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

DATE: Thursday, October 21, 2021

TIME: 5:30 p.m. Meeting

LOCATIONS: Via Zoom

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of September 2, 2021 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- STUDENT TRUSTEE REPORT
- 7- CCC DEVELOPMENT FOUNDATION REPORT
- 8- APPROVAL OF CONSENT AGENDA
 - [RESOLUTION T# 4763-21 Appointments, Promotions and Separations](#)
 - [RESOLUTION T# 4764-21 Position Activity](#)

REGULAR AGENDA

[AUDIT Committee Agenda](#)

[CASS Committee](#)

[EXECUTIVE Committee](#)

ACTION ITEM:

- [Resolution T#4765-21 Appreciation for Dr. Krista Heyward](#)
- [Resolution T#4766-21 Appreciation for Tanya Jones](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- [RESOLUTION #T4767-21 Unaudited Operating Report for August 2021](#)

[HUMAN RESOURCES Committee](#)

- 9- OLD BUSINESS
- 10- NEW BUSINESS
- 11- EXECUTIVE SESSION
- 12- ADJOURNEMENT

SUNY CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
September 2, 2021
CCC and Via Zoom
MEETING MINUTES

In attendance: Chair N. Wightman, R. Allison, H. Reynolds, A. Winston, P. Chu, N. Parks, M. Wayne, and H. Segur

Excused: C. Blowers, Judy Cherry

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May, Executive Director Park, Provost Canfield, Executive Director Chandler, Executive Director Burdick.

Support Staff: N. Ka-Tandia

Guest: New employees, new student trustee Shania Austin, and the public

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:41 pm

2. APPROVAL OF AGENDA: (R. Allison, A. Winston, Unanimous).

3- APPROVAL OF THE MINUTES: Minutes of August 23, 2021 (M. Wayne, H. Reynolds, Unanimous). Minutes of June 17, 2021 (N. Parks, A. Winston, unanimous).

4. CHAIR'S REPORT.

- Introduced new student trustee Shaia Austin
- Attended Foundation meeting and LLC meeting.
- Met with Perry Hall funding partners; discussed work of the PH Task Force and discussed plans moving forward, which included a debt restructuring proposal.
- Still working on filling open trustee seats and gubernatorial seats from Steuben and Chemung

Trustee Wightman concluded her report by thanking Angela Fleming for her service to the college and wishing her best in her future endeavors

5. PRESIDENT OF THE COLLEGE'S REPORT.

Dr. Mullaney started his report by welcoming the following new employees

- Amanda Bailey- Learning Resources
- Barbara Canfield- Provost
- Benjamin Bryan- Physical Plant
- Colleen Kaminski- CTIE
- Christopher Curry- Physical Plant
- Donald Sherman- Marketing and Communications
- Hadi Kooshiar- Health Education
- Hiram Cray- Humanities and Social Sciences
- Krzysztof Nazar- Student Accounts
- Lisa Patrick- Finance
- Ramona Miller- Health Education
- Rejoice Scherry- Learning Resources
- Scott Suriano-STEM
- Thomas Slymon- Public Safety

COVID Update

- In conjunction with advisories from Steuben and Chemung counties, the College issued a statement requiring face coverings for all individuals, regardless of vaccination status, while inside any of CCC buildings, effective Wednesday, 8/17.
- The notification went out to all students on Wednesday, notifying them about the mandatory vaccine now that the FDA has approved Pfizer. Exceptions are allowed for those students who receive a medical or religious exemption; all students must be fully vaccinated **by September 27th**.
- To assist students with their vaccines, the College set up a vaccine center on campus for the past two weeks
- Nearly 90% of full-time employees have been vaccinated.
- To date, we have received seven medical requests for exemption and 29 requests for religious exemptions. The deadline to submit was September 1st.

Fall Semester

- **Fall Start-Up** was held on August 13 with the theme of “Tackling the Next Normal.”
- Historic signing ceremony with our partners at SUNY Geneseo and LECOM establishing the Early Acceptance Program, which creates a pipeline for our students to attend medical or dental school. Dr. Denise Battles, president of SUNY Geneseo, and Dr. Richard Terry, LECOM’s Dean of Academic Affairs, were on campus for the signing ceremony

Top Priorities

- Strategic Enrollment Management Plan: The College will be developing a Strategic Enrollment Management (SEM) Plan this semester to help stabilize enrollment in coming years.
- Creation of CCC president’s advisory council modeled after the one at RIT.
- Creation of the SUNY CCC Society of the Red Baron Awards to recognize the contributions of individuals who support the College through various efforts
- Reinvigorate the College’s Advisory’s Boards

Dr. Mullaney concluded his report by thanking Angela Fleming for her work with the College’s Development Foundation, Alumni program and leading the fund-raising efforts for, among other projects, the Digital Dome and her critical role supporting the Perry Hall Task Force.

6. STUDENT TRUSTEE REPORT: None

Shania Austin, just got elected this week as the next student trustee. She is in the process of getting her board orientation.

7. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

- Foundation Board met last night with special guest Provost, Dr. Barbara Canfield
- The Perry Hall Task Force and its subcommittees have concluded their work and met with the Financing Partners on August 20. The meeting went well and the LLC will keep you updated with ongoing conversations.
- Welcome back to the Elmira Junior Enforcers. They are expected to move into PH this weekend.
- Fundraising is strong having surpassed our \$227,000 goal with \$229,000 raised so far
- Leadership giving is nearly 100 %. Just A few people left on the Foundation and RBOT Boards. So please be sure to get your gift in if you haven't yet.
- Welcomed a new Board Member to our Foundation Board last night, Christopher Wood, Superintendent for the Odessa - Montour School District.

8. APPROVAL OF THE CONSENT AGENDA

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies unanimously the following employment actions to be taken RESOLUTION #T4758-21 Appointments, Promotions and Separations (N. Parks, R. Allison, Unanimous)

First Name	Last Name	Title	<u>Dept</u>	Effective Date	Reason	Grade	Annual Salary	Background
Colleen	Kaminski	Instructional Technologist	Instructional Resources	6/28/2021	New Hire - internal	205	\$ 51,000.00	This is a 12-mo standard, full time, professional grade 205 position. This hire was made as a result of an open external search.
Donald	Sherman	Marketing Specialist	Marketing and PR	7/12/2021	New Hire - external	204	\$ 50,000.00	This is a 12-mo standard, full time, professional grade 204 position. This hire was made as a result of an open external search.
Bryan	Benjamin	Cleaner	Physical Plant	8/2/2021	New Hire - external	301	\$ 27,021.00	This is a 12-mo standard, full time, classified civil service position. This hire was made as a result of an open external search.
Rejoice	<u>Scherry</u>	Director of Library	Library	8/2/2021	New Hire - external	207	\$ 60,000.00	This is a 12-mo standard, full time, professional grade 207 position. This hire was made as a result of an open external search.
Christopher	Curry	Cleaner	Physical Plant	8/9/2021	New Hire - external	301	\$ 27,021.00	This is a 12-mo standard, full time, classified civil service position. This hire was made as a result of an open external search.

First Name	Last Name	Title	Dept	Effective Date	Reason	Grade	Annual Salary	Background
Lisa	Patrick	Director Finance & Controller	Accounting and Payroll	8/9/2021	New Hire - external	209	\$ 82,000.00	This is a 12-mo standard, full time, professional grade 209 position. This hire was made as a result of an open external search.
Hiram	Cray	Visiting Instructor	Humanities and Social Science	8/13/2021	New Hire - external	V	\$ 47,013.00	This is a 10-mo academic, full time, 1-year term faculty position. This hire was made as a result of an open external search.
<u>Hadi</u>	<u>Kooshiar</u>	Associate Professor	Nurse Education	8/13/2021	New Hire - external	III	\$ 56,590.00	This is a 10-mo academic, full time, faculty position. This hire was made as a result of an open external search.
Scott	<u>Suriano</u>	Assistant Professor	STEM	8/13/2021	New Hire - external	II	\$ 51,366.00	This is a 10-mo academic, full time, faculty position. This hire was made as a result of an open external search.
Jesse	Newell	Cleaner	Physical Plant	8/16/2021	New Hire - internal	301	\$ 27,021.00	This is a 12-mo standard, full time, classified civil service position. This hire was made as a result of an open external search.
Ramona	Miller	Assistant Professor	Professional Studies	8/13/2021	New Hire - external	II	\$ 51,366.00	This is a 10-mo academic, full time, faculty position. This hire was made as a result of an open external search.
Diana	Harrington	Senior Typist	Physical Plant	8/9/2021	Transfer	103	\$ 60,753.00	This is a lateral transfer from HR to Physical Plant for a 12-mo standard, classified civil service position.
Molly	Welch	Assistant Professor	Nurse Education	7/30/2021	Resignation	II	\$ 56,303.00	Molly Welch served the College for 5 years.
Kimberly	<u>Brost</u>	Instructor	Nurse Education	8/8/2021	Resignation	I	\$ 50,000.00	Kimberly <u>Brost</u> resigned after 1 year of service and will continue as an adjunct.
Shaun	Davidson	Recruiter	WEAP	8/27/2021	Resignation	202	\$ 36,000.00	Shaun Davidson resigned within <u>6 mo</u> of her start date.
Robert	Babcock	Building Maintenance Mechanic	Physical Plant	7/23/2021	Termination	305	\$ 57,202.00	Robert Babcock was terminated for cause.

Resumes of new hires are available in the HR folder as a supplement for the HR Committee agenda

[Return to agenda](#)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following position management actions to be taken RESOLUTION #4759-21 position activity. (N. Parks, M. Wayne, Unanimous)

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Director of Innovative Learning Sites	Jennifer Sellers	Change of title and job description	8/16/21	This position has been reclassified to oversee the College's education resources including the Digital Dome. This is classified as a professional pay grade 206, 12-mo standard full time position.

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

9. REGULAR AGENDA

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS):

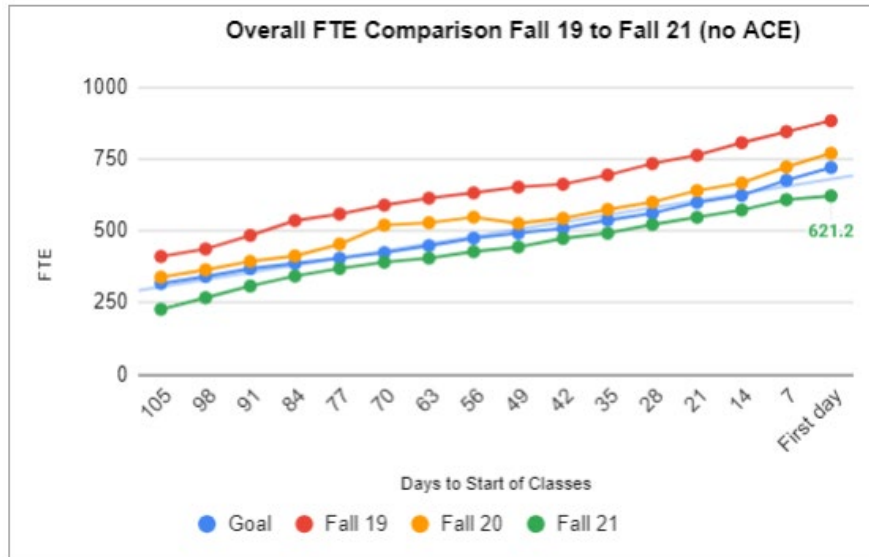
Provost Canfield provided the following report:

Academic Affairs

- Alfred University Partnership: In May, 82 graduates from both 2020 and 2021: 26 Bachelors: Childhood Education graduates, 38 Masters: Literacy graduates, 8 Bachelors: Psychology graduates, and 10 Bachelors: Business Administration graduates
- Curriculum revisions made by Nursing faculty Jessica Mosby and Ashley Molina for Fall implementation. Goal: improve retention, graduation rates, NCLEX pass rates.
- SUNY and the New York State Department of Education fully approved the changes to the LAS: Community and Public Health Education program as well as the revision of the Human Services degree from an AAS to an AS.
- Discussions have begun about integrating FYEX into the Guided Pathways initiative.
- Library staff are updating the anti-racism & Black experiences research guides. Resources related to AAPI (Asian American and Pacific Islander), Indigenous, Latinx, and MENA (Middle Eastern and North African) experiences.
- Articulation with SUNY Geneseo and LECOM for Early Acceptance program signed.

Student Services

- Enrollment



- Met with Omari Gay, Senior Director at NYC Department of Education to discuss potential articulations with Career and Technical Education schools in NYC.
- Working with NYC Regional Recruiter to offer bus-trip for NYC area prospective students to visit campus
- Continued recruitment events occurring (Virtual Campus Tours, NYC to SUNY CCC, PA to SUNY CCC, Stay Near! In the Twin Tiers, Living on Campus, College Athletics, Diversity, Equity & Inclusion, Instant Admit Day, and I'm attending SUNY CCC!)
- Chosen name is now available in Degree Works. The process for requesting chosen name will be published on the College's website.

EXECUTIVE COMMITTEE

DISCUSSION ITEMS:

1. Chair Update
2. COVID Update

3. SUNY Update
4. [Strategic Initiatives Update](#)

ACTION ITEM:

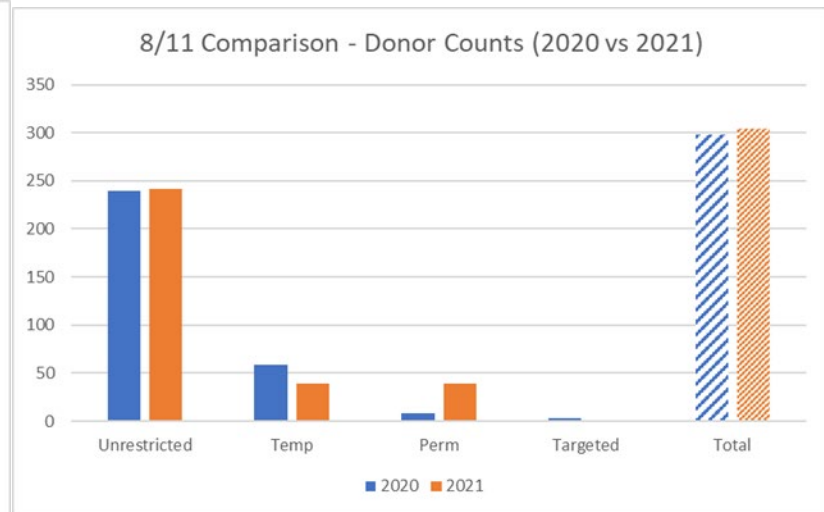
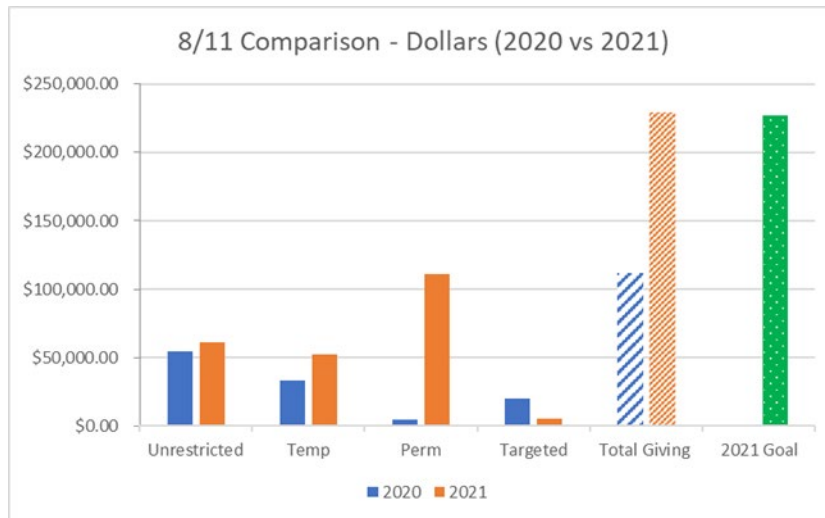
- Resolution #T4762-21 Acceptance of Electrical and Optical Instruments

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby accepts Resolution #T4762-21 Acceptance of Electrical and Optical Instruments. (R. Allison, N. Parks, Unanimous).

EXTERNAL AFFAIRS

Foundation Report by Executive Director Angela May:

- Hiring an Assistant Director of Development position.
- To date, awarded 80 students approximately \$178,000 in scholarship funding for the 2021-2022 academic year.
- Preparing for an in-person Scholarship Recognition Ceremony in mid-October.
- Reviewing several underutilized funds managed by the Foundation.
- The New Graduate Survey Email sent in July resulted in 41 responses compared to 35 responses in 2020.
- The Perry Hall Task Force and its subcommittees have concluded their work and a meeting is scheduled for mid-August with the Financing Partners.
- The second quarter Annual Fund solicitation mailing was sent in late July which included a separate Alumni JOIN athletics mailing. The third quarter mailing is scheduled for September.
- A planned giving mailing was sent in August promoting National Make-A-Will month and encouraging them to include SUNY CCC in their estate plans.
- The fourth Baron Bulletin e-newsletter was sent in August.
- Annual Giving results through 8/11/2021:



	2020	2021
Unrestricted	\$54,298.88	\$61,226.03
Temp	\$33,479.90	\$52,051.95
Perm	\$4,255.00	\$110,885.20
Targeted	\$20,100.00	\$5,000.00
Total Giving	\$112,133.78	\$229,163.18
2021 Goal		\$227,000.00

	2020	2021
Unrestricted	240	242
Temp	59	39
Perm	8	39
Targeted	3	1
Total	298	304

Marketing/Communications

Report by Maarit Clay, Executive Director of Strategic Initiatives

General

Recruiting Collateral: Viewbook update (print + digital -interactive HTML), stickers, t-shirts, program specific brochures in progress

Marketing Event: Elmira Baseball Game Event (rain-out)

Postcards: traditional -geographical; ACE seniors; Stopouts

Advertising: Southern Tier Life digital magazine. Ads/editorial; Mountain Times (Sayre); Star Gazette/The Leader (Corning/Elmira);
Digital Billboards: Elmira, Barton

Broadcast: Dr. Mullaney interviews: BigFox, WENY, WETM TV: WENY discounted 30-sec spots running as available; WETM ads during Olympics; Radio: Bigfoot, Met, Magic 97

Digital Marketing (new): Niche (college search tool- geographic/interest based), reputation management, triggered emails, and social media search presence

Digital Campaign (social mirroring, social media, remarketing-geotargeting): 2,053,201 impressions, 17,528 clicks, CTR .85% (+12.20X natl avg)

Google Search (28-day trend): Views: +16% (93,200); Map Views: +23% (89,600)

Reputation: 4.1 stars (up from 3.8 in January 2021); Website visits from Google Ads: 1,430; Calls: 810 (call now button)

Google Ads: Go to CCC: 2,995 imps / 709 clicks / .24% CTR / 92 Calls; Start Your Future: 2,670 imps / 448 clicks / .17% CTR / 58 Calls
40 Program to Choose: 6,360 imps / 1,430 clicks / .22% CTR / 91 Calls

Website: (May-Aug 2021 vs May-Aug 2020) New Users: +3.26%

YouVisit: June: 189, July: 273, Aug (15) trend: 17/day avg = 527 est.

Instagram: Followers: 1,738 (Aug) +26; Best Post: New Sign (126 likes)

Facebook: Followers / Likes: June: 8127 / 8311, Jul: 8176 / 8354, Aug (15): 8650 / 8402; 28 day trend: Views: +55% / Likes: +79% / Followers: +76% / Engagement: +250% / Reach: +284%

Press Releases

Outstanding Instructional Program Award (Community and Public Health A.S.), 6/1

Dr. Barbara Canfield Joins SUNY CCC as Its New Provost, 7/8

The Dr. Neil Milliken '75 Memorial Scholarship at SUNY CCC Established, 7/8

CCC's Welding program has expanded! 7/19

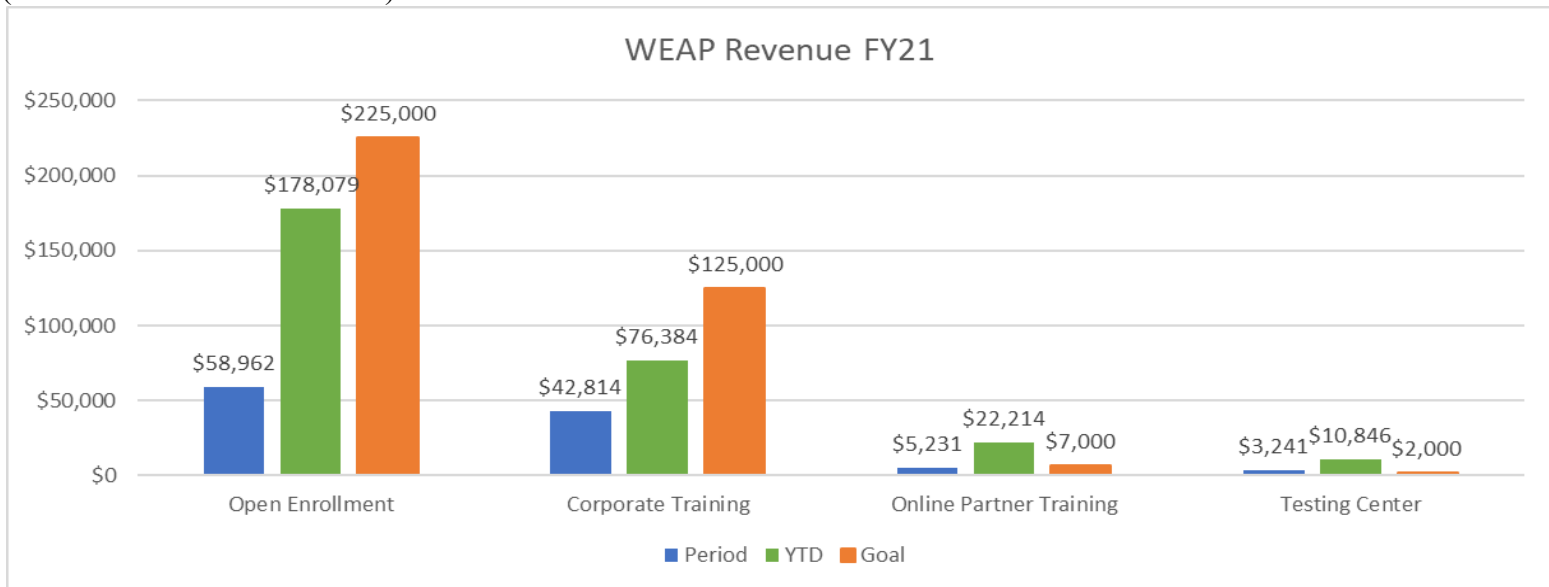
COVID Vaccine Clinic at SUNY CCC, 7/31
 Cornelius "Pepsi" Lyon: But Wait, There's More! 8/6
 SUNY CCC Welcomes ACE Instructors to Summer Workshop, 8/13
 Why Community College (sponsored: USA Today)
 Pride Month Presidential Editorial

Workforce Education & Academic Pathways

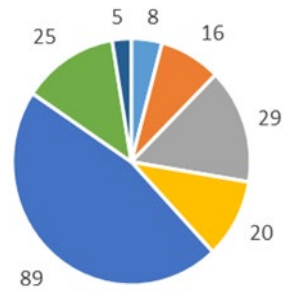
Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways

August 24, 2021

(Dashboard for 5/16-8/6/2021)

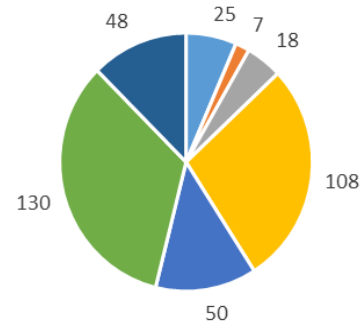


Open Enrollment Course Types
FY21



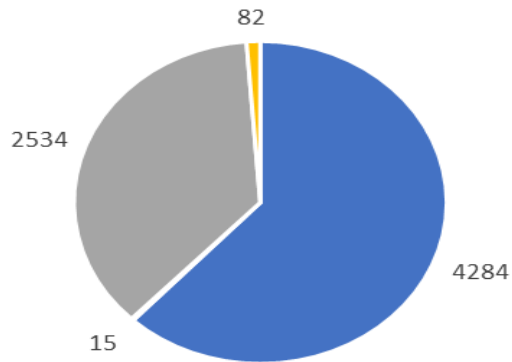
- Community Education
- Healthcare
- Leadership
- Manufacturing
- Professional Development
- Public Safety
- Technical Skills

Corporate Training Course Types
FY 21



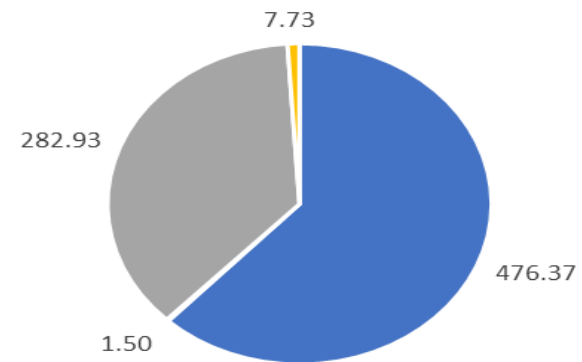
- Communication
- Healthcare
- Leadership
- Manufacturing
- Process Improvement
- Professional Development
- Technical Skills

ACE Registrations

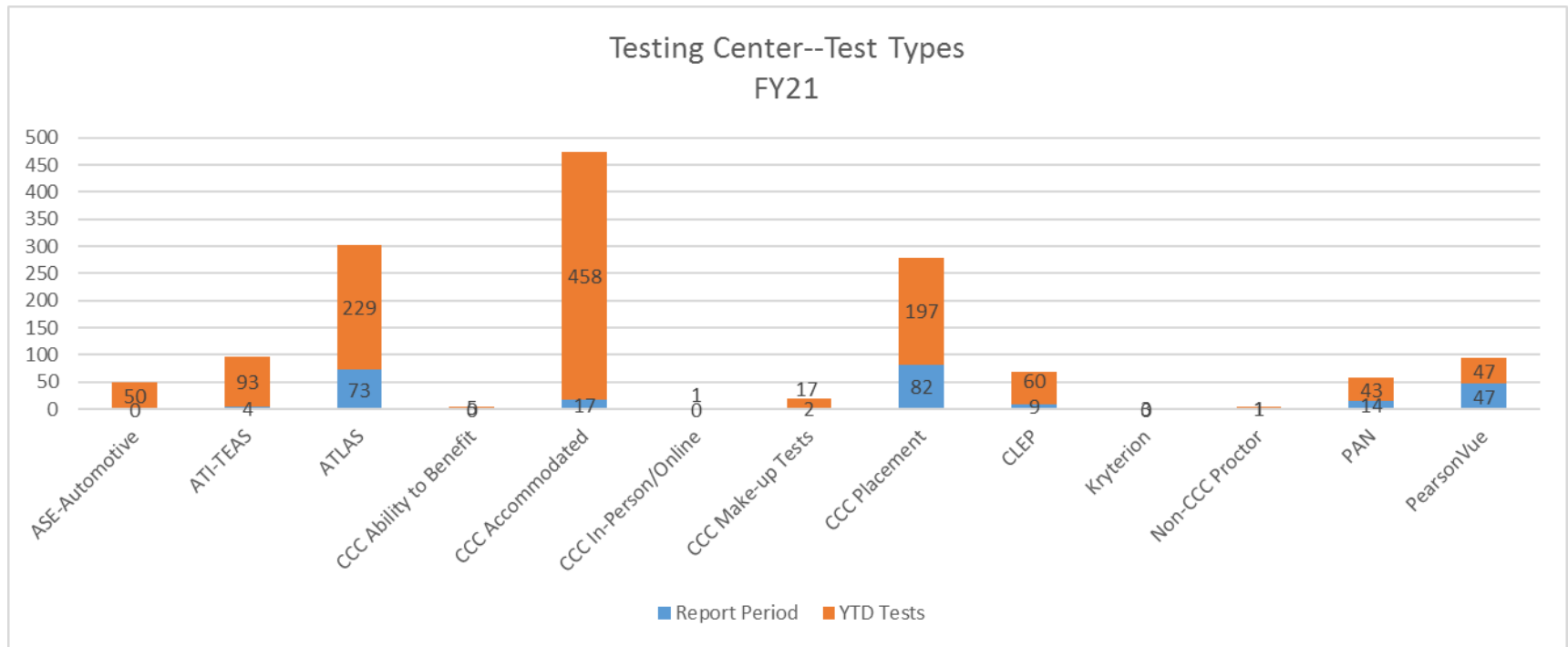


- Fall 2020
- Winter 2021
- Spring 2021
- Summer 2021

ACE FTEs



- Fall 2020
- Winter 2021
- Spring 2021
- Summer 2021



Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

1. Federal: Legislative Update. House passes a budget legislation.
2. State: Higher Ed Update. Senator O'Mara about gubernatorial nominations and how to accelerate the nominations

FINANCE AND FACILITIES

Trustee Wayne provided a review of the Finance and Facilities stated the committee held a meeting on August 23 and mentioned there is one action item on the agenda. Trustee also introduced Lisa Patrick as a new hire replacing Stacy Housworth.

Executive Director S. Chandler provided an overview of the Finances and Facilities report.

ACTION ITEMS:

RESOLUTION #4759-21- Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending July 30, 2021. (M. Wayne, R. Allison, Unanimous).

**SUNY Corning Community College
Operating Report**

July 31, 2021

July 2021 – Cash, A/P & A/R

	Cash	A/P	Student A/R
July 2021	\$13,167,315	\$290,134	\$6,361,565
July 2020	\$9,561,183	\$926,387	\$7,562,206
July 2019	\$12,795,255	\$479,144	\$7,857,973

The current cash position of \$13,167,315 represents 176 days of College operations.

Unrestricted Fund Operations – July 2021

- Operating revenues of \$25,331,025 represents 93% of budgeted revenues.
- Operating expenses of \$21,279,376 represents 78% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$4,051,649.

**July 2021 – Analysis of Revenues and Expenses
FY21/FY20 Highlights**

	July-20	July-21	Variance
Tuition & Fees	\$12,926,562	\$11,902,143	\$1,024,419
Personnel Services	\$18,143,831	\$15,856,622	\$2,287,209

Corning Community College-Unrestricted Summary

	@ 7/31/20	@ 7/31/21	19-20 Act vs.	2020-2021	2020-2021	20-21 Bud vs.
	19-20 Actual	20-21 Actual	20-21 Act	Budget	YE Forecast	20-21 Forecast
REVENUES						
Tuition	\$11,526,910	\$10,539,603	(987,306.73)	\$11,466,241	\$10,038,855	(1,427,386.00)
Student Fees	\$1,399,652	\$1,362,540	(37,111.82)	\$1,490,208	\$1,362,540	(127,668.00)
State Aid	\$6,791,645	\$5,315,248	(1,476,396.62)	\$7,182,054	\$6,518,439	(663,615.00)
Grant Aid & Contracts	\$978,724	\$1,577,791	599,066.80	\$0	\$1,932,351	1,932,351.00
Federal appropriations	\$7,308	\$1,504	(5,804.00)	\$38,000	\$1,504	(36,496.00)
County Operating Chargebacks	\$6,421,235	\$5,797,663	(623,571.93)	\$6,477,452	\$5,662,809	(814,643.00)
Other sources	\$624,958	\$736,675	111,717.28	\$659,644	\$709,904	50,260.00
Applied Fund Balance	\$0	\$0	0.00			0.00
Total Revenues	\$27,750,432	\$25,331,025	(2,419,407.02)	\$27,313,599	\$26,226,402	(1,087,197.00)
EXPENSES						
Salaries	\$13,045,501	\$11,363,380	(1,682,120.60)	\$14,218,766	\$12,881,073	(1,337,693.00)
Employee Benefits	\$5,098,330	\$4,493,241	(605,088.72)	\$5,705,503	\$5,156,144	(549,359.00)
Equipment	\$116,506	\$16,186	(100,320.00)	\$208,403	\$100,000	(108,403.00)
Contractual Expenditures						
<i>Purchased Services</i>	\$24,538	\$45,377	20,839.06	\$25,500	\$44,860	19,360.00
<i>Materials & Supplies</i>	\$414,543	\$336,911	(77,631.62)	\$520,272	\$405,059	(115,213.00)
<i>Consultants and Contractors</i>	\$268,400	\$120,389	(148,010.56)	\$301,333	\$135,389	(165,944.00)
<i>Accreditation</i>	\$17,979	\$16,006	(1,973.00)	\$20,000	\$16,006	(3,994.00)
<i>Marketing</i>	\$241,416	\$149,538	(91,877.84)	\$275,000	\$260,000	(15,000.00)
<i>Conference & Travel</i>	\$75,874	\$5,339	(70,534.60)	\$104,300	\$10,339	(93,961.00)
<i>Utilities</i>	\$322,408	\$320,904	(1,503.75)	\$420,000	\$364,904	(55,096.00)
<i>Maintenance & Repairs</i>	\$161,667	\$105,439	(56,228.38)	\$293,300	\$217,391	(75,909.00)
<i>Software & Contracts</i>	\$436,301	\$539,033	102,731.62	\$488,130	\$569,426	81,296.00
<i>Voice & Data Communication</i>	\$64,732	\$71,094	6,361.81	\$102,000	\$83,231	(18,769.00)
<i>Special Projects, Programs & Events</i>	\$51,486	\$33,321	(18,165.42)	\$75,115	\$41,321	(33,794.00)
<i>Maintenance Contracts</i>	\$449,456	\$372,770	(76,686.29)	\$535,280	\$408,969	(126,311.00)
<i>Rentals (HEC)</i>	\$311,223	\$308,708	(2,515.50)	\$336,000	\$337,708	1,708.00
General Institutional	\$990,104	\$939,657	(50,447.00)	\$1,252,531	\$1,811,097	558,566.00
Other Expenditures	\$128,443	\$84,924	(43,519.25)	\$167,783	\$99,484	(68,299.00)
Scholarships	\$1,778,132	\$1,894,846	116,714.03	\$2,139,383	\$1,956,190	(183,193.00)
Transfer Out	\$100,200	\$62,313	(37,887.00)	\$125,000	\$471,813	346,813.00
Total Expenses	\$24,097,239	\$21,279,376	(2,817,863.01)	\$27,313,599	\$25,370,404	(1,943,195.00)
Surplus/(Deficit)	\$3,653,193	\$4,051,649	398,455.99	\$0	\$855,998	\$855,998

Banner Improvement Project

We have contracted with on-site and off-site consultants who have expertise in Banner, the College's Enterprise Resource Planning (ERP), software to help the College identify improvements and efficiencies within our system as part of the Banner Improvement Project. The consultants have worked with various departments including the Registrar's Office, Student Accounts, Financial Aid, Admissions/Recruitment, Human Resources and Information Technology.

Most recently, consultants have been working on the FLAC project with Human Resources.

Expenditures to date: \$373,672

Banner Improvement Project Update July, 2021

1. What has been accomplished?

Registrar's Office

- Elimination of prerequisite errors that were preventing students from registering for classes. {As of April 3, there are 1,575 classes registered in Fall, 2019 with zero prerequisite errors}
- Improved accuracy of Registrar's reports such as advisor and graduation reports and lists of faculty teaching each term. Corrections were made to external reports such as the National Student Clearinghouse.
- Creating a working graduation application.
- Tested and preparing full implementation of supporting Chosen Name for student, faculty and staff.

Admissions

- Developed an admission process for ACE students including an online admission application which will significantly reduce the amount of manual data entry. This process will create student ID's and will reduce the number of duplicate ID's that IT and the registrar need to correct.
- Developed an admission process for freshman students including an online application.

Student Accounts

- Developed delinquency codes and added them to student's accounts to more easily classify and verify for reporting.
- Reconciliation of the student accounts receivable to the general ledger. Identified the source of the problem which was due to SQL reporting issues and an account created in 1998 that caused a non-valid receivable.

- Refined the student hold process and created a report that shows student balances after authorized or memo aid is applied. We are now using Banner baseline process for holds on student accounts (previously relied on sequel holds process).
- Completed an application for a payment order.
- Developed a new pre-collection process for students who are delinquent on payments.

Academic Affairs

- Made improvements to the process the college uses to set up terms, courses, classes, students and curriculum.

Human Resources

- Progress has been made in setting up FLAC. This process has included:
 - Created new rate tables and codes,
 - Corrected accounting and student department codes,
 - HR data was clarified, and
 - A better understanding of SUNY TRS reporting methods.

A second test run is planned in late July. Currently the SICAS programmer is working on checking our scripts and verifying that all required calculations are in one single version. A full semester test run will be completed in the fall. FLAC has provided a greater understanding of our campus processes when paying faculty and the ability to make the process more accurate and efficient. At this time the FLAC committee is working on creating reports for overload and faculty load and other necessary for payroll, HR, and the ADI's.

Accounting/Payroll

- Developing plans to move the faculty load process from an Access database to basic Banner. This database is no longer supported.
- IT has worked with the Controller regarding a problem with reconciling accounts receivable sub-ledgers to the general ledger.
- Tested the ability to create audit reports for the upcoming audit.

Information Technology

- Have the Banner Communication Management and the Banner Self-service Registration applications running which will eliminate many existing manual processes.
- Training of personnel in the Registrar Office, Student Accounts Office and Information Technology Department in the use of Banner. This is an ongoing process that is an important responsibility of each of the consultants.
- A script was developed to deactivate over 130,000 “active” students prior to January 1, 2015. This will avoid the timely process of manually deactivating these student accounts. Cleaning up these records will improve the integrity and security of the college’s reporting process.
- A new security model was developed to limit employees' access to view and/or change specific information within the Banner system. Permissions were reviewed and access limited to very specific end users.
- Implementation of a Job Scheduler for Financial Aid and Student Accounts. This will create automated job scheduling to eliminate a manual scheduling process. It is anticipated that this may also assist other departments on campus that use Banner.

Workforce Education

- Developed a Workforce Education admissions workflow that separates these students to exclude them from the clearinghouse report which has caused errors in that they should not be included in this report.

2. What quantifiable efficiencies and spending saves have been created?

Multiple staffing hours in both student accounts and financial aid have been saved with a working job scheduler. CCC implemented this during a pandemic while fully remote, we are still receiving training and assistance from the company (ISE) to assist with changes and creating new reports.

By migrating reports from Access to Argos (reporting software) this also assists with efficiencies as the reporting software is more robust and easier to maintain the report.

3. How are we ensuring that we are fully utilizing it?

- a. Banner is a large product and a campus of our size will not fully utilize all of the functionality. To ensure we are utilizing the modules we have and to remain updated, we use the SUNY SICAS Center for support and information.

- b. Keeping up with training and learning new features within Banner will assist SUNY CCC in keeping current with SUNY and State data standards.
- c. Current list of outstanding projects
 - i. Implementation of a Financial Responsibility form.
 - ii. Implementation of Self Service Banner 9 - This will be completed in stages. CURRENTLY ON HOLD.
 - iii. FLAC - Nearing completion. Estimated full implementation is SPRING 2022.
 - iv. Migrating Student Disability Services tracking to Banner. This is currently done in an outdated Microsoft Access Database. With migrating data to Banner there will be redundancy protections and room for more data tracking. The reports will also be pulled from our Argos system which is fully supported.
 - v. Banner Permissions Rework - IT is currently working with Banner security managers (Banner Data Custodians) in making sure that user permissions are more locked down and secure. With blanket permissions like we currently have there is room for errors and security issues. By fixing this issue we are not only securing banner data but also cleaning up databases (less room for error), and implementing security procedures that SUNY would like to see. - Estimated completion date SUMMER 2022.
 - vi. The remaining critical project is migrating our Microsoft Access Databases to Argos. This would make processes more efficient, would ensure redundancy and proper reporting. This project will take time as it will require all departments that utilize Access to and map out their current reports. This includes listing where the data resides in Banner and then stating how they would like the data displayed in a report. The hurdle is the current database can't be reverse engineered so each report will need to be re-written.

4. Who is managing the process going forward?

The project has been managed by our Banner User Group (BUG). The Banner User Group is composed of high level Banner users that manage information input and implement Data Standards. Currently BUG has put on hold newer projects in an effort to focus on a clean implementation of FLAC (Faculty Load And Compensation). The compensation is currently being tracked in our Microsoft Access Database.

5. Should we engage in an efficiency study?

This would be beneficial to CCC, after some of the projects are completed. The positive progress we have made with the implementation of FLAC will significantly improve our processes. Because we are a member of SUNY SICAS Center which includes over 48 campuses (both 4 years and 2 year), IT staff recommends that SICAS comes to campus again to view our processes and see if there is an Ellucian (owns banner) or SICAS (modified for SUNY) process that will allow CCC to better utilize Banner. After an engagement with SICAS an evaluation with Ellucian could be completed.

To ensure we are always using this system efficiently, we need to continually have open communication with our SUNY counterparts to see how they are utilizing Banner and assess whether we could use the same functionality or if we should alter some of our processes to take advantage of other functions. Our contract with ITEC will allow us to communicate on a broad scale with other Banner colleges and universities. A regrouping or efficiency study should be conducted every 3-5 years at the most.

Fiscal Year 20-21 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 07.31.21	Encumbered	Remaining Budget
FY 20 Required Projects/Payments							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
Projects on Hold							
Renovations & Revitalization III							
Classroom Technology*	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement*	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
Facilities Master Plan							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00

* Current Computer Replacement and Classroom Technology Upgrades are being funded through the Federal Stimulus Funds

**Auxiliary Campus Services
FY 2020-2021 Finance & Facilities Committee Report
August 23, 2021**

Information Technology Department

Projects completed during the fiscal year:

- Technology upgrades and computer replacements
- Chosen Name Project - Completed for (Banner, Class Roster, Blackboard, Class Block Schedule Class grade list, email, and MyCCC).

- Review of contracts and software agreements. Some agreements have been modified based upon current enrollment figures which will provide cost savings.
- Implementation of the ISE Job Scheduler for Student Accounts and Financial Aid use at this time. This project will provide time savings and improve efficiency for these departments.
- Creation of a supervisory structure - three Assistant Directors were appointed and each has a specific area of responsibility within the department.
- Yuja - Software to replace Ensemble which was used to store video materials. Yuja will cost \$18,000 per year with free auto captions and cheaper human captioning, along with a plethora of teaching and learning options that will enhance HyFlex and Online classes. In addition to the many additional features Yuja provides, we will realize a cost savings of nearly \$25,000 annually.
- Agreements with ITEC and SICAS regarding needed services. A CIO was provided through ITEC and a programmer from SICAS has assisted with a number of projects. We see great value in these services and intend to continue these agreements with possible expansion in other technical areas.
- Google Workspace - Expansion of our current license with Google Enterprise. The new license will assist us in more heightened security and will expand educational benefits to students and faculty (ie. Google Meet expanded time, recordings etc.).
- IT Staff has reviewed computer usage data as far back as Fall, 2019. It was decided to remove computers which have had very little usage. These units were outdated and out of warranty. As of 8/17/21, we have reduced the number of computers on campus from 918 to 798. The cost to replace these computers would have exceeded \$120,000 with additional staffing hours to install and configure the replacement units.
- Completed the IT setup for a Financial Agreement for Students (not including workforce or ACE) for payment. A legal document is digitally signed by the student agreeing to pay for services rendered.
- Changed our Blackboard file integration for easier use with ACE and Workforce. Classes will show to the students/ faculty in those areas during correct times. This lessens manual work for the registrar and the CTIE office.
- The Banner Improvement Project has continued with numerous projects completed or nearing completion. An update to the Banner Improvement Project was provided to the committee during the August, 2021 meeting.

IT Projects/Goals for 2021-2022:

- MyCorning (MYCCC) project is expected to be completed and tested before the end of December, 2021. This project is a collaborative effort of a number of staff members and is expected to provide a new look viewable on a PC, tablets and phones. There will be an annual cost saving when the project is complete as contracts will end with our former MYCCC service providers.
- Technology upgrades (including reduction of unused/minimally used hardware) and computer replacement will continue. The department expects to review other areas where a reduction of computers and technology can be reduced.
- Completion of FLAC in the HR Banner Module.
- Policy or Agreement on IT security in regards to passwords and life span of accounts. A protocol will be developed for the management of the number of active accounts we are maintaining.
- Continuation/Expansion of agreements with ITEC and SICAS regarding needed services.
- Continuing enhancements to Starfish to assist in supporting the retention of students.
- Working with ITEC to implement adobe sign, a digital signature program. This will increase efficiency and provide various departments the ability to reduce cost of paper, toner and postage.

Health Services

Projects/Activities during the fiscal year:

- An oversight agreement was signed with Schuyler Hospital. This agreement expands the medical services available to students and staff, including COVID-19 testing and telemedicine.
- Participated in monitoring of students who were exposed to COVID, and COVID positive students. Maintained data on COVID cases and numbers of students that were quarantined. The data was provided to SUNY for inclusion on the SUNY COVID-19 dashboard.
- Participated in weekly SUNY calls to receive updated information regarding mandates and recommendations from SUNY Administration.
- Networked with Chemung, Schuyler and Steuben County Health Departments to maintain communication as our COVID-19 protocols evolved.
- Conducted numerous virtual training and information sessions for staff and students regarding college COVID protocols.
- Assisted staff and students who received a positive test result and/or had questions and concerns regarding exposure to COVID-19.
- Participated in COVID testing which to date includes:
 - 8,879 Pool tests

- 265 Rapid tests
- 239 PCR tests

Projects/Goals for 2021-2022:

- Promote COVID vaccination and provide assistance to students wishing to obtain the vaccines, as well as other vaccines.
- Promote telemedicine and increase utilization of this service by students.
- Appointment of a second part-time RN which will allow us to increase office hours and offer more educational programs.
- Offer flu clinics and continue to work with the Red Cross to promote on-campus blood drives.

Physical Plant

Projects completed during the fiscal year:

- Upgraded the stone sign at the Marland Road entrance to the main campus.
- Installed new hallway motion sensor lighting controls in several buildings. This should save a considerable amount of money in utility costs and staff hours as Public Safety Officers were required to turn on/off hallway lights daily. The sensors will also provide additional security to buildings as unauthorized visitors would trigger the lights when moving through buildings. This project was paid for with funds remaining from the Siemens project.
- Replaced some exterior doors in Chemung Hall and Steuben Hall.
- Prepared the gymnasium for the New York State Mass Vaccination Site
- Assisted in setting up the Health Education Center for COVID-19 testing by the Steuben County Health Department.
- Installed a number of COVID related safety barriers in offices and prepared classrooms and offices for appropriate social distancing per CDC guidelines.
- Increased disinfecting throughout buildings and set up hand sanitizing stations.
- Prepared the campus for building shutdowns during December and part of January to help save utility costs.

Projects/Goals for 2021-2022:

- Completion of Facilities Master Plan
- Work with the Space Utilization Committee to create plans for unused or little used space. This committee will include the IT Department as they identify ways to decrease the amount of technology in some areas and update technology in specific classrooms.
- Begin the conversion of the Planetarium to the Digital Dome.

- Continue the Schuyler Hall HVAC project to add cooling in the single story westwing.
- Work with the STEM Division as the Mechatronics area and Maker's Space are developed.

Department of Public Safety

Projects/Activities during the fiscal year:

- Completion of Officers Manual
- Completion and approval of Police Reform Plan
- Beginning in the fall, 2020 semester, Public Safety Officers collected pool test samples from students and staff, transported samples to Syracuse and notified COVID-19 positive individuals of test results. Staff also assisted the Steuben County Sheriff's Office with monitoring quarantined resident students in Perry Hall who tested positive or were exposed to a positive individual.
- Officers staffed a screening station on the main campus and in the Elmira Center to assist with contact tracing and record keeping of visitors to the campuses.
- Members of the Department of Public Safety completed a total of nearly 600 hours of in-service training during the year. Topics that were addressed included; Emergency Management, Diversity Awareness, Suicide Prevention, Community Policing and Ethics, NARCAN certification, COVID-19 related topics and several online FEMA courses.
 - 3 Peace Officers attended a 5-day Campus Safety Officer course at Mansfield University in July.
 - All Campus Safety Officers completed an in-house 8-hour annual in-service Security Guard course.
 - 3 Campus Safety Officers completed a 16-hour NYS mandated "On the Job" course.

Projects/Goals for 2021-2022:

- Continuation of the pool testing program as SUNY mandates are developed.
- Explore more training options regarding current best practices and other topics associated with the police reform plan.
- Develop a General Orders Manual that outlines departmental procedures.

Other Auxiliary Services Projects/Activities for 2020-21

- Appointed Diana Harrington as a Senior Typist for Physical Plant and the Information Technology department. Diana replaces Crystal Dow who retired in November, 2020 and her services will be split between the two departments.
- Conducted periodic reviews of our printing services contract and Print Shop management to explore areas of cost savings.

- Regular meetings with the Emergency Response Team and Safety Committee were held to discuss concerns and develop and revise existing plans.
- A Continuity of Operations Plan (COOP Plan) was developed and submitted to SUNY in compliance with a September, 2020 Executive Order by Governor Cuomo.
- Attended weekly COVID meetings with SUNY leadership and participated in a daily status check phone call with a SUNY representative.
- Monitor the listing students and employee who have provided proof of vaccination and track weekly pool testing.

Projects/Goals for 2021-2022:

- Complete the revisions to the Emergency Response Plan and work with the Communications Team to update the Crisis Communication Plan.
- Conduct emergency training and evaluate our plans for possible revisions/updates.
- Review our Print Services and Print Shop operations - our existing contract expires in December, 2021.

HUMAN RESOURCES COMMITTEE

Executive Director Park provided the following overview.

Consent Agenda

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

DISCUSSION ITEMS

- Summary of activities: [Fostering Diversity, Equity and Inclusion](#)
- Summary of [vacant positions](#)

NOMINATION COMMITTEE

- RESOLUTION T#4761-21 Nomination for Slate of Officers of the Regional Board of Trustees of Corning Community College, September 2, 2021

BE IT, THEREFORE, RESOLVED, that the following members of the Regional Board of Trustees be elected to the positions described below and that they take office on September 2, 2021, for a term ending on June 30, 2022. (A. Winston, N. Parks Unanimous)

- Vice-Chairperson, Mike Wayne
- Treasurer, Heather Reynolds.

10. OLD BUSINESS. None.

11. NEW BUSINESS.

12. EXECUTIVE SESSION

Trustee Wightman requested a motion to adjourn the regular meeting 7:05 pm and enter to an executive session. (N. Parks, R. Allison, Unanimous)

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Audit Committee
Thursday, October 21, 2021
Virtual Meeting
AGENDA

MISSION:

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

ACTION ITEMS:

DISCUSSION ITEMS:

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

NEXT MEETING:

TBD

MEASURABLE STANDARDS

On an annual basis, recommend to the Board an Audit Firm;

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

[Return to agenda](#)

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

October 13, 2021

Via Zoom

[Minutes](#)

In Attendance: Trustees: Chair Wightman, Shania Austin, Polly Chu, R. Allison,
Senior Staff: President Mullaney, Interim Provost Herbst, N. Ka-Tandia

Excused: Judy McKinney-Cherry

In absence of CASS Committee Chair, Provost Canfield call the CASS Committee meeting to order at 5:32 p.m., and noted there are no action items in the agenda.

DISCUSSION ITEMS:

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

Provost Canfield provided an overview of her report and updated the committee on the upcoming inaugural Advisory Board Summit and the new Digital Program, which is currently making its way through the governance process.

Student Trustee Shania Austin provided an overview of her report and noted the students' confusion about mask requirements even though they are mostly vaccinated. Dr. Mullaney explained the breakthrough of infections, and out of an abundance of caution, masks are required indoors.

Chair Wightman thanked Provost Canfield for her enthusiasm and her positive attitude about getting things done.

Meeting adjourned at 6:21 pm.

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

Regional Board of Trustees for SUNY Corning Community College
Report by Provost: Dr. Barbara Canfield
OCTOBER 13, 2021

MISSION:

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

MINUTES

DISCUSSION ITEMS:

3. [Provost Report](#)
4. [Student Report](#)

ACTION ITEMS:

NONE

NEXT COMMITTEE MEETING: December 1, 2021

Measurable Standards for the CASS Committee are:

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

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

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by Provost: Dr. Barbara Canfield
OCTOBER 13, 2021

Academic Affairs

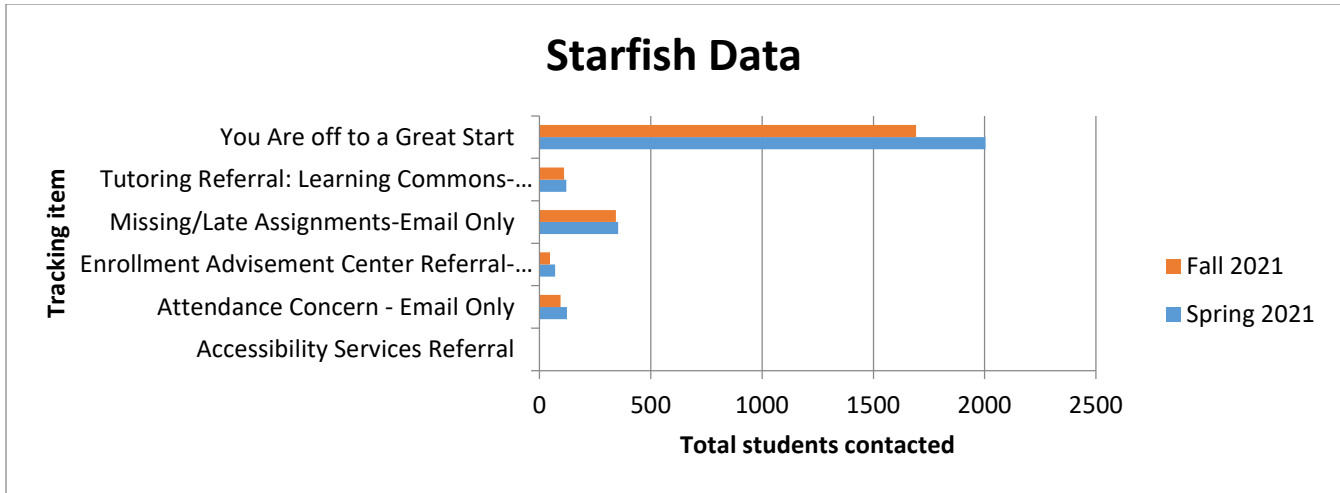
- The LC staff conducted 134 tutoring sessions in the 8 days of the semester which is more than double the number of sessions taught for the same time frame in Fall 2020.

Semester	Math	Writing	Science (Bio/Chem)	Other
First 8 days of classes, Fall 2020	43	5	2	0
First 8 days of classes, Fall 2021	96	28	7	3 (ENGR)

- Christine Atkins, Hannah Jones, and Jen O’Hara conducted 3 one-hour interactive sessions for the Perry Hall student orientation. The faculty modeled each session after the literature that advances the notion that community college students persist to a greater degree when they feel a sense of community at their school and feel connected to the faculty.
- Joe DeLeone, DJ Dates, and Elmarine Jimenez provided STEM outreach to various audiences.
- Yuja software has been purchased and is expected to enhance instruction. Replacing the current video software will result in an estimated savings of \$25,000 per year for the College.
- Renewal of articulation agreement with Arnot Ogden School of Radiologic Technology

Student Services

- First meeting of the Strategic Enrollment Management team held on Sept. 10. Data reviewed, discussion about strengths and opportunities.



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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Student Report
OCTOBER 13, 2021

Student Report

SAEB Updates 9/16/21

- SAEB elected officers in a meeting on August 31,2021.
- Every Thursday from 12:30-2pm the SAEB will hold an informational table in the front of the commons.
- SAEB is partnering with the Diversity Center and Student Life to host a multicultural spelling bee on September 29th.
- In October the SAEB plans to host an event for anti-bullying month. We are working on a design for anti-bullying tee shirts and an anti-bullying activity for students to do at our Commons Table.

Student Feedback

- Students have shown appreciation for Dan Duzy and the events he puts on for Perry Hall.
- Students have concerns about when masks will no longer be requires once the whole campus is vaccinated

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee Agenda
Thursday, October 21, 2021
CCC-Zoom

AGENDA

MISSION:

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

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

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

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

DISCUSSION ITEMS:

5. Chair Update
6. COVID Update
7. SUNY Update
8. [Strategic Initiatives Update](#)

ACTION ITEM:

- [Resolution T#4765-21 of Appreciation- Dr. Christa Heyward](#)
- [Resolution T#4766-21 of Appreciation Tanya Jones](#)

NEXT COMMITTEE MEETING: TBD

Measurable Standards for the Executive Committee are:

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

Strategic Initiatives

Submitted by Maarit Clay, Executive Director of Strategic Initiatives

October 21, 2021

Pillars of Excellence

- SUNY CCC hosting the Alumni Cohort meeting of SUNY Guided Pathways Institute 4
- NYS Student Success Center Coaching Academy, SUNY Guided Pathways Cohort 3
- Accelerating Pathways Project (Stats Co-req.): Statistics accessible sooner for LAS: H/SS, social sciences and health sciences students
- SSTF Placement Project: 80% of ENGL1010 self-placement students successfully completed in 1st year

Strategic Planning and Institutional Assessment

- Review of 2021-2022 goals

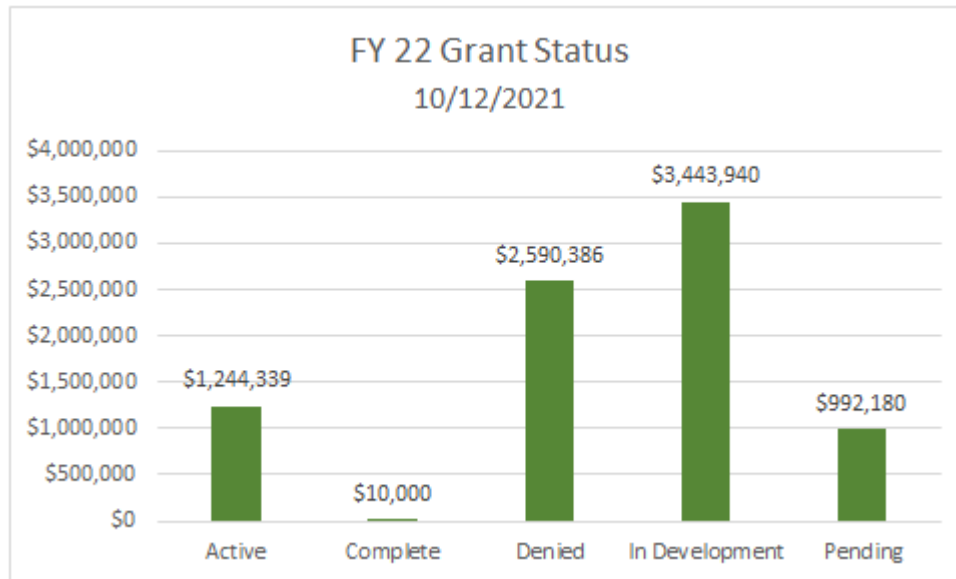
Middle States Commission on Higher Education (MSCHE)

- MSCHE Self-Study Institute: 10/5, 10/15, 10/19, 11/16
- Self-Study Co-chairs: Deborah Dunbar, Matthew Skerritt
- [Standards for Accreditation and Requirements of Affiliation](#)
- Self-Study due and team visit in 2023-2024

Grants Activity

- Lumina: Prioritizing Adult Community College Enrollment (technology tool, marketing, student mentoring) submitted 9/17

Grant Activity



SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
October 12, 2021
Via Zoom
[MINUTES](#)

In Attendance: Trustees: A. Winston, N. Wightman, P. Chu, N. Parks, M. Wayne, R. Allison, Holly Segur
Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May,
Nogaye Ka-Tandia
Guest: John Marchese

Trustee Winston called the External Affairs Committee meeting to order at 5:31 pm.

ACTION ITEMS:

1. [None](#)

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)
Review [Marketing/Communications Report](#)
Review [Workforce Education & Academic Pathways Report](#)
Review [Legislative Relations Report](#)

President Holly Segur gave an overview of the CCCC development foundation and introduced John Marchese, the new Assistant Director of CCC Development Foundation. She also shared the addition of Christopher Woods to the Foundation Board as a new trustee. A meeting is scheduled this week to meet again with the Foundation financing partners.

Executive Dr. Clay updated the committee about the Marketing and communication report, especially the new dashboard and benchmarks to illustrate marketing efforts and page view activity. Trustee Allison mentioned the growing page view activity on Facebook, which shows a positive increase and a sign in the right direction. A lengthy discussion followed about the analysis of the data.

Executive Director Eschbach gave an overview of the Workforce Education and Academic Pathways report.

Trustee Winston gave an overview of the Legislative report and alluded to the \$3.5 trillion reconciliation stimulus bill on the Federal level, which is currently being negotiated in Washington with two funding provisions: one for Community college and an increase in PELL.

Concerning the State level, Trustee Wilson met with Senator O'Mara to discuss gubernatorial appointments from Steuben. The Governor Appointment office has a new Director, and the hope is to get these seats filled as soon as possible.

Trustee Winston adjourned the External Affairs Committee meeting at 6:08 p.m.

**SUNY CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES
Tuesday, October 12, 2021
External Affairs Committee
Zoom**

AGENDA

MISSION:

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

ACTION ITEMS:

DISCUSSION ITEMS:

- Review [CCC Development Foundation Report](#)
- Review [Marketing/Communications Report](#)
- Review [Workforce Education & Academic Pathways Report](#)
- Review [Legislative Relations Report](#)

NEXT MEETING:

November 30, 2021

[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.

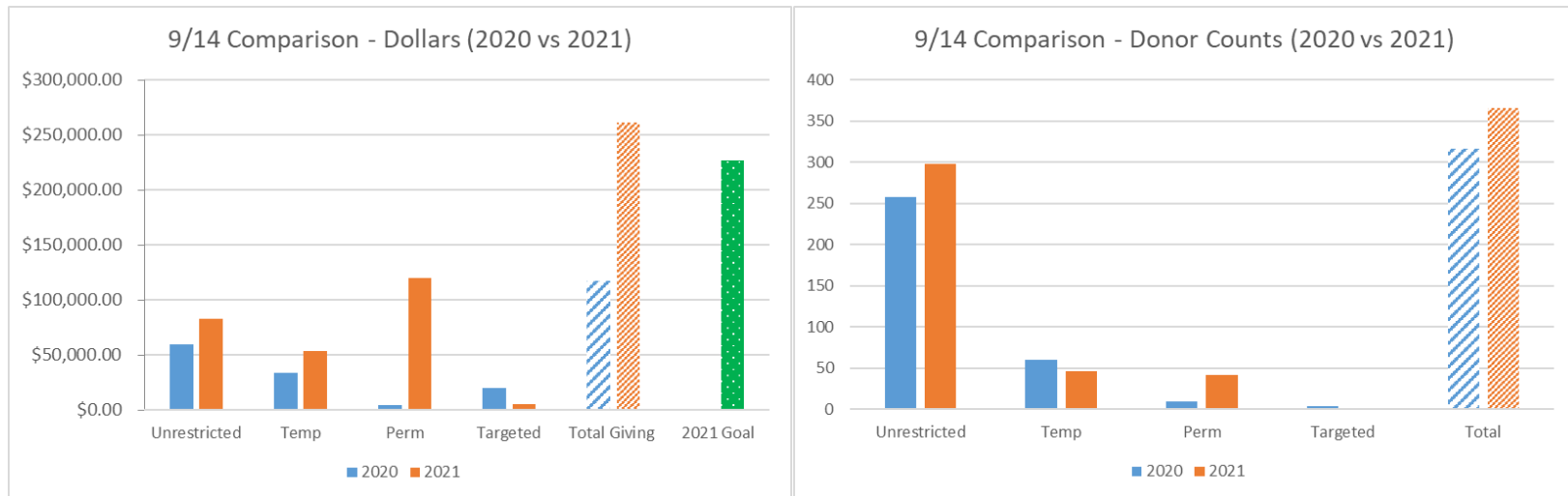
SUNY Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation 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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CCC Development Foundation

October 12, 2021

- Angela May, Executive Director of the Development Foundation, resigned effective September 16, 2021.
- John Marchese has been hired as the Assistant Director of Development, starting October 11.
- The Elmira Junior Enforcers hockey team has signed a contract to live in Perry Hall for the fall '21 and spring '22 semesters.
- At the September meeting, the Development Foundation Board approved Christopher Wood as its newest board member.
- The Scholarship Recognition Ceremony will be held virtually on Tuesday, October 19.
- The third quarter Annual Fund solicitation mailing was sent in late September. The fourth quarter mailing is scheduled for November.
- The Foundation is hosting a free virtual Estate Planning & Charitable Giving Workshop with an attorney from Harris Beach on October 21 that is open to all.
 - A planned giving mailing was sent in late September promoting National Estate Planning Awareness month and inviting them to register to attend the virtual workshop.
- The fifth Baron Bulletin e-newsletter was sent in early October. The sixth edition is scheduled for December.
- Annual Giving results through 9/14/2021:



	2020	2021		2020	2021
Unrestricted	\$59,334.63	\$83,181.81	Unrestricted	257	298
Temp	\$33,759.90	\$53,326.95	Temp	60	46
Perm	\$4,355.00	\$119,711.20	Perm	9	41
Targeted	\$20,100.00	\$5,000.00	Targeted	3	1
Total Giving	\$117,549.53	\$261,219.96	Total	316	366
2021 Goal		\$227,000.00			

Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives
October 12, 2021

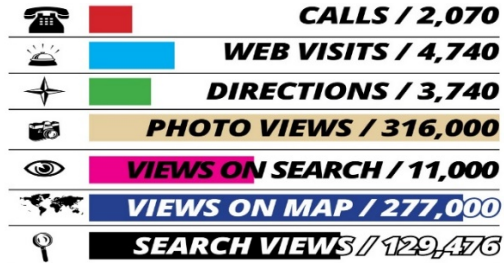
Recruiting Collateral: [viewbook](#) update, table tents & trade show banners/table

Digital Campaign: digital search/display & social mirroring ads, branded content on USAtoday, digital ads/editorial on Southern Tier Life, organic social media

College Website: [virtual assistant](#) added August 2021

Quarterly Performance: June-Aug

Google Search



Facebook Follower Trend



Perry Hall YouVisit Tour Stops

Month	%	Visitors	PH Stops
June	69%	189	131
July	79%	273	216
August	60%	397	238

Perry Hall Web Page Visits

Month	Pageviews	PH Views	%
June	50,462	2,827	6%
July	59,372	2952	5%
August	68,973	2144	3%

Press Releases

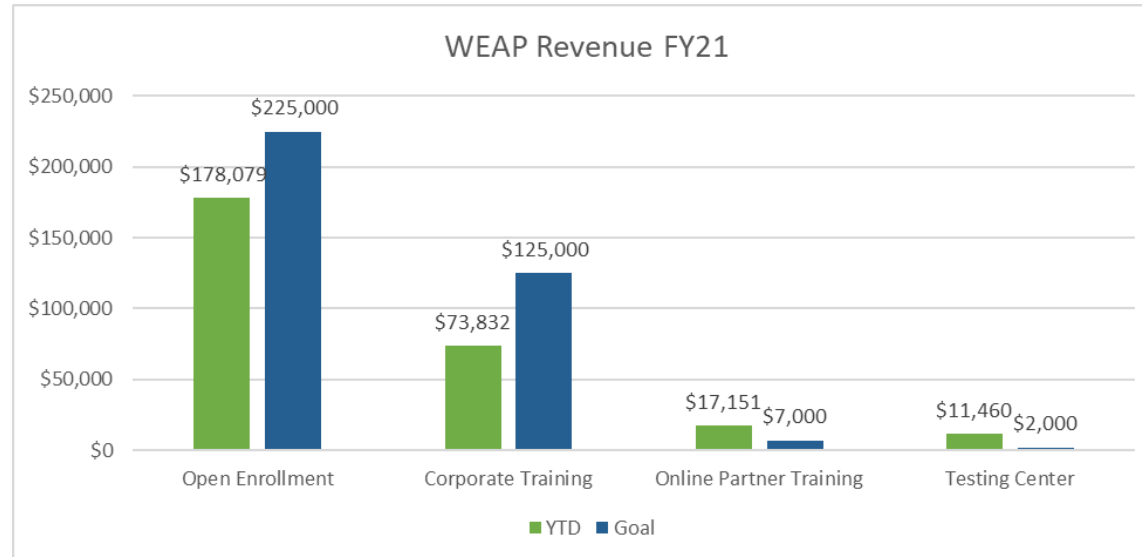
- Join CCC in Honoring Women’s Equality Day 2021, 8/25
- New Partnership between SUNY CCC, Guthrie, and Arnot Health (CNA, etc.) 8/20

- Historic Articulation Agreement Signed between SUNY CCC, SUNY Geneseo, & Lake Erie College of Osteopathic Medicine (LECOM), 8/18
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Workforce Education & Academic Pathways

Submitted by Jeanne Eschbach, Executive
Director of Workforce Education & Academic Pathways
External Affairs

Workforce Education & Academic Pathways Dashboard (FY21 Final)



Open Enrollment

- Art Welding has been a big hit. The first class in August was full (8); we added 3 more sections for fall. The September class also had 8.
- Central Service Technician is a collaboration with TC3 and a SUNY CFA Grant; started 9/20 with 10 students; has VR component.
- Police Academy has 14, plus an officer doing a VA-NY equivalency; 8 departments represented.
- Police Instructor and Field Training Officer In-service course with 12 officers; 7 departments represented.

Academic Pathways

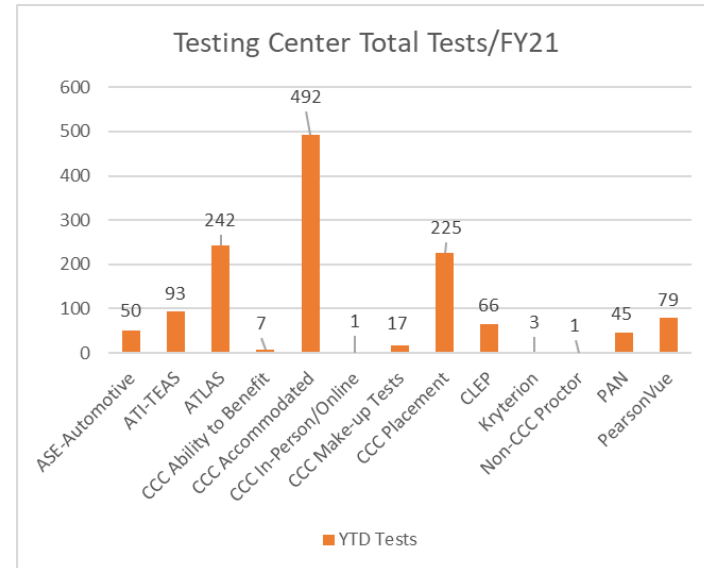
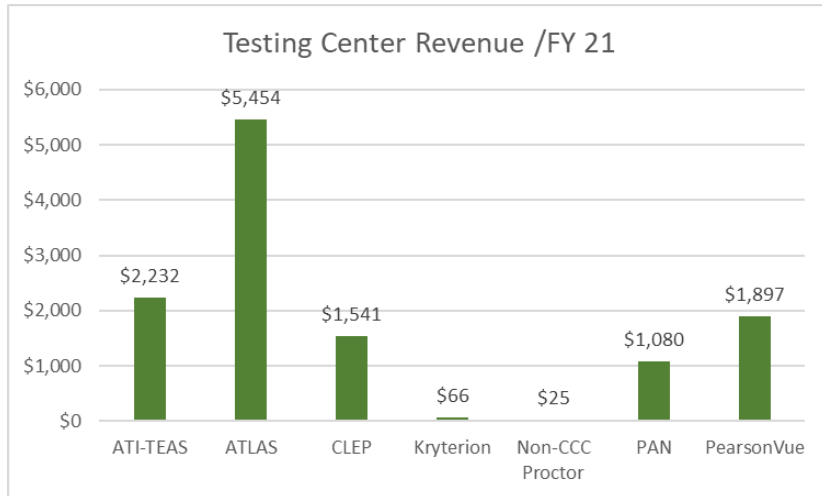
- Fall 2021 ACE registration began 9/13; to date: 2159 ACE students/469.77 FTEs; 161 HS CEO students/24.93 FTEs
- GST BOCES has a grant to expand ACE, especially for Career-Technical Education courses
- Cornell Prison Education Program (CPEP): 24 students/3 FTEs

Testing Center

- New Server and cameras installed; allows for increased testing options.

WEAP Team/Community

- Coordinated Back-to-School supplies drive of colored pencils and binders for Catholic Charities Elmira
- Several staff volunteered at Senior Games in Chemung County
- Katie Crowe ran in the Bampas House 5K fundraiser



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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, October 12, 2021

3. Federal: Legislative Update
4. State: Higher Ed Update

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Finance and Facilities Committee

Monday, October 11, 2021

Zoom Meeting

MINUTES

In Attendance: Trustees: Chair Wightman, R. Allison, H. Reynolds, M. Wayne
Other Trustees in Attendance:
Senior Staff: President Mullaney, Executive Director Dewey, Executive Director Burdick
Support Staff: T. Jones, N. Ka-Tandia, L. Patrick

Excused:

Trustee Reynolds called the Finance and Facilities Committee meeting to order at 4:00 p.m. and noted there is one action item.

Executive Director Dewey provided an overview of the agenda, noting this is an unaudited August report:

Action Items

- Operating Reports for August 2021
 - Currently gathering information for Auditors and still some adjustments being made
 - Cash position is \$11.8 million representing 158 days of college operations
 - Last year everything was off due to COVID hoping as we move forward over the next year things will be more in line
 - Accounts payable a little higher due to timing and Students Receivable are staying around 6-million-dollar mark. We were able to start reaching out to students to start collections again in July 2021.

Discussion Items

- August Revenue/Expense Highlights
 - Our revenue for August is 96% of what was budgeted and expenses are at 92% of budgeted.
 - Revenues over expenditures of \$1.1 million
 - Difference in personnel over year to year is due to retirements and vacancies
- Review of Unrestricted Budget Summary and Forecast
 - Summary between forecast and actual has a few differences as there are some adjustments still going on.
 - Don't anticipate any additional changes in revenue.
 - Tuition and State aid difference in what was budgeted was due to lower enrollment and 5% being held back from state for current year.
 - Have booked federal stimulus funds and most went again lost revenue.

- General institutional shows \$558k that is where we expensed for overage charges to Foundation/Housing LLC, also where we expense write-offs for tuition and fees and uncollectable. This line item may go down after audit review.
- Bottom line is positive \$991k which would be returned to fund balance. Again, this could change after audit but anticipating some return to fund balance.
- Association Budgets
 - New year end summary for a better snapshot of what is happening showing revenues and expenses separately.
 - Comparison of budget verses expenses and the bottom line
- Banner Improvement Project
 - FLAC project is continuing
 - Executive Director Burdick met with new CIO Denise Burbey and talked extensively about Banner Improvement Project and concerns of sustainability and training.
- Capital Projects
 - Nothing new to report here
 - We are moving along with Digital Dome Theater, Mechatronics Lab and the Facilities Master plan.
- Auxiliary Campus Services
 - Due to SUNY requirement of student vaccinations we had to dis-enroll 15 students. 98.7% of our students met the deadline. The 15 students can continue their online courses.
 - Message was inescapable across campus as we had intense messaging to students. The College approved 48 religious exemptions and 10 medical exemptions. Students with exemptions were required to sign acknowledgement that they will wear mask at all times, test weekly (at the least), and practice social distancing. No student was removed from Perry Hall.
 - New part-time nurse from Schuyler County Daniele Olevnik has started, we are glad to have her here.
 - Physical Plant has three skilled trade positions open with another retirement coming up.
 - Annual Security report (Cleary report) has been completed and posted.
- Discussion
 - Executive Director Chandler has begun working on creation of dashboard to present September report to include information on cash and receivables comparing year over year and highlighting revenues and expenses in the broader categories. It will also include a chart on enrollment of Headcount and FTE's specifically breaking out sponsor

counties versus other NY counties. If you have things you want to see on the dashboard let Executive Director Chandler know.

The Committee agreed to forward the action items to the full Board for consideration and approval (moved R. Allison, second M. Wayne).

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

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

Monday, October 11, 2021

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:

- Unaudited Operating Report for August 2021 [resolution](#)

DISCUSSION ITEMS:

- Pre-Audit August Revenue/Expense Highlights
- Banner Improvement Project
- Capital Projects Update
- Campus Auxiliary Services Update

NEXT COMMITTEE MEETING: TBD

[MEASURABLE STANDARDS](#)

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

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

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**SUNY Corning Community College
Operating Report**

August 31, 2021

Unaudited August 2021 – Cash, A/P & A/R

	Cash	A/P	Student A/R
August 2021	\$11,834,037	\$1,093,079	\$6,050,142
August 2020	\$7,590,663	\$615,394	\$6,525,700
August 2019	\$11,563,242	\$859,198	\$5,662,722

The current cash position of \$11,834,037 represents 158 days of College operations.

Unaudited Unrestricted Fund Operations – August 2021

- Operating revenues of \$26,214,752 represents 96% of budgeted revenues.
- Operating expenses of \$25,098,332 represents 92% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$1,116,420.

**August 2021 – Analysis of Revenues and Expenses
FY21/FY20 Highlights**

	August-20	August-21	Variance
Tuition & Fees	\$12,189,385	\$11,447,708	\$741,677
Personnel Services	\$21,385,945	\$17,901,157	\$3,487,788

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Corning Community College-Unaudited Unrestricted Summary

	@ 8/31/20	@ 8/31/21	19-20 Act vs.	2020-2021	2020-2021	20-21 Bud vs.
	19-20 Actual	20-21 Actual	20-21 Act	Budget	YE Forecast	20-21 Forecast
REVENUES						
Tuition	\$10,776,366	\$10,073,639	(702,727.00)	\$11,466,241	\$10,073,639	(1,392,602.00)
Student Fees	\$1,413,019	\$1,374,069	(38,950.00)	\$1,490,208	\$1,374,069	(116,139.00)
State Aid	\$6,991,874	\$6,518,439	(473,435.00)	\$7,182,054	\$6,518,439	(663,615.00)
Grant Aid & Contracts	\$496,692	\$1,577,791	1,081,098.80	\$0	\$1,577,791	1,577,790.80
Federal appropriations	\$7,308	\$1,504	(5,804.00)	\$38,000	\$1,504	(36,496.00)
County Operating Chargebacks	\$6,475,465	\$5,907,808	(567,657.00)	\$6,477,452	\$5,907,808	(569,644.00)
Other sources	\$979,168	\$761,502	(217,666.00)	\$659,644	\$761,502	101,858.00
Applied Fund Balance	\$0	\$0	0.00		\$0	0.00
Total Revenues	\$27,139,892	\$26,214,752	(925,140.20)	\$27,313,599	\$26,214,752	(1,098,847.20)
EXPENSES						
Salaries	\$14,592,505	\$12,824,626	(1,767,879.00)	\$14,218,766	\$12,824,626	(1,394,140.00)
Employee Benefits	\$6,793,440	\$5,076,531	(1,716,909.00)	\$5,705,503	\$5,076,531	(628,972.00)
Equipment	\$47,246	\$88,730	41,484.00	\$208,403	\$88,730	(119,673.00)
Contractual Expenditures						
<i>Purchased Services</i>	\$164,463	\$58,356	(106,107.00)	\$25,500	\$44,860	19,360.00
<i>Materials & Supplies</i>	\$441,222	\$362,079	(79,143.00)	\$520,272	\$405,059	(115,213.00)
<i>Consultants and Contractors</i>	\$162,368	\$140,324	(22,044.00)	\$301,333	\$135,389	(165,944.00)
<i>Accreditation</i>	\$23,124	\$16,006	(7,118.00)	\$20,000	\$16,006	(3,994.00)
<i>Marketing</i>	\$258,889	\$194,775	(64,114.00)	\$275,000	\$260,000	(15,000.00)
<i>Conference & Travel</i>	\$76,036	\$5,570	(70,466.00)	\$104,300	\$10,339	(93,961.00)
<i>Utilities</i>	\$368,283	\$381,359	13,076.00	\$420,000	\$364,904	(55,096.00)
<i>Maintenance & Repairs</i>	\$171,980	\$119,973	(52,007.00)	\$293,300	\$217,391	(75,909.00)
<i>Software & Contracts</i>	\$526,963	\$618,963	92,000.00	\$488,130	\$569,426	81,296.00
<i>Voice & Data Communication</i>	\$76,672	\$78,039	1,367.00	\$102,000	\$83,231	(18,769.00)
<i>Special Projects, Programs & Events</i>	\$56,396	\$35,639	(20,757.00)	\$75,115	\$41,321	(33,794.00)
<i>Maintenance Contracts</i>	\$489,258	\$440,448	(48,810.00)	\$535,280	\$408,969	(126,311.00)
<i>Rentals (HEC)</i>	\$339,223	\$308,718	(30,505.00)	\$336,000	\$337,708	1,708.00
General Institutional	\$1,340,787	\$1,608,018	267,231.00	\$1,252,531	\$1,811,097	558,566.00
Other Expenditures	\$264,522	\$226,892	(37,630.00)	\$167,783	\$99,484	(68,299.00)
Scholarships	\$1,661,849	\$1,894,677	232,828.00	\$2,139,383	\$1,956,190	(183,193.00)
Transfer Out	\$360,570	\$618,609	258,039.00	\$125,000	\$471,813	346,813.00
Total Expenses	\$28,215,796	\$25,098,332	(3,117,464.00)	\$27,313,599	\$25,223,074	(2,090,525.00)
Surplus/(Deficit)	(\$1,075,904)	\$1,116,420	2,192,323.80	\$0	\$991,678	\$991,678

ASSOCIATION YE SUMMARY @ 8/31/21	2020-2021 Approved Budget		20-21 Actual		8/31/2021
REVENUES	Budget	Actual	YE Forecast	Budget vs. Actual	
STUDENT ACTIVITIES					
<i>Student Activity Fee</i>	\$ 182,350	\$ 227,612	\$ 227,612	\$ 45,262	
<i>Fundraising</i>	\$ -	\$ 14,919	\$ 14,919	\$ 14,919	
ATHLETICS			\$ -	\$ -	
<i>Athletic Fee</i>	\$ 256,830	\$ 211,886	\$ 211,886	\$ (44,944)	
<i>Concessions/Gate/Misc</i>	\$ 4,500	\$ 420	\$ 420	\$ (4,080)	
<i>Development Foundation</i>	\$ 8,000	\$ 8,293	\$ 8,293	\$ 293	
			\$ -	\$ -	
GRADUATION	\$ 43,275	\$ 32,575	\$ 32,575	\$ (10,700)	
NEW STUDENT ORIENTATION	\$ 101,564	\$ 78,849	\$ 78,849	\$ (22,715)	
AUXILLIARY SERVICES				\$ -	
<i>2015 Unallocated Child Care Grant Revenue</i>	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	
Total Revenue	\$ 596,519	\$ 629,554	\$ 629,554	\$ 33,035	
EXPENSES	Budget	Actual	YE Forecast	Budget vs. Actual	
STUDENT ACTIVITIES					
<i>Student Clubs</i>	\$ 182,350	\$ 150,741	\$ 150,741	\$ (31,609)	
ATHLETICS				\$ -	
<i>General Athletics</i>	\$ 171,030	\$ 123,358	\$ 123,358	\$ (47,672)	
<i>Athletic Teams</i>	\$ 98,300	\$ 60,830	\$ 60,830	\$ (37,470)	
			\$ -	\$ -	
GRADUATION	\$ 43,275	\$ 36,365	\$ 36,365	\$ (6,910)	
NEW STUDENT ORIENTATION	\$ 101,564	\$ 26,544	\$ 26,544	\$ (75,020)	
Total Expenses	\$ 596,519	\$ 397,838	\$ 397,838	\$ (198,681)	
Revenue over Expenses	\$ 59 -	\$ 231,716	\$ 231,716	\$ 231,716	

Association			6/30/2021		
ATHLETICS BUDGET	2020-2021 Approved Budget		20-21 Actual		
	Budget	Fundraising	Student Fee	YE Forecast	Budget vs. Actual
Athletic Fee	\$256,830	\$0	\$211,886	\$211,886	(\$44,944)
Concession	\$1,500	\$0	\$420	\$420	(\$1,080)
Gate	\$1,500	\$0	\$0	\$0	(\$1,500)
Miscellaneous Sales	\$1,500	\$0	\$0	\$0	(\$1,500)
Fundraising	\$0	\$0	\$0	\$0	\$0
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$8,293	\$8,293	\$293
Total Revenue	\$269,330	\$0	\$220,599	\$220,599	(\$48,731)
General Athletics	\$171,030	\$0	\$123,358	\$123,358	\$47,672
Men's Basketball	\$17,000	\$0	\$2,000	\$2,000	\$15,000
Men's Soccer	\$2,000	\$0	\$140	\$140	\$1,860
Women's Soccer	\$2,000	\$0	\$160	\$160	\$1,840
Baseball	\$16,600	\$0	\$20,932	\$20,932	(\$4,332)
Volleyball	\$2,000	\$0	\$2,596	\$2,596	(\$596)
Bowling	\$10,500	\$0	\$7,241	\$7,241	\$3,259
Women's Basketball	\$15,800	\$0	\$2,444	\$2,444	\$13,356
Softball	\$16,400	\$0	\$16,459	\$16,459	(\$59)
Mens Cross Country	\$12,000	\$0	\$4,576	\$4,576	\$7,424
Womens Cross Country	\$0	\$0	\$4,282	\$4,282	(\$4,282)
Esports	\$4,000	\$0	\$0	\$0	\$4,000
Total Expenses	\$269,330	\$0	\$184,188	\$184,188	\$85,143

STUDENT ACTIVITIES BUDGET	2020-2021 Approved Budget		20-21 Actual	8/31/2021	
	Budget	Fundraising	Student Fee	YE Forecast	Budget vs. Actual
Student Activity Fee	\$182,350	\$0	\$227,612	\$227,612	\$45,262
Fundraising	\$0	\$14,919	\$0	\$14,919	\$14,919
<i>Nursing Society</i>		\$ 9,098			
<i>Diversity Center</i>		\$ 3,330			
<i>Muse of Fire</i>		\$ 1,611			
<i>Misc Individual Clubs</i>		\$ 880			
Total Revenue	\$182,350	\$14,919	\$227,612	\$242,531	\$60,181
Muse of Fire	\$3,000	\$0	\$4,505	\$4,505	\$1,505
Activities Programming Committee	\$105,000	\$0	\$102,212	\$102,212	-\$2,788
Elmira Center	\$3,500	\$0	\$664	\$664	-\$2,836
Student Association Executive Board	\$25,000	\$0	\$3,964	\$3,964	-\$21,036
Nursing Society	\$4,000	\$0	\$10,220	\$10,220	\$6,220
Nurses Programs	\$5,200	\$0	\$3,027	\$3,027	-\$2,173
Food Pantry	\$1,000	\$0	\$2,392	\$2,392	\$1,392
Diversity Council	\$3,000	\$0	\$6,305	\$6,305	\$3,305
Sustainability Committee	\$1,250	\$0	\$1,108	\$1,108	-\$142
CRIER	\$4,000	\$0	\$526	\$526	-\$3,474
Music Licenses/Communications	\$3,500	\$0	\$1,860	\$1,860	-\$1,640
Job Fair	\$1,000	\$0	\$0	\$0	-\$1,000
Intramurals & Recreation	\$14,000	\$0	\$12,856	\$12,856	-\$1,144
Student Leadership Workshop	\$5,000	\$0	\$14	\$14	-\$4,986
SCOP	\$500	\$0	\$0	\$0	-\$500
Individual Clubs (14)	\$3,400	\$0	\$1,089	\$1,089	-\$2,311
Total Expenses	\$182,350		\$150,741	\$150,741	(\$31,609)

Graduation	2020-2021 Approved Budget	20-21 Actual	YE Forecast	Budget vs. Actual
REVENUES				
Fee Revenue	\$43,275	\$32,575		
Total Revenues	\$43,275	\$32,575	\$32,575	(\$10,700)
EXPENSES				
Contractual Expenditures	\$43,275	\$36,365		
Total Expenses	\$43,275	\$36,365	\$36,365	\$6,910
New Student Orientation & ID Card				
REVENUES				
Fee Revenue	\$101,564	\$78,849		
Total Revenues	\$101,564	\$78,849	\$78,849	(\$22,715)
EXPENSES				
Contractual Expenditures	\$101,564	\$26,544		
Total Expenses	\$101,564	\$26,544	\$26,544	\$75,020
Auxiliary Services				
REVENUES				
Grant Revenue	\$0	\$55,000		
Total Revenues	\$0	\$55,000	\$55,000	\$55,000
EXPENSES				
Contractual Expenditures	\$0	\$0		
Total Expenses	\$0	\$0	\$0	\$0
Net Surplus(Deficit)				\$195,304

Banner Improvement Project

We have contracted with on-site and off-site consultants who have expertise in Banner, the College's Enterprise Resource Planning (ERP), software to help the College identify improvements and efficiencies within our system as part of the Banner Improvement Project. The consultants have worked with various departments including the Registrar's Office, Student Accounts, Financial Aid, Admissions/Recruitment, Human Resources and Information Technology.

Most recently, consultants have been working on the FLAC project with Human Resources.

Expenditures to date: \$375,635

Fiscal Year 20-21 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent to Date 08.31.21	Encumbered	Remaining Budget
FY 20 Required Projects/Payments							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
Projects on Hold							
Renovations & Revitalization III							
Classroom Technology*	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement*	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
Facilities Master Plan							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00

* Current Computer Replacement and Classroom Technology Upgrades are being funded through the Federal Stimulus Funds

**Auxiliary Campus Services
August 2021**

Information Technology Department

Continuing with technology updates including new computers for staff and computer labs
New CIO, Denise Burbey will be starting on October 7, 2021 as part-time through contract with SUNY ITEC
Working with SICAS to upload vaccination information into SUNY dashboard

Health Services

New part-time nurse, Daniele Olevnik began on September 7th
Tracking positive cases and making notifications for contact tracing and quarantining

Physical Plant

Working on filling three open positions within trades
Fire Inspection complete and went well, few minor issues to address

Department of Public Safety

Have completed over 2000 pool tests as of end of September
Assisting nurse in contact tracing and quarantine notifications for positive cases
Completing Cleary Reporting
Department of Public Safety
Completed Annual Security Report (CLERY Report) and have posted it on the College website at the following link:
<https://www.corning-cc.edu/student-life/2021-annual-safety-report.php>
Verified all on campus students' vaccination status and entered in Banner to meet SUNY vaccination mandate.

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
October 12, 2021
Via Zoom

MINUTES

In attendance: N. Parks, Wightman, M. Wayne, R. Allison, A. Winston, H Reynolds

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

Trustee N. Parks called the HR committee meeting at 6:08 pm by noting there are two action items on the agenda

Executive Director Park provided an overview of the consent agenda including position activity and the regular agenda:

ACTION ITEMS

Consent Agenda

- [Resolution T#4763-21 Appointments, Promotions and Separations](#)
- [Resolution T#4764-21 Position Activity](#)

DISCUSSION ITEMS

- Diversity, Equity, and Inclusion
- Human Resources Activity
- Headcount Report
- Summary of [vacant positions](#)

Executive Director Park gave an overview of the new compensation study that she and Executive Director Chandler spearheaded. Trustee Mike Wayne expressed the committee's desire to review the document before the next board meeting.

The main discussion was around the Diversity plan. The Diversity plan is an inclusive plan, which has been developed with the help of an internal task force, the diversity Council, and in consultation with students' association and governance associations. Trustees find the Diversity plan very thorough. Executive Director Park will share a draft with trustees.

Trustee Park adjourned the HR Committee meeting at 7.08 p.m.

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
October 12, 2021
Zoom

AGENDA

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

ACTION ITEMS

Consent Agenda

- [Resolution T#4763-21 Appointments, Promotions and Separations](#)
- [Resolution T#4764-21 Position Activity](#)

DISCUSSION ITEMS

- Diversity, Equity, and Inclusion
- Human Resources Activity
- Headcount Report
- Summary of [vacant positions](#)

NEXT MEETING: TBD

Standards for the Human Resources and Diversity Committee:

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

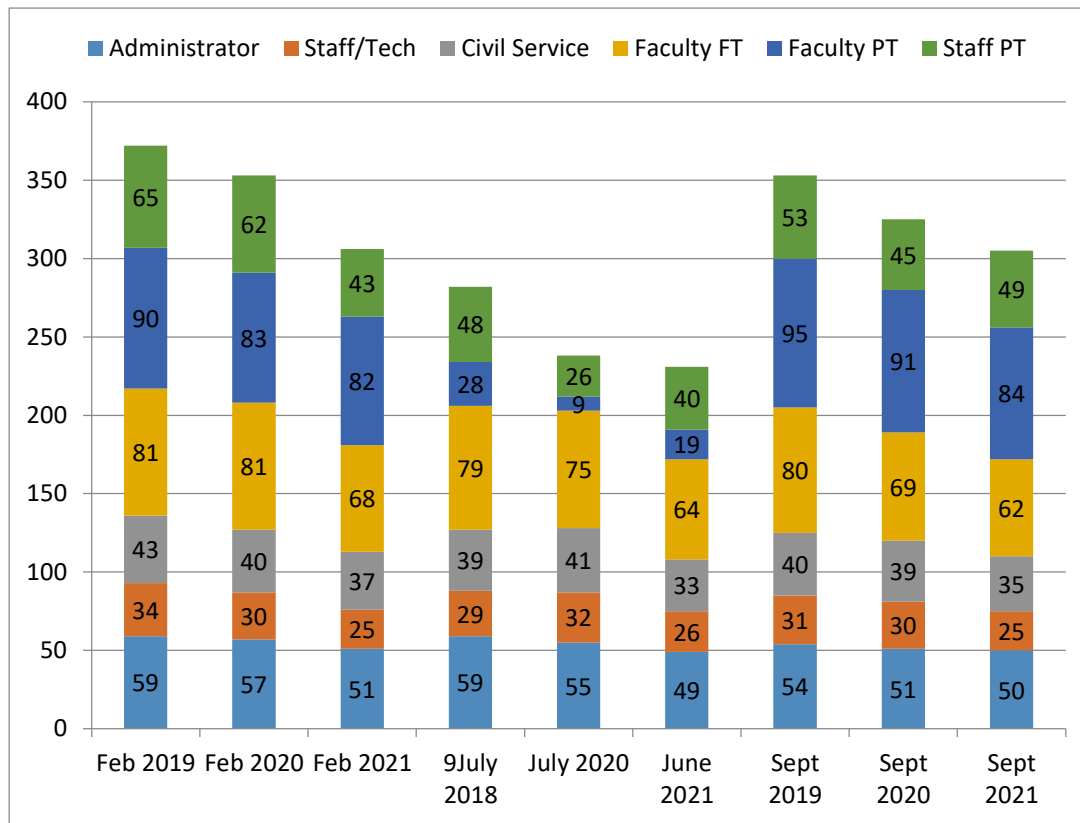
Discussion Topics:

2021-2024 SUNY CCC Diversity, Equity, and Inclusion Plan (draft provided)

Building the Baseline

Human Resources

- Non-Union professional grade compensation and classification study
- Headcount report, Fall 2021



Non-College Funded Fulltime positions: 11 employees including: 5 administrators, 1 staff/technical assistant, and 5 civil service

Summary of Appointments and Separations

(By date, as reported in HR Committee)					Vacancies Reported (snapshot)		
RBOT Committee date	Hires (external)	Separation	Retirement	Net +/-	Civil Service	Faculty	Staff
10/1/2019	7	6	3	-2	5	6	7
11/25/2019	6	4	0	2	6	5	7
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

SUMMARY STATUS OF VACANT FULL TIME POSITIONSAS of October 4, 2021

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				5	5
Faculty				3	3
Professional Service				4	4
Grand Total				12	12

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CONSENT AGENDA

HUMAN RESOURCES and DIVERSITY COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4763-21

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

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

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

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

First Name	Last Name	Title	Dept	Effective Date	Reason	Grade	Annual Salary	Background
Dillon	Shafer	Visiting Instructor	Nurse Education	8/11/21	New Hire	V	\$ 47,013.00	This is a 1-semester term, full time, academic position.
Krystal	Jubilee	Director of Nursing	Nurse Education	9/7/21	New Hire	207	\$ 95,000.00	This is a 12-mo administrative, standard position at grade 207. This hire was made as a result of an open search.
Sadie	Smith	HR Clerk	Human Resources	10/4/21	New Hire	103	\$29,891.00	This is a provisional 12-mo administrative, standard civil service position at grade 103. This hire was made as a result of an open search.
John	Marchese	Assistant Director	Dev Foundation	10/11/21	New Hire	204	\$55,000.00	This is a 12-mo administrative, standard position at grade 204. This hire was made as a result of an open search. An additional interim stipend of \$10,000/year to cover partial duties of the vacant Executive Director role.
Michell	Krossber	Senior Typist	Professional Studies	9/10/21	Resignation	103	\$ 38,156.00	Michell Krossber resigns with 11 years of service to the College.
Angela	May	Exec Dir CCC Dev Foundation	Dev Foundation	9/16/21	Resignation	210	\$ 95,229.00	Angela May resigns after 3.5 years of service to the College.
Seth	Griffin	Campus Safety Officer	Public Safety	10/8/21	Resignation	I	\$35,794.00	Seth Griffin resigns after 5 years of service to the College.

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

CONSENT AGENDA

HUMAN RESOURCES and DIVERSITY COMMITTEE

Position Activity

RESOLUTION #T4764-21

WHEREAS, Human Resources has reviewed and is recommending the actions indicated below,

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Program Coordinator	None	Change of title and job description	9/27/21	This position has been reclassified to oversee the area of open enrolled courses with WEAP. The position will be changing from a professional pay grade 202 to 204, from non-exempt to exempt position.

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

REGULAR AGENDA

EXECUTIVE COMMITTEE

Resolution #T4765-21

[Resolution of Appreciation Christa Heyward](#)

WHEREAS, Trustee Christa Heyward has served with distinction as a member of the Regional Board of Trustees of SUNY Corning Community College from 2016-2021, and

WHEREAS, over the years, Trustee Heyward has made significant contributions to SUNY CCC Regional Board of Trustees through her service as Vice-Chair, as well as on the Committee for Academic and Student Services, the Executive, Committee, the Audit Committee, and the Finance and Facilities Committee, where her insight and intellect were always present, and

WHEREAS, in her role as an active member of the Regional Board of Trustees, she exemplified the utmost integrity and care to student concerns and never lost sight of placing student success as the primary focus of the College, and

WHEREAS, her constant support of high academic standards and her thoughtful feedback during all SUNY CCC program reviews significantly contributed to the excellent reputation of the College, and

WHEREAS, her collaboration on community organizations and events, such as police reform, the Elmira Young Professionals, the Juneteenth celebration, contributed to a greater sense of connection between the Regional Board of Trustees, the College, and our community, and

WHEREAS, Trustee Heyward has always been a steadfast champion of diversity, equity, and inclusion;
NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees expresses sincere appreciation to Trustee Christa Heyward for her distinguished service to the College, community, and to the thousands of college students who have benefitted from her work; we all wish her well in all of her future endeavors.

REGULAR AGENDA

EXECUTIVE COMMITTEE

Resolution #T4766-21 Resolution of Appreciation-Tanya Jones

WHEREAS, from the start of the pandemic, Tanya Jones, Administrative Assistant for Finance and Auxiliary Campus Services, has assisted with the development and distribution of various emergency plans, Continuity of Operations Plans, and subsequent reopening plans, and

WHEREAS, when the State University of New York ordered mandatory pool testing of students and staff, Tanya assisted Public Safety Officers with tracking and verifying required participation in pool testing, and

WHEREAS, The Emergency Response Team (ERT) was required to coordinate the college's response to the pandemic; Tanya provided valuable assistance to the ERT and sub-committees, including purchasing equipment and supplies and tracking COVID-related expenses, and

WHEREAS, Tanya has assisted the Executive Director of Campus Auxiliary Services and the Health Office with verifying students' vaccination status and promptly entered approximately 1,200 vaccination records into Banner to meet SUNY deadlines.

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to Tanya Jones for her devotion and tireless work in supporting the entire campus community during the unprecedented COVID-19 crisis.

REGULAR AGENDA

FINANCE AND FACILITIES COMMITTEE
RESOLUTION #T4767-21
Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Unaudited Operating Reports for the period ending August 31, 2021.

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