

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

DATE: Thursday, February 2, 2023
TIME: 5:30 p.m. Meeting
LOCATIONS: Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of December 8, 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 #T4834-23 Appointments, Promotions and Separations](#)
 - 2-[RESOLUTION #T4835-23 Position Activity](#)

REGULAR AGENDA

AUDIT Committee

1. [RESOLUTION #T4836-23 Acceptance of Audit Report for the Year Ending August 31, 2022](#)

CASS Committee

1. [Resolution #T4837-23- Sabbatical – Mary Guzzy](#)

EXECUTIVE COMMITTEE

1. [RESOLUTION #T4838-23 Contract between the Corning Community College Development Foundation, Inc. and Corning Community College](#)
2. [RESOLUTION #T4839-23 Appreciation for Aaron T. Alsheimer](#)

EXTERNAL AFFAIRS Committee

FINANCE AND FACILITIES Committee

1. [RESOLUTION T#4840-23 Operating Report For November 2022](#)
2. [RESOLUTION T#4841-23 Facility Master Plan](#)
3. [RESOLUTION T#4842-23 Sale of Goff Road Facility](#)

HUMAN RESOURCES Committee

10-OLD BUSINESS

11-NEW BUSINESS

12-EXECUTIVE SESSION

13-ADJOURNMENT

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
December 8, 2022
HEC and Via Zoom
MEETING MINUTES**

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

Excused: M. Wayne, A Winston, N. Wightman and N. Parks

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

Guests: Joe Rowe, Amanda Lee-Copp, Rachel Manek and Zach Dunbar

1. CALL TO ORDER. Vice-Chair McKinney-Cherry presided for Chair Wayne and called the meeting to order at 5:34 pm.
2. APPROVAL OF AGENDA: (S. Jacoby-Murphy, M. Lawrence, Unanimous).
- 3- APPROVAL OF THE MINUTES: October 13, 2022 RBOT Meeting (R. Allison, H. Reynolds, Unanimous).
4. CHAIR UPDATE: No Update

5. PRESIDENT OF THE COLLEGE'S REPORT.

President Mullaney started his report by introducing new employees:

- Zach Dunbar, Director of Institutional Research,
- Rachel Manek, Marketing & Event Assistant
- Amanda Lee-Copp, EOP Counselor

Enrollment Update

Term	FTE Goal	FTE Actual	Difference	% of Goal
Fall 2022	1,074.2	1,109.6	35.4	103.3%
Winter 2023	24.9	22.2	-2.7	89.2%
Spring 2023	802.5	358.2	-444.3	44.6%
Summer 2023	89.3	0	-89.3	0.0%
Total	1990.9	1490.0	-500.9	74.8%

December 7, 2022

Governor's Funds for SUNY Enrollment

- Adult Student Marketing Campaign
- COCM Contract (partnership with Housing LLC)
- Hyflex Classroom & Display Cart
- Virtual Reality Lab Space
- Equipment for Machining Program
- Physics and Chemistry Equipment
- Esports Upgrades
- Student Scheduling Software

Perry Hall Update

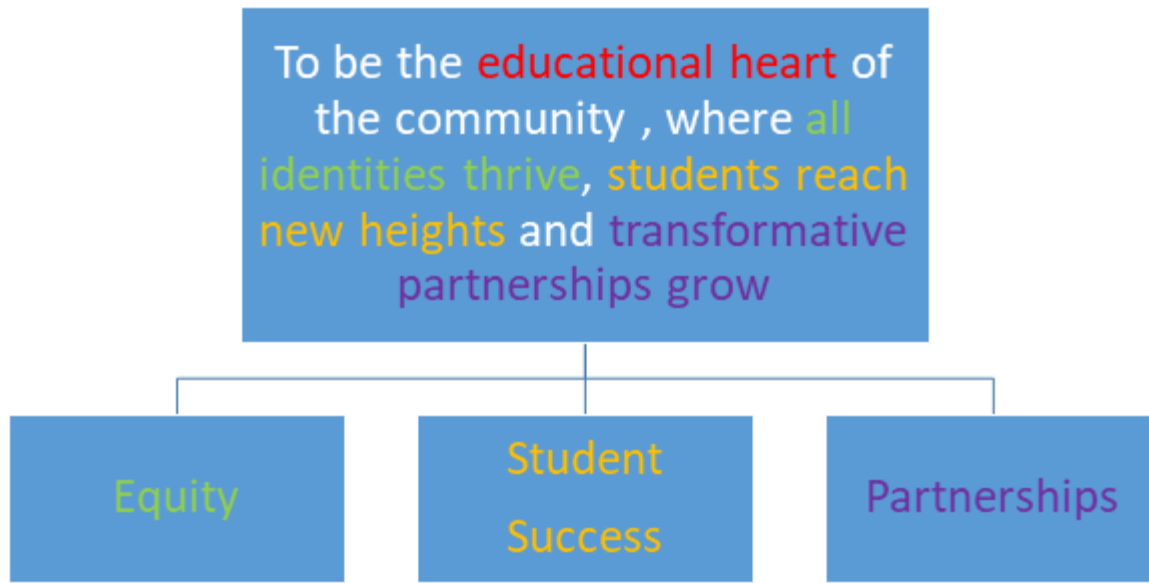
- COCM Proposal Approved

- Cost will be shared by the College and the Housing LLC
- Highlights of the Proposal:
 - Conduct a Comprehensive Market Analysis
 - Review Operation and Expenses
 - Develop and Support a Marketing and Recruitment Plan
 - Work with College to Establish Residence Life Program
 - Tie Housing to Academic Programs

Facility Master Planning

- Updated data and reviewed previous plan
- Conducted seven stakeholder workshops
- Focused on lower-cost/higher impact projects:
 - #1: Enhance Learning Environments
 - #2: Optimize Computer Lab Space
 - #3: Renovate Biology Labs
 - #4: Modify Airport Corporate Park
 - #5: Upgrade Cooling System

Strategic Planning Framework:



Living Our Values

Dr. Mullaney shared a preview of the video highlighting one of our values: “Creative Expression” narrated by Professor Mary Guzzy

- November: Creative Expression
 - [Video of Professor Mary Guzzy](#)
- December: Connectedness
- January: Critical Thinking
- February: Equity
- March: Collaboration
- April: Exploration
- May: Grit

Active Shooter Drill

- All faculty and staff

- Conducted by the Steuben County Sheriff's Office & Other local law enforcement agencies
- Briefing, Exercise, Debriefing and Discussion

Activities On Campus

- Open House (300 attendees)
- STEM day (500 attendees)
- Brazilian Activist, Dr. Ângela Figueiredo

6- GUIDED PATHWAYS

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

7. STUDENT TRUSTEE REPORT:

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

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.
- Students 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. Trustee McKinney-Cherry offered to help reach out to tech companies for headset equipment

- 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 started to fundraise for the pinning ceremony.
- Freshmen positions have been filled

New Ideas

- Matthew Gorman and Trustee Stoner discussed the possibility of physical calendars in the Commons, HEC, Chemung building, and Dining Hall/Cafeteria to raise awareness of upcoming events and increase attendance.
- SAGA is meeting to plan ideas for the weeks leading up to finals week.
- SAGA is looking into ways to support the Choir group.

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.
- Taboo conversations with the Diversity Center

8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

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

- A new Director of Development has been hired and is scheduled to start on January 3rd.
- Christopher Wood resigned from the Foundation Board of Directors effective December 2, 2022.
- Jennifer Warner has been elected to the Foundation Board of Directors, filling one of several vacancies. Jennifer currently is employed by the Guthrie Health System and has experience in fundraising, marketing, and event planning.
- The 2023 slate of officers was approved by the Foundation Board of Directors at its December 8th meeting. Jill Koski will serve as president and Fred Arcuri will serve as vice president. Art Boehm will continue as treasurer. Kamala Keeley will serve as secretary.
- The Foundation Board has approved the disbursement of \$137,000 to the College in support of the Steuben Hall Auditorium Upgrade Project and authorized a special fundraising initiative in support of repairs at Spencer Crest Nature Center.

- The Foundation Board approved the updated legal agreement between the College and the Foundation. The agreement will now be considered by the Regional Board of Trustees.

9. APPROVAL OF THE CONSENT AGENDA

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. (k. Early, H. Reynolds, Unanimous)

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 promoted to senior campus safety officer.

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

[Return to agenda](#)

10. REGULAR AGENDA

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

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

Provost Report

- 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.
- Accreditation Commission Nurse Education (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.

RESOLUTION #T4830-22 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. (R. Allison, P. Chu, Unanimous)

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. (k. Early, H. Reynolds, Unanimous)

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.

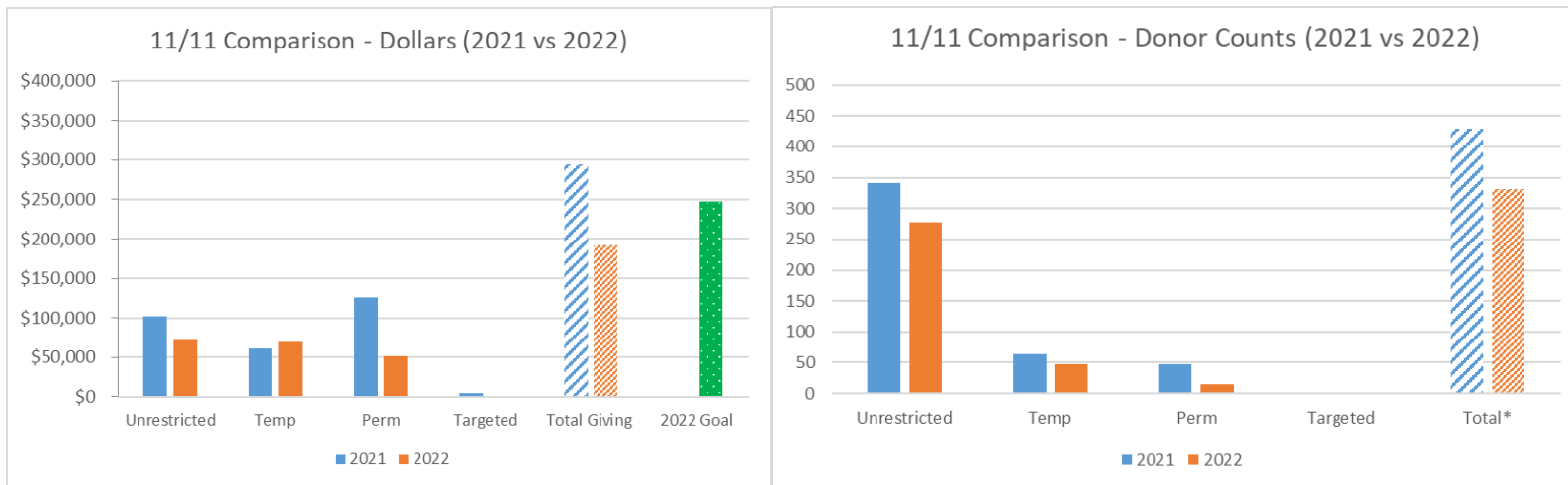
EXECUTIVE COMMITTEE

No Meeting

EXTERNAL AFFAIRS

Foundation Report by Executive Director:

- The Director of Development position is filled.
- 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 (88%), CCCDF Board (73%), 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

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

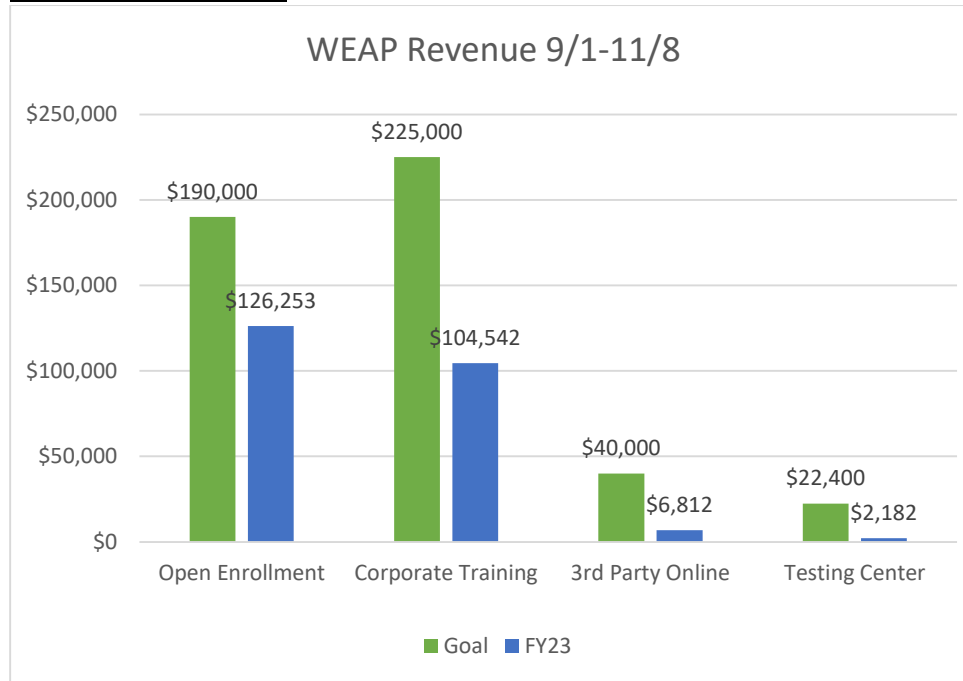
- SUNY CCC Micro-Credentials Approved to Meet National Certification Requirements, 10/20

Website Statement

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

Workforce Education & Academic Pathways

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 Continuing Education Association NY (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 National Alliance of Concurrent Enrollment Partnership (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.

Legislative Relations

1. Federal: Higher Education Update- New Congressman Nick Langworthy replaced Tom Reed. Trustee Winston and President Mullaney met with him, and he is interested in the College, especially in Workforce Development.
2. State: SUNY Community Colleges State Budget Priorities
3. NYCCT: Government Relations Update- Trustee Winston is of part of Government Relations Committee.
4. ACCT National Legislative Summit- February 5-8 Washington, DC

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility report and stated the committee held a meeting on November 28, 2022 and mentioned there are two action items on the agenda.

ACTION ITEMS:

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. (H. Reynolds, P. Chu, Unanimous).

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. (H. Reynolds, P. Lawrence, Unanimous)

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

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 FY22 included HEERF fund expenditures
Other Expenditures	\$ 628,524	\$ 271,490	\$ (357,034)	Increase in ACE scholarships due to tuition rate increase
Scholarships	\$ 2,155,357	\$ 2,278,000	\$ 122,643	
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 December 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.

HUMAN RESOURCES COMMITTEE

Executive Director Park provided a review of the Human Resources Committee report.

DISCUSSION ITEMS

- DEI Updates
- Summary of [vacant positions](#)

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

11. OLD BUSINESS. None.

12. NEW BUSINESS. None

13. EXECUTIVE SESSION: None

Trustee McKinney-Cherry requested a motion to adjourn the meeting at 6:47 pm

Strategic Initiatives

Submitted by Maarit Clay, Executive Director of Strategic Initiatives

February 2, 2023

Guided Pathways

- CTIE Retreat Starfish Presentation, 1/11
- First Year Experience, coaching from Monroe CC, 2/1

Strategic Planning and Institutional Assessment

- SUNY Strategic Enrollment Management, completed 12/23
- Living Our Vision: Strategic Plan 2023-2026, Strategic Planning and Institutional Assessment Committee (SPIAC) & Senior Staff
- Aspen-American Association of State Colleges & Universities (AASCU) Transfer Intensive: Strategic Transfer Excellence Plan

Middle States Commission on Higher Education (MSCHE):

MSCHE Annual Conference, 12/7-9

CCC Self-Study update

Grants Summary

Grant Status FY2023	Number of Grants/Proposals	Grant Budget Total
Active and Completed	33	\$11,125,713
Denied	0	\$0
Pending	4	\$537,287
Total	37	\$11,663,000

Proposal Under Consideration/ In Development

- Innovative Instruction Transformation Team (IITG), Feb. 17
- FY2023 High Needs Aid to Localities Funding for Community Colleges, technology programs, Mar. 1
- Arise Appalachian Regional Initiative for Stronger Economies (ARISE), multi-state, rolling
- Local Government Records Management Improvement Fund (LGRMIF), Mar. 1
- Workforce Opportunity for Rural Communities (WORC) Initiative, USDOL, July 2023

Submitted

- New York State Office for People with Developmental Disabilities (OPWDD) grant lead, Direct Support Professional (budget submitted to lead)

CORNING COMMUNITY COLLEGE

Regional Board of Trustees

Audit Committee

Thursday, February 2, 2023

MISSION:

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

DISCUSSION ITEMS:

- Discussion with committee and Auditors including Jerry Mickelson, Duane Shoen and Ben Owens from Inero & Co. CP about content of 2022 audit findings.

ACTION ITEMS:

[RESOLUTION #T4836-23 Acceptance of Audit Report for the Year Ending August 31, 2022](#)

NEXT MEETING:

TBD

MEASURABLE STANDARDS

Measurable Standards for the Committee on Audit are:

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

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Barbara Canfield
January 23, 2023

MISSION:

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

MINUTES

DISCUSSION ITEMS:

1. [Provost](#)
2. [Student Trustee Report](#)

ACTION ITEMS:

1. [Resolution #T4837-23- Sabbatical – Mary Guzzy](#)

NEXT COMMITTEE MEETING: March 6, 2023

Measurable Standards for the CASS Committee are:

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

area's schools.

- Identify barriers to student retention and utilize faculty in recruitment and retention efforts, where needed
- Evaluate student support services and receive updates regarding student-guided funding of activities.
- Promote access to traditionally underrepresented groups and evaluate the colleges efforts to support a diversity of thought, experience, race, sex, LGBTQx, religion, or other identity group.

3. Monitors academic affairs on behalf of the full board:

- The Committee recommends to the full RBOT faculty appointments received from the president and recommendations for promotion, tenure, and professional leave for the faculty.
- Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission on Higher Education.
- Review status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service.
- Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
- Review efforts of the academic affairs and student services areas in creating a culture that embraces the concepts of social justice and inclusion.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

January 23, 2022

Via Zoom

[Minutes](#)

In Attendance: Trustees: J. Cherry, M. Wayne, P. Chu, R. Allison, N. Wightman, K. Early and W. Stoner

Senior Staff: President Mullaney, Provost Canfield, N. Ka-Tandia

Guest: Joe Rowe

Provost Canfield called the CASS committee meeting at 5:05 pm and noted there are three action items on the agenda.

Provost Canfield reviewed her report and highlighted a few points:

- As a result of our work with the Office of People with Developmental Disabilities (OPWDD), OPWDD reached out to SUNY to inquire about replicating the SUNY CCC micro credential modal system-wide towards the goal of establishing a partnership which would result in more Direct Support Professional graduates from the SUNY System. SUNY CCC's work to obtain national accreditation for the DSP micro credentials has been applauded and held up as the exemplar for sister SUNY institutions to follow.
- CCC recently competed in the New York State Mathematical Associate of Two-Year Colleges fall Math Contest, of the 20 colleges that participated, the CCC team came in 2nd! This is our best showing in many years. CCC had two students place in the top 10 in the individual category: Rusario Gerbino and Cameron Jensen.; Fall 2022
- EOP program had 13 students for the Fall semester: one student left CCC and the area prior to the end of the semester, one will be transferring to Oneonta Community College, one student has a hold on their account for next semester
- Equipment purchased from 606K Fund: Machine Tool Technology- Prototrak conversational tool room lathe and milling machine (SCH001); Science Laboratory Equipment: Chemistry- mass spectrometer; and Digital Design-equipment A.S. program: A 3d printer / CNC router combination machine for the Design studio.

The committee discussed embedding students' spotlight videos on the website to attract more students. Committee also suggested developing a list of needed equipment to share with local industries and donors.

Trustee McKinney Cherry brought the topic of Competency-Based Knowledge to the committee and discussed the feasibility of a pilot. Competency-based education is a method of academic instruction and evaluation based upon students demonstrating their mastery of a subject. A lengthy discussion followed, and the committee agreed to continue the debate and explore the idea.

The committee agreed to move the Sabbatical (Mary Guzzy) and pull the to the entire board for approval and pull off the resolution for the Personal Attendant Care policy and the Academic Calendar resolutions for further discussion.

Trustee J. McKinney-Cherry adjourned the CASS Committee meeting at 6:30 p.m.

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Barbara Canfield
January 23, 2023

Academic Affairs:

- As a result of our work with the Office of People with Developmental Disabilities (OPWDD), OPWDD reached out to SUNY to inquire about replicating the SUNY CCC micro credential modal system-wide towards the goal of establishing a partnership which would result in more Direct Support Professional graduates from the SUNY System. SUNY CCC’s work to obtain national accreditation for the DSP micro credentials has been applauded and held up as the exemplar for sister SUNY institutions to follow. Department Chair Eric Smith and ADI Beall have been asked to provide leadership to our fellow SUNY colleagues as they proceed through the development of micro credentials and accreditation process.
- Edward Dougherty, Professor of English, has had a number of his poems published recently. Some highlights include Poetica Review: The Lamp (2), Timepiece, Starling; Kosmos Quarterly: The Rope Bridge, Monument; Hudson Valley Writers/ Albany Poets: Invitation to Tea (Market), Unchained Chain, Desire Lines, and Aji Journal: Epistemology, Meeting Minutes.
- The inaugural Herbst Fund award (\$1500) is for a project entitled, "Chemistry of Art/Art of Chemistry." Instructors Kamesh Narasimhan, Kyle Williams (Chemistry) and Fred Herbst, Erica Unterman (Art) submitted the proposal.
- Theatre students and Muse of Fire club members performed a student adaptation of Dickens’ *A Christmas Carol*, and performed original music at the Corning Sparkle celebration on Saturday, December 3.
- CCC recently competed in the New York State Mathematical Associate of Two-Year Colleges fall Math Contest, of the 20 colleges that participated, the CCC team came in 2nd! This is our best showing in many years. CCC had two students place in the top 10 in the individual category: Rusario Gerbino and Cameron Jensen.; Fall 2022

• **Learning Commons Tutoring**

Semester	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022
Total Tutoring Sessions	1088	1058	1438	1365	1514

- Accommodation tests proctored between 10/28/22 and 12/09/22: 149
- Visits from HS transition coordinator Bev Matern and her students from Bradford (11/3/22) 2 students and Campbell Savona (11/4/22) 2 students
- EOP program had 13 students for the Fall semester: one student left CCC and the area prior to the end of the semester, one will be transferring to Oneonta Community College, one student has a hold on their account for next semester. We will be having a new student transferring in for next semester.

- The annual CTIE January Retreat will be held virtually, Wed., Jan. 11, 2023. Nine proposals have been received for 10 sessions.
- Equipment purchased from 606K Fund: Machine Tool Technology- Prototrak conversational tool room lathe and milling machine (SCH001); Science Laboratory Equipment: Chemistry- mass spectrometer; and Digital Design-equipment A.S. program: A 3d printer / CNC router combination machine for the Design studio.

Student Services

- Hayden Bellinger (Cross Country), finished 25th at the NJCAA Nationals and was named a Coaches Association All-American.
- Outreach to all Perry Hall residents that dropped below FT status and to residents that received warning grades was conducted. Weekly checks of enrollment status for residents were done to ensure students maintained full-time status so there was no loss of Financial Aid
- Banner Graduation Application is now live for Fall 22, Winter 23, and Spring 2023 potential graduates
- Student Life Office – 100+ visits daily to ask for assistance, get snacks, popcorn, tea/coffee, purchase discount passes
- Our new Coordinator of Work-Based Learning, Chris O’Connell started on November 28. Along with our new Coordinator of Career and Transfer Services, we expect to see growth in internships as well as strengthened transfer partnerships.
- The final Strategic Enrollment Management (SEM) Plan was submitted to SUNY on Dec. 23 as part of the SUNY SEM project that provided guidance and coaching for SEM plan development.
- Equipment purchased from 606K Fund: E- Sports Equipment

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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
January 23, 2023

SAGA Updates:

- Approved purchase of Oculus's for Barron's Den Game Room
 - We will also be reaching out to Facebook with the help of Trustee Judy McKinney-Cherry to inquire about donations.
- Turkey Baskets
 - Student government gave out 10 thanksgiving meal baskets around Thanksgiving
 - Each basket should feed a small family.
- The ASL Club
 - Successful field trip to Gauladette University, they had 10 students attending the trip.
- The Crier
 - Published their latest edition 12/07/2022, it is smaller than the previous edition and they have three consistent columns.
- The Orchard
 - 20 new members, 12 consistent goers (every Friday).
 - 11/18/22 they had a pizza and bowling night. They also packet 10 Operation Christmas Child boxes with the organization "Samaritan's Purse".
 - Planning a skating/sledding event for the Friday or Saturday after Finals week.
- Nursing Society
 - Had a successful fundraising event, they made upwards of \$740 selling Gertrude Hawk Chocolate.
 - Planning another fundraising event for the spring semester.
 - T-Shirt prices obtained for the spring semester.
 - They are also planning a Christmas surprise/Thank you party for the Nursing Faculty.
- The Muse of Fire
 - "Our Town" play was successful. Good turnout and they are also doing the musical "Chicago" in the spring.
 - We approved the fund to purchase the rights to put on the musical.
 - They have concerns about their financial ability to put on the production, but are planning some serious fundraising.
 - They put on two, 45-minute shows at Corning's "Sparkle" and made \$412
- The Diversity Center

- 12/08/2022 they had a discussion promoting the variety of religious, spiritual, and social practices and beliefs surrounding Christmas. Was a very interesting conversation, very warm, inspiring, and thought provoking.
- The Nurse's Office
 - SUNY has recently created program providing student with free Psychiatric care and Therapy sessions for as long as needed.
- On Another Note...
 - It has come to our attention that the band and choir group have been struggling with membership and finances. They are on the verge of dyeing out.
 - We are exploring what necessary steps must be taken to preserve and stimulate growth of both of these important groups.
 - We are exploring the creation of an email specifically dedicated to event planning and outreach. A “subscription” service for the upcoming events on campus and to foster student input. We are exploring the logistics currently.

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee
Thursday, February 2, 2023
CCC-Health Center

AGENDA

MISSION:

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

The Board of Trustees is responsible for establishing all policies regarding the operation of the College. During the interim between Board meetings, the Executive Committee is empowered to act in lieu of the Board. All actions of the Executive Committee are to be ratified by the full Board at the next regularly scheduled meeting of the Board of Trustees.

The Committee recommends, through the Board, to the appropriate appointing authorities candidates for replacement of Board members as vacancies develop. The Committee will also assist in discussing appointments to the Foundation Board, Alumni (ae) Association Board of Directors. Advisory Committees will be appointed by the Regional Board of Trustees upon the recommendation of the President of the College. The Executive Committee will review Advisory Committee appointments and will recommend action by the full Board.

In conjunction with the President of the College, the Committee shall monitor general operations as they pertain to the approved strategic plan.

DISCUSSION ITEMS:

1. Chair Update
2. President Update

ACTION ITEM:

- 1-[RESOLUTION #T4838-23 Contract between the Corning Community College Development Foundation, Inc. and Corning Community College](#)
- 2-[RESOLUTION #T4839-23 Appreciation for Aaron T. Alsheimer](#)

NEXT COMMITTEE MEETING: TBD

Measurable Standards for the Executive Committee are:

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

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES**
External Affairs Committee

**Tuesday, January 24, 2023
CCC**

AGENDA

MISSION:

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

ACTION ITEMS:

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

NEXT MEETING:

March 7, 2023

MEASURABLE STANDARDS

Measurable Standards for the External Affairs Committee

1. In alignment with strategic and/or operational goals and highlighting diversity, equity and inclusion efforts, provide updates as needed on fundraising, grants, marketing, public relations and nurturing community relations.
2. Review annually the Resource Development plan for the Foundation to determine it meets the funding priorities of the Regional Board of Trustees. Actively promote diversity, equity and inclusion which could include but not limited to student

activities, visiting speakers and scholarships.

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

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
January 24, 2023/ Via Zoom
MINUTES

In Attendance: Trustees: 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

Excused: A. Winston

Guest: Joe Rumsey

Trustee Wayne 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 discussed two recurring themes that are discussed frequently during her meeting with Executive Director Marchese:

- Benchmarking and learning from other higher education institutions
- Refining analysis of the CCDF database for solicitations

Executive Director Marchese highlighted a few points from his report:

- Updated COCM agreement
- Staff are in the early phases of planning the return of the Reflections Event for fall 2023, celebrating the accomplishments of CCC Alumni.
- 2022 College Leadership participation in Annual Giving ended at: RBOT (91%), CCCDF Board (73%), Senior Staff (100%).

Review [Marketing/Communications Report](#)

- Winter Classes: [landing page](#)
- Direct mail: winter postcards to went elsewhere; postcards to stop-outs (766 recipients)
- Direct mail: spring postcards to CCC students registered in fall but not spring (260 recipients).
- Value of the Month Video: [Creative Expression](#); Value of the Month Video: [Connectedness](#)
- 2022 Holiday Video & Card

Trustees recommended utilizing the website to highlight student and faculty successes.

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

- WEAP is collaborating with Professional Studies on expanding Teacher Assistant and Direct Support Professional micro-credentials. A completed draft of the new Customer Service micro-credential as a non-credit/credit offering.
- Finalizing NACEP Accreditation; virtual site visit will be February 2, 2023
- As a result of our work with the Office of People with Developmental Disabilities (OPWDD), OPWDD reached out to SUNY to inquire about replicating the SUNY CCC micro credential modal system-wide towards the goal of establishing a partnership which would result in more Direct Support Professional graduates from the SUNY System. SUNY CCC's work to obtain national accreditation for the DSP micro credentials has been applauded and held

Review [Legislative Relations Report](#)

- Margaret Lawrence agreed to work with Allen as a liaison between the college and our local
- county governments.
- Federal level. PELL Grants were increased by \$500, now totaling \$77,395
- Attending ACCCT Conference with A. Winston to continue advocating for Pell and focusing on short-term Pell.
- Looking for a funding floor increase of 4% for operational aid.
- enrollment, assistance, this share it was to the tune of 60 million dollars.
- Spending SUNY Enrollment Assistance (\$606,000).
- President Mullaney met with the new Chancellor, John King, and received a phone before his first start date

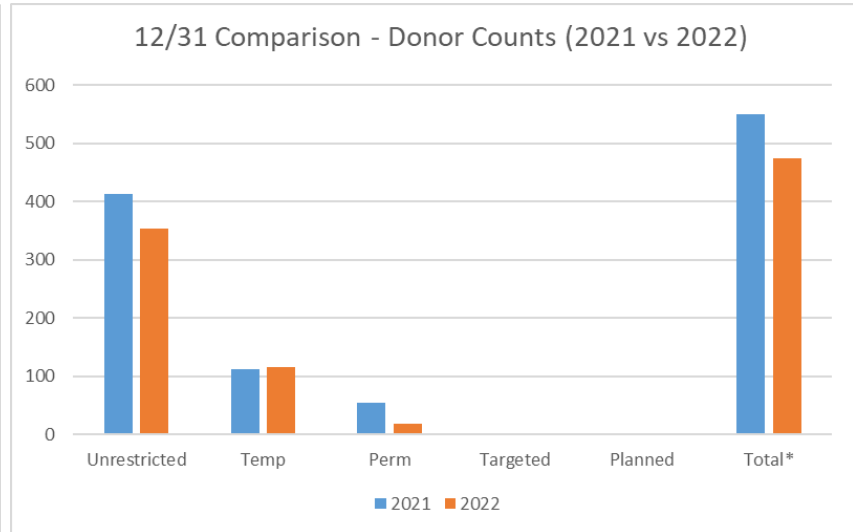
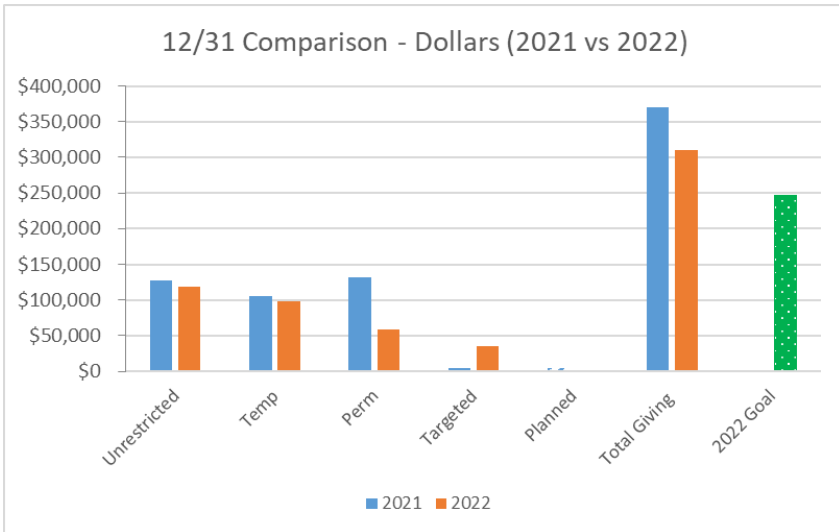
Dr. Mullaney announced the Legislative Breakfast on February 10th on Campus

Trustee Wayne adjourned the External Affairs committee meeting at 5:21

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation
Tuesday, January 24, 2023

- The CCCDF Board met on 12/7/22:
 - Chris Wood resigned from the Board effective 12/2/22.
 - Aaron Alsheimer and Sandy Franklin termed off the board effective 12/31/22.
 - Approved new board member Jennifer Warner effective 1/1/23.
 - The Board approved the following Officers, effective January 1, 2023:
 - President: Jill Koski
 - Vice President: Fred Arcuri
 - Treasurer: Art Boehm
 - Secretary: Kamala Keeley
 - Approved the updates to the CCC/CCCDF Legal Agreement.
 - Approved the 2023 operating budget.
 - Approved Resolutions to commit to funding two major projects:
 - Spencer Crest Nature Center Repairs: \$39,900
 - Steuben Hall Auditorium Classroom Renovations: \$137,000
- Gift Fund Balance Reports were sent to department leaders in mid-December.
- Mitchell Smith, Director of Development, started on 1/3/23.
- Two donations were delivered from Hilliard Corporation and Corning Incorporated totaling \$35,000 in support of the Machine Tool Technology program critical upgrade initiative as a result of the efforts of the Machine Tool Advisory Board.
- Spencer Crest Nature & Research Center Critical Maintenance mini-campaign is in progress with \$10,000 received and requests submitted to two local financial institutions.
- The Foundation's annual tax statement and impact report will be mailed to all Board members and donors who gave \$250+ in the 2022 calendar year.
- Completed donor analysis of database (year 3 of 3) to better target Annual Giving initiatives and to help identify new prospects for Planned and Major Giving programs.
- Staff are in the early phases of planning the return of the Reflections Event for fall 2023, celebrating the accomplishments of CCC Alumni.
- The Q1 Annual Fund solicitation mailing will be sent in March.
- 2022 College Leadership participation in Annual Giving ended at: RBOT (91%), CCCDF Board (73%), Senior Staff (100%).
- Annual Giving results through 12/31/2022:



	2021	2022
Unrestricted	\$126,878.68	\$119,118.80
Temp	\$105,969.08	\$98,331.86
Perm	\$132,089.66	\$58,075.41
Targeted	\$5,000.00	\$35,000.00
Planned	\$5,000.00	\$0.00
Total Giving	\$369,937.42	\$310,526.07
2022 Goal		\$247,010.00

	2021	2022
Unrestricted	413	353
Temp	112	116
Perm	54	18
Targeted	1	2
Planned	1	0
Total*	550	474

* Unduplicated count of annual donors

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Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives
Tuesday, January 24, 2023

Highlights

- Winter Classes: [landing page](#)
- Direct mail: winter postcards to went elsewhere; postcards to stop outs (766 recipients)
- Direct mail: spring postcards to CCC students registered in fall but not spring (260 recipients)
- Digital: college newspapers ads for winter classes (Albany, Binghamton, Syracuse, Buffalo)
- Signage: digital displays at CCC, ACP, HEC, Elmira Center; Digital billboards in Elmira & Barton (spring class advertising)
- Digital Contract: Winter/Spring Ads: 23,757 FB & 22,223 INSTA impressions (Nov. only)

Performance

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

Channel Grouping	New Users 2021 (Nov. 8-Jan. 3)	New Users 2022 (Nov. 8-Jan. 3)	Change
Organic Search	13,247	10,150	-23.38%
Direct	5,658	6,689	+18.22%
Paid Search	1,350	5,034	+272.89%
Referral (SUNY & paid)	1,151	1,926	+67.33%
Social	494	1,927	+290.08%

2. Chatbot +: (Nov. 8-Jan. 3) Chat Sessions: 272; Calls 249

Other

- Value of the Month Video: [Creative Expression](#) ; Value of the Month Video: [Connectedness](#)
- 2022 Holiday Video & Card
- Class-specific social media marketing for Theatre Studies and Healthcare Ethics
- Social media push/marketing for additional tutoring hours during finals week
- STEM Day: tri-fold program, single-page handouts for [AS](#) & [AAS](#), social media coverage

- Good luck during finals week [video](#)
- Happy Thanksgiving [video](#)

Press Releases & Web Stories

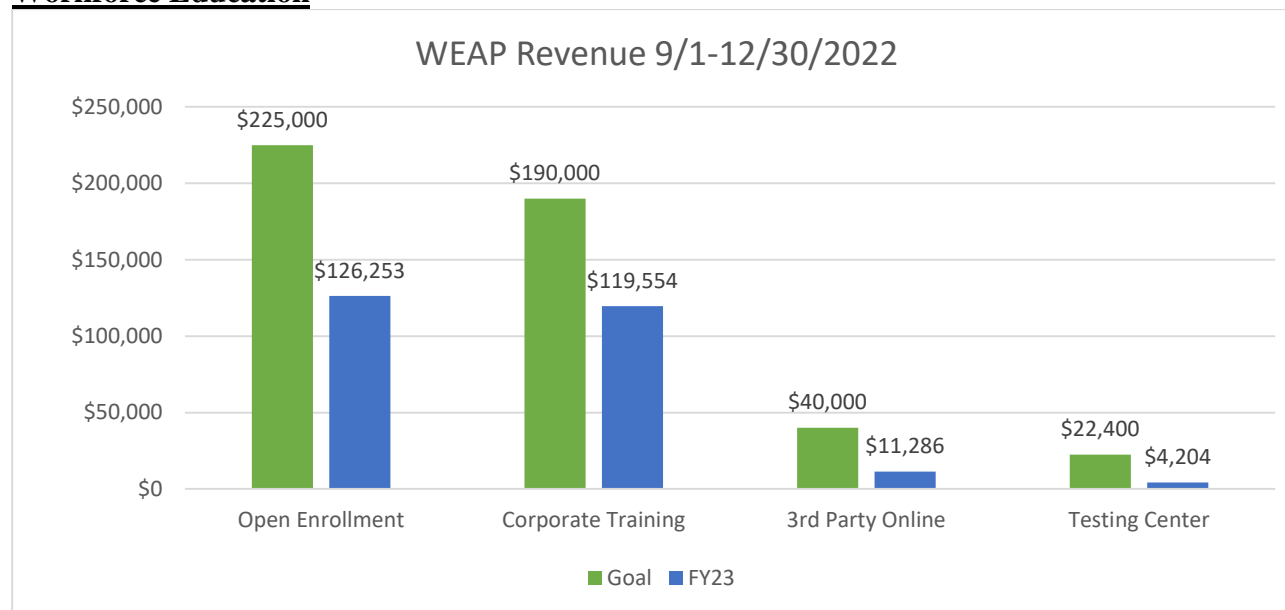
- SUNY CCC Awarded \$1.25 Million as Subrecipient of Build Back Better Regional Challenge, 12/8
- SUNY CCC to Welcome Over 500 Local Students for STEM Day, 11/18
- SUNY CCC Music Theory Students Compose Original Soundtrack to Guided Meditation, 11/30
- SUNY CCC Recognizes 2022-23 Scholarship Recipients, 11/9

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Workforce Education & Academic Pathways

Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways
Tuesday, January 24, 2023

Workforce Education



- WEAP is collaborating with Professional Studies on expansion of Teacher Assistant and Direct Support Professional micro-credentials. Completed draft of new Customer Service micro-credential as a non-credit/credit offering.
- Mark Bellinger (Welding Coordinator) won the Educator Partnership award for the Chemung County Chamber of Commerce.
- A. Cloke & E. Lehman are scheduling regular information sessions for corporate clients; 16 businesses attended first two sessions.
- Company visits: StorFlex, Southern Tier Custom Fabricators, Steuben County Cooperative Extension, Hardinge
- WEAP team sponsored two families for Catholic Charities Adopt-a-Family at the holidays.

Academic Pathways

ACE

- Finalizing NACEP Accreditation; virtual site visit will be February 2, 2023

- 1043 ACE HS seniors received Admission letters. ACE staff will follow-up to encourage these seniors to submit additional data needed by Admissions Office (41 submitted in the first week).
- Group advising for ACE students are being schedule at multiple high schools.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, January 24, 2023

1. Federal: Pell grant max increased to \$7,395 (+\$500) for 2023-24
2. State: NYCCT/NYCAAP State Budget Priorities ([flyer](#)) 2023-24
3. ACCT National Legislative Summit Feb 5-8 Washington, D.C.

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INVEST IN SUNY COMMUNITY COLLEGES TODAY... To Create Pathways to a Brighter Future for New Yorkers

THROUGH...

- 1. THE FLOOR:** fund SUNY Community Colleges at 2022-2023 levels.
- 2. ADDITIONAL OPERATIONAL AID:** a 4% addition to the floor to mitigate inflationary impacts.
- 3. ENROLLMENT INVESTMENT:** continue \$60M in funding to enhance student support services, develop high-needs programs, increase enrollment investments, and improve campus facilities.



TO RETAIN AND CREATE THE EDUCATION OUR STUDENTS WANT AND DESERVE, OUR NEEDS AND PRIORITIES ARE...

- **The Floor:**
Fund SUNY Community Colleges at 100% allocated in 2022-2023 (the floor) and make this model permanent. This allows for improved predictability in budgeting, more effective planning, and retention of faculty and staff critical to student success and enrollment growth.
- **+ 4% Operational Increase:**
A four percent (4%) increase to help offset inflationary impacts, contractual obligations, and other costs vital to delivering high quality programs and critical support services. This begins to address the historic underfunding of community colleges.
- **Maintain \$60M Funding for Enrollment, Student Support and Workforce Initiatives***
SUNY's 30 Community Colleges serve thirty unique markets. Continued investment in these allows for a tailored response to regional needs for student support services, development of high-needs programs, and strategic enrollment investments.
- **Helping build New York's workforce of the future in healthcare, renewable energy, advanced manufacturing, semiconductors, and other regionally based priorities.**
- **Ensuring the development of an industry-driven workforce through high-needs, just-in-time, high-value training, and retooling.**
- **Providing opportunities and access to high-quality, equitable and affordable higher education and workforce/career training close to home.**
- **Strengthening SUNY Community Colleges' ability to staff and support vital, but costly, programs needed in New York State.**
- **Supporting academic and career pathways for all students, including the 40% of community college students who are enrolled part-time.**
- **Helping keep SUNY Community Colleges affordable. In 2022-2023, the average full-time yearly tuition for New York State residents = \$5,145.**
- **Serving veterans and military-affiliated families.**

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee

Monday, January 23, 2023

Virtual Meeting

AGENDA

MISSION:

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

ACTION ITEMS:

1. [RESOLUTION T#4840-23 Operating Report For November 2022](#)
2. [RESOLUTION T#4841-23 Facility Master Plan](#)
3. [RESOLUTION T#4842-23 Sale of Goff Road Facility](#)

DISCUSSION ITEMS:

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

NEXT COMMITTEE MEETING: TBD

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

October 23, 2023

Virtual Zoom Meeting

MINUTES

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

Senior Staff: President Mullaney, Executive Director Burdick, Executive Director Chandler

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

Guests: J. Rowe, J. Rumsey

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

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

Discussion Items:

- Summary/Dashboard
 - Cash position is good.
 - Most of receivable to date is old receivables and the amount is reflecting what was received the Fall semester only.
 - Discussion of HEERF funds and process for approval on student mental wellness spending
 - Review of enrollment breakdown projections for Fall compared to the last two years

- November Revenue/Expense Highlights
 - Summary shows revenue is down and the loss is tied to enrollment
 - Discussion of budget calculation by semester and how that reflects the report for the tuition and chargebacks amounts
 - Discussion regarding position control and adjusting budgets to address deficit

- FSA Budget
 - Quarterly report through November including student activities, athletics and student success programs, note: forecasting is for full year not by semester.
 - Student Activities detail of activity fees, not a lot of expenditures – forecasting a breakeven. Revenue is down; planning to balance with expenses.
 - Athletics detail shows \$40k projected down in revenue. Discussion of reaching out for sponsorships.
 - Student success program detail most of which is commencement so not a lot of activity until the end of Spring semester.

- Capital Projects
 - Summary of capital activity as of November, not a lot of change
 - Showing current projects including Schuyler Hall reflecting the use of HEERF funds.

- Auxiliary Services Update
 - Facilities Master Plan final copy has been shared for review. Discussion regarding next steps.
 - Consulted with SUNY for requirements for potential to sell Goff Road facility and one is to get board approval. We are beginning to process a contract for second appraisal as required by SUNY.
 - Active Shooter Drill had about 170 employees participate sponsored by Steuben County Sheriff's office, Corning Police Department and New York State Police. We will send a survey request for feedback. President Mullaney stated it was an extensive three-hour drill that gave folks a realistic experience. Were able to test all of the upgrades to emergency capabilities including changing classroom locks, installing phones in classrooms and updated emergency response guidelines. Committee would like to review feedback. Kudos to Executive Director Burdick.
 - IT department is upgrading some labs, still waiting on new printers and multi-function devices.

- Action Items
 - Sale of Goff Road
 - Acceptance of Facilities Master Plan
 - November Operating Report

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

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:52 p.m.

SUNY Corning Community College
Operating Dashboard
as of 11/30/2022



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 11/30/22	2022-2023 Receivable
November 30, 2022	\$11,099,145	150	\$3,167,170	\$ 760,120.00
November 30, 2021	\$9,538,622	129	\$3,827,941	\$ 1,896,328.00

Revenues & Expenditures @ 11/30/2022

	FY 23 Adopted Budget	Fall 22 Semester Budget	Fall 22 Semester Actual @ 11/30/22	Fall 22 Semester Projected	Semester Variance to Budget
Revenues	\$ 27,368,437	\$ 13,055,831	\$ 10,082,558	\$ 12,650,981	\$ (404,850)
Expenses	\$ 27,368,437	\$ 9,322,493	\$ 6,316,586	\$ 8,487,472	\$ 835,021
Surplus(Deficit)	\$ -				\$ 430,171

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Fall 22 Semester Budget	Fall 22 Semester Actual @ 11/30/22	Fall 22 Semester Projected	Semester Variance to Budget
Tuition & Fees	\$ 12,098,880	\$ 6,555,689	\$ 5,290,167	\$ 6,282,025	\$ (273,665)
Chargebacks	\$ 6,542,550	\$ 3,526,582	\$ 2,931,909	\$ 2,931,909	\$ (594,673)
Personnel & Benefits	\$ 19,574,639	\$ 6,332,842	\$ 4,376,456	\$ 6,023,898	\$ 308,944
Equipment	\$ 381,340	\$ 93,871	\$ 3,440	\$ 8,586	\$ 85,285
Contractuals	\$ 7,412,458	\$ 2,895,780	\$ 1,936,691	\$ 2,454,988	\$ 440,792

Use of HEERF ARP(Round III) Funding as of 11/30/2022

LOST REVENUE	This completes the use of HEERF allocation for lost revenue	
Tuition & Fees	\$	952,647
	\$	952,647
COVID related expenses (Contractuals)	These expenditures are running through the restricted fund - not operating	
Student Mental Wellness (\$166,997)	\$	-
Capital(HVAC Air Ventilation Upgrades \$592,375)	\$	10,238
	\$	10,238
Total use of HEERF Funds	\$	962,885

Enrollment

	2022-2023	2021-2022	2020-2021	3 YR % change
	Fall	Fall	Fall	
Total Headcount	3930	3813	4087	-3.8%
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	42.3%	43.6%	41.0%	3.2%
% Steuben County	35.5%	33.9%	35.3%	0.6%
% Schuyler County	5.9%	6.4%	6.9%	-14.5%
% All Other Non-sponsor	16.3%	16.1%	16.8%	-3.0%

**Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 11/30/22**



	2022-2023 Budget	Fall 2022-23 Budget	2022-2023 Actual@11/30/22	Fall 2022-23 Forecast	Fall 2022-23 Budget vs Forecast
REVENUES					
Resident Tuition	\$ 7,718,980	\$ 3,887,083	\$ 3,491,560	\$ 4,055,009	\$ 167,926
Non Resident Tuition	\$ 785,000	\$ 596,351	\$ 233,709	\$ 651,935	\$ 55,584
ACE Tuition	\$ 2,176,000	\$ 1,378,056	\$ 895,601	\$ 895,601	\$ (482,455)
Student Fees	\$ 1,418,900	\$ 694,199	\$ 669,298	\$ 679,480	\$ (14,719)
State Aid	\$ 7,111,352	\$ 2,396,355	\$ 1,777,838	\$ 2,370,450	\$ (25,905)
Grant Aid & Contracts	\$ 735,000	\$ 245,000	\$ (1,862)	\$ 962,885	\$ 717,885
Federal appropriations	\$ 8,000	\$ 3,605	\$ -	\$ -	\$ (3,605)
County Operating Chargebacks	\$ 6,542,550	\$ 3,526,582	\$ 2,931,909	\$ 2,931,909	\$ (594,673)
Other sources	\$ 872,655	\$ 328,600	\$ 84,506	\$ 103,713	\$ (224,887)
Applied Fund Balance					
Total Revenues	\$ 27,368,437	\$ 13,055,831	\$ 10,082,558	\$ 12,650,981	\$ (404,850)
EXPENSES					
Salaries	\$ 14,428,239	\$ 4,726,187	\$ 3,174,447	\$ 4,325,297	\$ 400,890
Employee Benefits	\$ 5,146,400	\$ 1,606,655	\$ 1,202,008	\$ 1,698,601	\$ (91,946)
Equipment	\$ 381,340	\$ 93,871	\$ 3,440	\$ 8,586	\$ 85,285
Contractual Expenditures					
<i>Purchased Services</i>	\$ 32,100	\$ 3,545	\$ 29,969	\$ 32,967	\$ (29,422)
<i>Materials & Supplies</i>	\$ 473,000	\$ 202,526	\$ 95,925	\$ 114,007	\$ 88,519
<i>Dues & Subscriptions</i>	\$ 82,365	\$ 49,824	\$ 12,141	\$ 32,456	\$ 17,368
<i>Consultants and Contractors</i>	\$ 176,520	\$ 69,441	\$ 19,053	\$ 75,408	\$ (5,967)
<i>Accreditation</i>	\$ 55,050	\$ 55,050	\$ 20,943	\$ 28,368	\$ 26,682
<i>Marketing</i>	\$ 200,860	\$ 98,130	\$ 45,670	\$ 65,708	\$ 32,422
<i>Conference & Travel</i>	\$ 87,000	\$ 38,721	\$ 13,284	\$ 17,948	\$ 20,773
<i>Utilities</i>	\$ 510,000	\$ 121,196	\$ 29,224	\$ 152,097	\$ (30,901)
<i>Maintenance & Repairs</i>	\$ 280,200	\$ 60,663	\$ 52,258	\$ 59,801	\$ 862
<i>Software & Contracts</i>	\$ 528,340	\$ 146,849	\$ 87,857	\$ 179,096	\$ (32,247)
<i>Voice & Data Communication</i>	\$ 114,755	\$ 28,202	\$ 23,239	\$ 33,147	\$ (4,945)
<i>Special Projects, Programs & Events</i>	\$ 78,875	\$ 39,438	\$ 4,736	\$ 6,964	\$ 32,474
<i>Maintenance Contracts</i>	\$ 476,450	\$ 202,083	\$ 57,227	\$ 88,144	\$ 113,939
<i>Rentals (HEC)</i>	\$ 347,580	\$ 86,895	\$ 87,178	\$ 144,858	\$ (57,963)
<i>General Institutional</i>	\$ 1,419,873	\$ 268,683	\$ 142,806	\$ 183,455	\$ 85,228
<i>Other Expenditures</i>	\$ 271,490	\$ 52,941	\$ 23,299	\$ 50,143	\$ 2,798
<i>Scholarships</i>	\$ 2,278,000	\$ 1,371,592	\$ 1,191,883	\$ 1,190,421	\$ 181,171
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contractual Expenses	\$ 7,412,458	\$ 2,895,780	\$ 1,936,691	\$ 2,454,988	\$ 440,792
Total Expenses	\$ 27,368,437	\$ 9,322,493	\$ 6,316,586	\$ 8,487,472	\$ 835,021
Surplus/(Deficit)	\$ -	\$ 3,733,338	\$ 3,765,972	\$ 4,163,509	\$ 430,171

% of total 2022-23 revenue realized 36.8%
% of total 2022-23 budget expended 23.1%

% of total 2021-22 revenue realized 42.9%
% of total 2021-22 budget expended 23.6%

**SUNY CORNING COMMUNITY COLLEGE FSA FUND
OPERATING DASHBOARD SUMMARY
PERIOD ENDING 11/30/22**



REVENUES	2022-23	@ 11/30/22	2022-23	2022-23
			YE Preliminary	
	Budget	22-23 Actual	Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Life Fee - Student Activities</i>	\$ 154,000	\$ 72,340	\$ 130,000	\$ (24,000)
<i>Fundraising/Misc Sales</i>	\$ -	\$ 1,082	\$ 4,000	\$ 4,000
ATHLETICS				
<i>Student Life Fee - Athletics</i>	\$ 286,000	\$ 134,389	\$ 246,000	\$ (40,000)
<i>Concessions/Gate/Misc</i>	\$ 4,000	\$ 118	\$ 4,000	\$ -
<i>Development Foundation</i>	\$ -	\$ -	\$ -	\$ -
STUDENT SUCCESS PROGRAMS				
<i>Student Life Fee</i>	\$ 50,000	\$ 25,784	\$ 43,000	\$ (7,000)
<i>Other Student Fees</i>	\$ 30,000	\$ 14,919	\$ 30,000	\$ -
Total FSA Fund Revenue	\$ 524,000	\$ 248,632	\$ 457,000	\$ (67,000)
EXPENSES	Budget	22-23 Actual	YE Preliminary	Budget vs Forecast
			Forecast	
STUDENT ACTIVITIES				
<i>Student Activities & Governing Board</i>	\$ 99,550	\$ 13,941	\$ 85,550	\$ 14,000
<i>Clubs</i>	\$ 54,450	\$ 7,026	\$ 48,450	\$ 6,000
ATHLETICS				
<i>General Athletics</i>	\$ 179,550	\$ 36,368	\$ 145,300	\$ 34,250
<i>Athletic Teams</i>	\$ 110,450	\$ 34,780	\$ 104,700	\$ 5,750
STUDENT SUCCESS PROGRAMS				
<i>Graduation</i>	\$ 50,000	\$ 362	\$ 50,000	\$ -
<i>Student Orientation/ID</i>	\$ 30,000	\$ 7,879	\$ 23,000	\$ 7,000
Total FSA Fund Expenses	\$ 524,000	\$ 100,356	\$ 457,000	\$ 67,000
FSA Fund Surplus (Deficit)	\$ -	\$ 148,276	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Activities
For Period ending 11/30/22



	2022-23	@ 11/30/22	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 154,000	\$ 72,340	\$ 130,000	\$ (24,000)
Fundraising	\$ -	\$ 1,082	\$ 4,000	\$ 4,000
Miscellaneous Revenue	\$ -			\$ -
Total Revenues	\$ 154,000	\$ 73,422	\$ 134,000	\$ (20,000)
<u>EXPENSES</u>				
Salaries	\$ 21,800	\$ 2,739	\$ 18,000	\$ 3,800
Equipment	\$ -			\$ -
Contractual Expenditures				
<i>Purchased Services</i>	\$ 1,000		\$ 1,000	\$ -
<i>Materials & Supplies</i>	\$ 40,700	\$ 6,411	\$ 34,500	\$ 6,200
<i>Special Projects</i>	\$ 12,200	\$ 1,233	\$ 12,200	\$ -
<i>Conference & Travel</i>	\$ 800	\$ 600	\$ 800	\$ -
<i>Stipends</i>	\$ 7,050	\$ 2,330	\$ 7,050	\$ -
<i>Other Expenditures</i>	\$ 70,450	\$ 7,654	\$ 60,450	\$ 10,000
<i>Transfers</i>				\$ -
Total Contractual Expenses	\$ 132,200	\$ 18,228	\$ 116,000	\$ 16,200
Total Expenses	\$ 154,000	\$ 20,967	\$ 134,000	\$ 20,000
Surplus/(Deficit)	\$ -	\$ 52,455	\$ -	\$ -

Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Athletics
For Period ending 11/30/22



	2022-23	@ 11/30/22	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 286,000	\$ 134,389	\$ 246,000	\$ (40,000)
Miscellaneous Sales	\$ 1,000	\$ -	\$ 1,000	\$ -
Gate Revenues	\$ 1,500	\$ 118	\$ 1,500	\$ -
Concession Sales	\$ 1,500	\$ -	\$ 1,500	\$ -
Athletic Facility Rentals	\$ -			\$ -
Total Revenues	\$ 290,000	\$ 134,507	\$ 250,000	\$ (40,000)
<u>EXPENSES</u>				
Salaries	\$ 55,050	\$ 16,647	\$ 51,040	\$ 4,010
Equipment	\$ 24,000	\$ 4,524	\$ 14,000	\$ 10,000
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 1,000	\$ 395	\$ 1,000	\$ -
<i>Materials & Supplies</i>	\$ 12,350	\$ -	\$ 8,100	\$ 4,250
<i>Stipends</i>	\$ 25,360	\$ 9,457	\$ 25,360	\$ -
<i>Conference & Travel</i>	\$ 123,740	\$ 30,220	\$ 102,000	\$ 21,740
<i>Rentals</i>	\$ 35,000	\$ -	\$ 35,000	\$ -
<i>Other Expenditures</i>	\$ 13,500	\$ 9,905	\$ 13,500	\$ -
Total Contractual Expenses	\$ 210,950	\$ 49,977	\$ 184,960	\$ 25,990
Total Expenses	\$ 290,000	\$ 71,148	\$ 250,000	\$ 40,000
Surplus/(Deficit)	\$ -	\$ 63,359	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Success Programs
For Period ending 11/30/22



	2022-23	@ 11/30/22	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 50,000	\$ 25,784	\$ 43,000	\$ (7,000)
Fundraising	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
Other Student Fees	\$ 30,000	\$ 14,919	\$ 30,000	\$ -
Total Revenues	\$ 80,000	\$ 40,703	\$ 73,000	\$ (7,000)
<u>EXPENSES</u>				
Salaries	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ -	\$ -	\$ -	\$ -
<i>Materials & Supplies</i>	\$ 6,000	\$ 384	\$ 5,000	\$ 1,000
<i>Special Projects</i>	\$ 1,500		\$ 1,500	\$ -
<i>Commencement</i>	\$ 50,000	\$ 362	\$ 50,000	\$ -
<i>Conference & Travel</i>	\$ -		\$ -	\$ -
<i>Stipends</i>	\$ -		\$ -	\$ -
<i>Other Expenditures</i>	\$ 22,500	\$ 7,495	\$ 16,500	\$ 6,000
<i>Transfers</i>	\$ -		\$ -	\$ -
Total Contractual Expenses	\$ 80,000	\$ 8,241	\$ 73,000	\$ 7,000
Total Expenses	\$ 80,000	\$ 8,241	\$ 73,000	\$ 7,000
Surplus/(Deficit)	\$ -	\$ 32,462	\$ -	\$ -

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 22-23 Capital Projects	Capital Reserve	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent Prior FY	FY 22-23 Spent to Date 11.30.22	Encumbered	Remaining Budget	% Complete
Renovations & Revitalization III									
<i>Heat, Ventilation, & Air Conditioning</i>									
Schuyler Hall -Chiller	\$ 120,270.00	\$ 716,970.00	\$ 596,700.00	\$ 1,433,940.00	\$ 456,899.21	\$ 495,488.00	\$ 242,187.00	\$ 239,365.79	66%
	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 10,508.11	\$ 15,591.00	\$ 719,003.92	\$ 254,896.97	3%
<i>Lab Renovations</i>									
Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 8,831.94	\$ 91,629.00	\$ 37,398.00	\$ 162,141.06	33%
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	99.8%
Facilities Master Plan Phase 1									
Design - SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ 63,009.03	\$ 37,100.00	\$ 53,890.97	\$ -	65%

Campus Auxiliary Services Update January 23, 2023

Auxiliary Services

Resolution to accept the Facilities Master Plan for Board approval.

Resolution to begin the process to sell the Goff Road facility.

Public Safety

An Active Shooter Drill will be held on January 20th on the main campus for all employees. This drill was a critical part of our efforts to train employees regarding our emergency guidelines and response procedures.

Health Office

The Nurses are working on spring programs and immunization compliance for new students. They continue to assist staff and students who are dealing with COVID related issues.

Information Technology

Upgrades have been made in the CAD labs in Schuyler Hall. Two computer labs with upgraded CAD software will now be located in the area of the Mechatronics and Maker Space facilities for more accessibility. This provides an opportunity to close two underutilized computer labs that would require costly upgrades if they remained open.

We are waiting for new printers and multi-function devices from Higher Information Group. This will replace older units and will help us meet SUNY Printer Policies and requirements. There has been a delay in this project due to supply chain issues with the manufacturer.

Physical Plant

Staff have been using the Winter break to complete work in Schuyler Hall. This includes relocating machining equipment, continued work in the mechatronics and maker space and the final stages of the Trane project.

CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
January 24, 2023

Virtual- Zoom

AGENDA

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

ACTION ITEMS

Consent Agenda

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

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

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
January 24, 2023
Via Zoom

MINUTES

In attendance: N. Parks, H Reynolds, Judy McKinney-Cherry, M. Lawrence, R. Allison, S. Jacoby-Murphy

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

Excused: A. Winston

Guest: Joe Rumsey

Trustee N. Parks called the HR committee meeting to order at 5:22 pm, noting two action items for appointments, promotions, separation, and position activity.

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

- Supporting students inside and outside the classroom by matching them with advisors
- Focus on mental health
- Prodigy Grant approved
- SUNY Curriculum culture starting in August 2023
- Gender identity processes have been improved

Trustee Parks informed the committee of an upcoming event happening in Elmira in which she and Krystal Jubilee will be talking to a group of students next Monday about the Nursing field.

Committee agreed to move the two resolutions to the entire board for approval (unanimous)

Trustee Parks adjourned the HR committee meeting at 5:46 pm

SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of Jan 11, 2023

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service					0
Faculty	2			2	5
Professional Service	4			5	9
Grand Total	6			7	14

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HUMAN RESOURCES and DIVERSITY COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4834-23

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

First	Last	Title	Department	Effective	Action	Grade	Salary	Background
Cynthia	Hibbard	Cleaner	Physical Plant	11/28/2022	New Hire	UN	\$ 27,562	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.
Mitchell	Smith	Director of Development	Development Foundation	1/3/2023	New Hire	F1	\$ 68,344	This is a 12-month full time, professional service, exempt position, at pay grade F. This hire was made as a result of an open search.
Jessica	Gerrish	Instructor	Nurse Education	1/18/23	New Hire	I	\$ 47,483	This is a 10-month full time, tenure track,

								academic appointment. This hire was made as a result of an open search.
Elmarine	Jimenez	Assistant Professor	STEM	12/3/2022	Salary Adjustment	II	\$ 10,608.30	This one-time lump sum adjusted the salary while an Instructor to an Assistant level rate
Butler	Diane	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Dewert	Robert	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Hibbard	Cynthia	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Kulcavage	Jennifer	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Shelley	Jason	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Williams	Nolan	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase

Miller	Ramona	Assistant Professor	Professional Studies	12/31/2022	Salary Adjustment	II	\$ 56,009	Salary adjustment for completion of Ph.D., \$2,000 addition to base
Jolene	Burun	Visiting Instructor	Nurse Education	12/16/2022	End of Appointment	I	\$ 47,530	End of a 1-semester term appointment.
Matthew	Gorman	Director of Student Life	Student Life	1/3/2023	Resignation	F1	\$ 69,484	Matt Gorman had served in this role for less than 1 year and will be returning to Jefferson CC.
Christian	Kull	Director of Enrollment Operations	Retention and Educational Planning	1/10/2023	Resignation	F1	\$ 83,769	Chris Kull had served in this role for 4.5 years and will be seeking other opportunities.

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

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HUMAN RESOURCES COMMITTEE

Position Activity

RESOLUTION #T4835-23

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Director, Manufacturing Technician Program	Vacant	New Position (Grant funded)	With Board Approval	The Manufacturing Technician Program Director will be responsible for the creation, implementation and continuity of the college's non-credit Manufacturing Technician programs. This is classified as a Director level, Grade F.

AUDIT COMMITTEE

RESOLUTION #T4836-23

[Independent Auditors Report](#)

WHEREAS, the auditing firm of Inero & Co. CPAs completed an examination of the books and records of Corning Community College for the fiscal year ended August 31, 2022 and,

WHEREAS, the firm reviewed its report with the Regional Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby accepts the auditor's report; and,

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

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

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

RESOLUTION T#4837-23

Resolution for Sabbatical for 2023-2024

RESOLUTION FOR SABBATICAL LEAVE FOR 2022-2023

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following sabbatical leave for the Spring 2024 Semester:

MARY GUZZY

BACKGROUND NOTES:

Process: Each spring, the opportunity for sabbatical leave is announced and communicated to the list of faculty eligible for sabbatical leave and invites application. Applications are due in November and are reviewed by the Associate Dean of Instruction and the Provost. Recommendations are forwarded to the President. The President's recommendations are presented to the CASS committee of the Regional Board of Trustees. Applicants may indicate preference for a one-semester sabbatical leave with full pay, or a two-semester sabbatical leave for 60% pay. Applications for sabbatical leave must address the benefit to the College, its programming, and its students. Applications typically include proposals for professional development, professional productivity such as writing for publication, performing research, or producing creative works, or significant program/curriculum development.

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REGULAR AGENDA

EXECUTIVE COMMITTEE

RESOLUTION #T4838-23

Contract between the Corning Community College Development Foundation, Inc. and Corning Community College

WHEREAS, the Corning Community College Development Foundation, Inc. (“Foundation”) entered into a five-year contract with Corning Community College (“CCC”) on May 18, 2004 to set forth their contractual agreements concerning their continuing relationship and,

WHEREAS, members of the Foundation Board, Regional Board of trustees and College leadership have reviewed the current contract and recommended changes and updates to the existing contract, and

WHEREAS, the Foundation authorized its Executive Committee to finalize the proposed renewal contract with CCC on December 7, 2022 and forward its proposal to the CCC Regional Board of Trustees so that they may vote on the contract at their February 2, 2023 board meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Corning Community College Regional Board of Trustees does hereby accept and endorse the proposed renewal contract between Corning Community College and the Corning Community College Foundation Inc.

EXECUTIVE COMMITTEE

RESOLUTION #T4839-23

Appreciation for Aaron T. Alsheimer

WHEREAS, Aaron T. Alsheimer has served in a wide variety of positions on the Corning Community College Development Foundation (“Foundation”) Board since January 2014, including President from March through December 2022, and

WHEREAS, Aaron played a critical role in establishing new facilities, such as Perry Hall, the Health Education Center, and the Digital Dome Theater, to enhance College programming and student experiences, and

WHEREAS, Aaron prioritized transparent communications between the leadership of the Development Foundation and Corning Community College, by means of regular meetings with the College President and Chair of the Board of Trustees, as well as annual events bringing together both governance bodies, and

WHEREAS, Aaron led the board through a significant staff leadership transition and supported College staff during the interim period from March through December 2022,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby extends its gratitude to Aaron for his unwavering dedication to the College and Foundation.

FINANCE AND FACILITIES COMMITTEE
RESOLUTION T#4840-23

Operating Report

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

FINANCE AND FACILITIES COMMITTEE

Resolution T#4841-23
Facilities Master Plan

WHEREAS, the State University of New York requires all community colleges to prepare a Facilities Master Plan; and,

WHEREAS, Corning Community College engaged SWBR Architects to develop its comprehensive Facilities Master Plan; and,

WHEREAS, the architects worked with College Trustees, faculty, staff, students and administration to develop a plan intended to meet the College's needs for the next five years;

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees of Corning Community College hereby approves the Facilities Master Plan and forwards the plan to the regional counties of Chemung, Schuyler and Steuben for their approval and then to the State University of New York for its approval.

FINANCE AND FACILITIES COMMITTEE

RESOLUTION T#4842-23

Sale of Goff Road

WHEREAS, Corning Community College owns property that is no longer needed for college operations;

WHEREAS, the property has been identified as underutilized space and has remained vacant since June 2022;

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees, Sponsor of Corning Community College, hereby approves the sale of the property located at 2634 Goff Road, Corning, NY 14830, the value of which to be determined by two appraisals;

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