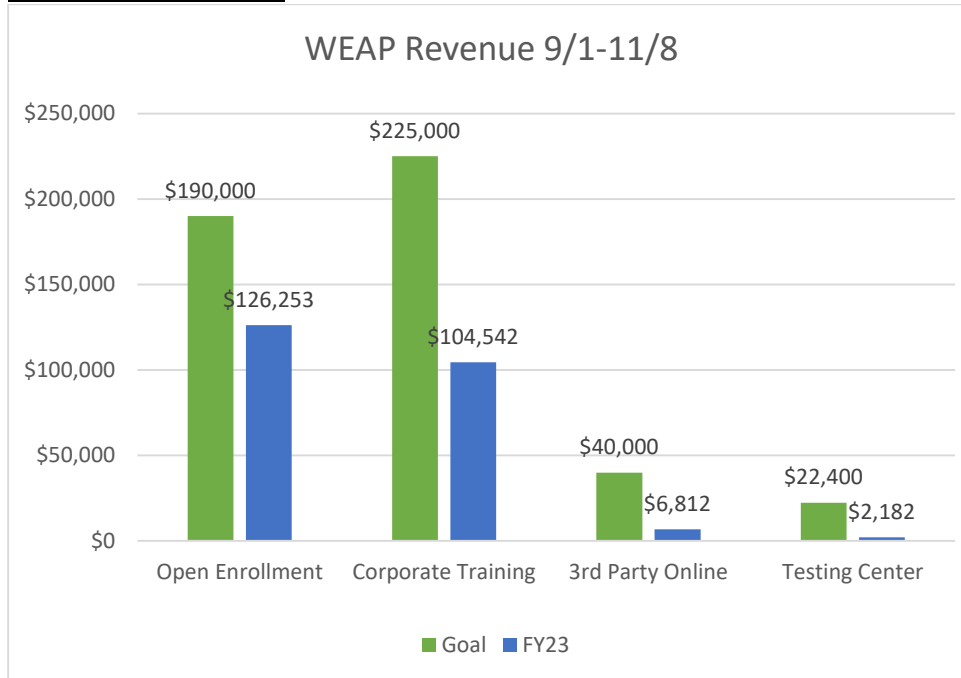
- Public Notice of Upcoming Accreditation Review Visit by ACEN, 11/1

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Workforce Education & Academic Pathways

Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways
Tuesday, November 29, 2022

Workforce Education



- Recruitment Events: 10/6—Arnot Mall Job Fair; 11/5—CCC Open House—Welding and Central Service Technician demos; information about non-credit training options;
- J. Eschbach presented “Leading from the Middle” to Schuyler Leadership group;
- Hosting Leadership Chemung at the AWDC; J. Eschbach welcomed new group to the center;
- Held Welding and Automotive Advisory Boards at campus-wide Advisory Board event;
- J. Eschbach visited Broome-Tioga BOCES re: Automotive program and possible articulations;
- Tours of Ohio Logistics (Toshiba location) & Siemens; working on corporate training;
- Staff participating in Back to Basics Banner process improvement sessions;
- WEAP received CEANY Exemplary Marketing Award at annual conference; three presentations (Healthcare partnerships, Create a For-Profit Testing Center, Marketing)
- J. Eschbach won Lifetime Achievement Award from Corning Area Chamber of Commerce.

Academic Pathways

ACE

- Presented at Guidance Counselor Day
- Finalizing NACEP Accreditation; positive feedback from NACEP Liaison
- Held ACE family event prior to Open House: 32 ACE students/80 total participants

Testing Center

- Staff fully trained; increasing testing slots.
- Back to Basics Banner; working with Admissions to enter placement testing in a way that data can be tracked.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, November 29, 2022

1. Federal: Higher Education Update
2. State: SUNY Community Colleges State Budget Priorities
3. NYCCT: Government Relations Update
4. ACCT National Legislative Summit- February5-8 Washington, DC

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee

Monday, November 28, 2022

Virtual Meeting

AGENDA

MISSION:

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

ACTION ITEMS:

- [RESOLUTION #T4832-22 Operating Report for September 2022](#)
- [RESOLUTION #T4833-22 Authorized Signers for College Bank Accounts](#)

DISCUSSION ITEMS:

- Dashboard as of September 30, 2022
- Update on Facilities Master Plan
- Capital Projects Update
- Campus Auxiliary Services Update

[MEASURABLE STANDARDS](#)

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

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

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Finance and Facilities Committee

November 28, 2022

VIA Zoom

MINUTES

In Attendance:

Trustees: Chair Wayne, R. Allison, K. Early, H. Reynolds, A. Allison, W. Stoner, N. Wightman

Senior Staff: President Mullaney, Executive Director Burdick

Support Staff: T. Jones, N. Ka-Tandia, L. Patrick

Guest: J. Rowe

Excused: Executive Director Chandler

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

Chris Jahn from SWBR provided an update review of the Facilities Master Plan. The final plan will be delivered sometime in January.

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

Discussion Items

- Discussion of new report that shows comparison of projected actuals of FY22 compared to the FY23 budget with differences including descriptions of increases and/or decreases in budget.
- September Revenue/Expense Highlights
 - Showing one month of actual for FY23 and the forecast is for the Fall semester.
 - Review of revenue is close to target as most comes in the beginning of the semester
 - Discussion of Expenses budgeted an increase in utilities due to increased costs and scholarships as we increased ACE tuition.
- Summary/Dashboard
 - Summary of cash and student receivables, revenues and expenses

- CARES funding is blank hoping to post remaining lost revenue in November.
- Discussion of current estimate of enrollment

- Capital Projects
 - Debt obligations show interest payments completed in September next payments will be in March.
 - Review of capital projects that we are in the process of working on and spent as of end of September.

- Auxiliary Services Update
 - Personnel good news – part time nurse was hired, Sarah Bauer so we now have coverage five days a week in the nurses office. Public Safety part time officer Vivian Carter moved to a full time position, promotion of Timothy Von Bevern to a Senior Campus Safety Officer position, and two new cleaners hired recently Diane Butler and Cynthia Hibbard
 - Discussion of IT Department and work cleaning up Banner data including databases, eliminating old codes, and completion of Banner Back 2 Basics training.

- Action Items
 - Authorized Signers for College Bank Accounts
 - September Operating Report

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

The \$600k from SUNY will be received by the College later this week.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:53 p.m.

SUNY Corning Community College
Operating Dashboard
as of 9/30/2022



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 09/30/22	2022-2023 Receivable
September 30, 2022	\$ 13,396,166	182	\$ 7,486,976	\$ 4,635,085
September 30, 2021	\$ 10,890,576	148		

Revenues & Expenditures @ 9/30/2022

	FY 23 Adopted Budget	Fall 22 Semester Budget	Fall 22 Semester Actual @ 9/30/2022	Fall 22 Semester Projected	Semester Variance to Budget
Revenues	\$ 27,368,437	\$ 13,055,831	\$ 8,323,726	\$ 12,005,854	\$ (1,049,978)
Expenses	\$ 27,368,437	\$ 9,322,493	\$ 2,171,972	\$ 9,305,940	\$ 16,553
Surplus(Deficit)	\$ -				\$ (1,033,425)

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Fall 22 Semester Budget	Fall 22 Semester Actual @ 9/30/2022	Fall 22 Semester Projected	Semester Variance to Budget
Tuition & Fees	\$ 12,098,880	\$ 6,555,689	\$ 6,266,075	\$ 5,841,890	\$ (713,799)
Chargebacks	\$ 6,542,550	\$ 3,526,582	\$ 1,476,127	\$ 3,296,517	\$ (230,065)
Personnel & Benefits	\$ 19,574,639	\$ 6,332,842	\$ 1,207,705	\$ 6,592,074	\$ (259,232)
Equipment	\$ 381,340	\$ 93,871	\$ -	\$ 93,871	\$ -
Contractuals	\$ 7,412,458	\$ 2,895,780	\$ 964,267	\$ 2,619,995	\$ 275,784

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 9/30/2022

LOST REVENUE	Use of HEERF for Lost revenue will be posted in November	
Tuition & Fees	\$	-
Chargebacks	\$	-
	\$	-
COVID related expenses (Contractuals)		
Capital Project Funding	\$	-
	\$	-
Total use of HEERF Funds	\$	-

Enrollment

	2022-2023	2021-2022	2020-2021	3 YR % change
	Fall Estimate	Fall	Fall	
Total Headcount	3911	3813	4087	-4.3%
Total FTE	1109.6	1103.1	1166.3	-4.9%
Full-Time FTE	400.9	441	551.7	-27.3%
Part-Time FTE	161	158.8	165.9	-3.0%
Credit Enrollment FTE (Excluding ACE)	561.9	599.8	717.6	-21.7%
HS Enrollment FTE (ACE)	547.7	503.3	448.7	22.1%
% 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%

Perry Hall Occupancy

	2022-2023	2021-2022	2020-2021	2019-2020
Fall (Sept - Dec)	119	133	108	176
Spring (Jan - May)	0	101	71	158
Athletes (Sept - May)	0	38	2	93
Summer (June - August)			4	3

**Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 09/30/22**



	2022-2023 Budget	Fall 2022-23 Budget	2022-2023 Actual@9/30/22	Fall 2022-23 Forecast	Fall 2022-23 Budget vs Forecast
REVENUES					
Resident Tuition	\$ 7,718,980	\$ 3,887,083	\$ 3,297,735	\$ 3,314,629	\$ (572,454)
Non Resident Tuition	\$ 785,000	\$ 596,351	\$ 1,604,913	\$ 506,858	\$ (89,493)
ACE Tuition	\$ 2,176,000	\$ 1,378,056	\$ 734,141	\$ 1,387,295	\$ 9,239
Student Fees	\$ 1,418,900	\$ 694,199	\$ 629,286	\$ 633,109	\$ (61,090)
State Aid	\$ 7,111,352	\$ 2,396,355	\$ 592,613	\$ 2,389,879	\$ (6,476)
Grant Aid & Contracts	\$ 735,000	\$ 245,000	\$ (3,598)	\$ 180,152	\$ (64,848)
Federal appropriations	\$ 8,000	\$ 3,605	\$ -	\$ -	\$ (3,605)
County Operating Chargebacks	\$ 6,542,550	\$ 3,526,582	\$ 1,476,127	\$ 3,296,517	\$ (230,065)
Other sources	\$ 872,655	\$ 328,600	\$ (7,492)	\$ 297,416	\$ (31,184)
Applied Fund Balance					
Total Revenues	\$ 27,368,437	\$ 13,055,831	\$ 8,323,726	\$ 12,005,854	\$ (1,049,978)
EXPENSES					
Salaries	\$ 14,428,239	\$ 4,726,187	\$ 922,486	\$ 4,917,907	\$ (191,720)
Employee Benefits	\$ 5,146,400	\$ 1,606,655	\$ 285,219	\$ 1,674,167	\$ (67,512)
Equipment	\$ 381,340	\$ 93,871	\$ -	\$ 93,871	\$ -
Contractual Expenditures					
<i>Purchased Services</i>	\$ 32,100	\$ 3,545	\$ 13,118	\$ 14,360	\$ (10,815)
<i>Materials & Supplies</i>	\$ 473,000	\$ 202,526	\$ 53,882	\$ 129,724	\$ 72,802
<i>Dues & Subscriptions</i>	\$ 82,365	\$ 49,824	\$ 2,970	\$ 8,619	\$ 41,205
<i>Consultants and Contractors</i>	\$ 176,520	\$ 69,441	\$ 210	\$ 69,441	\$ 0
<i>Accreditation</i>	\$ 55,050	\$ 55,050	\$ 20,943	\$ 28,347	\$ 26,703
<i>Marketing</i>	\$ 200,860	\$ 98,130	\$ 4,161	\$ 70,786	\$ 27,343
<i>Conference & Travel</i>	\$ 87,000	\$ 38,721	\$ 1,365	\$ 27,013	\$ 11,708
<i>Utilities</i>	\$ 510,000	\$ 121,196	\$ 29,224	\$ 148,710	\$ (27,514)
<i>Maintenance & Repairs</i>	\$ 280,200	\$ 60,663	\$ 1,777	\$ 49,548	\$ 11,116
<i>Software & Contracts</i>	\$ 528,340	\$ 146,849	\$ 25,405	\$ 129,868	\$ 16,982
<i>Voice & Data Communication</i>	\$ 114,755	\$ 28,202	\$ 5,374	\$ 26,135	\$ 2,067
<i>Special Projects, Programs & Events</i>	\$ 78,875	\$ 39,438	\$ 230	\$ 39,438	\$ -
<i>Maintenance Contracts</i>	\$ 476,450	\$ 202,083	\$ 10,337	\$ 101,735	\$ 100,347
<i>Rentals (HEC)</i>	\$ 347,580	\$ 86,895	\$ -	\$ 86,895	\$ -
<i>General Institutional</i>	\$ 1,419,873	\$ 268,683	\$ 24,854	\$ 247,697	\$ 20,987
<i>Other Expenditures</i>	\$ 271,490	\$ 52,941	\$ 4,723	\$ 40,805	\$ 12,136
<i>Scholarships</i>	\$ 2,278,000	\$ 1,371,592	\$ 765,695	\$ 1,400,876	\$ (29,284)
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contractual Expenses	\$ 7,412,458	\$ 2,895,780	\$ 964,267	\$ 2,619,995	\$ 275,784
Total Expenses	\$ 27,368,437	\$ 9,322,493	\$ 2,171,972	\$ 9,305,940	\$ 16,553
Surplus/(Deficit)	\$ -	\$ 3,733,338	\$ 6,151,754	\$ 2,699,914	\$ (1,033,425)

% of total 2022-23 revenue realized 30.4%
% of total 2022-23 budget expended 7.9%

% of total 2021-22 revenue realized 31.3%
% of total 2021-22 budget expended 3.4%

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 09/30/22



	2021-2022 Projected Actual	2022-2023 Adopted Budget	FY23 Budget vs FY 22 Actual	Notes on Budget to PY Actual
REVENUES				
Resident Tuition	\$ 8,796,173	\$ 9,894,980	\$ 1,098,807	Increase in Tuition Rate
Non Resident Tuition	\$ 711,220	\$ 785,000	\$ 73,780	Increase in Tuition Rate
Student Fees	\$ 1,221,854	\$ 1,418,900	\$ 197,046	
State Aid	\$ 7,120,671	\$ 7,111,352	\$ (9,319)	Adjustment in rental aid %
Grant Aid & Contracts	\$ -	\$ -	\$ -	
HEERF funds offset to Lost Revenue	\$ 2,796,775	\$ 735,000	\$ (2,061,775)	Less HEERF funds available for lost revenue. \$952,000 balance available for FY23 Revenue
Federal appropriations	\$ 19,048	\$ 8,000	\$ (11,048)	
County Operating Chargebacks	\$ 5,720,255	\$ 6,542,550	\$ 822,295	Increase in Chargeback Rate
Other sources	\$ 767,543	\$ 872,655	\$ 105,112	
Applied Fund Balance				
Total Revenues	\$ 27,153,540	\$ 27,368,437	\$ 214,897	
EXPENSES				
Salaries	\$ 13,218,104	\$ 14,428,239	\$ 1,210,135	Includes negotiated salary increases
Employee Benefits	\$ 5,163,260	\$ 5,146,400	\$ (16,860)	Based on actual estimated activity
Equipment	\$ 196,149	\$ 381,340	\$ 185,191	Use of COVID funds in FY22 not available for FY23
Contractual Expenditures			\$ -	
Purchased Services	\$ 34,213	\$ 32,100	\$ (2,113)	
Materials & Supplies	\$ 253,749	\$ 473,000	\$ 219,251	Increase in instructional supplies needed as we return to full operation following COVID
Dues & Subscriptions	\$ 167,969	\$ 82,365	\$ (85,604)	
Consultants and Contractors	\$ 174,720	\$ 176,520	\$ 1,800	
Accreditation	\$ 18,589	\$ 55,050	\$ 36,461	Middles States & ACEN accreditation in process
Marketing	\$ 287,968	\$ 200,860	\$ (87,108)	
Conference & Travel	\$ 62,163	\$ 87,000	\$ 24,837	More recruitment travel taking place than during COVID
Utilities	\$ 519,365	\$ 510,000	\$ (9,365)	
Maintenance & Repairs	\$ 178,394	\$ 280,200	\$ 101,806	
Software & Contracts	\$ 396,076	\$ 528,340	\$ 132,264	Reallocation of budget expense to appropriate line
Voice & Data Communication	\$ 79,889	\$ 114,755	\$ 34,866	Reallocation of budget expense to appropriate line
Special Projects, Programs & Events	\$ 23,316	\$ 78,875	\$ 55,559	Increase back to pre-COVID activity
Maintenance Contracts	\$ 252,693	\$ 476,450	\$ 223,757	Budget is the same as PY budget
Rentals (HEC)	\$ 340,702	\$ 347,580	\$ 6,878	Increase in rent per updated agreement
General Institutional	\$ 1,517,565	\$ 1,419,873	\$ (97,692)	
HEERF funds offset to Expense	\$ (468,682)	\$ -	\$ 468,682	HEERF funds no longer available to offset operating expense
Other Expenditures	\$ 628,524	\$ 271,490	\$ (357,034)	FY22 included HEERF fund expenditures
Scholarships	\$ 2,155,357	\$ 2,278,000	\$ 122,643	Increase in ACE scholarships due to tuition rate increase
Transfer Out	\$ 75,410	\$ -	\$ (75,410)	
	\$ 6,697,980	\$ 7,412,458	\$ 714,478	
Total Expenses	\$ 25,275,493	\$ 27,368,437	\$ 2,092,944	57% of total increase related to salary & benefits

Fiscal Year 22-23 Capital Projects

Debt Obligations	Initial Balance	FY Beginning		Spent to Date FY 22-23	Remaining FY Debt	Remaining Debt 8.31.23
		Balance	FY 22-23 Debt			
Library/Commons - USDA Bond Principal	\$ 8,250,000.00	\$ 6,915,000.00	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 6,915,000.00
Library/Commons - USDA Bond Interest	3.125%	\$ -	\$ 207,031.00	\$ 103,515.62	\$ 103,515.38	
Energy Performance - Siemens Principal	\$ 3,525,000.00	\$ 3,271,000.00	\$ 138,000.00		\$ 138,000.00	\$ 3,271,000.00
Energy Performance - Siemens Interest	3.500%		\$ 109,795.00	\$ 54,897.50	\$ 54,897.50	

Fiscal Year 21-22 Capital Projects	Capital Reserve	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent to Date PRFY	Spent to Date 08.31.23	Encumbered	Remaining Budget	% Complete
Renovations & Revitalization III									
<i>Heat, Ventilation, & Air Conditioning</i>									
Schuyler Hall -Chiller	\$ 55,000.00	\$ 716,000.00	\$ 661,970.00	\$ 1,432,970.00	\$ 456,899.21	\$ -	\$ 737,674.79	\$ 238,396.00	32%
	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 10,508.11	\$ 958.66	\$ 719,003.92	\$ 269,529.31	1%
<i>Lab Renovations</i>									
Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 8,831.94	\$ -	\$ 113,163.12	\$ 178,004.94	3%
Mechatronics	\$ -	\$ 150,000.00	\$ 167,905.92	\$ 317,905.92	\$ -	\$ -	\$ 317,905.92	\$ -	0%
Digital Dome Theater Seating and Software									
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ 462,933.66	\$ -	\$ 26,022.28	\$ 1,044.06	94%
Facilities Master Plan Phase 1									
Design - SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ 63,009.03	\$ -	\$ 90,990.97	\$ -	41%

Campus Auxiliary Services Update November 2022

IT Department

- Banner self-service 9 roll out has begun.
- Banner Back2Basics has been completed and a task list is being created to identify follow-up projects.
- A new card system for student ID cards is in the implementation stages.
- Work has started to "clean up" Banner data to ensure that records meet new federal standards.

Health Office –

- A Red Cross blood drive was held on November 15 & 16.
- Sarah Bauer was recently hired to fill the PT nurse vacancy. The Health Office is now open Monday-Friday.

Public Safety

- Vivian Carter was hired to fill a vacant full-time Campus Safety Officer position.
- Campus Safety Officer Timothy VonBevern was promoted to Senior Campus Safety Officer and will be attending the Southern Tier Law Enforcement Academy beginning in January. The promotion will be effective on 12/3/2022.

Physical Plant

- A new cleaner was hired. Diane Butler began in late October. We are still interviewing to fill 2 vacant positions.

CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
November 29, 2022

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 #T4829-22 Appointments, Promotions and Separations](#)

DISCUSSION ITEMS

- DEI Updates
- 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

SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of Nov 14, 2022

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				1	1
Faculty	1			2	3
Professional Service	2			4	6
Grand Total	3			7	10

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
November 29, 2022
Via Zoom

MINUTES

In attendance: N. Parks, M. Wayne, A. Winston, H Reynolds, Judy McKinney-Cherry, M. Lawrence, R. Allison, Sally Jacoby-Murphy

Senior Staff: President Mullaney, C. Park, N. Ka-Tandia,

Trustee N. Parks called the HR committee meeting to order at 5:02 pm, noting one action item on the agenda, appointments, promotions, and separation.

Executive Director Park provided an overview of the regular agenda and Highlighted a few points below:

- Numbers of qualified new hires and no separation.
- Marketing and Public relations added a Marketing and Events Assistant to its team
- Amanda Lee Copp joined the EOP program as the new Counselor, and Chris O'Connell, the new Coordinator of Credit Based Learning. Laureen Salesman is coming back. She was here a couple of years ago through our TRiO program and is now back within our tutoring services.

DEI Report:

- A tremendous amount this semester is creating programs, understanding needs, and wanting to address some of our concerns. Progress is being made, especially on the curriculum side with SUNY diversity, equity, inclusion, and social justice, general education requirement.
- Working on and preparing for chosen names and non-binary selections for gender identity and needing to capture legal sex as needed. Plan to make the changes before the end of the year.

Trustee Parks adjourned the HR committee meeting at 5:23 pm.

HUMAN RESOURCES and DIVERSITY COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4829-22

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.

First Name	Last Name	Title	Department	Effective	Action	Grade	Salary	Background
Diane	Butler	Cleaner	Physical Plant	10/24/2022	New Hire	301	\$ 27,562.00	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.
Rachel	Manek	Marketing and Events Assistant	Marketing and Public Relations	11/7/2022	New Hire	C1	\$ 44,937.00	This is a 12-month full time, professional service, exempt position, at pay grade D. This hire was made as a result of an open search.
Vivian	Carter	Campus Safety Officer	Public Safety	11/19/2022	New Hire	SO	\$16.72/hour	This is a 12-month full time, civil service, Council 82 union position. This hire was made as a result of an internal search.
Amanda	Lee-Copp	EOP Counselor	Educational Opportunity Program	11/28/2022	New Hire	D1	\$ 51,678.00	This is a 12-month full time, professional service, exempt position, at pay grade D. This hire was made as a result of an open search.
Christopher	O'Connell	Coordinator of Work-Based Learning	Retention and Educational Planning	11/28/2022	New Hire	D2	\$ 54,262.00	This is a 12-month full time, professional service, exempt position, at pay grade D. This hire was made as a result of an open search.

First Name	Last Name	Title	Department	Effective	Action	Grade	Salary	Background
Laureen	Sassaman	Learning Specialist	Learning Resources	12/18/2022	New Hire	C3	\$ 52,500.00	This is a 12-month full time, professional service, non-exempt position, at pay grade C. This hire was made as a result of an open search.
Austin	LaFever	Coordinator of Career & Transfer Services	Retention and Educational Planning	11/7/2022	Promotion	D2	\$ 54,262.00	This is a 12-month full time, professional service, exempt position, at pay grade D. This hire was made as a result of an open search.
Timothy	VonBevern	Senior Campus Safety Officer	Public Safety	12/3/2022	Promotion	SO	\$20.09/hour	After 7 years as a campus safety officer, Tim VonBevern is being promototed to senior campus saftey officer.

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

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CASS COMMITTEE

RESOLUTION #T4830-22

Resolution for Program Advisory Board Membership 2022-2023

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community Colleges hereby approves the Program Advisory Board Membership for 2022-2023.

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.

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**CASS COMMITTEE
RESOLUTION #T4831-22**

Form 5's: Program Deactivations/Discontinuance Resolution:

BE IT RESOLVED, that the Board of Trustees of Corning Community College agrees to deactivate/discontinue the programs listed in the six Form 5's listed below to allow us to remove programs that are no longer offered at Corning Community College so that the information in the NYSED database can be updated.

Proposals to Deactivate and/or Discontinue a Program (Six Form 5's) – This summer we received the NYSED Inventory of Registered Programs roster and were directed to verify its accuracy. The roster was showing programs that have not been offered (some dating back to 2008). Due to incomplete documentation, the Provost's Office initiated paperwork to go through governance to ensure that all deactivated and discontinued programs have the proper documentation. The six documents below will complete the housekeeping to be done in order for things to be up to date and current.

1. **Discontinuances: Humanities & Social Sciences:** Glass Art Technology AAS and Educational Interpreting AAS
2. **Deactivations to Discontinuances: Professional Studies:** Bus-Secretarial Science Medical AAS, Emergency Medical Technician, Paramedic AAS, and Recreational Studies AAS
3. **Discontinuances: Professional Studies:** Paralegal AAS, Fire Protection Technology AOS, Early Childhood CERT, Health and Physical Education Studies AS, Early Childhood Education AAS, and Teaching Assistant CERT
4. **Deactivations to Discontinuances: STEM:** Auto Body and Collision Repair AAS
5. **Deactivations: STEM:** Automotive Technology AAS
6. **Discontinuances: STEM:** Computer Systems Technology AAS, Computer Repair Technology AAS, Network Technology AAS, Manufacturing Leadership AAS, Web Technology AAS, Computing Graphics Technology AAS, Manufacturing Technology: Automation/Robotics AAS, and Manufacturing. Technology AAS

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.

FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4832-22

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending September 30, 2022.

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FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4833-22

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
- Provost
- Chief Financial Officers

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

Regional Board of Trustees
Treasurer, Heather Reynolds

President of the College,
Dr. William P. Mullaney

Provost, Dr. Barbara Canfield

Chief Financial Officer,
Susan Chandler
