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

DATE: Thursday, October 8, 2020

TIME: 5:30 p.m. Meeting

LOCATIONS: HEC Center & Via Zoom

Call to Order

Approval of the Meeting Minutes of the [July 30, 2020](#)

Chair's Report

President of the College's Report

Student Trustee's Report (none)

CCC Development Foundation, Inc., Report

Approval of Agenda

Approval of Consent Agenda

[RESOLUTION #T4697-20 – Appointments, Promotions and Separations](#)

[RESOLUTION #T4698-20 – Position Activity](#)

Regular Agenda

[Audit Committee](#)

[CASS Committee](#)

[RESOLUTION #T4699-20 – Sabbatical Postponement for Brenda Gustin](#)

[EXECUTIVE Committee](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

[RESOLUTION T#4700-20-Operating Report for August 2020](#)

[RESOLUTION #T4704-Appreciation for Mrs. Christine Bonarski](#)

[HUMAN RESOURCES Committee](#)

[RESOLUTION #T4701-20 – Thomas Dunbar Retirement](#)

[RESOLUTION #T4702-20 – Ana Paulin Retirement](#)

[RESOLUTION #T4703-20 – Chrystal Dow Retirement](#)

[RESOLUTION #T4704-20 Grievance Policy for Addressing Formal Complaints of Sexual Harassment](#)

Old Business

New Business

Executive Session to discuss pending litigation matters and collective bargaining.

Adjournment

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

July 30, 2020

Health Education Center and Zoom

MEETING MINUTES

In attendance: Trustees: Chair N. Wightman, R. Allison, T. Beers, C. Blowers, P. Chu, J. McKinney-Cherry, H. Reynolds, A. Winston

In attendance via Zoom: G. Baity, P. Chu, N. Parks, C. Heyward, M. Wayne

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May, Executive Director Park

In attendance Via Zoom: Interim Provost Herbst, Interim VP Administrative Services Salisbury

Support Staff: S. Radford

Guests: H. Segur, R. Steinberg, C. Williams

Guests Via Zoom: S. Housworth

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:30 p.m., thanking everyone for attending RBOT July 25, 2020 Retreat.
2. APPROVAL OF THE MINUTES: Chair Wightman decided to hold the approval of July 18 minutes to give trustees time to read through the revised minutes, which will be sent via email (Allison, Heyward: Unanimous).

Note: Minutes were approved unanimously via email on August 8, 2020.

3. CHAIR'S REPORT. Chair Wightman shared her appreciation for trustees and staff attending the RBOT retreat, which was very informative. Chair Wightman provided an overview of the Joint RBOT/CCCDF Executive Committee Retreat, which was held on July 27. Going forward, the RBOT/CCCDF Executive Committee plan to have more collaborative meetings.

4. PRESIDENT OF THE COLLEGE'S REPORT.

Dr. Mullaney provided an overview of the three resolutions of appreciation for Trustee Gail Baity, Trustee Carl Blowers, and Calvin Williams, Director

of Physical Plant.

RESOLUTION #4687-20 Resolution of Appreciation for Trustee Gail O. Baity

BE IT RESOLVED that the Regional Board of Trustees, students, faculty, staff, graduates, and retirees of SUNY Corning Community College express sincere thanks and appreciation to Trustee Gail O. Baity 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. (Blowers, Allison: Unanimous)

RESOLUTION #4688-20 Resolution of Appreciation – Carl H. Blowers

BE IT RESOLVED that the Regional Board of Trustees, students, faculty, staff, graduates, and retirees of SUNY Corning Community College express sincere thanks and appreciation to Carl H. Blowers for his distinguished service to the College as the Board Chair and are grateful for his continued service. (Allison, Winston: Unanimous)

RESOLUTION #4689-20 Resolution of Appreciation – Calvin Williams

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to Mr. Calvin Williams for his selfless dedication in protecting faculty, staff, and students during the unprecedented COVID-19 crisis. (Wayne, Blowers: Unanimous)

SUNY Update and Campus Operations:

- Classes start on August 17. Hybrid, remote, online, and face-to-face with SUNY Guidance. The fall semester will end by Thanksgiving, with no break weeks.
- Perry Hall students will be tested on move-in day.
- Starting next week, all employees are required to self-screen online before coming to work.
- The same measure will be implemented for students, with in-person screening required for laboratories and other hands-on classes.
- Enrollment is down compared to last year.
- Dr. Mullaney also provided an overview of his “Path to the Future.”

5. STUDENT TRUSTEE REPORT: None

Chair Wightman will share a petition via email with RBOT in support of students' right to vote.

6. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Foundation President, Holly Segur, provided an overview of the report:

The Housing LLC Board of Managers had an emergency meeting on July 17:

- Approved the change in '20-'21 Perry Hall room rate to a flat \$3,400.
 - Sending an updated contract for residents to sign at the new rate.
 - Will not allow any double-occupancy rooms.
 - The maximum occupancy in the hall for this year is 153 students.
 - As of yesterday, there were 119 contracts submitted for Perry Hall.
 - Safety measures in Perry Hall include:
 - Increased cleaning of common areas and HVAC filtration systems
 - Removal of furniture in lounge areas
 - Limited use of the elevators
 - Increased signage regarding social distancing and facial coverings
 - Specialized training for RAs
 - No visitors allowed
 - Residents coming from “hot spot” states will be required to come to campus early and quarantine for 14 days.
 - A wing of the building has been identified as a quarantine area.
 - Residents will be tested for COVID-19 upon arrival and provided a move-in kit with disinfecting products, sanitizer, and other items.
 - Meeting with Financing Partners in August to discuss plans for fall.
- The Executive Committee met on July 16:
 - The committee was informed of the College’s Campus Reopening plans and safety measures to offer both virtual and in-person classes.
 - The committee discussed the agenda for the Joint Executive Committee Meeting.
 - The Joint RBOT/CCCDF Executive Board Retreat was held on July 27:
 - Great partnership in our combined discussions
 - Both organizations have a clear understanding of challenges and priorities going forward
 - Looking forward to regular discussions

7. APPROVAL OF AGENDA (Heyward, Baity: Unanimous).

8. APPROVAL OF THE CONSENT AGENDA (Heyward, Allison: Unanimous).

RESOLUTION #4684-20- Appointments, Promotions, and Separations

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following employment actions to be taken. (Heyward, Chu: Unanimous)

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Patrick Burdick	Associate Professor	STEM	Resignation	8/6/2020	Mr. Burdick has served the College for 10 years in the Dept. of Mathematics.
Claudia Haile	Associate Professor	Nurse Education	Resignation	8/11/2020	Ms. Haile has served the College for 13 years in Nurse Education.
Pete Mizera	Chief Information Officer	Information Technology	Reduction	8/31/20	Mr. Mizera has served the College for nearly 1 year; his position is eliminated due to budget constraints
Emily Andress	Coordinator of the Fitness Center	Athletics	Reduction	8/31/20	Ms. Andress has served the College for 9 years; her position is eliminated due to budget constraints
Jacquelyn McAtee	Athletic Trainer	Athletics	Reduction	8/31/20	Ms. McAtee has served the College for nearly 14 years; her position is eliminated due to budget constraints
Heather Barber	Annual Fund Officer	Development Foundation	Reduction	8/31/20	Ms. Barber has served the College for 1.5 years; her position is eliminated due to budget constraints
David Burdick	Executive Director of Campus Auxiliary Services	Campus Auxiliary Services	Promotion	9/1/20	With a reclassification of the position, an increase of \$8,353 will be effective on 9/1/20. This is graded 210, 12-month standard

					full time.
Kelly Reed	Assistant Director of Infrastructure	Information Technology	Promotion	9/1/20	With a reclassification of the position, an increase of \$6,220 will be effective on 9/1/20. This is graded 205, 12-month standard full time.
Kirk Spencer	Assistant Director of User Services	Information Technology	Promotion	9/1/20	With a reclassification of the position, an increase of \$5,926 will be effective on 9/1/20. This is graded 205, 12-month standard full time.
Shannon Radford	Assistant Director of Applications	Information Technology	Salary Change	9/1/20	With a reclassification of the position, an increase of \$4,811 will be effective on 9/1/20. This is graded 205, 12-month standard full time.

RESOLUTION #T4685-20 Position Activity

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)
Executive Director of Auxiliary Campus Services	David Burdick	Reclassification	9/1/20	The Director of Public Safety position will be reclassified to the Executive Director of Auxiliary Campus Services, Grade 210 to reflect the increased role which will oversee Public Safety, Physical Plant, and Information Technology.
Assistant Director of Infrastructure	Kelly Reed	Reclassification	9/1/20	Based on a reorganization of Information Technology, the job description has been updated and reclassified to a grade 205.
Assistant Director of User Services	Kirk Spencer	Reclassification	9/1/20	Based on a reorganization of Information Technology, the job description has been updated and reclassified to a grade 205.
Assistant Director of Applications	Shannon Radford	Reclassification	9/1/20	Based on a reorganization of Information Technology, the job description has been updated and reclassified to a grade 205.

**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): Trustee Heyward provided an overview of CASS committee meeting noting the meeting was led by Interim Provost Fred Herbst who began the meeting with a discussion of upcoming promotions to faculty for the 2020-2021 academic year. There was some discussion among the trustees over whether it was appropriate to put forward promotions, given the impending budgetary cuts coming from Albany in response to the State's budgetary constraints caused by the response to COVID-19. Provost Herbst explained how rigorous the promotion process is, one in which faculty prepare comprehensive packets describing their contributions to the College, and the timeline in which faculty become eligible to prepare such packets is clearly stated in the College's contract with faculty. Additionally, the overall impact on the College's budget is minimal. Therefore, the CASS committee proposed moving forward with the faculty promotion resolution.

RESOLUTION #4686-20 Faculty Promotion

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective with the beginning of the 2020-2021 academic year. (Heyward, Beers: Unanimous)

Faculty Member	Current Rank	New Rank	Academic Division
Rosemary Anthony	Instructor	Assistant Professor	Professional Studies
Timothy Bonomo	Associate Professor	Professor	Professional Studies
Emma Draper- Reich	Instructor	Assistant Professor	Humanities and Social Sciences
Kevin Martz	Associate Professor	Professor	STEM

Academic Affairs

Provost Herbst provided an update about the recent dialogue on diversity, led by Babatunde Ayanfodun, DEI Assistant, and Jennifer Sellers, Coordinator of Applied Learning. The dialogue was a facilitated discussion between students in the Law Enforcement Academy and members of the black community, including Trustee Heyward, and the Director of the Nursing Education program, Krystal Jubilee. Additionally, in preparation for the upcoming academic school year, the academic divisions have been meeting virtually to plan and adjust the master schedule and address necessary changes to adapt to COVID-19 related issues. Provost Herbst also acknowledged Dr. Kris McDonald, Director of the Center for Teaching Innovation and Excellence, who earned a certificate with distinction in Diversity, Equity, and Inclusion training from the SUNY Center for Professional Development.

Student Services

Provost Herbst provided some highlights on some initiatives related to student services.

- SUNY Pathway Scholars in which high school students pursuing an associate's degree will receive \$500 during their first year for non-tuition related expenses and \$1,000 when they transfer to State-operated institutions. SUNY CCC has received funding for 31 of our students to participate in this program.
- Financial Aid has distributed almost 50% of federal stimulus funding for students from the CARES Act directly to students. Along with the SUNY laptop loan program, this has helped SUNY CCC students with their technology needs.
- Efforts are underway to adapt to the impact of COVID-19 while delivering educational services and instruction by providing virtual student orientation, virtual outreach for students, virtual scheduling, virtual walk-in assistance, and virtual recruiting events.

EXECUTIVE COMMITTEE

- SUNY Updates
- Campus Reactivation
- RBOT Retreat
- Meeting with the Foundation Executive Committee
- Strategic Initiatives: Executive Director Clay provided an overview of the strategic initiative's report including the Middle States Commission on Higher Education (MSCHE) Mid-Point Peer Review Timeline
 - 9/9 MPPR Data Report available in the portal
 - 10/7 Upload Institutional Comment Form
 - 11/20 MPPR Evaluator Report
 - 12/21 Institutional Response

- March 2021 Commission Action
- Administrative Services' re-organizational structure. Dr. Mullaney provided an overview of the new structure, noting this change will result in a net saving of \$60,000. Chair Wightman also noted the lack of stability in the Vice President position has been to the detriment of the College. The resolution seeks to split the VP position into Executive Director of Finance with three direct reports and Executive Director of Auxiliary Services also with three direct reports. Committee agreed to move forward the resolution for full board approval

RESOLUTION #T4696-20- Resolution of Administrative Services New Organizational Structure

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves the new organizational structure for the Administrative Services area at the Senior Staff Level, moving from a Vice President of Administrative Services to an Executive Director of Finance and an Executive Director of Campus Auxiliary Services, both of which will report directly to the President. (Heyward, Wayne: Unanimous)

EXTERNAL AFFAIRS

Trustee Winston provided an overview of the July 20 Committee meeting, noting that there is one action item on the agenda.

Executive Director May provided an overview of the Foundation Report

- The Emergency Grant Fund Committee will begin reviewing applications the week of August 3. A weekly review will continue through the fall semester or until resources are depleted.
- The Foundation is working with multiple donors on the creation of three new scholarships to benefit CCC students.
- The fourth Baron Bulletin e-newsletter is scheduled for August.
- The second quarter Annual Fund solicitation mailing was sent on July 7. The third quarter mailing will be sent in early September.
- The Scholarship Recognition Ceremony will be a virtual event held on Wednesday, October 28.
 - Staff will coordinate virtual meetings between scholarship recipients and their respective donors before the live event.
- The Class of 2020 Graduate mailing hit mailboxes on July 7 and included their membership cards, a QR Code to take the New Alumni Survey, and a letter from Angela May.
 - Survey responses will be tracked, recorded, and shared with the appropriate departments.
- Reflections will be a virtual event held on Friday, November 13.
 - This event will feature past award recipients speaking about what SUNY CCC means to them and their experience receiving an alumni award.
- The SUNY CCC Book Club will have their inaugural meeting on Tuesday, September 8:
 - Alumni, staff, faculty, and students will be welcome to join.
 - The Book Club will be moderated by Librarian Jillian Sandy, along with rotating co-moderators of faculty and staff members.
 - The first book will focus on social justice and diversity to reinforce SUNY CCC's increased efforts on diversity.

- An Alumni Association social media campaign will begin on July 27:
 - Posts on CCC Alumni Facebook and LinkedIn, and SUNY CCC social media pages.
 - Will encourage alumni to visit the Alumni Association website, explore benefits, and request their membership card.
- The first Alumni-Owned Business email communication of a series will be sent in early August featuring two local alumni business owners, Mark Neumann from Upstate Brewing and Karen Hogue from Market Street Apothecary.
- Total Giving results through 7/7/2020 is \$91,560.87 from 231 donors which represents 33% of the budgeted fundraising goals.

Marketing/Communications Report. Executive Director Clay provided an overview of her report

Marketing

- 2020 Graduation Sponsorship on Big Fox, WYDC with over 2500 promotional spots and commercial spots
- "Rebuilding America" Star-Gazette digital ads through the month of June
- In Development: Inspired Faculty (testimonials), remote-live, strengths to career
- SUNY: Stay Near, Go Far” campaign extended 7/16 to 8/15

Advertising

- 6/23 Career Planning Virtual Event and 6/25 Career-Building Virtual event: website, digital ads, and geofencing, social media, postcards
- CARES Act funding for students

Social Media

- Campus reopening: “We’ve made our plans for Fall 2020. Now let us help you make yours!”
- Recruitment/Admissions/Financial Aid messaging
- Diversity, Equity, and Inclusion events

July Press Releases

- SUNY CCC Diversity Center Hosts Virtual Civic Engagement Event
- SUNY CCC Addresses Budget Challenges
- SUNY CCC Announces Fall 2020 Campus Plan
- CARES Act Funding Still Available for SUNY CCC Students
- SUNY CCC Increases Social Justice Efforts
- SUNY CCC Announces Fall Athletics Plan

Other

- Virtual Commencement and Nursing Pinning: thanks C. Demers and K. MacDonald for program work and production

Workforce Education & Academic Pathways: report by Executive Director Eschbach

Academic Pathways Highlights

- Four PA schools will sponsor submissions of PA Educational Enterprise Applications. Applications expected to be submitted by July 17th
- ACE working with Bursar's Office to refine the process for submission of Certificate of Residency forms.
- Elmira High School ESAP program starting two summer courses week of 7/20.

Workforce Education Highlights

- Academic and Workforce Development Center opened June 8th; Welding students will reconvene on July 13th to finish the Spring 20 semester.
- Offering virtual Kids College programming this summer with partner Black Rocket; 3 students enrolled.
- Held a virtual Industry Roundtable for Healthcare (Direct Support Professional, Community Health Worker) with approximately 40 people in attendance. Following up with businesses to determine interest in apprenticeship vs. training.
- Working with Boral, Inc. (manufacturing firm in PA) to become an approved related instruction provider for their Toolmaker apprenticeship.
- Corporate Training: Lean for Healthcare (CareCompass Network); several proposals for upcoming training.
- Open Enrollment: Excel (via Blackboard Collaborate); Notary postponed due to lack of state testing availability.

Testing Center:

- Added Kryterion Global Testing as a paid testing partner; reviewing a proposal to Prometric for SHRM testing.
- Testing SUNY CCC students as needed for both accommodated testing and placement tests.
- Testing Center is scheduling paid testing for mid-July after installation of partitions (Perkins Grant funded) and reconfiguration of the waiting area for all testing.

Legislative Relations

Awaiting the outcome of negotiations in Washington regarding the 4th Stimulus legislation and especially the funding for State and Local Aid, which is an urgent need for NYS and ultimately will determine the level of final reductions of SUNY CCC's state aid allocation.

FINANCE AND FACILITIES

Trustee Wayne provided an overview of the Finances and Facilities last meeting and noted there are three action items.

Action Items

- Operating Reports for May 2020
- 2020-2021 Operating Budget
- Tuition and Fee Changes

Interim VP Salisbury provided an overview of his report.

Discussion Items

- May Revenue/Expense Highlights.
 - The Committee reviewed/discussed accounts payable and receivables
 - Review of Unrestricted budget
 - Forecast shows a \$335,000 deficit, which does not include state cuts at this time. We are closely in line with the budgeted expenses,

- Review of Restricted budget, including athletics and discussion of coaches being paid through May
- Review of Student Activities budget.
- Cash represents 137 days of operation
- Budget for graduation shows savings for virtual vs in-person commencement ceremony

- Planned Capital Projects
 - Review of projects completed and projects on-hold as there is a freeze on matching funds from SUNY.
- Banner Improvement Project
 - Total expenditures to date are \$333,000, consultants are currently working on FLAC project
- Review of 2020-2021 Proposed Budget
 - Discussion of FTE projections for 2017-2020, including a decrease in 2020 enrollment due to declining number of high school graduates. Marketing efforts focusing on enrollment to reach traditional and non-traditional students, companies providing marketing services do provide analytics as to who has viewed ads, clicked on ads, etc.
 - Tuition and expected increases – 4% increase for tuition totals \$5068 per year.
 - Discussion of Revenue Highlights, including an overview of new rates for tuition, state base aid, and chargebacks, reviewed revenue rates and changes over the last ten years for tuition, state aid, and chargebacks and total revenue by source showing total dollars per student.
 - Review of Expenditure Highlights including health insurance (no increase), salary increases (negotiated increases for unions, and 2% increase for other staff), savings in retirements and resignations, development foundation assistance in Library software maintenance, marketing budget (increase ads on television and billboards). Total expenses were reduced \$626,483.
 - Deficits in operating funds – some substantial deficits, hoping to come into a better position, bringing FY21 in as a zero balance.
 - Review of Fund Balance indicated a decline over the past five.
 - Discussion of proposed FY21 Budget including a comparison of last year’s budget and current year forecast in comparison to 20-21 budget. Revenues showing State Aid as negative for this year, Expenses show savings in salaries from what was budgeted last year. Discretionary spending will be managed by senior staff.
 - Review of proposed Athletics and Student Activities budget – not much change from last year.
 - Review of Capital chargeback reserve, 2019 beginning balance was 2.2 million, if projects move forward ending balance will be \$1.3 million

- Fiscal Year 2021 Tuition and Fees
 - Review of Tuition and fee schedule changes including increase in tuition, nursing lab fees and testing fees; housing meal plans and option meal plans are increasing slightly.

RESOLUTION #4690-20- Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report for the period ending May 31, 2020. (Wayne, McKinney-Cherry: Unanimous).

RESOLUTION #4691-20- 2020-2021 Operating Budget

BE IT FURTHER RESOLVED, that a copy of this resolution shall be submitted to the State University of New York for its review and approval. (Wayne, Allison: Unanimous)

RESOLUTION #4692-20- Tuition and Fee Schedule

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Tuition and Fee schedule, which includes a full-time resident tuition rate of \$2,534 per semester, a part-time resident tuition rate of \$211 per credit hour, a full-time non-resident tuition rate of \$4,148, and part-time non-resident rate of \$346 per credit hour; and,

BE IT FURTHER RESOLVED, that a copy of this resolution, together with the Tuition and Fee Schedule, shall be submitted to the State University of New York for its review and approval. (Wayne, McKinney-Cherry: Unanimous)

Trustee Wayne concluded the report by thanking VP Salisbury, Stacy Housworth, Tanya Jones, and others in the finance area who worked very hard under difficult circumstances to put a budget together.

Chair Wightman, expressed her appreciation for the detailed report of Finances and Facilities but would like to see a financial analysis of SUNY CCC's operating facilities. Trustee Wayne suggested adding it to the measurable standards, which the committee intends to revisit in the future.

HUMAN RESOURCES COMMITTEE

Trustee Parks provided an overview of the committee July 21st meeting noting the consent agenda, which Dr. Mullaney already discussed earlier, specifically for the reorganization of Administrative Services.

Regular Agenda:

- Retirement of Jane Larson, who has been with the College for 16 years in the Nurse Education department and Eileen Goltry from the Library, who has served in the college for 40 years
- Performance growth awards. There were six non-union employees that were recommended for PGA.

Name	PGA Level
Bushey, Isaac	2
Dunham, Beverly	2
Hendrickson, Loretta	2
Laughlin, Rebecca	2
Mletzko, Megan	2
Owlett, Brad	2

Discussion Items

Director Park provided an overview of the reporting data, which includes headcount, appointments, and separations. Executive Director Park also gave an overview/summary of vacant positions assessment.

RESOLUTION #4693-20 Jane Larson, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Jane Larson, Coordinator of the Nurse Simulation Lab in Nurse Education effective August 8, 2020.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Jane Larson for her service to the College and recognizes her outstanding commitment to the College and her community. (Parks, Baity: Unanimous)

RESOLUTION #4694-20 Eileen Goltry, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Eileen Goltry, Senior Account Clerk/Typist in Learning Resources effective August 28, 2020.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Eileen Goltry for her service to the College and recognizes her outstanding commitment to the College and her community. (Parks, Heyward: Unanimous)

RESOLUTION #4695-20- Performance Growth Awards

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2020: Isaac Bushey, Beverly Dunham, Loretta Hendrickson, Rebecca Laughlin, Megan Mletzko, and Brad Owlett.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its appreciation to the awardees for their exceptional service to the College. (Parks, Beers: Unanimous)

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION

Regular session: motion to exit regular session at 7:39 pm to go to an executive session (Wightman, Heyward: Unanimous)

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**CORNING COMMUNITY COLLEGE
Regional Board of Trustees**

[Audit Committee](#)

**Thursday, October 8, 2020
Health Education Center, HEC110**

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](#)

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Committee on Academic and Student Services
September 30, 2020
Via Zoom

AGENDA

MISSION:

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

MINUTES

DISCUSSION ITEMS:

1. Measureable Standards
2. Provost
3. Introduction of Student Trustee

ACTION ITEMS:

1. Sabbatical Postponement – Brenda Gustin

NEXT COMMITTEE MEETING: NOVEMBER 18, 2020

Measurable Standards for the CASS Committee are:

- Review for approval academic programs at least every six years and receive a follow-up on recommendations to ensure viability for continued offering.
- Review status of the Strategic Enrollment Plan addressing student success as demonstrated by recruitment, retention and graduation.
- Review Academic Support/Student Services and Retention/Enrollment Planning programs for effectiveness.
- Review progress of the Academic Plan annually to align strategies and initiatives with the College-wide Strategic Plan.
- Receive from the president 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 of Higher Education.
- Review action items forwarded to the President from the Faculty Assembly that require the approval of the Regional Board of Trustees (such as program

reviews).

- Receive updates regarding student-guided funding of activities and services.
- On a regular basis, monitor the College's interaction with business, economic and community leaders to ensure college educational opportunities are aligned with regional needs.
- 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 that integrate faculty into recruitment and retention efforts of the institution, where needed.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES
September 30, 2020
Via Zoom
Minutes

In Attendance: Trustees: Chair Wightman, Christa Heyward, Thomas Beers, Ron Allison, Maddison Cunningham, Polly Chu
Senior Staff: President Mullaney, Interim Provost Herbst, N. Ka-Tandia
Support Staff: Shannon Radford

Trustee N. Heyward called the CASS Committee meeting to order at 5:30 p.m. by welcoming everyone to the first meeting of the 2020 2021 school year. A special welcome to Maddison Cunningham, the new student trustee. Madison is a second year student at CCC studying Biology.

Interim Provost Herbst gave an overview of his [Provost report](#)

DISCUSSION ITEMS:

- [1- Provost](#)
- [2- Measurable Standards Discussion](#)

ACTION ITEMS:

- [1. Sabbatical Postponement](#)

Trustee Heyward opened up the Measurable standards discussion which was discussed during the RBOT retreat. It was agreed that these standards have to be relevant and current. Trustee Heyward invited the committee members to voice their thoughts on the topic. Committee agreed to incorporate a social justice language by including all elements of diversity (gender, race, religion etc..). The goal is to use the College strategic plan and metrics.

The Committee agreed to forward the Consent and Regular agenda action item to the full Board for consideration and approval.

Trustee Heyward adjourned the Human Resources Committee meeting at 6:36p.m. (Heyward, Wightman: Unanimous)

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by Interim Provost: Fred Herbst
September 30, 2020

Academic Affairs

- Nurse Education Virtual Bootcamp Orientation was held before the start of the fall semester and topics included key information and skills needed to succeed. Students reported increased confidence with starting their program while COVID restrictions are in place.
- The Criminal Justice program and the STLEA are examining guidance and mandates from the Governor and the Department of Criminal Justice Services for reform on social justice issues that will be essential in making key curriculum changes to better prepare graduates.
- George Hurlburt, Professor of Mathematics, is currently serving as a National Faculty Mentor for the Carnegie Foundation for the Advancement of Teaching in their Quantway College Virtual mathematics classes.
- A new open studio policy was instituted to allow students to work in art studios outside of class. Social distancing policy limited the number of students allowed in each classroom and necessitated individual worktime. This policy allows for the tracking of students for contact tracing and attendance.
- The library has created a resource guide dealing with race, anti-racism, and the Black experience in the United States. The guide helps faculty and students with resources for research and readings on these topics. It includes sections on local and national history and recent events.

Student Services

- The new SUNY Pathways Scholars award has begun with 28 students receiving funding at the beginning of the fall semester. Three additional awards are being reserved for students who enroll in late start classes or in Spring 2021. The program awards \$500 total at SUNY CCC for non-tuition expenses.

- The Student Assistance Program (SAP) is now serving students' needs for a variety of counseling services on and off campus. In-person appointments are available Monday through Friday, online, and by phone 24 hours a day, seven days a week.
- Men's and Women's Cross-country teams are competing this fall. On Saturday, September 12th, the Men's team won the TC3 Invitational. The SUNY CCC home meet is being held on Saturday, October 10th.
- A reorganization of the Educational Planning area will result in changed responsibilities for the new Enrollment Specialist role. They will be working with students and providing support in a comprehensive way that aligns with the Guided Pathways initiative.
- Phase 1 of the Starfish student engagement software launch went live for the academic intervention Early Alerts (9/1 to 9/8) and Warning Alerts (10/6 to 10/13) processes. The system also allows for faculty to give students "kudos" for good work in class and has been well received by students.
- A virtual new student orientation system has been instituted that covers a wide variety of topics such as financial aid, academic programs, student clubs, athletics, and new Title IX regulations.

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Committee on Academic and Student Services
Introduction of Student Trustee: Madison Cunningham
September 30, 2020

INTRODUCTION OF NEW STUDENT TRUSTEE: MADISON CUNNINGHAM

Hello! My name is Madison Cunningham, I am eighteen years old and I am a second year student at Corning Community College. I am pursuing an Associate's Degree in Mathematics and Science, and plan to transfer to a 4-year university to obtain a Bachelor's Degree in Biology, and ultimately apply to medical school. I am a student employee at SUNY CCC as the General Biology Lab Assistant under David Pindel and I have been newly appointed as the Student Trustee and a member of the Regional Board of Trustees. I have also been employed as a Target employee for two years now and am also a Corning Guthrie volunteer in the Emergency Department. I have earned multiple awards specifically for my academic efforts such as placement on the President's List for both the fall 19' and spring 20' semesters. I was also inducted into the National Honors Society in high school and graduated with high honors as well as an advanced regents diploma and served as the president of the Unified Sports Youth Activation Committee. On top of these commitments, I surprisingly find time for some hobbies such as going on hikes (New York trails do not disappoint!) and other outdoor activities such as kayaking.

Thank you!

Madison Cunningham

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**Committee on Academic and Student Services
Report from Interim Provost: Fred Herbst
October 8, 2020**

Resolution T#4699-20

BE IT RESOLVED, that the Regional Board of Trustees for SUNY Corning Community College approves the request for Dr. Brenda Gustin to postpone her previously approved sabbatical leave from Spring 2021 to Spring 2022.

Background Notes

All eligible faculty are invited each fall semester to submit proposals for a sabbatical. Those proposals are reviewed by the Provost and advanced to the President. The proposal received from Dr. Gustin was originally approved for Spring 2021. Dr. Gustin has requested a postponement of her sabbatical due to a number of COVID 19 related factors including concern for colleagues covering her classes under the compressed schedule and impact on the College budget.

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee
Thursday, October 8, 2020
HEC & Via 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:

1. Chair Report
2. SUNY Update
3. COVID-19-Testing Plan
4. Budget Update
5. New Student Trustee
6. [Strategic Initiatives Update](#)

ACTION ITEM: None

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 Update
Submitted by Executive Director
Maarit Clay October 2020

Pillars of Excellence

- Starfish Early Progress Survey (Alerts/Kudos) campus wide pilot Sept. 1-8: 60% completion
- 2315 Kudos, 128 Tutoring Referrals, 136 Enrollment Advisement Center Referrals
- Student Educational Planner tool
- SSTF: Data-Informed Decision Making –in times of disruption 8/6
- Lessons Learned from Working Remotely and Institute #2 Updates 8/20
- SUNY SSTF and ATD Engaging Faculty in Supporting Students Workshop 8/26
- SSTF: Culturally Responsive Teaching 9/25
- Gates Grant: Advancing Equity in Program Maps and Onboarding 9/23

Open Educational Resources (OER)

- Use of OER in College Math 1 and 2 has expanded: Fall 2020 offering 12 sections, 210 students
- OER Sustainability Cohort I Workshop 9/17

Strategic Planning and Institutional Assessment: Department SMART Goals for 20-21

Middle States Commission on Higher Education (MSCHE)

- Annual Institutional Update submitted 8/14
- Mid-point Peer Review (MPPR) data

Grants

- Planning: Institutional Resilience and Expanded Postsecondary Opportunity Grants Program
- Submitted: Appalachian Regional Commission (ARC) 8/20/2020

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[Executive Committee Agenda](#)

**SUNY CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES**

External Affairs Committee

Tuesday, September 29, 2020

VIA 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: None

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

Review [External Affairs Measurable Standards](#)

Review Charting the Future: Elmira

NEXT MEETING:

November 17, 2020

MEASURABLE STANDARDS

- In alignment with strategic and/or department goals provide updates as needed on: fundraising, grants, marketing, public relations, and nurturing community relations;
- Review annually the Resource Development Plan for the Foundation to determine that it meets the funding priorities of the Regional Board of Trustees;
- Review periodic reports from the President regarding college meetings with elected officials from Chemung, Schuyler and Steuben Counties to understand workforce priorities of the 3 counties and to discuss the state of the College;
- As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; monitor college activities at the regional, state and federal level legislative efforts;
- Track participation and encourage information sharing by trustees who attend NYCCT and ACCT meetings; encourage new trustees begin by attending NYCCT Orientation;

- As appropriate, track activities of the Office of Workforce Development and Academic Pathways, including its interactions with business, economic, and community leaders to confirm alignment with regional workforce needs.

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

External Affairs Committee

September 29, 2020

Via Zoom

MINUTES

In Attendance: Trustees: Chair N. Wightman, J. McKinney-Cherry, Polly Chu, A. Winston, Heather Reynolds
Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May, Nogaye Ka-Tandia
Holly Segur CCCF Chair

Trustee Winston called the External Affairs Committee meeting to order at 6:30 pm and noted there are two additional discussion items for today's meeting: a review of External Affairs committee measurable standards and a presentation from President Mullaney and Executive Director Eschbach on the Elmira Center Summit. Trustee Winston also gave a review of the new liaison network for the External Affairs Committee, which establishes each committee members as liaisons to each Executive Directors and their specific areas of responsibility to connect and create an internal network among committee members using their unique skills and abilities

Polly Chu with Angela May (Foundation), Heather Reynolds with Maarit Clay (Communications) and Judy McKinney Cherry with Executive Director Eschbach (Workforce Education)

ACTION ITEMS: None

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

Review [External Affairs Measurable Standards](#)

Review Charting the Future: Elmira

Dr. Mullaney and Executive Director Eschbach gave an overview of Charting the Future plan and the Elmira Summit

Trustee Winston adjourned the External Affairs Committee meeting at 7:33p.m. (Winston, Wightman Unanimous)

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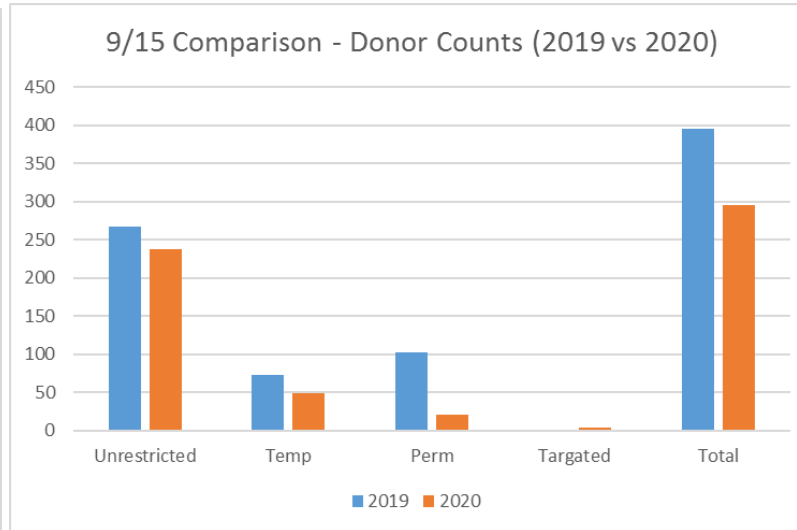
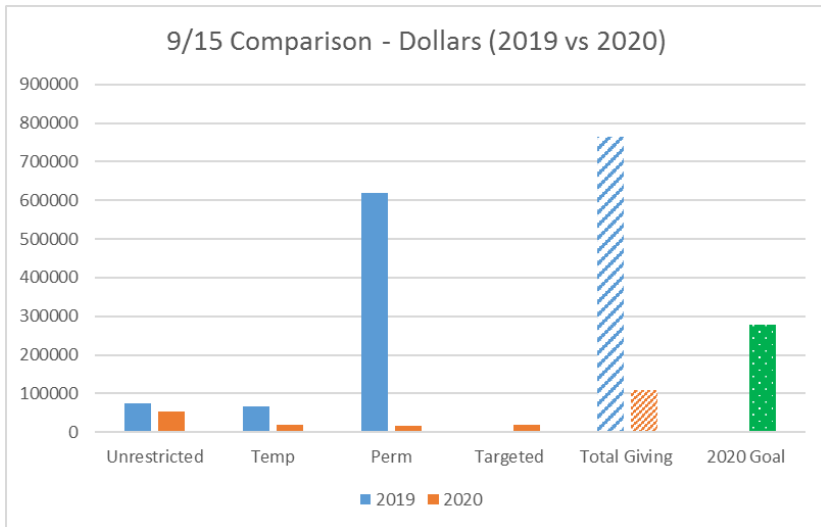
CCC Development Foundation

Submitted by Angela May

Tuesday, September 29, 2020

- The Emergency Grant Fund re-opened August 3 and since has helped 20 students with resources for rent, utilities, technology including, laptops, internet service, and printers totaling \$3,000.
- Three new scholarships have been established with the Foundation: Georgia M. Verdier '74 Honorary Scholarship, Charles A. Hill '84 Scholarship, and Dr. James W. Hudson Memorial Music Scholarship.
- In mid-July, 70 students were sent notifications for 72 scholarship awards totaling just over \$125,000 for the '20-'21 academic year.
- Planning a "Dine & Unwind" event for November.
- The Visiting Scholar Series event will be held virtually on Wednesday, October 21.
- The Scholarship Recognition Ceremony will be held virtually on Wednesday, October 28.
- Reflections will be held virtually on Friday, November 13.
- The SUNY CCC Book Club held its first virtual meeting on September 8. All students, staff, faculty, alumni, and community members are welcome to join for future meetings.
- The first Alumni Business Owner E-Communication was sent on July 31 featuring Mark Neumann '99 and Susan Bartone '03 and resulted in a great response rate. Planning to send future editions in September and November.
- The New Graduate Mailing sent in July resulted in 36 responses compared to 26 responses in 2019. Planning to move this to an electronic communication in 2021.
- 12 new alumni donors responded to the Q2 Annual Fund mailing, which is high compared to past appeals.
- The Housing LLC Board of Managers welcomed Nancy Wightman as the CCC representative to replace Carl Blowers.
- At the July 17, 2020 meeting, The Housing LLC Board of Managers voted to change the room rate pricing structure for the '20-'21 academic year to a flat rate of \$3,400 per student, with no more than 2 residents per suite based on NYS Health Department Guidelines.
- The Elmira Junior Enforcers Hockey Team has signed a contract to live in Perry Hall for the fall '20 and spring '21 semesters.

- Annual Giving results through 9/15/2020:



	2019	2020
Unrestricted	\$77,765.13	\$59,264.76
Temp	\$68,615.61	\$22,719.90
Perm	\$626,598.96	\$15,995.00
Targeted	\$3,000.00	\$20,100.00
Total Giving	\$775,979.70	\$118,079.66
2020 Goal		\$279,304.00

	2019	2020
Unrestricted	280	260
Temp	75	50
Perm	105	23
Targeted	1	3
Total	411	320

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Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives
Tuesday, September 29, 2020

Marketing

- We're Here for You, Closer to Home [YouTube campaign](#)
48.8% who started the video watched it entirely. The average for skippable YouTube ads is 27.7%. We got 13,652 views (completed video) on 28,190 impressions.
- SUNY CCC Corner
 - 7/29/20 [Spencer Crest Nature and Research Center](#)
 - 8/19/20 [Energy Retrofit](#)
 - 9/9/20 Health Education Center
- In Development: Updated faculty webpages with distance learning testimonial, as applicable

Advertising

- Fall 2020 Starts August 17: Affordable, Quality Education, and Closer to home: website, digital ads and geofencing, social media, email (website 800-1150 active users per day 7/27-8/16, minus weekend days, 30-50% more than in prior 4 weeks)
- Flex Start: digital ads, social media
- CARES Act funding for students: website, social media, postcards
- Refresh of Campus Video Boards (Services, Safety)

Social Media

- Recruitment/Admissions/Financial Aid messaging
- Student Life & Diversity, Equity, and Inclusion events
- "I am #SUNYCCC..." SUNY Social Media Campaign: graduates, alumni, faculty and staff through their experience at the College and where they are today
- Twitter: 1/20: 2187, Current: 2221; Instagram: 1/20: 1438. Current: 1609; Facebook: Page Likes 1/20: 7922, Followers 1/20: 7995, Page Likes (Current): 8060, Followers (Current): 8219; LinkedIn: 1/20: 10,288, Current: 10,522

Press Releases

- SUNY CCC Offers Student Assistance Program in Partnership with Clinical Associates of the Southern Tier, 9/17
- New Scholarships Available for SUNY Corning Community College Students, 8/17
- SUNY Pathways Scholars Awards Available at SUNY Corning Community College, 8/10
- Cares Act Funding Still Available for SUNY CCC Students, 8/7
- SUNY CCC Host Virtual Town Hall, 7/7

Other

Re-starting On-Campus Operations Plan and information for students: press release, website, email; SUNY Annual Report; “Updating Webpages” link - MyCCC, Employee tab, (directions for updating content and ADA compliant linked documents)

Workforce Education & Academic Pathways

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

(For the time period of July 6, 2020 – September 9, 2020)

Tuesday, September 29, 2020

Academic Pathways Highlights

- Prison Education Program is operating this fall with a remote instruction format; 3 courses=3.3 FTEs.
- ACE
 - Submitted four full PA Educational Enterprise Applications--Northern Tioga (Cowanessque & Williamson), Sayre and Wyalusing.
 - Early registration numbers look to be on track with F19; Corning-Painted Post is adding courses; will compensate for lower PA numbers.

Workforce Education Highlights

- Revenue Goals for FY20 Total:
 - Corporate Training - 67% of goal;
 - Open Enrollment - 77% of goal;
 - Room Rentals - 121% of goal;
 - Third-Party Training - 159% of goal.
- Open Enrollment: Cisco Certified Network Administrator; STLEA Basic Police Academy; Peer Recovery Advocate; Medical Coding.
- Corporate Contracts—Hospitality Training (ETCH/Capabilities); Practical Change Management (Care Compass Network); Notary Prep (ACE school districts); Sexual Harassment Prevention Training (Science & Discovery Center)
 - CAF USA: Developed 7 new non-credit micro-credentials: 1) Project Management Professional; 2) New Supervisor; 3) Certified in Production and Inventory Management, Level 1 (APICS); 4) Certified in Production and Inventory Management, Level 2 (APICS); 5) Certified Green Supply Chain Manager; 6) Certified Quality Inspector (ASQ); Certified Quality Process Analyst (ASQ).
- SUNY CCC is now approved as a training provider for Pennsylvania’s Workforce Investment Board (CareerLink). Will expand the number of programs this year.
- Testing Center: Generated \$868.00 through CLEP, Non-CCC student test proctoring and PAN & ATLAS testing. Testing Center is operating at 33% capacity. Need to hire new PT staff assistant.

- Grants Activity:
 - Perkins Grant—received programmatic approval; awaiting fiscal approval from NYSED.
 - Apprenticeship Outreach Proposal—submitted to SUNY 9/14/20
 - Siemens Grant—submitted grant for equipment to support Clean Energy training; received \$10,000 award.
 - ARC Grant—collaborated with Executive Director Clay to submit proposal for \$80,096 of ARC funds.
 - Working with SUNY on federal DOL Strengthening Community Colleges grant (\$110,00); SUNY Onondaga is leading the writing. Grant will support workforce pathways in manufacturing and healthcare. SUNY CCC will be regional lead (extra \$40,000).

Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, September 29, 2020

1. Federal: Federal Stimulus - Update
2. State: State Budget and Higher Ed - Update

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

Monday, September 28, 2020

Virtual Meeting

AGENDA

MISSION:

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

ACTION ITEMS:

[RESOLUTION T#4700-20-Operating Report for August 2020](#)
[RESOLUTION #T4704-Appreciation for Mrs. Christine Bonarski](#)

DISCUSSION ITEMS:

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

NEXT COMMITTEE MEETING: TBD

MEASURABLE STANDARDS

Measurable Standards for the Committee on Finance and Facilities are:

- Review the proposed Budget and recommend action;
- Review the Operating Budget Report at every meeting and recommend action;
- Review capital expenditures and active construction projects at every meeting;
- Review the progress on the College's Facilities Master Plan;

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

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Finance and Facilities Committee
Monday, September 28, 2020
Virtual Meeting

MINUTES

In Attendance: Trustees: Chair Wightman, R. Allison T. Beers, C. Blowers, C. Heyward, M. Wayne
Other Trustees in Attendance:
Senior Staff: President Mullaney, VP Salisbury, Executive Director Burdick, Nogaye Ka-Tandia
Support Staff: T. Jones, S. Housworth, S. Radford

Excused: Trustees: M. Cunningham

Trustee Wayne called the Finance and Facilities Committee meeting to order at 4:01 p.m.

VP Salisbury provided an overview of the agenda, noting there are two action items:

Action Items:

- Operating Reports for August 2020
- Appreciation for Mrs. Christine Bonarski

Discussion Items

- August Cash
 - Cash through August just under 7.4 million dollars lower than historically due to state aid not yet received, SUNY system asking us to hold billing and inability to conduct collections.
 - Working on a cash flow
 - Expecting some cash coming from the State in November
- August Revenue/Expense Highlights
 - Still finalizing August due to Audit
 - Review of tuition and personnel costs
 - Discussion regarding receivable on state aid that hasn't been accounted for – determining whether it will be applied FY20 or FY21.
 - Expense standpoint – some savings in salaries and benefits, consultants and contractors, maintenance and repairs, software and contracts. Some lines over budget include general institutional, maintenance contracts and scholarships came in a little high.
- Review of Student Association, Athletics Budget, Graduation, Orientation and PTK budgets
 - There are not many changes from last month.
 - Discussion regarding Fall sports happening in the Spring
- Review Capital Projects

- No changes
- Explanation provided of USDA loan payment for new committee members
- Banner Improvement Project
 - Spent to date has gone up slightly, still working on FLAC, and job scheduler.
- Update from Campus Auxiliary Services – thank you from Trustee Wayne to Executive Director Burdick for catching the committee up on auxiliary services as main focus has been financials.
 - Health Services - Began pool testing today and continuing throughout the week, SUNY dashboard gives the opportunity for everyone, have worked closely with Schuyler hospital – provide oversight of services for public safety and college nurse and will give the ability for her to complete additional. Costs have not built in to the FY21 budget – do have CARES funding that we can use. Cost is \$9600 a year.
 - Information Technology has new CIO with great insight for providing better services.
 - Physical Plant working on building closure plan for December and January to cut down on utility costs, taking into consideration High School Learning Center and STEM academy programs and offices that still need to be opened.
 - Public Safety officers completing screenings for visitors on campus and Elmira Center. Executive Director Burdick is on the Steuben County Police Reform committee enhancing relations between the public and police.
 - We have installed 130 cameras around campus and have about 20 more currently being installed, classroom locks and phones have all been installed.

The Committee agreed to forward both action items to the full Board for consideration and approval.
Trustee Wayne adjourned the Finance and Facilities Committee meeting at 5:08 p.m.

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SUNY Corning Community College
Operating Report

August 31, 2020

August 2020 – Cash, A/P & A/R

	Cash	A/P	Student A/R
August 2020	\$7,370,964	\$556,997	\$7,109,275
August 2019	\$11,563,242	\$859,198	\$5,662,722
August 2018	\$11,600,300	\$726,186	\$7,784,731

The current cash position of \$7,370,964 represents 96 days of College operations.

Unrestricted Fund Operations – August 2020

- Operating revenues of \$28,476,417 represents 102% of budgeted revenues.
- Operating expenses of \$26,603,739 represents 95% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$1,872,678.

**August 2020 – Analysis of Revenues and Expenses
 FY20/FY19 Highlights**

	August-20	August-19	Variance
Tuition & Fees	\$12,930,636	\$13,110,679	-\$180,043
Personnel Services	\$20,369,888	\$21,907,416	-\$1,537,528

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Corning Community College-Unrestricted Summary

	@ 8/31/19	@ 8/31/20	18-19 Act vs.	2019-2020	2019-2020	19-20 Bud vs.
	18-19 Actual	19-20 Actual	19-20 Act	Amended Budget	YE Forecast	19-20 Forecast
REVENUES						
Tuition	\$11,471,238	\$11,517,617	\$46,379	\$11,241,447	\$10,994,664	(\$246,783)
Student Fees	\$1,639,441	\$1,413,019	(\$226,422)	\$1,573,500	\$1,413,019	(\$160,481)
State Aid	\$7,412,200	\$7,396,347	(\$15,853)	\$7,464,849	\$7,266,954	(\$197,895)
Federal appropriations	\$42,294	\$7,308	(\$34,986)	\$30,000	\$7,308	(\$22,692)
County Operating Chargebacks	\$6,370,687	\$6,475,465	\$104,778	\$6,939,174	\$6,475,465	(\$463,709)
Other sources	\$1,002,620	\$1,666,661	\$664,041	\$691,112	\$1,666,661	\$975,549
Applied Fund Balance						
Total Revenues	\$27,938,481	\$28,476,417	\$537,937	\$27,940,082	\$27,824,071	(\$116,011)
EXPENSES						
Salaries	\$15,408,696	\$14,609,554	(\$799,143)	\$15,515,817	\$14,609,554	(\$906,263)
Employee Benefits	\$6,498,720	\$5,760,334	(\$738,386)	\$6,455,372	\$5,760,334	(\$695,038)
Equipment	\$143,187	\$125,464	(\$17,723)	\$300,000	\$125,464	(\$174,536)
Contractual Expenditures						
<i>Purchased Services</i>	\$131,047	\$27,485	(\$103,562)	\$103,700	\$27,485	(\$76,215)
<i>Materials & Supplies</i>	\$523,264	\$443,023	(\$80,242)	\$512,515	\$443,023	(\$69,492)
<i>Consultants and Contractors</i>	\$826,883	\$162,368	(\$664,515)	\$190,300	\$162,368	(\$27,932)
<i>Accreditation</i>	\$0	\$23,124	\$23,124	\$20,000	\$23,124	\$3,124
<i>Marketing</i>	\$267,504	\$257,389	(\$10,116)	\$250,000	\$257,389	\$7,389
<i>Conference & Travel</i>	\$193,577	\$76,036	(\$117,541)	\$166,500	\$76,036	(\$90,464)
<i>Utilities</i>	\$481,760	\$368,283	(\$113,477)	\$400,000	\$368,283	(\$31,717)
<i>Maintenance & Repairs</i>	\$234,215	\$171,980	(\$62,234)	\$246,600	\$171,980	(\$74,620)
<i>Software & Contracts</i>	\$419,645	\$489,783	\$70,137	\$493,650	\$489,783	(\$3,867)
<i>Voice & Data Communication</i>	\$99,517	\$76,672	(\$22,845)	\$100,000	\$76,672	(\$23,328)
<i>Special Projects, Programs & Events</i>	\$105,323	\$56,396	(\$48,927)	\$168,061	\$56,396	(\$111,665)
<i>Maintenance Contracts</i>	\$586,581	\$489,258	(\$97,323)	\$437,550	\$489,258	\$51,708
<i>Rentals (HEC)</i>	\$344,086	\$339,223	(\$4,863)	\$336,000	\$339,223	\$3,223
General Institutional	\$1,058,520	\$1,091,602	\$33,082	\$911,404	\$1,333,307	\$421,903
Other Expenditures	\$188,864	\$142,065	(\$46,800)	\$140,256	\$142,065	\$1,809
Scholarships	\$2,005,743	\$1,793,500	(\$212,242)	\$1,192,357	\$1,793,500	\$601,143
Transfer Out	\$132,345	\$100,200	(\$32,145)		\$325,560	\$325,560
Total Expenses	\$29,649,478	\$26,603,739	(\$3,045,739)	\$27,940,082	\$27,070,804	(\$869,278)
Surplus/(Deficit)	(\$1,710,998)	\$1,872,678	\$3,583,676	\$0	\$753,267	\$753,267

Association			@ 8/31/20	
ATHLETICS BUDGET	2019-2020 Approved Budget		19-20 Actual	
	Budget	Fundraising	Student Fee	Total
Athletic Fee	\$260,610		\$191,457	\$191,457
Concession	\$2,350		\$0	\$0
Gate	\$2,300		\$0	\$0
Miscellaneous Sales	\$3,000		\$102	\$102
Fundraising	\$0	\$11,655	\$0	\$11,655
Development Foundation Departmental Gift Funds			\$3,652	\$3,652
Total Revenue	\$268,260	\$11,655	\$195,211	\$206,866
General Athletics	\$141,610	\$102	\$146,204	\$146,306
Men's Basketball	\$16,150	\$1,280	\$21,891	\$23,171
Men's Soccer	\$13,200	\$0	\$10,377	\$10,377
Women's Soccer	\$11,400	\$78	\$8,982	\$9,060
Baseball	\$15,800	\$4,670	\$23,499	\$28,169
Volleyball	\$12,600	\$760	\$15,712	\$16,472
Bowling	\$12,800	\$4,565	\$20,287	\$24,852
Women's Basketball	\$15,100	\$0	\$20,043	\$20,043
Softball	\$17,600	\$200	\$12,290	\$12,490
Cross Country	\$12,000	\$0	\$11,613	\$11,613
Total Expenses	\$268,260	\$11,655	\$290,898	\$302,553

STUDENT ACTIVITIES BUDGET	2019-2020 Approved Budget		19-20 Actual	
	Budget	Fundraising	Student Fee	Total
Student Activity Fee	\$280,000		\$263,947	\$263,947
Fundraising	\$0	\$31,292	\$0	\$31,292
Total Revenue	\$280,000	\$31,292	\$263,947	\$295,239
Muse of Fire	\$8,200	\$1,223	\$5,331	\$6,554
Activities Programming Committee	\$130,000	\$6,770	\$134,490	\$141,260
Elmira Center	\$6,000	\$0	\$1,585	\$1,585
Student Association Executive Board	\$37,650	\$0	\$10,630	\$10,630
Senators	\$5,500	\$0	(\$100)	(\$100)
Tech Guild	\$900	\$0	\$0	\$0
Nursing Society	\$6,000	\$19,986	\$803	\$20,789
Nurses Programs	\$5,200	\$0	\$7,781	\$7,781
Food Pantry	\$1,000	\$0	\$920	\$920
Diversity Council	\$4,000	\$0	\$5,893	\$5,893
Sustainability Committee	\$1,500	\$0	\$1,588	\$1,588
CRIER	\$5,500	\$50	\$3,253	\$3,303
Music Licenses	\$3,500	\$0	\$2,547	\$2,547
Job Fair	\$1,350	\$0	\$0	\$0
Intramurals & Recreation	\$17,850	\$265	\$14,080	\$14,345
Student Leadership Workshop	\$8,000	\$0	\$7,769	\$7,769
SCOP	\$700	\$0	\$455	\$455
Fitness Center-Lease	\$34,000	\$0	\$0	\$0
Individual Clubs (14)	\$3,150	\$3,229	(\$105)	\$3,124
Total Expenses	\$280,000	\$31,524	\$196,920	\$228,444

Graduation	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Fee Revenue	\$44,613	\$39,004
Total Revenues	\$44,613	\$39,004
EXPENSES		
Contractual Expenditures	\$44,613	\$24,886
Total Expenses	\$44,613	\$24,886
New Student Orientation & ID Card	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Fee Revenue	\$104,705	\$95,392
Total Revenues	\$104,705	\$95,392
EXPENSES		
Salaries	\$65,815	\$26,688
Contractual Expenditures	\$38,890	\$29,785
Total Expenses	\$104,705	\$56,473
PTK	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Dues Revenue	\$0	\$405
Total Revenues	\$0	\$405
EXPENSES		
Contractual Expenses	\$0	\$38
Total Expenses	\$0	\$38

Fiscal Year 19-20 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 8.31.20	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	\$ 369,774.00		\$ 130,226.00
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
Completed Projects							
Critical Maintenance							
Planetarium Roof	\$ 81,000.00	\$ 81,000.00	\$ -	\$ 162,000.00	\$ 85,800.00		\$ 76,200.00
Parking Lot Poles/Extra Seimens Costs	\$ 22,500.00	\$ 22,500.00	\$ -	\$ 45,000.00	\$ 25,000.00		\$ 20,000.00
Goff Road Heat Pump	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 25,000.00	\$ 20,416.00		\$ 4,584.00
Academic Building Safety							
Security Cameras (Academic Building Safety)	\$ 34,000.00	\$ 34,000.00	\$ -	\$ 68,000.00	\$ 33,436.00	\$ 31,496.00	\$ 3,068.00

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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 with the Registrar's Office, FLAC project with Human Resources and the Job Scheduler with Students Accounts, Financial Aid and Information Technology.

Expenditures to date: \$351,094

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Campus Auxiliary Services Updates

Health Services

- The College Nurse is monitoring suspected cases of COVID-19 and is available for students and staff who have questions or concerns. The nurse is working closely with Schuyler Hospital as she is able to collect nasal swabs for testing when there is a concern regarding symptoms or possible exposure. A report is sent daily to SUNY with our testing numbers for inclusion on the SUNY dashboard.
- Pooled Testing is beginning as we work with Upstate Medical University and SUNY to proactively identify potential cases.
- An agreement has been reached with Schuyler Hospital to provide services of a Medical Director to the college. This will provide oversight and assistance to the Health Office, allowing the nurse to provide a higher level of services to the college community.

Information Technology

- Our new Chief Information Officer, John Petkash started on September 1st and is meeting with staff to assess our needs and prioritize tasks. He will be preparing a project list which will be updated regularly for future committee meetings.

Physical Plant

- A temporary building closure plan has been developed for use between semesters. This will allow us to save on utility costs for areas that will not be in use.

Public Safety

- Officers are staffing the screening stations on the main campus and the Elmira Center. All visitors are required to be screened when they arrive on campus.
- We are participating with the Steuben County/City of Corning Police Reform committee as they work to enhance community relations and develop a standard set of procedures to comply with the Governor's Executive Order.

FINANCE AND FACILITIES COMMITTEE
RESOLUTION #T__-19
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 August 31, 2020.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
September 29, 2020
Location: Zoom

AGENDA

MISSION:

This Committee shall consider and make recommendations to the Board on all policy matters pertaining to personnel.

ACTION ITEMS

Consent Agenda

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

Regular Agenda

- [Thomas Dunbar Retirement](#)
- [Ana Paulin Retirement](#)
- [Crystal Dow Retirement](#)
- [Grievance Policy for Addressing Formal Complaints of Sexual Harassment](#)

DISCUSSION ITEMS

- [Diversity, Equity and Inclusion Updates](#)
- Summary of [vacant positions](#)

NEXT MEETING:

TBD

Standards for the Human Resources Committee:

1. This Committee shall consider and make recommendations to the Board on all policy matters pertaining to personnel;

2. At every committee meeting, receive recommendations from the President of the College and recommend action to Regional Board of Trustees on personnel actions, including appointments, reappointments, non-faculty promotions, and terminations of personnel;
3. At every committee meeting, receive a report on the status of vacant positions and review how the personnel actions impact the Budget and diversity;
4. Review equal opportunity efforts and the diversity plan and results annually in the fall;
5. Review the Regional Board of Trustees Personnel Policies Handbook for contemplated changes and to keep it current annually in the spring;
6. Ensure that actions are consistent with Strategic Initiatives.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
September 29, 2020
Via Zoom

MINUTES

In attendance: Chair Wightman, N. Parks, A. Winston, Judy McKinney-Cherry, Mike Wayne, Heather Reynolds, Holly Segur

Senior Staff: President Mullaney, C. Park, M. Clay, A. May, J. Eschbach, N. Ka-Tandia

Support Staff: Marc Brown

Guest: Babatunde Ayonfodun, Coordinator Diversity Equity & Inclusion

Trustee Nykole Parks called the HR committee meeting at 5:32 pm.

- Executive Director Park introduced Babatunde Ayonfodun, Coordinator Diversity Equity & Inclusion who in turn gave an update of all diversity and inclusion related activities going on around campus and the community. See report here.

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

ACTION ITEMS

Consent Agenda

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

Regular Agenda

- [Thomas Dunbar Retirement](#)
- [Ana Paulin Retirement](#)
- [Crystal Dow Retirement](#)

- [Grievance Policy for Addressing Formal Complaints of Sexual Harassment](#)

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

Trustee Parks motions to exit regular session at 6:18 pm to go to an HR executive session (Parks, Wightman: Unanimous)

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**SUMMARY STATUS OF VACANT
POSITIONS**

AS OF September 29, 2020

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service		1			1
Faculty	4		1		5
Professional Service		2		1	3
Grand Total	4	3	1	1	9

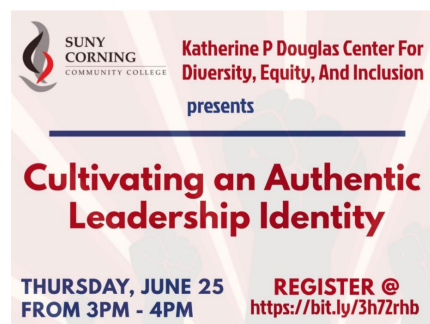
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Diversity, Equity and Inclusion (DEI) as a priority for CCC and in the Community

Since the June 3rd Presidential Memo denouncing the injustice of George Floyd's murder and the RBOT public statement on July 2nd with explicit support for social justice, CCC has been integrating DEI into all aspects of our campus culture. In addition to the highlights below, CCC has been working with the community to support regional efforts:

- Several members of CCC serve as representative stakeholders in the Steuben Co. and Corning Police Reform Planning effort
- On June 29th, CCC convened a Community Town Hall to invite an ongoing conversation about social justice and the role of higher education
- CCC is collaborating with local Library systems to engage community audiences in a conversation about race and social justice
- CCC Fall Start Up focused on understanding system racism and identified anti-racism as the standard of behaviors and expectations

DEI in Student Recruitment and Enrollment:



- CCC Admissions were actively recruiting at Elmira's Juneteenth event on June 19
- Over 60 counselors, teachers, parents, community members joined the June 9 webinar on "Empowering Student Leaders in Uncertain Times" highlighting Diversity Center programming
- CCC has secured two scholarships supporting students of color: the Georgia Verdier Scholarship for Social Justice and Charles Hill Scholarship
- July 15, a Panel discussion facilitated by CCC students on "Encouraging Civic Engagement" highlighted CCC resources and faculty
- The Strong Start program connects newly enrolled student with College resources including the the Diversity Center

DEI in Student Retention



- Diversity Center Leadership Program Launched with 7 Students in a workshop on August 28 – Identity, Power and Influence, the first in a series of leadership skill building workshops
- Mentorship and Peer Advising Program Launched, 11 matches as of September 18
- Work-study student employment is collaborating with community non-profit partners to connect current students to our local community
- On September 10, a Student Town Hall with 53 participants engaged in a conversation about online learning during a pandemic and social justice issues in the community, a second town hall is now being coordinated
- Cultural programming highlights Hispanic Heritage Month with a series of workshops and events
- The Diversity Center has launched the Entrepreneurship Club in collaboration with Incubator Works
- Defining and Recognizing System Racism workshop was provided to Perry Hall Staff and RAs

DEI in Teaching and Learning

- Teaching Practices for Anti-Racism & Inclusion in the Classroom professional development are being provided to faculty:
 - Teaching While White: Now What?
 - Anti-Racist Training for Faculty provided by CTIE
- Engaging advisory boards in addressing inclusion in the Community Health and Justice Program (which includes the Criminal Justice Program)
- Library Resource page provides a guide to investigate topics around race and highlights black scholars and artists
- Defining and Recognizing Systemic Racism – A Lesson Plan for the Classroom facilitated by the Diversity Center/Library
- CCC applied for SUNY PRODiG Grant to support faculty diversity

SUNY CORNING COMMUNITY COLLEGE

ARTHUR A. HOUGHTON, JR. LIBRARY

SUNY Corning Community College / Arthur A. Houghton, Jr. Library LibGuides / Resources on Race, Anti-Racism, and Black Experiences in the United States / Home

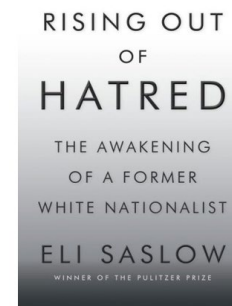
Resources on Race, Anti-Racism, and Black Experiences in the United States

Home	Introduction
Introduction	*The beauty of anti-racism is that you don't have to pretend to be free of racism to be an anti-racist. Anti-racism is the commitment to fight racism wherever you find it, including in yourself. And it's the only way forward.* --Jesma Oluo, author of <i>So You Want to Talk About Race</i>
SUNY CCC & Local History	This guide is a starting point for investigating topics surrounding race, racial relations, and Black experiences and communities in the United States, and for addressing racism and white privilege. It is a starting point and the resources you will find are not meant to be comprehensive. Uses of this guide may include: <ul style="list-style-type: none"> finding books, articles, and media (physical and digital) for use in courses locating resources for class research projects; both recommended titles and suggestions for searching in different library collections exploring recommended resources for your personal education on topics of anti-racism and Black history and culture
The Legacy of John Lewis	
Juneteenth	
Books	
Articles	
Streaming Video & Media	
Teaching & Additional Resources	
Read & Cite Black Thinkers	

DEI as a core priority of the Campus Culture

- HUMAN RESOURCES: Defining and recognizing systemic racism is a focal point this year and has been established as a staff performance competency for the 2020-2021 assessment year in the performance dialogue process
- HUMAN RESOURCES: Recruitment and search protocols now include minority candidate interviews for those who meet minimum qualification. Other strategic candidate interviews will include: dual career support and internal promotion candidates.
- HUMAN RESOURCES: CCC is a founding member of the SUNY Community College HR taskforce working to progress anti-racism in the SUNY system
- DEVELOPMENT FOUNDATION: The most recent appeal letter for the Red Barons Annual Fund highlights Ms. Georgia Verdier and the efforts of the Diversity Center.
- FACULTY UNION: The PECCC (faculty union) sponsors a watch party for a zoom discussion with Dr. Ibram X. Kendi and NYSUT discussing anti-racism in education
- PRESIDENT'S OFFICE: Along with the Eli Saslow Visiting Scholar Series on October 21, the campus is organizing multiple lead up events on campus and in the community to discuss and explore issues of race and social justice.

Visiting Scholar Series



October 21-22



CONSENT AGENDA

HUMAN RESOURCES COMMITTEE
Appointments, Promotions and Separations
[RESOLUTION #T4697-20](#)

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.

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Corinna Lasnick	Senior Typist	Retention and Ed Planning	Resignation	8/28/2020	Ms. Lasnick provide 11 years of service and will retire from the NYS system.
Babatunde Ayanfodun	Coordinator	KPD Center for Diversity, Equity and Inclusion	New Hire (internal)	9/1/2020	This is a 12-month full time standard position, professional grade 204 at an annual rate of \$50,000. Mr. Ayanfodun was promoted as an internal candidate.
Tammy Finn	Nursing Simulation Coordinator	Nurse Education	New Hire (internal)	9/1/2020	This is a 11-month full time standard position, professional grade 204 at an annual rate of \$48,750. Ms. Finn was promoted as an internal candidate.
Shannon Keach	Financial Analyst	Student Accounts	Promotion	11/1/20	This is a 12-month full time standard position, professional grade 202 with an annual salary increase of \$1,783.
Isaac Bushey	Athletic Director	Athletic Department	Furlough	09/1/2020	Based on foreseeable college operational needs, Mr. Bushey has been placed on furlough and scheduled to return with the spring athletic season.
Cheryl Barton	Staff Assistant	Workforce Education and Academic Pathways	Furlough	10/8/2020	Based on welding program enrollment, Ms. Barton is placed on furlough until spring semester.

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

HUMAN RESOURCES COMMITTEE

Position Activity

[RESOLUTION #T4698-20](#)

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)
Executive Director of Finance	<vacant>	Reclassification	9/1/20	Based on a revision of the previous VP of Administrative Services position, this has been classified to an Executive Director, classified at a professional pay grade 210 reporting to the President.
Financial Analyst	Shannon Keach	Reclassification	11/1/20	Based on a reorganization within the Finance team, this position description has been updated with more complex analysis. This has been classified as a professional grade 202.
Enrollment Specialist	Multiple	Update to the job description	9/30/20	Based on a reorganization to align Enrollment Management towards the SUNY Guided Pathways model, the previous Educational Planner position descriptions have been revised and classified as a professional grade 204.
Coordinator of the Diversity Center	Babatunde Ayanfodun	Reclassification	9/1/20	Based on the strategic priorities of the College in integrating DEI campus wide, this role has been returned to a full time position, the position description updated and classified as a professional pay grade 204.
Bursar	Bernadette Wesolowski	Reclassification	9/1/20	Based on a reorganization within the Finance team, this position was reviewed and reclassified to a professional pay grade 206.

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

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**Committee on Academic and Student Services
Report from Interim Provost: Fred Herbst
October 8, 2020**

[Resolution T#4699-20](#)

Sabbatical Postponement for Brenda Gustin

BE IT RESOLVED, that the Regional Board of Trustees for SUNY Corning Community College approves the request for Dr. Brenda Gustin to postpone her previously approved sabbatical leave from Spring 2021 to Spring 2022.

Background Notes

All eligible faculty are invited each fall semester to submit proposals for a sabbatical. Those proposals are reviewed by the Provost and advanced to the President. The proposal received from Dr. Gustin was originally approved for Spring 2021. Dr. Gustin has requested a postponement of her sabbatical due to a number of COVID 19 related factors including concern for colleagues covering her classes under the compressed schedule and impact on the College budget.

FINANCE AND FACILITIES COMMITTEE
[RESOLUTION T#4700-20](#)

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 August 31, 2020.

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HUMAN RESOURCES COMMITTEE

RESOLUTION T#4701-20

Thomas Dunbar Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Thomas Dunbar, Professor in STEM effective August 14, 2020.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees extends its appreciation to Thomas Dunbar for his service and recognizes his commitment to the College.

Background

Professor Dunbar has served the College for 22 years in the STEM Division where he taught Physics, Engineering & Technology curriculum and academic program development with a focus of strengthening student proficiency with relevant industry software tools such as: Excel, LabVIEW, QGIS, SolidWorks and Android Applications.

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HUMAN RESOURCES COMMITTEE

RESOLUTION T#4702-20

Ana Paulin Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Ana Paulin, Enrollment Operations Specialist in the office of Retention and Educational Planning effective October 26, 2020

BE IT FURTHER RESOLVED, that the Regional Board of Trustees extends its appreciation to Ana Paulin for her service and recognizes her commitment to the College.

Background

Ana Paulin served the College for 15 years, most of her tenure as the Assistant to the VP of Student Development and Enrollment. She most recently served on the Enrollment team supporting the day to day operations.

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HUMAN RESOURCES COMMITTEE

[RESOLUTION T#4703-20](#)

Crystal Dow Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Crystal Dow, Stenographer in the Physical Plant effective November 28, 2020.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees extends its appreciation to Crystal Dow for her service and recognizes her commitment to the College.

Background

Crystal Dow served the College for 42 years as a civil servant in the Physical Plant. She has provided steady and consistent support and the College has greatly benefited from her institutional knowledge.

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HUMAN RESOURCES COMMITTEE

Grievance Policy for Addressing Formal Complaints of Sexual Harassment

[RESOLUTION T#4704-20](#)

WHEREAS, the U.S. Department of Education issued a Final Rule on May 19, 2020 under Title IX of the Education Amendments of 1972;

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the Grievance Policy for Addressing Formal Complaints of Sexual Harassment.

Effective Date: August 14, 2020	Grievance Policy for Addressing Formal Complaints of Sexual Harassment
Issue/amendment date: n/a	Author: Human Resources
Reference: Personnel Policies Handbook for Non-Union Employees, RBOT Policy	Rescinds: N/A

Background Notes:

Please note the policy is provided in the supplementary materials of the HR Committee folder, provided separately due to the length of the document. The SUNY recommended policy has been substantially accepted by the College with specific references to current College policies and procedures. Associated guidelines and procedures have been posted which include:

- Guide to Determining Relevance (in relation to questioning during the hearing process)
- Information Resolution Procedure
- Decorum for Informal Grievance Process Hearings

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FINANCE AND FACILITIES COMMITTEE

[RESOLUTION #T4705](#)

Appreciation for Mrs. Christine Bonarski

WHEREAS, the State of New York by Executive Orders directed SUNY institutions to follow a PAUSE order as part of the response to the COVID-19 pandemic; and

WHEREAS, the College Nurse, quickly became recognized as a knowledgeable and compassionate resource for students and employees, and

WHEREAS, the College Nurse continuously monitored possible exposures and quarantines, maintained necessary supplies of PPE and assisted with state reporting; and

WHEREAS, the College Nurse developed a COVID training program and delivered instruction to over 300 employees; and

WHEREAS, the College Nurse has cultivated a strong relationship with local healthcare providers and the College's Emergency Response Team over the course of the pandemic

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to Ms. Christine Bonarski for her selfless dedication in protecting faculty, staff, and students during the unprecedented COVID-19 crisis.