

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

**DATE:** Thursday, June 8, 2023

**TIME:** 5:30 p.m. Meeting

**LOCATIONS:** Education Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES April 27, 2023 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- STUDENT TRUSTEE REPORT-None
- 7- CCC DEVELOPMENT FOUNDATION REPORT
- 8- APPROVAL OF CONSENT AGENDA  
[RESOLUTION T#4862-23 Appointments, Promotions and Separations](#)

**REGULAR AGENDA**

[CASS Committee](#)

1. [RESOLUTION #T4863-23- Program Review/Renewal for Cybersecurity \(A.S.\)](#)
2. [RESOLUTION #T4864-23- Tenure Recommendation- Kyle Williams](#)
3. [RESOLUTION #T4865-23- Faculty Promotions Recommendation](#)
4. [RESOLUTION #T4866-23- Graduation Listing for Academic Year 2022-2023](#)

[EXTERNAL AFFAIRS Committee](#)

1. [RESOLUTION #T4867-23-Recommendation of the CCC Student Trustee Award Recipient](#)

[FINANCE AND FACILITIES Committee](#)

1. [RESOLUTION #T4868-23 Operating Report for April 2023](#)

2. [RESOLUTION #T4869-23 Information Security Program](#)
3. [RESOLUTION #T4870-23 Print Resources Use Policy](#)

#### [HUMAN RESOURCES Committee](#)

1. [Resolution #T4871-23 Deborah Dunbar, Retirement](#)
2. [Resolution #T4872-23-Mike Prechtl- Retirement -](#)
3. [Resolution #T4873-23-Performance Growth Awards](#)
4. [Resolution # T4874-23-Emeritus Status](#)
5. [Resolution #T4875-23- Rave Award](#)

9- OLD BUSINESS

10- NEW BUSINESS

11- EXECUTIVE SESSION-NONE

12- ADJOURNEMENT

**CORNING COMMUNITY COLLEGE  
REGIONAL BOARD of TRUSTEES**

**April 27, 2023**

HEC and Via Zoom

**MEETING MINUTES**

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

Excused: S. Jacoby Murphy

Senior Staff: President Mullaney, VP/Dean Clay, Executive Director Eschbach, VP/Dean Canfield, Executive Director Chandler, Executive Director Burdick, Executive Director John Marchese, Interim Executive Director Ewell, N. Ka-Tandia

Support Staff: M. Brown

Guest: J. Koski, Joe Rowe, Joe Rumsey,

College Community: Associate Professor Mathew Skerritt, Kaitlyn waltz (student), Bryan Ampriest (student) and Joshua Godwin (student)

1. CALL TO ORDER. Trustee Wayne called the meeting to order at 5:31 pm.
2. APPROVAL OF AGENDA: (R. Allison, K. Early, Unanimous).
- 3- APPROVAL OF THE MINUTES: March 16, 2023 RBOT Meeting (A. Winston, N. Parks, Unanimous).

4. CHAIR UPDATE:

Chair Wayne expressed his gratitude to Trustee Wightman for leading the previous meeting and highlighted the College's recent activities, including

- Successful visit with SUNY Chancellor Dr. king
- Reminded trustees about Saturday Student Awards

- Graduation is on May 20<sup>th</sup>
- RBOT Retreat on June 17<sup>th</sup>

At the end of his report, Trustee Wayne expressed his gratitude to Trustee Chu for her presentation to Chancellor King. The presentation emphasized the significance of our collaboration with Corning Inc.

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

Dr. Mullaney started his report by congratulating Kaitlyn Waltz and Brian Ampriest for receiving the SUNY Chancellor Award for student excellence and Joshua Goodwin for receiving the Norman R. McConney, Jr. Award for Student Excellence (EOP) and being the student speaker at the awards ceremony

### Enrollment Dashboard

#### 2022-2023 Enrollment Summary

Term	FTE Goal	FTE Actual	Diff	% of Goal
Fall 2022*	1,074.2	1,109.6	35.4	103.3%
Winter 2023*	24.9	24.8	-0.1	99.6%
Spring 2023*	802.5	737.2	-65.3	91.9%
Summer 2023	89.3	62.9	-26.4	70.4%
<b>Total</b>	<b>1,990.9</b>	<b>1,934.5</b>	<b>-56.4</b>	<b>97.2%</b>

### COCM Initial Impressions

- **Strengths:** Excellent Facility & Committed Teams
- **Hurdles:** Lack of Vibrancy, Limited Hours, Low Faculty Involvement, Low Resident Engagement, Limited Transportation, Unclear Marketing
- **Target populations:** LLCs, Athletes, PA Residents, Metro Residents, Parents

### Workforce Development in the News

Chronis shared a training opportunity for county employees in partnership in SUNY CCC

### Activities on Campus

- Society of Red baron

- Prison Program panel: starting this fall, CCC will have his own program led by WEAP
- Roundtable with Congressman Langworthy
- STLEA Graduation
- Dr. King started his visit to the Elmira Center visiting the welding lab and arrived on campus and toured different areas of the college campus. Overall, the visit was successful.
- SUNY Chancellor John King campus visit
- Visiting Scholar: meg Lowman

## **7. STUDENT TRUSTEE REPORT:**

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

### **Recent Events:**

- Art show
  - We had 12 student artists.
  - The event was very popular and in three days we had over 60 people that viewed and commented on the art.
- Valentine's Day Dance
- St. Patrick's Day/St. Gertrude's Day Trivia Night
- Pi Day Celebration
- Athletics and Intra-Mural Community Connection event

### **Upcoming Events:**

- Prom 2.0
  - April 14 from 1900-2300
- Chicago Musical Performance

- April 20,21,23 at 1900, April 24 at 1400
      - Costs \$10 for students and \$20 for general admission
- International Fashion Show
  - Sponsored by the Japan Culture Club
  - May 4th and 1130 in the Triangle Lounge
- Blood Drive
  - Sponsored by the Health Office
  - April 11th and 12th
- Earth Day Farmer's Market and Health Fair
  - April 19th 1100-1400
  - Sponsored by Student Life, The Sustainability Committee, the Health Office
  - 15 vendors total

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

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

### **Foundation:**

- CCCDF Board currently preparing for its biennial self-assessment process.
- Had a successful Visiting Scholar Series event with Meg Lowman as speaker:
  - 81 participants at the daytime events
  - 175 participants in the evening, including 62 hosted at the reception.

### **Housing LLC:**

- COCM has Marketing team visited campus and provided a Marketing Plan for possible implementation in the coming months.

**Fundraising:**

The Foundation is committed to raising \$39,900 for the Spencer Crest Nature & Research Center project.

- \$10,000 from Corning Incorporated Foundation
- \$2,500 from First Heritage Federal Credit Union
- \$2,500 from Corning Credit Union
- \$3,000 from Lindau Foundation ○ Fundraising for Full STEAHM Ahead Summer Workshop:
- \$5,300 Fund for Women Grant
- Triangle Fund Grant Application submitted

**9. APPROVAL OF THE CONSENT AGENDA**

RESOLUTION #4855-23- Appointment, Promotion and Separation

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

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

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

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College hereby ratifies the following employment actions to be taken. (P. Chu, J. McKinney-Cherry, Unanimous)

Last Name	First Name	Title	Department	Effective	Action	Grade	Annual Salary	Background
Landis	Karen	Assistant Director of Custodial Services	Physical Plant	6/20/2023	Resignation	E	\$ 65,620	<p>Karen Landis served the college for 9 years and will be retiring from NYS</p> <p>Marcia <u>Bratti</u> served the college for 2 years and has resigned to take a higher paying position</p> <p>This is a 12-mo standard, full time appointment, Professional Grade F. This hire was made as a result of an open search.</p> <p>This is a 12-mo standard, full time appointment, Professional Grade F. This promotion is the result of separating Chief Diversity Officer from the Executive Director of HR</p> <p>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.</p> <p>This is a 12-mo standard, full time appointment, Professional Grade E. This hire was made as a result of an open search.</p> <p>Employee was terminated for cause.</p>
<u>Bratti</u>	Marcia	Clinical Coordinator	Nurse Education	5/26/2023	Resignation	D	\$ 55,917	
Farley	<u>Daisia</u>	Director of Student Life	Student Services	4/10/2023	New Hire	F	\$ 68,344	
Ayanfodun	Babatunde	Diversity Center Director & Chief Diversity Officer	Diversity	4/24/2023	Promotion	F	\$ 68,344	
Hansen	Deborah	Cleaner	Physical Plant	4/17/2023	Rehire	301	\$ 29,650	
Maki	Jhan	Assistant Director of Physical Plant Support Services/Trades	Physical Plant	4/24/23	Promotion	E	\$ 62,401	
<u>Coletta</u>	Nicole	Assistant Director of Physical Plant Support Services/Custodial	Physical Plant	4/24/23	Promotion	E	\$ 62,401	
<u>LaFever</u>	Austin	Coordinator of Career & Transfer Services	Retention & Educational Planning	3/24/2023	Termination	D	\$ 54,262	



RESOLUTION #T4856-23

**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. (P. Chu, J. McKinney-Cherry, Unanimous)

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Administrative Assistant to VP of Student Development & Enrollment Management	Vacant	New Position	With Board Approval	The administrative assistant is the first line of contact for the VPSDEM office for students, employees, and external contacts. Assists VP/Dean with scheduling, processing, and communication. This administrative assistant manages the VPSDEM’s calendar. Pay Grade C

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

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

Provost Report

**Academic Affairs:**

- Assistant Professor of Communications Emma Draper-Reich hosted author Nishant Batsha to speak with her English 1020 class about his recent novel Mother Ocean, Father Nation. This event was supported by the Cornell-Syracuse South Asia Consortium as part of her Community College Internationalization Fellowship.
- LAS: Mathematics & Science and Environment Science dual-degree student Bryan Arm Priest was selected to participate in a Research Experience for Undergraduates (REU) program at Rochester Institute of Technology for this summer.
- Organized by DJ Dates, the IT and Cybersecurity faculty hosted high school students from Spencer Van Etten, Watkins Glen, and Elmira Heights who are part of the Dell Student TechCrew Program. Some of the activities during the visit: meeting CCC Computer and Information Science students and faculty; a demo by Computer Science students who are part of an international

cross-disciplinary team designing a video game as part of their Computer Organization class; toured the Computer Science, Information Technology, and CyberSecurity lab spaces; built their own CCC Mascot Learn to Solder badge; saw a 200,000+ volt Tesla Coil that was an Electrical Technology student project.

- A partnership agreement with Alfred State University allows SUNY CCC’s Nurse Education students to take bachelor level coursework online through Alfred State while still completing the SUNY CCC program. Through OPEN SUNY, students choosing to pursue the Alfred State partnership can now remain full-time SUNY CCC students while getting an early start to bachelor’s level coursework. Our goal is an annual increase of 10 to 12 applicants directly tied to this partnership.
- Through the use of Perkins Funding, SUNY CCC has obtained the services of a consultant charged with the important task of examining the factors which impede the progress of students in the Business AAS and AS programs as well as those in the Accounting/Financial Management AS program. The results of the research will be used to determine strategies to promote student success.
- Since Fall 2022, approximately 40 students have taken advantage of the Workforce Pathways Grant funding, for a total enrollment in seventy-seven 3-credit courses, equivalent to 15.4 FTEs. This summer grant-funded opportunities to develop in-demand skills will be available via micro credentials in Teaching Assistant Level II, Direct Support Professional Level I, Bookkeeping, and Child Development Associate-Prep. Partnerships with area employers include Chemung and Schuyler ARC, GST BOCES, Elmira City School District, Proaction, Chemung Child Care Council and a variety of other smaller early childhood centers.
- Digital Dome attendance for public shows was up over 200% from February to March
- Library Services began a six-week implementation of Rialto. Rialto will streamline our workflows, simplify collection management decisions and allow for a shift from print to eBooks, increasing access to library materials.
- Learning specialists, Olivia Drake (English) and Laureen Sassaman (Math) participated in professional development focused on Universal Design for Learning (UDL) to improve student services. SUNY offered the workshops on UDL. In addition to Keith Ward, they attended a workshop on accessibility technology that was hosted by our Center for Teaching Innovation and Excellence (CTIE).
- Learning Commons Tutoring Session Totals

Fall 2020 to Date	Spring 2021 to Date	Fall 2021 to Date	Spring 2022 to Date	Fall 2022 to Date	Spring 2023 to Date
635	640	885	845	904	954

Trustee McKinney-Cherry highlighted a few points of the CASS report for student services

**Recruitment:**

- High School Visits
  - Admissions & Recruitment
  - ACE: 6 High Schools/ 37 students
- College Fairs: events attended/remaining
  - Local: 7/5; Regional 8/10; Downstate 3/7
- EOP: 7 new applicants

**Retention:**

- Advising: Collaboration with faculty on Spring into Fall Advising Week
- SAP Academic Plan Outreach
- Starfish: SP23 Midterm feedback: 2695 Keep up good work, 98 Tutoring
- EOP: 10 students continuing anticipated
- Career and Transfer: Transfer Fair 3/8, Workshops: Professionalism, Resume, Portfolios
- Mental Health First Aid Training

**Engagement:**

- Student Life: Welcome Daisia Farley
- Athletics
- Perry Hall: grocery bingo, gameroom tournament, self-care disc., LGBTQ game night

**Operations:**

- Degree works: 14 programs updated
- Banner SSB9: Converting to Calculated Drop for F23, Student Registration Module: students can create up to three potential schedules
- Graduation Applications: Spring 225, Summer 58

RESOLUTION #4857-23- Nursing (A.A.S.) Program Review

BE IT RESOLVED, that the Board of Trustees of Corning Community College renews the Nursing (A.A.S.) as a continuing program of Corning Community College, following its successful program review process.  
(J. McKinney-Cherry, N. Wightman, Unanimous)

RESOLUTION #4858-23- RBOT Teaching Excellence- Matthew Skerritt

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the 2023 Regional Board of Trustees Excellence in Teaching Award is presented to: **Associate Professor Matt Skerritt**, Bio-Chem Department, STEM. (J. McKinney-Cherry, N. Wightman, Unanimous)

**EXECUTIVE COMMITTEE: None**

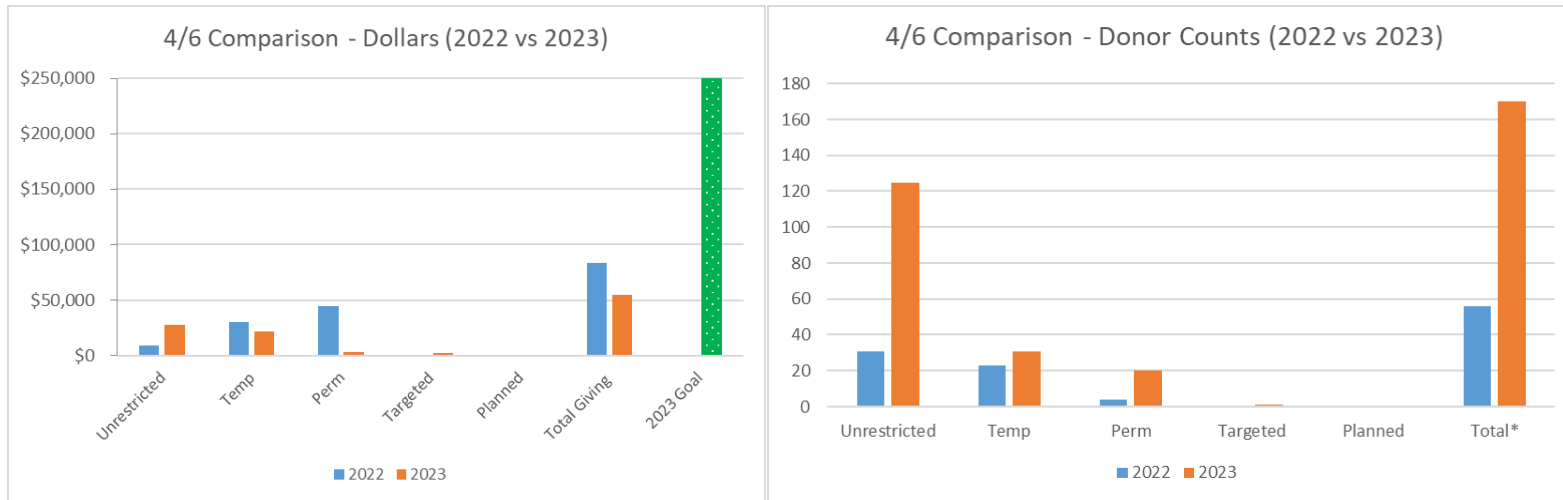
**EXTERNAL AFFAIRS**

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

**CCC Development Foundation**

- John Marchese and President Mullaney attended the Council for Advancement and Support of Education (CASE) District I & II Conference in NYC in mid-March.

- John Marchese has attended a number of local events including the Chemung Chamber Annual Economic Forum, March Chemung Chamber Business After Hours, and AFP Workshop: Creating Collaboration & Understanding Between Fundraising & Program Staff, Panel Discussion.
- John Marchese joined the board of the Finger Lakes chapter of the Association of Fundraising Professionals.
- Capstone on Campus Management (COCM) presented initial insights from the Perry Hall consulting project to Senior Staff and the Housing LLC Board of Managers in early April.
- Spencer Crest Nature & Research Center Critical Maintenance mini-campaign is in progress with \$15,000 received and other requests in the pipeline awaiting responses.
- Director of Development Mitchell Smith is in the process of selecting the Commencement gift for new graduates from the Alumni Program.
- Submitted two local grant applications in support of the Full STEAHM Ahead Summer Workshop.
- Received a \$14,000 gift in support of the Ceramics program.
- The second Baron Bulletin e-newsletter was sent in March.
- The Q1 Annual Fund e-appeal and follow-up email has been drafted and scheduled.
- The Q2 Annual Fund solicitation mailing will be sent in June.
- Preparations ongoing for the upcoming Walter R. Smith Visiting Scholar Series event on April 25 featuring Meg Lowman.
- The online Common Scholarship Application is open from February 1 through May 31.
  - Planning to host an in-person workshop for students in late April.
  - Posting a user manual on the website to provide instructions for students completing the application.
- Soliciting nominations for the Alumni Awards and Red Barons Athletic Hall of Fame with a deadline of May 1st in preparation for the return of the Reflections event on November 17.
- Annual Giving results through 4/6/2023:



	2022	2023		2022	2023
Unrestricted	\$8,925.36	\$27,794.81	Unrestricted	31	125
Temp	\$30,187.31	\$21,688.50	Temp	23	31
Perm	\$44,685.41	\$2,830.00	Perm	4	20
Targeted	\$0.00	\$2,500.00	Targeted	0	1
Planned	\$0.00	\$0.00	Planned	0	0
Total Giving	\$83,798.08	\$54,813.31	Total*	56	170
2023 Goal		\$252,770.00	* Unduplicated count of annual donors		

**Marketing/Communications**

**Highlights**

- New 2060 Digital products implemented in April (OTT/CTV, YouTube Ads, MapConnect)
- Open House: billboards, posters to local high schools and ACE teachers, TV & radio ads
- Congressman Nick Langworthy (Elmira Center & ACP): [WETM](#), [WENY](#), and [WYDC-Big Fox](#)
- Visiting Scholar Series Promotion: posters, postcards, invites, NPR radio, WENY, Facebook ad, USA Today display ads, WENY morning show scheduled
- Faculty Friday Series [Brenda Gustin](#), [Jay Hurlburt](#), [Eriko Heise](#), [Christine Atkins](#), [Deb Dunbar](#)
- Spring into Fall Continuing Student Registration Week: Digital Displays, Instagram story promotions, posters, mass emails
- Regional Job Fair: Digital Displays, Facebook ad, poster, Community Calendars, WETM & WENY morning shows scheduled for appearances
- Nurse Education application (social media and digital displays)

## Performance

### 1. Website: Feb. - Apr. 2022/2023 Comparison

Channel Grouping	New Users 2022 (Feb. 21 - Apr. 3)	New Users 2023 (Feb. 21 - Apr. 3)	Change
Organic Search	11,753	8,791	-25.20%
Direct	4,469	6,448	+44.28%
Paid Search	2,475	4,928	+99.11%
Referral (SUNY & paid)	1,329	922	-30.62%
Social	1,145	1,898	+65.76%

### 2. Chatbot: Feb. 3 - Apr. 21 2022/2023 Comparison

Channel Grouping	2022 (Feb. 21 - Apr. 3)	2023 (Feb. 21 - Apr. 3)	Change
Chat Sessions	256	264	+3.13%
Calls	184	262	+42.39%

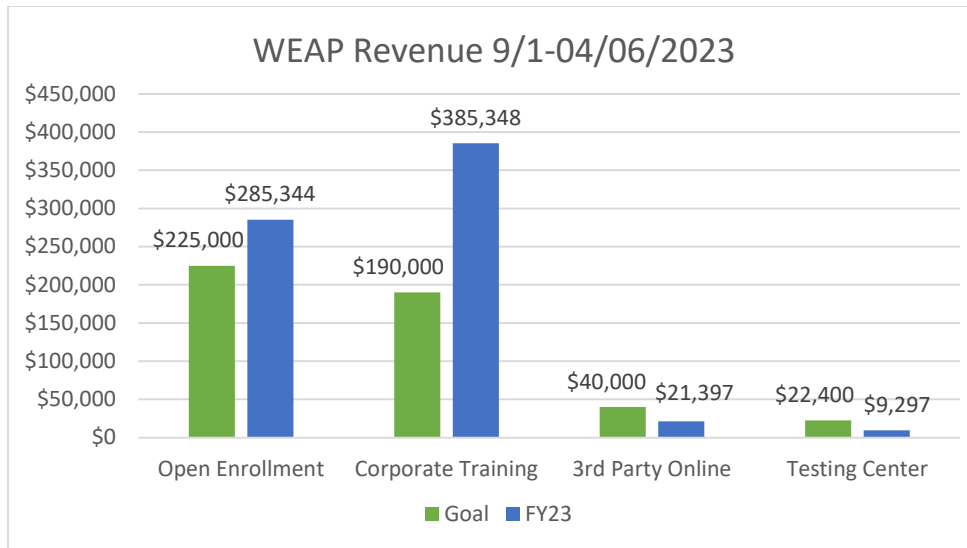
## Other

- Mascot Madness: Facebook, Instagram, Twitter, LinkedIn, mass emails (made to round 2)
- Highlight DEI initiatives of the Diversity Center through Social Media: Balinese Dance Troupe and Janeth Arias- Indigenous Cultures of Bolivia
- Collegiate Recovery Center [WENY story](#); Value of the Month: [Equity](#); Pi Day; Visiting artist Jason Wolff on campus

## Press Releases & Web Stories

- [Walter R. Smith Visiting Scholar Series](#), 3/1; Society of the Red Baron, 3/17  
Tuesday, April 18, 2023

## Workforce Education



- Corporate Training: Non-Profit Management (consortium), had to add 2 sections (42 people); Arbor Housing (De-escalation, Communicating w/mentally ill people); StorFlex (LEAN training); Chemung County Nursing Facility (CNA); Cayuga Health (Central Service Technician)
- WEAP re-established SUNY CCC as sole regional provider of Society of Human Resources (SHRM) training; certification class has 12 people.
- Interviewed candidates for Automotive Technology Director.
- K. Crowe & J. Eschbach collaborated with GST BOCES to hold annual convening (measurable standard #6) of employers on 3/21.

**Community Outreach:**

- 3/2 J. Eschbach presented to Chemung Leadership class on Workforce Development in the Southern Tier;
- 3/8 J. Eschbach, A. Cloke held Early Childhood recruitment session with Professional Studies;
- 3/13 A. Cloke collaborated on Youth Leadership program for GST BOCES;
- 3/15 A. Cloke taught Canva 101 class;
- 3/15 J. Eschbach moderated the Chemung County Chamber Economic Forum; several college staff attended
- 3/16 E. Lehman did Lunch & Learn Presentation on Marketing for CEANY
- 3/17 A. Cloke co-presented Society of Red Baron Community Partner Award to the Food Bank of the Southern Tier; J. Eschbach presented to Denise Zieske, SUNY Partner;
- 3/30 T. Bush organized Justice Involved Panel for campus with SUNY staff and formerly incarcerated individuals; over 50 attendees;
- 3/31 STLEA Fall 2022 Graduation; 18 officers awarded.
- 4/4 J. Eschbach presented at New Energy, New York conference
- Staff attended several Chamber Business After Hours events

**Academic Pathways**



### ACE

- Banner trainings to better integrate ACE students with campus processes; created new intake form to pilot in Summer 2023
- Working on student success models, including Student Progress Policy

### Corning Prison Education Program

- 3/29 Held meeting with NYS DOCCS staff who manage prison programs
- Commencement will be 5/12/2023 for 6 graduates
- Currently recruiting for new Fall cohort

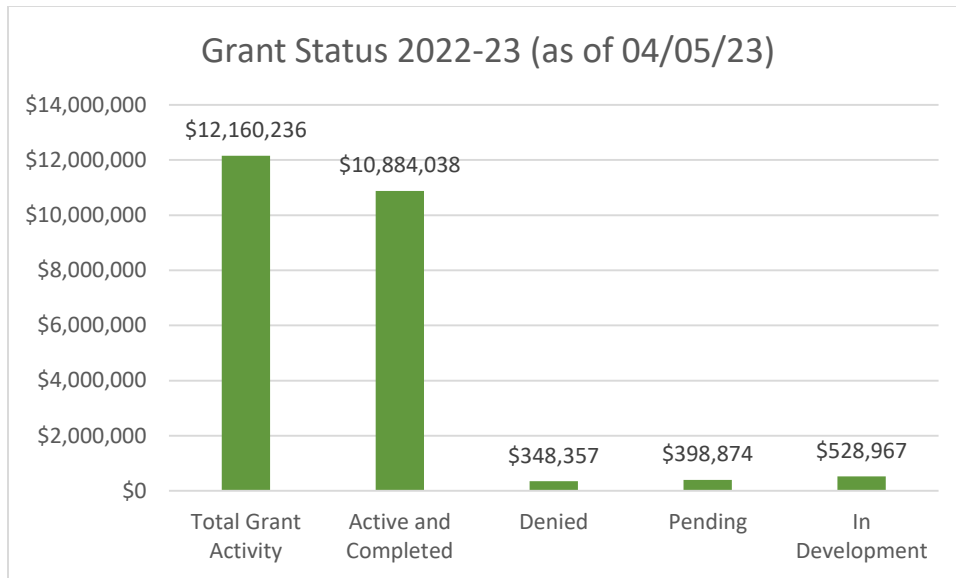
### FLPPS Grant

- Grant has disbursed \$20,604 to CNA and Nursing students for supportive services (gas cards, uniforms, etc.) and milestone payments.

### Testing Center

- Trying to hire replacement PT staff
- Increased the number ATI-TEAS test slots to accommodate revised application date for Nursing program.

### **Grants Highlights:**



- NSF Grant for Optical Technician Grant denied; team is working with mentor group to determine next steps
  - ARC ARISE grant, collaboration with Southern Tier Central Regional Planning Commission, Northern Tier Regional Planning Commission (PA); GST BOCES, Career Development Council and CSS Workforce New York is in final stages before submission;
    - RESOLUTION
  - SUNY Workforce Pathways grant has supported new student cohorts in: Child Development Associate, Teacher Assistant and Direct Support Professional microcredentials
- SUNY Reimagine grant has supported Certified Peer Recovery Advocate microcredential

Resolution #4859-23- Approval of Matching Grant for ARC ARISE Grant

BE IT RESOLVED that the Regional Board of Trustees of Corning Community College hereby approves the use of matching funds from in-kind and approved SUNY Clean Energy grant funds to implement the SUNY CCC portion of the Twin Tiers Arise Program. (A. Winston, J. McKinney-Cherry, Unanimous)

## Legislative Affairs

1. Federal: Budget Update: Higher E
2. State: Budget Update: SUNY and Community Colleges
3. Local: tri-county meetings with local officials

## FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility report and stated the committee held a meeting on March 17, 2023 and mentioned there are one action item on the agenda.

### **ACTION ITEMS:**

#### RESOLUTION #4860-23: March *Operating Report*

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending March 31, 2023. (H. Reynolds, McKinney-Cherry, Unanimous)

SUNY Corning Community College  
Operating Dashboard  
as of 3/31/2023



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 3/31/23	2022-2023 Receivable
March 31, 2023	\$ 12,180,776	165	\$ 4,966,837	\$ 2,748,901
March 31, 2022	\$ 10,819,610	147	\$ 2,530,593	

Revenues & Expenditures @ 3/31/2023

	FY 23 Adopted Budget	Spring/Summer 23 Semester Budget	Spring/Summer 23 Semester Actual @ 3/31/23	Spring/Summer 23 Semester Projected	Semester Variance to Budget
Revenues	\$ 27,368,437	\$ 14,312,606	\$ 8,076,583	\$ 13,242,813	\$ (1,069,793)
Expenses	\$ 27,368,437	\$ 18,225,365	\$ 7,368,808	\$ 17,165,012	\$ 1,060,354
Surplus(Deficit)	\$ -				\$ (9,440)

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Spring/Summer 23 Semester Budget	Spring/Summer 23 Semester Actual @ 3/31/23	Spring/Summer 23 Semester Projected	Semester Variance to Budget
Tuition & Fees	\$ 12,098,880	\$ 5,543,191	\$ 3,664,770	\$ 4,869,886	\$ (673,304)
Chargebacks	\$ 6,542,550	\$ 3,015,968	\$ 2,498,103	\$ 2,885,309	\$ (130,659)
Personnel & Benefits	\$ 19,574,639	\$ 13,241,797	\$ 5,081,624	\$ 12,671,387	\$ 570,410
Equipment	\$ 381,340	\$ 287,469	\$ 40,246	\$ 358,902	\$ (71,433)
Contractuals	\$ 7,412,458	\$ 4,696,100	\$ 2,246,938	\$ 4,134,723	\$ 561,377

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 3/31/2023

<b>LOST REVENUE</b>	This completes the use of HEERF allocation for the lost revenue	
Tuition & Fees	\$	952,647
	\$	952,647
<b>COVID related expenses (Contractuals)</b>	These expenditures are running through the restricted fund- not operating	
Student Mental Wellness (\$166,997)	\$	67,483
Capital (HVAC Air Ventilation upgrades)		
		\$157,285
	\$	224,768

Enrollment

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

**Corning Community College**  
**Report to Finance & Facilities Committee**  
**Unrestricted Operating Summary**  
**Month End 3/31/23**



	2022-2023 Budget	2022-2023 YTD@3/31/23	Spring/Summer 22-23 Budget	2022-2023 Spring@3/31/23	Spring/Summer Projected as of 3.31.23	Spring/Summer Budget vs Actual
<b>REVENUES</b>						
Resident Tuition	\$ 7,718,980	\$ 6,139,125	\$ 3,831,897	\$ 2,628,521	\$ 3,498,023	\$ (333,874)
Non Resident Tuition	\$ 785,000	\$ 447,382	\$ 188,649	\$ (91,240)	\$ 14,892	\$ (173,757)
ACE Tuition	\$ 2,176,000	\$ 1,602,893	\$ 797,944	\$ 563,637	\$ 714,383	\$ (83,561)
Student Fees	\$ 1,418,900	\$ 1,243,426	\$ 724,701	\$ 563,852	\$ 642,589	\$ (82,112)
State Aid	\$ 7,111,352	\$ 4,148,289	\$ 4,714,997	\$ 1,777,838	\$ 4,740,899	\$ 25,902
Grant Aid & Contracts	\$ 735,000	\$ 962,885	\$ 490,000	\$ -	\$ -	\$ (490,000)
Federal appropriations	\$ 8,000	\$ 720	\$ 4,395	\$ 720	\$ 6,206	\$ 1,810
County Operating Chargebacks	\$ 6,542,550	\$ 5,430,012	\$ 3,015,968	\$ 2,498,103	\$ 2,885,309	\$ (130,659)
Other sources	\$ 872,655	\$ 247,701	\$ 544,055	\$ 135,152	\$ 740,512	\$ 196,457
Applied Fund Balance						
<b>Total Revenues</b>	<b>\$ 27,368,437</b>	<b>\$ 20,222,433</b>	<b>\$ 14,312,606</b>	<b>\$ 8,076,583</b>	<b>\$ 13,242,813</b>	<b>\$ (1,069,793)</b>
<b>EXPENSES</b>						
<b>Salaries</b>	<b>\$ 14,428,239</b>	<b>\$ 7,984,267</b>	<b>\$ 9,702,052</b>	<b>\$ 3,659,150</b>	<b>\$ 8,985,435</b>	<b>\$ 716,617</b>
<b>Employee Benefits</b>	<b>\$ 5,146,400</b>	<b>\$ 3,084,795</b>	<b>\$ 3,539,745</b>	<b>\$ 1,422,474</b>	<b>\$ 3,685,952</b>	<b>\$ (146,207)</b>
<b>Equipment</b>	<b>\$ 381,340</b>	<b>\$ 50,988</b>	<b>\$ 287,469</b>	<b>\$ 40,246</b>	<b>\$ 358,902</b>	<b>\$ (71,433)</b>
<b>Contractual Expenditures</b>						
<i>Purchased Services</i>	\$ 32,100	\$ 41,433	\$ 28,555	\$ 9,456	\$ 32,948	\$ (4,392)
<i>Materials &amp; Supplies</i>	\$ 473,000	\$ 212,682	\$ 270,474	\$ 103,221	\$ 207,596	\$ 62,878
<i>Dues &amp; Subscriptions</i>	\$ 82,365	\$ 35,504	\$ 32,541	\$ 12,388	\$ 49,621	\$ (17,079)
<i>Consultants and Contractors</i>	\$ 176,520	\$ 131,146	\$ 107,079	\$ 55,738	\$ 100,376	\$ 6,703
<i>Accreditation</i>	\$ 55,050	\$ 33,767	\$ -	\$ 7,247	\$ 7,977	\$ (7,977)
<i>Marketing</i>	\$ 200,860	\$ 104,051	\$ 102,730	\$ 37,426	\$ 120,840	\$ (18,110)
<i>Conference &amp; Travel</i>	\$ 87,000	\$ 29,037	\$ 48,279	\$ 7,101	\$ 53,070	\$ (4,791)
<i>Utilities</i>	\$ 510,000	\$ 354,269	\$ 388,804	\$ 202,172	\$ 357,923	\$ 30,881
<i>Maintenance &amp; Repairs</i>	\$ 280,200	\$ 112,951	\$ 219,537	\$ 51,817	\$ 174,882	\$ 44,655
<i>Software &amp; Contracts</i>	\$ 528,340	\$ 164,569	\$ 381,491	\$ 51,021	\$ 279,025	\$ 102,465
<i>Voice &amp; Data Communication</i>	\$ 114,755	\$ 54,898	\$ 86,553	\$ 23,857	\$ 55,342	\$ 31,211
<i>Special Projects, Programs &amp; Events</i>	\$ 78,875	\$ 20,880	\$ 97,678	\$ 12,880	\$ 49,950	\$ 47,728
<i>Maintenance Contracts</i>	\$ 476,450	\$ 183,437	\$ 274,367	\$ 112,655	\$ 238,483	\$ 35,885
<i>Rentals (HEC)</i>	\$ 347,580	\$ 173,698	\$ 381,865	\$ 86,520	\$ 260,535	\$ 121,330
<i>General Institutional</i>	\$ 1,419,873	\$ 955,839	\$ 1,151,190	\$ 772,385	\$ 1,149,691	\$ 1,499
<i>Other Expenditures</i>	\$ 271,490	\$ 94,886	\$ 218,549	\$ 34,754	\$ 181,085	\$ 37,464
<i>Scholarships</i>	\$ 2,278,000	\$ 1,941,991	\$ 906,408	\$ 666,300	\$ 815,379	\$ 91,029
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Contractual Expenses</b>	<b>\$ 7,412,458</b>	<b>\$ 4,645,037</b>	<b>\$ 4,696,100</b>	<b>\$ 2,246,938</b>	<b>\$ 4,134,723</b>	<b>\$ 561,377</b>
<b>Total Expenses</b>	<b>\$ 27,368,437</b>	<b>\$ 15,765,086</b>	<b>\$ 18,225,365</b>	<b>\$ 7,368,808</b>	<b>\$ 17,165,012</b>	<b>\$ 1,060,354</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 4,457,346</b>	<b>\$ (3,912,759)</b>	<b>\$ 707,775</b>	<b>\$ (3,922,199)</b>	<b>\$ (9,440)</b>

SUNY Corning Community College  
Operating Dashboard  
Fiscal Year End as of 3/31/2023



**Revenues & Expenditures @ 3/31/2023**

	FY 23 Adopted Budget	Fall 22 Semester Projected	Spring/Summer 23 Semester Projected	Fiscal Year 2022-23 Projected	Variance to Budget
<b>Revenues</b>	\$ 27,368,437	\$ 12,145,850	\$ 13,242,813	\$ 25,388,663	\$ (1,979,774)
<b>Expenses</b>	\$ 27,368,437	\$ 8,396,278	\$ 17,165,012	\$ 25,561,289	\$ 1,807,148
<b>Surplus(Deficit)</b>	\$ -				\$ (172,627)

**Highlights of Revenues & Expenditures**

	FY 23 Adopted Budget	Fall 22 Semester Projected	Spring/Summer 23 Semester Projected	Fiscal Year 2022-23 Projected	Variance to Budget
<b>Tuition &amp; Fees</b>	\$ 12,098,880	\$ 5,768,057	\$ 4,869,886	\$ 10,637,943	\$ (1,460,937)
<b>Chargebacks</b>	\$ 6,542,550	\$ 2,931,909	\$ 2,885,309	\$ 5,817,218	\$ (725,332)
<b>Personnel &amp; Benefits</b>	\$ 19,574,639	\$ 5,987,437	\$ 12,671,387	\$ 18,658,824	\$ 915,815
<b>Equipment</b>	\$ 381,340	\$ 10,742	\$ 358,902	\$ 369,644	\$ 11,696
<b>Contractuals</b>	\$ 7,412,458	\$ 2,398,099	\$ 4,134,723	\$ 6,532,821	\$ 879,637

**Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 3/31/2023**

<b>LOST REVENUE</b>	This completes the use of HEERF allocation for the lost revenue	
<b>Tuition &amp; Fees</b>	\$	952,647
	\$	952,647
<b>COVID related expenses (Contractuals)</b>	These expenditures are running through the restricted fund- not operating	
<b>Student Mental Wellness (\$166,997)</b>	\$	67,483
<b>Capital (HVAC Air Ventilation upgrades)</b>		\$157,285
	\$	224,768
<b>Total Use of HEERF Funds</b>	\$	1,177,415

**Corning Community College  
Report to Finance & Facilities Committee  
Unrestricted Operating Summary  
Year End Projected @3/31/23**



	2022-2023 Budget	2022-2023 YTD@3/31/23	Fall 2022-23 Projected	Spring/Summer Projected @ 3.31.23	Fiscal Year 22-23 Forecast @ 3.31.23
<b>REVENUES</b>					
Resident Tuition	\$ 7,718,980	\$ 6,139,125	\$ 3,510,605	\$ 3,498,023	\$ 7,008,628
Non Resident Tuition	\$ 785,000	\$ 447,382	\$ 538,621	\$ 14,892	\$ 553,513
ACE Tuition	\$ 2,176,000	\$ 1,602,893	\$ 1,039,256	\$ 714,383	\$ 1,753,639
Student Fees	\$ 1,418,900	\$ 1,243,426	\$ 679,575	\$ 642,589	\$ 1,322,164
State Aid	\$ 7,111,352	\$ 4,148,289	\$ 2,370,451	\$ 4,740,899	\$ 7,111,351
Grant Aid & Contracts	\$ 735,000	\$ 962,885	\$ 962,885	\$ -	\$ 962,885
Federal appropriations	\$ 8,000	\$ 720	\$ -	\$ 6,206	\$ 6,206
County Operating Chargebacks	\$ 6,542,550	\$ 5,430,012	\$ 2,931,909	\$ 2,885,309	\$ 5,817,218
Other sources	\$ 872,655	\$ 247,701	\$ 112,549	\$ 740,512	\$ 853,061
Applied Fund Balance					
<b>Total Revenues</b>	<b>\$ 27,368,437</b>	<b>\$ 20,222,433</b>	<b>\$ 12,145,850</b>	<b>\$ 13,242,813</b>	<b>\$ 25,388,663</b>
<b>EXPENSES</b>					
<b>Salaries</b>	<b>\$ 14,428,239</b>	<b>\$ 7,984,267</b>	<b>\$ 4,325,116</b>	<b>\$ 8,985,435</b>	<b>\$ 13,310,552</b>
<b>Employee Benefits</b>	<b>\$ 5,146,400</b>	<b>\$ 3,084,795</b>	<b>\$ 1,662,321</b>	<b>\$ 3,685,952</b>	<b>\$ 5,348,272</b>
<b>Equipment</b>	<b>\$ 381,340</b>	<b>\$ 50,988</b>	<b>\$ 10,742</b>	<b>\$ 358,902</b>	<b>\$ 369,644</b>
<b>Contractual Expenditures</b>					
<i>Purchased Services</i>	\$ 32,100	\$ 41,433	\$ 31,977	\$ 32,948	\$ 64,924
<i>Materials &amp; Supplies</i>	\$ 473,000	\$ 212,682	\$ 109,461	\$ 207,596	\$ 317,057
<i>Dues &amp; Subscriptions</i>	\$ 82,365	\$ 35,504	\$ 23,116	\$ 49,621	\$ 72,737
<i>Consultants and Contractors</i>	\$ 176,520	\$ 131,146	\$ 75,408	\$ 100,376	\$ 175,784
<i>Accreditation</i>	\$ 55,050	\$ 33,767	\$ 26,520	\$ 7,977	\$ 34,498
<i>Marketing</i>	\$ 200,860	\$ 104,051	\$ 66,625	\$ 120,840	\$ 187,465
<i>Conference &amp; Travel</i>	\$ 87,000	\$ 29,037	\$ 21,936	\$ 53,070	\$ 75,006
<i>Utilities</i>	\$ 510,000	\$ 354,269	\$ 152,097	\$ 357,923	\$ 510,020
<i>Maintenance &amp; Repairs</i>	\$ 280,200	\$ 112,951	\$ 61,134	\$ 174,882	\$ 236,016
<i>Software &amp; Contracts</i>	\$ 528,340	\$ 164,569	\$ 113,548	\$ 279,025	\$ 392,573
<i>Voice &amp; Data Communication</i>	\$ 114,755	\$ 54,898	\$ 31,041	\$ 55,342	\$ 86,382
<i>Special Projects, Programs &amp; Events</i>	\$ 78,875	\$ 20,880	\$ 8,000	\$ 49,950	\$ 57,950
<i>Maintenance Contracts</i>	\$ 476,450	\$ 183,437	\$ 70,782	\$ 238,483	\$ 309,265
<i>Rentals (HEC)</i>	\$ 347,580	\$ 173,698	\$ 87,178	\$ 260,535	\$ 347,713
<i>General Institutional</i>	\$ 1,419,873	\$ 955,839	\$ 183,454	\$ 1,149,691	\$ 1,333,145
<i>Other Expenditures</i>	\$ 271,490	\$ 94,886	\$ 60,132	\$ 181,085	\$ 241,217
<i>Scholarships</i>	\$ 2,278,000	\$ 1,941,991	\$ 1,275,691	\$ 815,379	\$ 2,091,070
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Contractual Expenses</b>	<b>\$ 7,412,458</b>	<b>\$ 4,645,037</b>	<b>\$ 2,398,099</b>	<b>\$ 4,134,723</b>	<b>\$ 6,532,821</b>
<b>Total Expenses</b>	<b>\$ 27,368,437</b>	<b>\$ 15,765,086</b>	<b>\$ 8,396,278</b>	<b>\$ 17,165,012</b>	<b>\$ 25,561,289</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 4,457,346</b>	<b>\$ 3,749,572</b>	<b>\$ (3,922,199)</b>	<b>\$ (172,627)</b>

**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 3.31.23	Encumbered	Remaining Budget	% Complete
<b>Renovations &amp; Revitalization III</b>									
<i>Heat, Ventilation, &amp; Air Conditioning</i>									
Schuyler Hall -Chiller	\$ 120,270.00	\$ 716,970.00	\$ 596,700.00	\$ 1,433,940.00	\$ 456,899.21	\$ 616,794.22	\$ 120,880.57	\$ 239,366.00	75%
	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 10,508.11	\$ 358,158.82	\$ 378,463.84	\$ 252,869.23	37%
<i>Lab Renovations</i>									
Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 8,831.94	\$ 150,879.48	\$ 6,620.06	\$ 133,668.52	53%
Mechatronics	\$ -	\$ 150,000.00	\$ 167,905.92	\$ 317,905.92	\$ -	\$ -	\$ 317,905.92	\$ -	0%
<b>Digital Dome Theater Seating and Software</b>									
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%
<b>Facilities Master Plan Phase 1</b>									
Design - SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ 63,009.03	\$ 89,232.50	\$ 1,758.47	\$ -	99%



## **Campus Auxiliary Services Update**

### **Auxiliary Services**

- Executive Director Burdick attended a two-day Community College Public Safety Administrators Association conference in Syracuse at the end of March. Much of the training focused on Threat Assessment, Emergency Management and BIT Teams. As a follow-up, he will be working with the FBI to host a threat assessment workshop at CCC.

### **Health Office**

- The Health Office is planning a Health Fair in the Commons on April 19th. They have a number of vendors who will have tables with a variety of services. The Nursing Education program will have all their students there to participate.

### **Physical Plant**

- We are currently in the process of hiring an Assistant Director of Physical Plant - Trades as Dave Townsend has resigned for another opportunity.
- Karen Landis, the Assistant Director of Physical Plant - Custodial Services will be leaving the college for retirement in June and we have a search committee working to fill that position.
- Our Capital Project approvals are currently on hold due to State budget delays. This includes two submitted projects and also preliminary approval for the sale of Goff Road.

### **Information Technology**

Several projects across campus have recently been completed:

- Financial Aid has been moved from antiquated Access databases to Argos
- ACE will be piloting their Application in the Summer and plan to go live in the Fall
- Self-Serve Banner 9 Faculty, Self-Serve Banner 9 Registration and Self-Serve Banner 9 Student are ready to launch. This will most likely occur after commencement. Once these services are launched, CCC will be one of just a few SUNY Campuses to have all Self Service Banner 9 areas in use.
- Financial Aid SAP is currently being worked on in TEST mode and will be ready for the next Financial Aid run which will make this process more efficient for the department.
- The Registrar's office is now using Banner Communication Management for 5 business processes which automates their communication and messaging, saving a great deal of staff time.

### **Public Safety**

- Officers participated in Narcan training on April 6th. The virtual training was conducted by NYS Office of Substance Abuse Services (OASAS). The department also receives a supply of free Narcan kits for participating.

- Public Safety worked with the Elmira Police Department to conduct emergency response training at the Elmira Center. After a two-hour presentation, the EPD SWAT team members visited all offices to discuss how to best respond to an emergency situation from each individual location. Early Feedback from the participants was very positive and a survey has been sent to assess future training needs.
- Survey results from the January Active Shooter Exercise have been tabulated. Comments were very positive from the 60 people who submitted a response to the survey. When participants were asked to rate the three Phases of the exercise on a scale of 1 to 10 (10 being the most favorable rating), these were the results:
  - Pre-Exercise - 8.35 average
  - Exercise - 7.87 average
  - Post-Exercise - 8.03 average

42 of the 60 respondents requested that we offer a two-hour version of the pre-exercise CRASE (Civilian Response to Active Shooter Events) presentation.

## HUMAN RESOURCES COMMITTEE

Trustee Parks provided a review of the Human Resources Committee report.

Regular Agenda

### Resolution #4861-23- Ratification of the CSEA Agreement 2023-2026

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the Agreement CSEA, Local 1000, AFSCME, AFL-CIO (CSEA) and Corning Community College (CCC) effective September 1, 2023 – August 31, 2026. (N. Park, N. Wightman, Unanimous)

#### DISCUSSION ITEMS

- [Headcount Report](#)
- Summary of [vacant positions](#)

#### Appointments and Separations

(By date, as reported in HR Committee)

RBOT Committee date	Hires (external )	Separation	Retirement	Net +/-	Vacancies Reported (snapshot)		
					Civil Service	Faculty	Staff
1/14/2020	6	3	3	0	5	5	7
3/3/2020	0	3	0	-3	5	8	8
4/21/2020	4	0	1	3	3	5	6
6/9/2020	1	10	2	-11	0	2	1

7/21/20	0	6	2	-8	0	4	1
10/29/20	0	1	3	-4	1	5	3
11/17/20	1	9	0	-8	0	5	2
1/12/21	3	5	0	-2	2	7	4
3/2/21	1	0	2	-1	1	10	3
4/20/21	0	3	1	-4	1	6	5
6/8/21	4	11	4	-11	5	8	8
8/24/21	9	4	0	5	3	4	2
10/12/21	4	3	0	1	5	3	4
1/27/22	6	4	2	0	7	2	5
4/19/22	4	3	0	2	1	2	10
5/7/22	5	8	1	-4	1	3	9
8/23/22	11	4	2	5	1	0	6
10/3/22	2	1	0	1	3	2	8
11/28/22	6	0	0	6	1	3	6
1/23/23	3	2	0	1	0	5	9
3/16/23	0	5	0	-7	1	5	18

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**SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of April 14, 2023**

	<b>Assessing</b>	<b>Closing</b>	<b>Hold</b>	<b>Search in Progress</b>	<b>Vacant Positions (total)</b>
Civil Service	2	1		0	0
Faculty	0			5	5
Professional Service	1	3		14	18
<b>Grand Total</b>	<b>3</b>	<b>4</b>		<b>19</b>	<b>23</b>

SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of April 14, 2023 Assessing Closing Hold Search in Progress Vacant Positions (total) Civil Service 2 1 0 0 Faculty 0 5 5 Professional Service 1 3 14 18 Grand Total 3 4 19 23 Background Information: Civil Service – 0 vacancies Faculty – Art, Business, Electrical Technology, Mechanical/Machining Technology, Education Professional Service – Admissions Recruiter(3), Assistant Director of Recruitment & Admissions, Director of Retention & Educational Planning, ED of WEAP, Instructional Technologist, Director Manufacturing Technician Program, Grants Fiscal Assistant, Grants Manager, ED of HR, Retention & Educational Planning Specialist, Coordinator of Career and Transfer Services, Automotive Technology Director (Offer Made), Asst. Director Physical Plant/Trades (offer made), Asst. Director Physical Plant/Custodial(offer made) Return to agenda

11. OLD BUSINESS. Still waiting on the appointment of Joe Rumsey and Joe Rowe

12. NEW BUSINESS. None

13. EXECUTIVE SESSION: Yes

Chair Wayne requested a motion to adjourn the meeting at 7:30 pm and to enter into executive session. (N. Parks, N. Wightman, Unanimous). End of Executive Session at 7:46 pm (N. Wightman, A. Winston, Unanimous)

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**Report by VP/Dean of Academic Affairs, Dr. Barbara Canfield**  
**and VP/Dean of Student Development and Enrollment Management, Maarit Clay**  
**May 31, 2023**

**MISSION:**

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

**DISCUSSION ITEMS:**

1. [VP/Dean of Academic Affairs Report](#)
2. [VP/Dean of Student Development and Enrollment Management Report](#)

**ACTION ITEMS:**

1. [RESOLUTION #T4863-23- Program Review/Renewal for Cybersecurity \(A.S.\)](#)
2. [RESOLUTION #T4864-23- Tenure Recommendation- Kyle Williams](#)
3. [RESOLUTION #T4865-23- Faculty Promotions Recommendation](#)
4. [RESOLUTION #T4866-23- Graduation Listing for Academic Year 2022-2023](#)

**Measurable Standards for the CASS Committee are:**

- 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.
- 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.
- 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.

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## COMMITTEE ON ACADEMIC AND STUDENT SERVICES

May 31, 2023

Via Zoom

[Minutes](#)

In Attendance: Trustees: Polly Chu, R. Allison, Kintu Early, Nancy Wightman, Sally Jacoby Murphy, Wyatt Stoner  
Senior Staff: VP/Dean Canfield, VP/Dean Clay, N. Ka-Tandia  
Guests: Joe DeLeone, Brad Cole  
Excused: President Mullaney, Judy McKinney-Cherry, Mike Wayne,

Trustee Allison called the meeting of the CASS committee meeting at 5:01 pm and noted there are four resolutions on the agenda.

Dr. Canfield introduced Professor Joe DeLeone and Brad Cole, who presented the Cybersecurity A.S program Review.

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

- SUNY CCC Nurse Education program hosted a Disaster Drill for Nurse Education Students with Emergency Management Personnel from across the region supporting the faculty and staff efforts
- Incubator Works, hosted the inaugural 607 Soaring Pitch Competition on the campus of Elmira College. SUNY CCC. First Place, with a prize of \$5000, went to SUNY CCC Team Know and Grow- with students Carli Clark and Rhonda Sowersby- mentored by Professor Elaine Corwin. The Second Place (\$2500 prize) went to Team Zabo-with students Amaro Chavez, Julia Darcy, Judy Lee, Jackie Osburn, Mishala Wilbur and Adam Zaborsky- mentored by Professor Kamesh Narasimham.
- The SUNY CCC- Alfred University Partnership graduation reception was held on May 9, 2023
- Plans are under review for a Nurse Education Summit to bring stakeholders together to discuss strategies to increase students pursuing nursing as a career.

VP/Dean Clay provided an overview of Student Development and Enrollment Management, report and highlighted few points:

- Intensive recruitment going on to fill vacant positions
- WEAP has been helpful in helping out while we wait to fill positions
- Open house was a success 90 students and 109 guests (10 NYC bus)
- SUNY School Counselor Forum in NYC, 5/10,11
- EOP: 20 applicants, 2- accepted, 4- ineligible

Retention

- Advising: Spring into Fall advising event 4/17-20, 75 students assisted

- EOP Persistence: 77% fall to spring; 1- transfer, 2- personal

Operations

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

**ACTION ITEMS:**

- [RESOLUTION #T4863-23- Program Review/Renewal for Cybersecurity \(A.S.\)](#)
- [RESOLUTION #T4864-23- Tenure Recommendation- Kyle Williams](#)
- [RESOLUTION #T4865-23- Faculty Promotions Recommendation](#)
- [RESOLUTION #T4866-23- Graduation Listing for Academic Year 2022-2023](#)

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

Trustee Allison adjourned the CASS Committee meeting at 5:51 p.m.

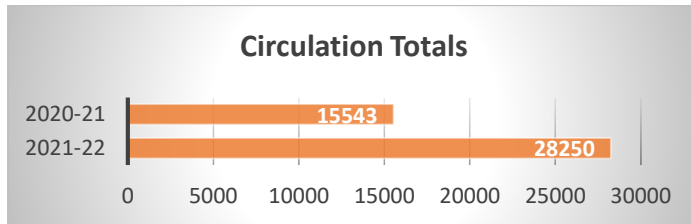
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**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**Report by VP/Dean of Academic Affairs, Dr. Barbara Canfield**  
**May 31, 2023**

**Academic Affairs:**

- On Saturday April 29<sup>th</sup>, the SUNY CCC Nurse Education program hosted a Disaster Drill for Nurse Education Students with Emergency Management Personnel from across the region supporting the faculty and staff efforts. Student feedback indicated the ability to practice skills for such a large- scale emergency event in a simulated environment greatly increased their confidence and the reinforcement of these valuable skillsets. New faculty member Lisa Palumbo organized the event.
- On Saturday May 6<sup>th</sup> SUNY CCC, in collaboration with Elmira College and Incubator Works, hosted the inaugural 607 Soaring Pitch Competition on the campus of Elmira College. Teams of students identified problems with solutions for sustainability and economic viability while cultivating their entrepreneurial spirit and skills. Eight teams competed- 6 from Elmira College, 2 from SUNY CCC. First Place, with a prize of \$5000, went to SUNY CCC Team Know and Grow- with students Carli Clark and Rhonda Sowersby- mentored by Professor Elaine Corwin. The Second Place (\$2500 prize) went to Team Zabo-with students Amaro Chavez, Julia Darcy, Judy Lee, Jackie Osburn, Mishala Wilbur and Adam Zaborsky- mentored by Professor Kamesh Narasimham.
- The SUNY CCC- Alfred University Partnership graduation reception was held on May 9, 2023. Many of our SUNY CCC students upon completion of the AS degree have faced challenges being “location bound” and unable to leave Corning to pursue additional education. Since its start in January 2015, this partnership has produced over 120 students graduates- within the Childhood Education program; graduates have been hired in at least 17 of the 21 schools in the GST BOCES district.
- Plans are under review for a Nurse Education Summit to bring stakeholders together to discuss strategies to increase students pursuing nursing as a career.
- David Pindel was awarded the WETM Golden Apple Award. David is the first College instructor to be given this award.
- Sixteen programs were revised to meet the new SUNY General Education requirements and over 100 courses were reviewed/updated to meet the requirements.
- Accessibility Services was invited and attended a Transition Staffing event at Athens High School on April 24, 2023. This event is put on for juniors and seniors identified with having a learning disability to help them as they get ready to transition out of high school.
- Digital Dome attendance for the first year was approximately 5000 which includes group programs, rentals, public shows, and classes. Over 20 different schools and approximately 10 other groups (Headstart, home schools, Girl Scouts, etc.) have sent students, some attending multiple times. Schools districts from all three counties and PA have visited.

- SUNY created a new widget for Brightspace that has been added to the landing page of every course illustrating course access, engagement, and tool data for each course, providing useful information for instructors.
- The circulation statistics for electronic resources shows a dramatic increase in digital lending. These numbers support the library goal of increasing eBook acquisitions going forward. Physical circulation continues to decrease, but by a much smaller margin. Overall, the combined circulation numbers show that patron use of library resources is on the rise.



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**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**VP/Dean of Student Development and Enrollment Management, Maarit Clay**  
**May 31, 2023**

Recruitment/Admissions for Fall 2023

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

Retention

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

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

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

Engagement

- Student Life: Goat Yoga - 25, Spa Day - 35, Springfest - 250 participants
  - Food Pantry - renewal application submitted to continue our partnership with FBST: on main campus- households served: 42 -March, 38 -April
- Athletics
  - Women's Softball: Ranked #4 in nation, won MSAC Conference Championship
  - Men's Baseball: Finished season with 19 on the roster
- Perry Hall
  - Held 'preferred room selection shows' to encourage freshman to roll contracts
  - 125 participated in four events the last three weeks
  - Hosting a Late Night Breakfast, Finals Study Break, Bonfire and Ice Cream Social
- EOP:
  - Volunteering: Food Pantry- 27% attendance, Habitat for Humanity- 36%

- Workshops: Mental Health Workshop- 68% attendance, Values Workshop- 33%
- Career Exploration- 27% attendance
- Autism Acceptance Month: survey/presentation/bakesale/bulletin board (Marshal Mitchell)
- Joshua Goodwin received Norman R. McConney Jr. Award for EOP Excellence, student speaker for the event (EOP '23 graduate)

#### Operations

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

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**CORNING COMMUNITY COLLEGE  
REGIONAL BOARD OF TRUSTEES**

External Affairs Committee

**Tuesday, May 30, 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:**

[Resolution: Recommendation of the CCC Student Trustee Award Recipient](#)

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

**NEXT MEETING:**

August 22, 2023

**MEASURABLE STANDARDS**

**Measurable Standards for the External Affairs Committee**

1. In alignment with strategic and/or operational goals and highlighting diversity, equity and inclusion efforts, provide updates as needed on fundraising, grants, marketing, public relations and nurturing community relations.

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

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

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**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**External Affairs Committee**  
**May 30, 2023**  
Via Zoom  
[MINUTES](#)

In Attendance: Trustees: H. Reynolds, M. Lawrence, R. Allison

Senior Staff: VP/Dean Clay, Executive Director Eschbach, Executive Director Castellana, Nogaye Ka-Tandia

Excused: Mike Wayne, A. Winston, J. McKinney-Cherry, N. Parks, P. Chu, President Mullaney

Guest: M. Smith, Assistant Director CCC Development Foundation

Executive Director Eschbach called the External Affairs Committee meeting to order at 4:32 pm, noting there is one action item on the agenda and introduced Dawn Marie Castellana to trustees as the new Executive Director of WEAP replacing Jeanne Eschbach

**ACTION ITEMS:**

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

**DISCUSSION ITEMS:**

[CCC Development Foundation Report](#)

Assistant Director of the Development Foundation M. Smith provided an overview of the Development Foundation

- Unrestricted giving funds has doubled compared to last year.
- Spencer Crest Nature & Research Center critical Maintenance mini-campaign is in progress with \$18,000 received and other requests in the pipeline.
- Fundraising is going well
- Reflection on November 17th

[Marketing/Communications Report](#)

Executive Director Clay provided an overview of the Marketing report.

- Receiving summer transfer students who hopefully will enroll for the fall
- Summer Class ads in college newspapers (Albany, Binghamton, UBuffalo, Rochester, Syracuse)
- Custom Viewbook is live. This allow student to customize their search of the website and select a menu that fits their preference. Newly and vibrant pictures have been added to the viewbook.
- Don Sherman finished his leadership Chemung and Rachel Manek has finished her spring graduate classes

### Workforce Education & Academic Pathways Report

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

- Welcomed Dawn Marie Castellana
- Tyre Bush is the recipient of Chancellor's Award for Excellence in Professional Service.
- Amber Cloke graduated from Chemung Leadership.
- Jason Kellogg hired as Automotive Technology Director; starts on 7/5.
- Presented to Faculty Assembly (5/2); STEM Advisory Board (5/23)
- Working w/ HR to offer Supervisory Training for SUNY CCC supervisors in June.
- First graduates of the Prison Program. Six graduates and will continue with a fall cohort

### Legislative Relations Report

Trustee Lawrence shared and discussed the meetings with Leadership Chemung, Steuben and Schuyler

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

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

Committee agreed to move RESOLUTION #T4867-23 Recommendation of the CCC Student Trustee Award Recipient-Wyatt Stoner to full Board for approval

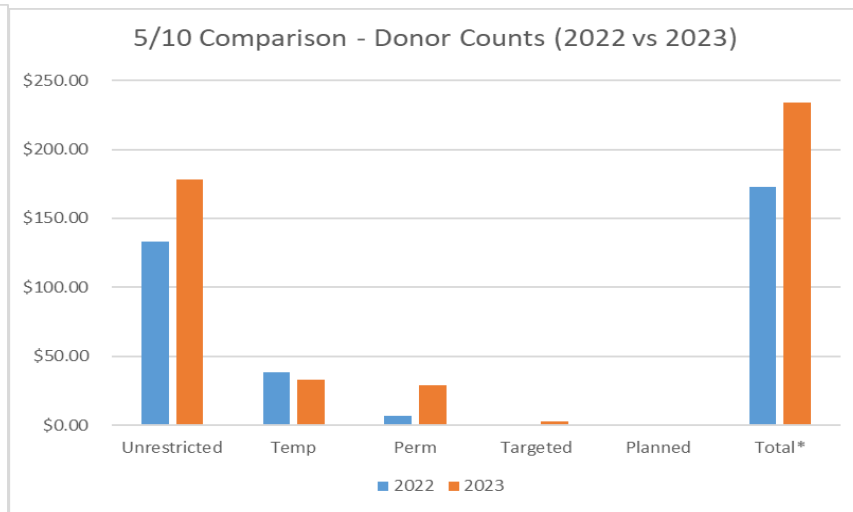
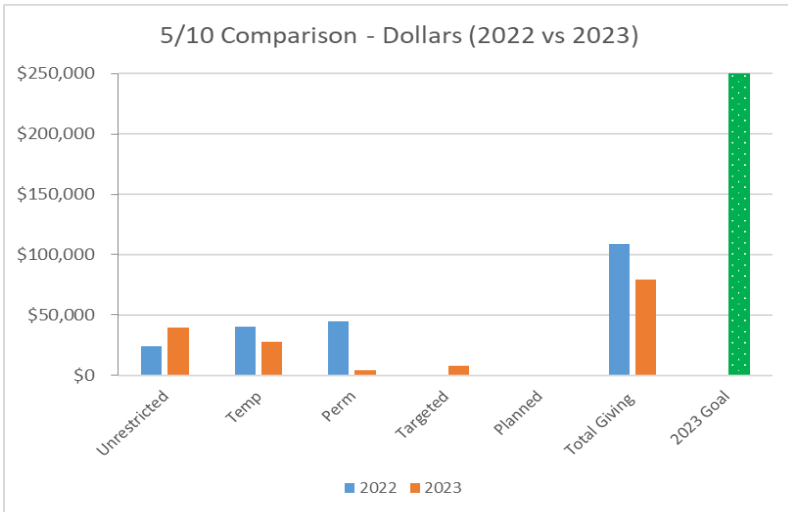
Executive Director Eschbach adjourned the External Affairs Committee meeting at 4:55 p.m.

## **CCC Development Foundation**

Submitted by John Marchese, Executive Director of Development Foundation

Tuesday, May 30, 2023

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



	2022	2023		2022	2023
Unrestricted	\$23,967.76	\$39,142.81	Unrestricted	\$133.00	\$178.00
Temp	\$40,040.31	\$27,869.50	Temp	\$38.00	\$33.00
Perm	\$44,825.41	\$4,405.00	Perm	\$7.00	\$29.00
Targeted	\$0.00	\$8,000.00	Targeted	\$0.00	\$3.00
Planned	\$0.00	\$0.00	Planned	\$0.00	\$0.00
Total Giving	\$108,833.48	\$79,417.31	Total*	\$173.00	\$234.00
2023 Goal		\$252,770.00	* Unduplicated count of annual donors		

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## Marketing/Communications

Submitted by Maarit Clay, Vice President of Student Development and Enrollment Management  
Tuesday, May 30, 2023

### Highlights

- 2060 Digital Marketing: Digital Ads (678,679 impressions; 3,465 clicks) | Social Media (199,383 impressions; 1,338 clicks) | OTT/CTV (39,262 impressions; 96.71% completion rate) | YouTube Pre-Roll (49,051 impressions; 32,102 views; 65.45% view rate)
- LocaliQ Digital Search: 14,510 impressions; 4,165 link clicks; 28.7% clickthrough rate
- Open House Registration: 126 students; 215 guests; 341 total visitors | Unique Pageviews: 2,334 | Facebook Ad 126,217 impressions, 28,614 reach, 719 link clicks
- Visiting Scholar Series Promotion: Facebook ad (50,227 impressions, 17,356 reach, 544 link clicks) USA Today (39,260 impressions & 41 clicks), [WENY](#) commercial, [WENY](#) morning show
- SUNY Chancellor Visit coverage: [WETM](#), [WENY](#), [Big Fox](#)
- [CustomViewbook](#) - now live and able to use
- Regional Job Fair: Facebook ad (128,459 impressions, 32,631 reach, 1,037 link clicks): [WETM](#) & [WENY](#) morning shows ([WENY](#) event coverage)
- Summer Class ads in college newspapers (Albany, Binghamton, UBuffalo, Rochester, Syracuse): Pageviews 1,438; Unique Pageviews 799
- WETM Healthy Lifestyle Expo - logo displayed and mentioned during TV ads

### Performance

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

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

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

Channel Grouping	2022 (Apr. 3-May 10)	2023 (Apr. 3-May 10)	Change

Chat Sessions	181	223	+23.2%
Calls	184	292	+58.7%

**Other**

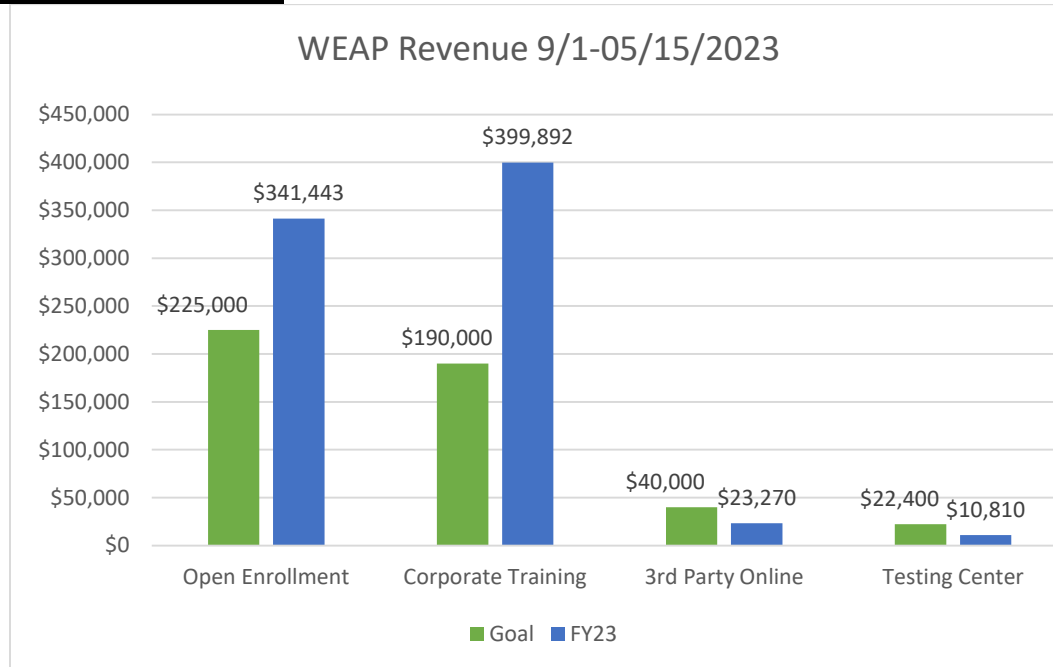
- [WETM](#) Golden Apple Award: David Pindel; Faculty Friday Series: [Ryan Hersha](#)
- Web Stories: [CCC Student Awards](#); [SUNY CASE Awards](#); [VSS - Meg Lowman](#); [SUNY Chancellor Visit](#); [EOP Norman McConney, Jr. Award](#)
- Created [playbill](#) and [photo gallery](#) for CCC Spring Musical: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

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## Workforce Education & Academic Pathways

Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways  
Tuesday, May 30, 2023

### Workforce Education



- Tyre Bush won Chancellor’s Award for Excellence in Professional Service.
- Amber Cloke graduated from Chemung Leadership.
- New non-credit – credit microcredential development for Plant Maintenance w/BelGioioso Cheese, US Salt and Cargill (w/STEM). Mechanical Tech w/Corning, Inc.
- Jason Kellogg hired as Automotive Technology Director; starts on 7/5.
- Recruitment: CCC Open House, Arnot Health Fair, CCC Job Fair, Growing Skilled Trades, Schuyler Hires!
- NY’s Future in Advanced Manufacturing (5/18)—B. Cole, J. Eschbach, E. Lehman
- J. Eschbach—presented to Faculty Assembly (5/2); STEM Advisory Board (5/23)
- Working w/ HR to offer Supervisory Training for SUNY CCC supervisors in June.

### Academic Pathways

#### ACE

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

#### Corning Prison Education Program

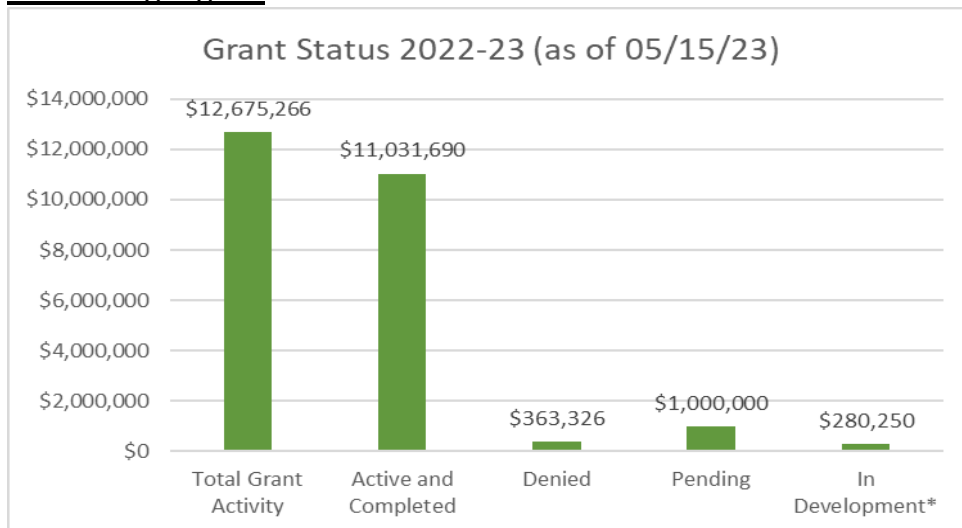
- Commencement held 5/12/2023 for 6 graduates.

- Currently working with 44 new students for fall. Admission applications completed, entrance essays completed and most FAFSAs submitted.

### **Testing Center**

- Hired new PT Testing Assistant: Suzanne Rundell

### **Grants Highlights:**



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

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## **Legislative Relations**

Submitted by Trustee Alan Winston, Chair of External Affairs Committee  
Tuesday, May 30, 2023

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

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***CORNING COMMUNITY COLLEGE***  
**Regional Board of Trustees**  
**Finance and Facilities Committee**

**Wednesday, May 31, 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:**

4. [RESOLUTION #T4868-23 Operating Report for April 2023](#)
5. [RESOLUTION #T4869-23 Information Security Program](#)
6. [RESOLUTION #T4870-23 Print Resources Use Policy](#)

**DISCUSSION ITEMS:**

- Dashboard as of April 30, 2023
- Capital Projects Update
- Campus Auxiliary Services Update
- Review of Measureable Standards

**[MEASURABLE STANDARDS](#)**

**Measurable Standards** for the Committee on Finance and Facilities are (Current)

- Review the proposed Budget and recommend action;
- Review the Operating Budget Report at every meeting and recommend action;
- Review capital expenditures and active construction projects at every meeting;
- Review the progress on the College's Facilities Master Plan:
  - Develop a five-year Facilities Master Plan, effective for 2015-2020;
  - Prepare a space utilization study;
  - Prepare a transportation study.
- Review each capital project proposal in relation to the overall Facilities Master Plan;
- Review the College's Three-year Fiscal Operating Plan and recommend action;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the Technology Plan of the College and monitor annually, including financing and technology policies;
- Ensure that actions are consistent with the Strategic Plan.

**Measurable Standards for the Committee on Finance and Facilities (NEW Proposed as of 4/23/21)**

- Review the proposed Budget and recommend action;
- Ensure that resource allocations and spending are consistent with the Colleges Diversity, Equity, Inclusion & Strategic Priorities
- Review the Operating Budget Report at every meeting and recommend action;
- 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;

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**Finance and Facilities Committee**  
**Monday, May 31, 2023**  
Virtual Meeting  
[MINUTES](#)

In Attendance:

Trustees: R. Allison, K. Early, H. Reynolds, N. Wightman,

Senior Staff: Executive Director Burdick, Executive Director Chandler

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

Excused: Chair M. Wayne, W. Stoner, President Mullaney

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
  - Unrestricted operating summary discussion not a lot of additional activity since March other than looking at improvement to \$86k projection of bottom line, and Spring and Summer are now combined for projections.
- April Revenue/Expense Highlights
  - Cash is at \$9 million, a little below last year at this time
  - Review of table showing use of remaining HERFF funds
  - Review of enrollment data
- Year End Projected Forecast
  - As of end of April includes projections for last three months of fiscal year.

- Review of revenues are projected to be down just over \$2 million due to enrollment.
- Review of Expenses show salaries and benefits will be down for the year due to open positions that are in process or on hold.
- Overall a deficit of \$97k projected for year end, awaiting on information from a grant that is being used to purchase items included in our budget that could improve that number.
- Budget Process Update
  - Department request have been put together, senior staff is reviewing and making reductions where possible to get to a balanced budget. There will be additional discussion at the RBOT retreat.
- Capital Projects
  - Updated as of the end of April included some activity in Schuyler Hall using HERFF funds, activity working on Makers Space and Mechatronics labs.
- Auxiliary Services Update
  - Two resolutions to forward including Information Security Program which will bring us into compliance with SUNY, will also help with cyber insurance costs, committee that meets anytime we have new policies and/or need to review current policies, and includes committee representatives from across campus. Discussion to add definition for customer to include anyone using our network. The second resolution is for Print Resource Use policy also brings us in compliance with SUNY this policy focuses on saving energy, saving paper and saving products (e.g. toner). New printers were installed as of last week and additional training will be completed on Monday, June 5.
- Discussion of Measurable Standards
  - Review of current measurable standards, discussion included updating language.
- Action Items
  - April Operating Report
  - Information Security Program Policy

- Print Resource Use Policy

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

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:44 p.m.

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



Cash & Student Receivables

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

Revenues & Expenditures @ 4/30/23

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

Highlights of Revenues & Expenditures

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

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

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

Enrollment

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

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



	2022-2023 Budget	2022-2023 YTD@4/30/23	Spring/Summer 22-23 Budget	2022-2023 Spring@4/30/23	Spring/Summer Projected as of 4.30.23	Spring/Summer Budget vs Actual
<b>REVENUES</b>						
Resident Tuition	\$ 7,718,980	\$ 6,583,963	\$ 3,831,897	\$ 2,953,101	\$ 3,241,165	\$ (590,732)
Non Resident Tuition	\$ 785,000	\$ 489,572	\$ 188,649	\$ 92,272	\$ 192,283	\$ 3,634
ACE Tuition	\$ 2,176,000	\$ 1,602,523	\$ 797,944	\$ 563,267	\$ 588,060	\$ (209,884)
Student Fees	\$ 1,418,900	\$ 1,335,867	\$ 724,701	\$ 656,293	\$ 665,122	\$ (59,579)
State Aid	\$ 7,111,352	\$ 4,740,902	\$ 4,714,997	\$ 2,370,451	\$ 4,740,899	\$ 25,902
Grant Aid & Contracts	\$ 735,000	\$ 962,885	\$ 490,000	\$ -	\$ -	\$ (490,000)
Federal appropriations	\$ 8,000	\$ 5,075	\$ 4,395	\$ 5,075	\$ 10,561	\$ 6,165
County Operating Chargebacks	\$ 6,542,550	\$ 5,551,736	\$ 3,015,968	\$ 2,619,828	\$ 2,999,730	\$ (16,238)
Other sources	\$ 872,655	\$ 284,507	\$ 544,055	\$ 171,959	\$ 725,116	\$ 181,061
Applied Fund Balance						
<b>Total Revenues</b>	<b>\$ 27,368,437</b>	<b>\$ 21,557,031</b>	<b>\$ 14,312,606</b>	<b>\$ 9,432,245</b>	<b>\$ 13,162,937</b>	<b>\$ (1,149,669)</b>
<b>EXPENSES</b>						
<b>Salaries</b>	<b>\$ 14,428,239</b>	<b>\$ 9,071,378</b>	<b>\$ 9,702,052</b>	<b>\$ 4,746,261</b>	<b>\$ 8,951,350</b>	<b>\$ 750,702</b>
<b>Employee Benefits</b>	<b>\$ 5,146,400</b>	<b>\$ 3,515,656</b>	<b>\$ 3,539,745</b>	<b>\$ 1,853,336</b>	<b>\$ 3,661,294</b>	<b>\$ (121,549)</b>
<b>Equipment</b>	<b>\$ 381,340</b>	<b>\$ 50,988</b>	<b>\$ 287,469</b>	<b>\$ 40,246</b>	<b>\$ 358,161</b>	<b>\$ (70,692)</b>
<b>Contractual Expenditures</b>						
<i>Purchased Services</i>	\$ 32,100	\$ 43,601	\$ 28,555	\$ 11,624	\$ 33,755	\$ (5,199)
<i>Materials &amp; Supplies</i>	\$ 473,000	\$ 227,285	\$ 270,474	\$ 117,824	\$ 206,670	\$ 63,804
<i>Dues &amp; Subscriptions</i>	\$ 82,365	\$ 35,726	\$ 32,541	\$ 12,610	\$ 48,241	\$ (15,700)
<i>Consultants and Contractors</i>	\$ 176,520	\$ 154,110	\$ 107,079	\$ 78,702	\$ 44,880	\$ 62,199
<i>Accreditation</i>	\$ 55,050	\$ 33,767	\$ -	\$ 7,247	\$ 7,977	\$ (7,977)
<i>Marketing</i>	\$ 200,860	\$ 113,798	\$ 102,730	\$ 47,173	\$ 106,582	\$ (3,852)
<i>Conference &amp; Travel</i>	\$ 87,000	\$ 31,394	\$ 48,279	\$ 9,458	\$ 50,409	\$ (2,131)
<i>Utilities</i>	\$ 510,000	\$ 372,477	\$ 388,804	\$ 220,380	\$ 330,380	\$ 58,424
<i>Maintenance &amp; Repairs</i>	\$ 280,200	\$ 132,032	\$ 219,537	\$ 70,898	\$ 169,937	\$ 49,599
<i>Software &amp; Contracts</i>	\$ 528,340	\$ 186,354	\$ 381,491	\$ 72,806	\$ 265,287	\$ 116,204
<i>Voice &amp; Data Communication</i>	\$ 114,755	\$ 62,189	\$ 86,553	\$ 31,148	\$ 54,725	\$ 31,828
<i>Special Projects, Programs &amp; Events</i>	\$ 78,875	\$ 23,341	\$ 97,678	\$ 15,342	\$ 49,259	\$ 48,419
<i>Maintenance Contracts</i>	\$ 476,450	\$ 196,241	\$ 274,367	\$ 125,458	\$ 237,786	\$ 36,581
<i>Rentals (HEC)</i>	\$ 347,580	\$ 260,218	\$ 381,865	\$ 173,040	\$ 260,535	\$ 121,330
<i>General Institutional</i>	\$ 1,419,873	\$ 1,001,503	\$ 1,151,190	\$ 818,049	\$ 1,138,498	\$ 12,692
<i>Other Expenditures</i>	\$ 271,490	\$ 109,665	\$ 218,549	\$ 49,533	\$ 157,624	\$ 60,924
<i>Scholarships</i>	\$ 2,278,000	\$ 2,028,637	\$ 906,408	\$ 752,946	\$ 855,722	\$ 50,686
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Contractual Expenses</b>	<b>\$ 7,412,458</b>	<b>\$ 5,012,338</b>	<b>\$ 4,696,100</b>	<b>\$ 2,614,239</b>	<b>\$ 4,018,268</b>	<b>\$ 677,832</b>
<b>Total Expenses</b>	<b>\$ 27,368,437</b>	<b>\$ 17,650,360</b>	<b>\$ 18,225,365</b>	<b>\$ 9,254,081</b>	<b>\$ 16,989,072</b>	<b>\$ 1,236,293</b>
<b>56</b>						
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 3,906,671</b>	<b>\$ (3,912,759)</b>	<b>\$ 178,164</b>	<b>\$ (3,826,136)</b>	<b>\$ 86,624</b>



SUNY Corning Community College  
 Operating Dashboard  
 Projected Fiscal Year End as of 4/30/23



Revenues & Expenditures @ 4/30/23

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

Highlights of Revenues & Expenditures

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

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

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

Total Enrollment

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

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



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

**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	\$ -	\$ 6,615,000.00
Library/Commons - USDA Bond Interest	3.125%	\$ -	\$ 207,031.24	\$ 207,031.24	\$ -	
Energy Performance - Siemens Principal	\$ 3,525,000.00	\$ 3,271,000.00	\$ 138,000.00	\$ 138,000.00	\$ -	\$ 3,133,000.00
Energy Performance - Siemens Interest	3.500%		\$ 109,795.00	\$ 109,795.00	\$ -	

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

## **Campus Auxiliary Services Update**

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

Information Security Program Policy  
Print Resource Use Policy

**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees Human Resources Committee**  
**May 30 , 2023**  
**Location: Triangle Lounge**

**AGENDA**

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

**Consent Agenda**

[Appointments, Promotions and Separations](#)

**Regular Agenda**

- [Resolution #T4871-23 Deborah Dunbar, Retirement](#)
- [Resolution #T4872-23-Mike Prechtl- Retirement -](#)
- [Resolution #T4873-23-Performance Growth Awards](#)
- [Resolution # T4874-23-Emeritus Status](#)
- [Resolution #T4875-23- Rave Award](#)

**DISCUSSION ITEMS**

- Summary of [vacant positions](#)

### **Standards for the Human Resources and Diversity Committee:**

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

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

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

**Open Position Detail:**

**Civil Service:** Electrician, 1 cleaners

**Faculty:** Mechanical Technology/Machining, 2 Nursing

**Professional Service:** 2 Admissions Recruiters, Coordinator Career/Transfer Services, AD Admissions, Dir. Enrollment & Educational Planning, Retention & Educational Planning Specialist, Manufacturing Technician Program Director, Clinical Coordinator, Instructional Technologist (hold), Administrative/Technical Asst. (Assessing)

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**Regional Board of Trustees  
Human Resources Committee  
May 30,2023  
Via Zoom  
MINUTES**

In attendance: M. Lawrence, H. Reynolds, R. Allison, S. Jacoby Murphy

Excused: M. Wayne, N. Parks, A Winston, Judy McKinney-Cherry, President Mullaney

Senior Staff: L. Ewell N. Ka-Tandia

Trustee Lawrence called the HR committee meeting at 4:58 pm by noting few action items on the agenda

**ACTION ITEMS**

**Consent Agenda**

Interim Director L. Ewell provided an overview of the consent agenda: Appointments, Promotions and Separations

- Hired Grant Manager and Grant Specialist. Both started work last week
- Hired Art and Business faculty. They will start in the fall
- Stacy Ward, the new Executive Director of HR will start June 12th

**Regular Agenda**

[Resolution #T4863-23 Deborah Dunbar, Retirement](#)

[Resolution #T4864-23- Mike Prechtl, Retirement](#)

[Resolution #T4865-23-Performance Growth Awards](#)

[Resolution # T4866-23-Emeritus Status](#)

[Resolution #T4867-23- Rave Award](#)

The Committee discussed the regular agenda and agreed to move forward all resolution to the full board for approval.

Trustee Lawrence updated the committee about the thoroughness of the personnel handbook and look forward to working with HR to maintain it.

Trustee Lawrence adjourned the HR committee meeting at 5:07 pm.



**CONSENT AGENDA**

**HUMAN RESOURCES and DIVERSITY COMMITTEE  
Appointments, Promotions and Separations  
RESOLUTION #T4862-23**

Last Name	First Name	Title	Department	Effective	Action	Grade	Annual Salary	Background
Hansen	Deborah	Cleaner	Physical Plant	5/5/23	Resignation	301	\$29,600	<p>Deborah was hired 4/17/23 and resigned due to personal reasons</p> <p>Alton has served the college for one year. He resigned to move out of state</p> <p>This is a 12-mo standard, full time appointment, Professional Grade C. This hire was made as a result of an open search.</p> <p>This is a 12-mo standard, full time appointment, Professional Grade F. This hire was made as a result of an open search.</p> <p>This is a 12-mo standard, full time appointment, Professional Grade H. This hire was made as a result of an open search.</p>
Handley	Alton	Electrician	Physical Plant	5/17/23	Resignation	306	\$48,498	
Whitney	Jason	Admissions Recruiter	Admissions	5/15/23	New Hire	C	\$44,937	
Kellogg	Jason	Automotive Director	WEAP	7/5/23	New Hire	F	\$71,761	
Castellana	Dawn Marie	Executive Director of WEAP	WEAP	5/22/23	New Hire	H	\$92,000	

Connel	Genie	Grants Fiscal Assistant	Finance	5/22/23	New Hire	C	\$44,937	This is a 12-mo standard, full time appointment, Professional Grade C. This hire was made as a result of an open search.
Miller	Tammy	Grants Manager	WEAP	5/22/23	New Hire	E	\$59,430	This is a 12-mo standard, full time appointment, Professional Grade E. This hire was made as a result of an open search.
Langva	Gloriann	Instructor	Art	8/16/23	New Hire	I	\$47,958	This is a 10-month academic position with the PECCC. This hire was made as a result of an open search.
Akhi	Boby	Instructor	Business	8/16/23	New Hire	I	\$47,958	This is a 10-month academic position with the PECCC. This hire was made as a result of an open search.
Ward	Stacy	Executive Director of Human Resources	Human Resources	6/12/23	New Hire	H	\$93,000	This is a 12-mo standard, full time appointment, Professional Grade H. This hire was made as a result of an open search.
Ogando	Guarionex	Cleaner	Physical Plant	5/30/23	New Hire	301	\$29,650	This is a 12-month full time, civil service, CSEA union position, at pay grade 301. This

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

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

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**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**

**RESOLUTION #T4863-23**

**Program Renewal Resolution: Cybersecurity Program (A.S.)**

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

**BACKGROUND NOTES**

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

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**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**

**RESOLUTION # T4864-23- Tenure**

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves tenure for the following, effective the beginning of the 2023 - 2024 academic year.

**Kyle Williams**

Dr. Williams is an Associate Professor in Chemistry. He holds a Ph.D. in Physical Chemistry from the University of Michigan, a MS Degree in Chemistry from Montclair State University and a BS in Chemistry, also from Montclair State University.

**BACKGROUND NOTES:**

Process

Faculty are eligible to apply for tenure during their fifth and/or sixth year of probation. The VP/Dean of Academic Affairs produces an annual list of faculty members who are eligible for tenure with the assistance of Human Resources. This year there was only one faculty member on the eligibility list who applied for tenure. The VP/Dean of Academic Affairs forwarded the one application to the President with the recommendation for tenure. Faculty who desires to be considered for tenure must submit a tenure application packet to their Associate Dean. The Associate Dean conducts an evaluation based upon annual evaluations and review of the tenure packet and forwards their recommendation to the VP/Dean of Academic Affairs no later than April 15, 2023. The VP/Dean of Academic Affairs reviews all materials and makes a recommendation to the President. The President, therefore, makes the following recommendations for approval for tenure effective at the beginning of the 2023-2024 academic year.

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**RESOLUTION #T4865-23**  
**Faculty Promotions**

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective with the beginning of the 2023-2024 academic year:

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

**BACKGROUND NOTES**

At the beginning of an academic year, faculty eligible for promotion are notified by the Office of the Provost. If a faculty member declares intent to pursue promotion, the faculty member is responsible for preparing a promotion packet which will document professional development, evidence of teaching excellence, documentation of advisement duties being fulfilled successfully, and a record of community and college service. The promotion packet is submitted to the appropriate ADI with recommendations to the Provost. The Provost evaluates and advances recommendations to the President.

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**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
RESOLUTION #T4866-23

**GRADUATION LIST – MAY 2023**

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the May 2023 Graduation List.

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## REGULAR AGENDA

### EXTERNAL AFFAIRS COMMITTEE

#### RESOLUTION #T4867-23

#### Recommendation of the CCC Student Trustee Award Recipient

WHEREAS, it is the focus of the Corning Community College Development Foundation to solicit, receive, and manage assets in order to contribute to the long-range goals, objectives and success of Corning Community College, and

WHEREAS, the Corning Community College Development Foundation approved the establishment of the CCC Student Trustee Award as a fund that will encourage and support Student Trustees who have served CCC, and

WHEREAS, the Board of Trustees of Corning Community College previously endorsed the CCC Student Trustee Award, and

WHEREAS, Wyatt Stoner has successfully completed his responsibilities as the 2022-2023 Student Trustee, and

WHEREAS, Wyatt Stoner will be continuing his education in the pursuit of an A.A.S Nursing Degree in the Spring of 2024,

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

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**REGULAR AGENDA**

**FINANCE AND FACILITIES COMMITTEE**

RESOLUTION #T4868-23

***Operating Report***

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

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## REGULAR AGENDA

### FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4869-23

#### Information Security Program Policy

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the policy for the Information Security Program Policy.

#### BACKGROUND NOTES

The purpose of the Information Security Program Policy is to comply with the Gramm-Leach-Bliley Act of 1999 and the New York State Information Security Breach and Notification Act of 2005.

It is the policy of Corning Community College (CCC) to:

- ensure the security and confidentiality of customer records and information;
- protect against anticipated threats to the security and/or integrity of such customer records and information;
- guard against unauthorized access to or use of customer records or information that could result in substantial harm or inconvenience to any customer;
- comply with the Gramm-Leach-Bliley Act (GLBA) and the rules promulgated thereunder by the Federal Trade Commission;
- comply with the NYS Information Security Breach and Notification Act (NYSISBNA) comply with the Federal Trade Commission's ("FTC") Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The final policy is available as a supplementary document.

## REGULAR AGENDA

### FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4870-23

#### *Print Resource Use Policy*

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the policy for the Print Resource Use Policy.

#### BACKGROUND NOTES

The purpose of this policy is to facilitate the appropriate and acceptable use of Corning Community College's print resources by college employees, students, and its affiliates. The college print objectives are to reduce cost, waste, print, and paper, simplify and standardize the printer fleet (both single-function and multifunction devices) and secure and optimize the print environment. This policy is intended to complement SUNY's System-wide Print Resource Use Policy and is not intended to replace or rescind it. The final policy is available as a supplementary document.

**HUMAN RESOURCES COMMITTEE**

Deborah Dunbar, Retirement  
RESOLUTION #T4871-23

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

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

**BACKGROUND NOTES**

Deborah Dunbar has served the College for over 19 years as a Professor in Business most recently serving as the Chair of the Middle States Self-Study Committee. She has also served the College as an Interim ADI, Curriculum Committee Chair, Academic Council, Joint Council, OER Fellow, and ACE Liaison. She initiated collaboration with Corning Inc. with Administration Talent Program, and was nominated for the Chemung County Council of Women's, "Women of Achievement award." Deb's vision, commitment to student success and strong work ethic have positioned our students, the Business department and CCC to take the lead in meeting the needs of our business partners in the community. She was awarded the RBOT Excellence in Teaching Award in 2013. In all the ways that Deb serves, she leads with great positivity, integrity, organization and is always motivated by a desire to serve our students and our community with excellence first and foremost.

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**HUMAN RESOURCES COMMITTEE**

Michael Prechtl, Retirement

RESOLUTION #T4872-23

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

**BE IT FURTHER RESOLVED**, that the Regional Board of Trustees of Corning Community College extends its deepest appreciation to Michael Prechtl for his service to the College and wishes him the best of luck in his future endeavors.

**BACKGROUND NOTES**

Michael Prechtl came to CCC from Hardinge in 2007. He taught in the Mechanical Technology and Machine Tool technology programs and is a NYS Certified Tool & Die Maker. He taught classes ranging from CAD and GD&T to machining. He is also alumni of CCC graduating in 1982. Mike was involved with the College governance, and always participated with college events such as Open House, TECH Day and STEM Day. What people probably don't know about Mike is that he routinely repaired equipment and fixtures for all areas of CCC, from repairing machinery used in labs to redesigning and making the brackets for the seats in the Digital Dome that kept breaking. These brackets could no longer be sourced and would have resulted in the college having to spend an excessive amount to replace all of the seats. Mike actually integrated the manufacture of the part into a student project after he redesigned it. He also made a part to repair an obsolete broken part for a machine (Tinius Olson Universal Testing Machine - is used in the mechanical and engineering classes) that would have cost the college several hundred thousand dollars to replace. He regularly volunteers in the community, held office in the Society of Manufacturing Engineers (SME) and is a very active sportsman being involved in multiple local Rod & Gun Clubs.

**HUMAN RESOURCES COMMITTEE**

Performance Growth Awards  
RESOLUTION #T4873-23

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2023: Babatunde Ayanfodun, Marc Brown, Shalena Clary  
Tammy Finn, Matthew Gardner, Wendi Hammond, David Kunkler, Kristine MacDonald, Olivia Drake, Michele Kelly, Jennifer Sellers, and Michele Turner.

**BE IT FURTHER RESOLVED**, that the Regional Board of Trustees of Corning Community College extends its appreciation to the awardees for their exceptional service to the College.

**BACKGROUND NOTES**

The purpose of the Performance Growth Awards (PGA) is to assist administrators, counselors, librarians and staff/technical assistants in reaching their full potential as employees by motivating them to enhance their productivity, proficiency, and professional development throughout their College careers. Employees are expected to contribute to the College mission and will be evaluated in the context of their particular roles at the College using the following criteria: effectiveness in all job responsibilities progress of institutionally relevant professional development service provided to the College and the community. 12 of 13 eligible employees have been recommended for performance growth awards and will receive increases of \$1,500 to their annual salaries.

<b>First Name</b>	<b>Last Name</b>	<b>Level</b>
Babatunde	Ayanfodun	PGA II
Marc	Brown	PGA II
Shalena	Clary	PGA II
Tammy	Finn	PGA II
Matthew	Gardner	PGA II
Wendi	Hammond	PGA II
David	Kunkler	PGA II
Kristine	MacDonald	PGA II
Olivia	Drake	PGA III
Michele	Kelly	PGA III
Jennifer	Sellers	PGA III
Michele	Turner	PGA IV

## REGULAR AGENDA

### HUMAN RESOURCES COMMITTEE

#### RESOLUTION # 4874-23

#### Emeritus Status -

**WHEREAS**, emeritus status is an honorary title awarded for distinguished service, evaluated based on the contributions made over a life-time of achievement at the College.

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College approves the following recommendation for emeritus status, effective September 1, 2023:

- John Longwell
- Jonathan Balke

#### **Background Notes:**

##### John Longwell, Professor STEM

For over 20 years, Prof. Longwell taught, updated and improved many courses in both Technology and Engineering as well as industrial training classes for workforce development. He worked diligently to maintain his class materials and education, earning an MBA in IT management at age 64. He regularly attended conferences and volunteered for positions with many organizations in his field. Prof. Longwell worked tirelessly to promote the college, by setting up internships, scheduling plant tours, and even finding jobs for students upon graduation and promoting the college to ACE students, for which he was a liaison. Prof. Longwell worked diligently to ensure students were in the correct classes and sponsored a scholarship for many years. Prof. Longwell continues to be active in the community, volunteering for numerous organizations.

##### Jonathan Balke, Professor, STEM

For over 20 years, Prof. Balke started at CCC in 2001. He came to us with a Master's degree in Electrical Engineering from RIT. Jon taught in the Electrical Technology and the Engineering Science programs. He was involved with state wide organizations such as (SUNY TYESA) State University of NY Two-Year Engineering Science Association and the (NYSETA) NYS Engineering Technology Association where he was an Executive Committee Chair member for over 10 years. He was passionate about his students, the college and his teaching. He always participated in the College events such as Open House, TECH Day and STEM Day and took leadership roles in the College Governance. Jon volunteered in the community taking part with events such as SEMI High Tech for high school faculty, FIRST LEGO League Robotics competition and was very involved with congregation duties and activities for the Kingdom Hall of Jehovah's Witnesses in Waterloo NY. Jon drove approximately an hour and a half, each way, each day to come to work at CCC from Geneva for 21 years.



## REGULAR AGENDA

### HUMAN RESOURCES COMMITTEE

#### RESOLUTION #T4875-23

David Smith, Recognizing a Valuable Employee (RAVE) Award

**WHEREAS**, the RAVE (Recognizing a Valuable Employee) Award was established to acknowledge non-faculty CCC employees who demonstrate outstanding commitment to the College mission through consistent and exceptional work.

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College approves David Smith to receive the 2023 RAVE award in recognition for outstanding employee service.

**BE IT FURTHER RESOLVED**, that the Regional Board of Trustees of Corning Community College extends its appreciation for David Smith's dedication to the College and success of CCC students.

#### **Background:**

The RAVE award criterion includes five (5) areas of excellence: quality as a benchmark for all activities; willingness to go beyond the scope or expectations of the job; accomplishes goals through cooperation, leadership, collaboration, relationships, and/or partnerships; creates a positive workplace and/or learning environment; and helps to fulfill CCC's mission. The RAVE committee reviewed nominations and selected David Smith from Physical Plant. He is a model employee that demonstrates a high quality of work, goes beyond his normal job duties, collaborates and partners with faculty and staff, and sincerely fulfills CCC's mission. David has served the college for 4 years and the College appreciates and looks forward to his continued positive contributions.

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