

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

DATE: Thursday, February 6, 2025
TIME: 5:30 p.m. Meeting
LOCATIONS: Education Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES DECEMBER 5, 2024 [MINUTES](#)
- 4- CHAIR'S REPORT-*MICHAEL WAYNE*
- 5- PRESIDENT OF THE COLLEGE REPORT- *DR. WILLIAM P. MULLANEY*
- 6- STUDENT TRUSTEE REPORT- *COLLIN KANE*
- 7- CCC DEVELOPMENT FOUNDATION REPORT- *JILL KOSKI*
- 8- APPROVAL OF CONSENT AGENDA
 - 1- [Resolution #T4934-25 Appointments, Promotions and Separations](#)
 - 2- [Resolution #T4934-25- Position Activity](#)

REGULAR AGENDA

[AUDIT Committee](#)

[RESOLUTION #T4935-25 Acceptance of Audit Report for the Year Ending August 31, 2023](#)

[CASS Committee](#)

[EXTERNAL AFFAIRS Committee](#)

- 1- [Resolution #T4940-25-NYCCT Retainer Agreement for Legal Services Against SUNY Board of Trustees](#)

[FINANCE AND FACILITIES Committee](#)

- 1- [Resolution #T4937-24- Operating Report for November 2024](#)
- 2- [Resolution #T4938-25- Social Media Networking Policy](#)

[HUMAN RESOURCES Committee](#)

[Resolution #T4939-25- Confidentiality Policy](#)

- 9- OLD BUSINESS
- 10- NEW BUSINESS

Appointment of Judy-McKinney Cherry as the Chair of the Presidential Search
Proposal for Streamlining Board Publications

11- EXECUTIVE SESSION

12- ADJOURNEMENT

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
December 5, 2024
HEC
MEETING MINUTES**

In attendance: M. Wayne, P. Chu, R. Allison, S. Jacoby Murphy, J. McKinney-Cherry, A. Winston, Joe Rowe, K. Early, M. Lawrence, N. Wightman, Collin Kane

Excused: H. Reynolds

Senior Staff: President Mullaney, Interim VP Koble, Executive Director D. Burdick, Executive Lisa Patrick, Executive Director J. Marchese, DEI Director B. Ayanfodun, N. Ka-Tandia,

Supporting Staff: Denise Burbey

Community Guests: Linda Jolly Bampa's House Chair, Tish Miller Executive Director of Bampa's House and Sibrina Washington

1-CALL TO ORDER. Chair Wayne called the meeting to order at 5:33 pm and mentioned there is an executive session on the agenda.

2. APPROVAL OF AGENDA: (A. Winston, N. Wightman, Unanimous).

3- APPROVAL OF THE MINUTES: October 17th meeting (J. McKinney, R. Allison, Unanimous).

Chair Wayne moved to amend the agenda, prioritizing the introduction of Bampa House's executive team by Dr. Mullaney. The Executive Team includes Linda Jolly, Chair of the Board, and Tish Miller, Executive Director.

President Mullaney emphasized to the Trustees that a crucial aspect of our mission is the development of transformative partnerships and Bampa House is one of those partnerships. Bampa House has been a vital community partner for the past six years, and the college has notably increased its involvement in the Bampa annual 5k race. Each year, we have witnessed a substantial rise in participation from faculty, staff, and students, demonstrating our commitment and dedication to this partnership.

Linda Jolly and Tish Miller gave a quick overview of Bampa's mission:

- 501(c)(3) non-profit organization
- We are a comfort care home, not a medical facility
- Two-bedroom residential home providing compassionate care
- Residents must be on hospice to be admitted
- Opened in Fall 2020
- Over 105 residents served
- Named after Jim Dugan, former IT Analyst at CCC, affectionately known as "Bampa" to his grandchildren
- Services are provided free of charge to residents and their families
- Funded through donations and grants
- Volunteer-supported mission with a small paid staff
- Providing 24-hour care to allow family and friends to focus on supporting their loved ones

Bampa has an existing Partnership with Lake Erie College of Osteopathic Medicine (LECOM)

- All third-year LECOM students who rotate through the Arnot Ogden Medical Center (AOMC) for their Geriatrics rotation are required to volunteer at BH
 - Approximately 8 hours (2 shifts) each week for 4 weeks (32 hours total);
 - Students must write a short paper detailing their reflections on their experience at the end of each week

Both the College and Bampa are working on modifying the LECOM model for our nursing students and will collaborate with Crystal Jubilee to find a way to make this work.

Dr. Koble informed the trustees that some internship funding is available to support interns on our campus, whether on-campus or off-campus. This would involve a commitment of about 8 hours per week for each intern, and we will explore the possibility of partnering with Bampa for this initiative.

4. CHAIR UPDATE:

Chair Wayne starting his chair update by introducing Sibrina Washington. Sabrina Washington has been nominated for a gubernatorial appointment to represent Chemung County, replacing Nicole Parks. We are currently awaiting the Governor's approval.

Sabrina is a graduate of CCC with a degree in Chemical Technology and is also a Marine Corps veteran. After nine years at Corning Incorporated, she is now employed at Eaton Manufacturing. Sabrina is eager to learn more about our organization, and we hope she will soon be approved as a member of our Board of Trustees.

- Trustee Wayne expressed gratitude to Robert Koble for his dedication to the college, particularly over the past year. This meeting marks Robert's final appearance as the Interim Dean and Vice President of Academic Affairs. The trustees deeply appreciate all that Robert has accomplished in this role. He has achieved significant milestones, and the trustees are pleased to know that Robert will continue his journey at the college as an experienced faculty member.
- Chair Wayne Informed Trustees that the sale of Goff Road has been finalized and the money has been transferred to Lisa
- Chair Wayne reported on his attendance at the PTK CPEP Induction, noting it was enlightening to witness the excitement of participants eager to advance their education and become better citizens upon their release. He was impressed by the many instructors and professors present, including some from Cornell and numerous others from Corning, who were teaching courses in the prison. The prison administration fully supported this initiative. The students proudly celebrated their accomplishments and expressed enthusiasm for their futures. A representative from SUNY highlighted the programs available to them upon release, emphasizing they have access to the same services as any other student at both two-year and four-year campuses. It was truly eye-opening to see how enthusiastic the participants were about pursuing their education in hopes of becoming better citizens after their release.

Both Chair Wayne and Dr. Mullaney thanked Tyre Bush for her dedication to the Prison Program, and appreciation letters from the students were read to the trustees.

SUNY Update

Trustee Wayne provided an update to the trustees about the Chancellor's role in the presidential search process, which involves reviewing and approving any employment contracts and participating in the President's annual review, which NYCCT opposes.

- This situation indicates a conflict between NYCCT and the Chancellor's office. NYCCT believes the Chancellor is overstepping boundaries, while the Chancellor disagrees. There remains uncertainty about how this situation will unfold.
- Trustee Wayne has reached out to the Chancellor twice via email but has yet to receive a response.
- The situation is evolving, and during the September meeting, the RBOT decided not to take any action until we have more information.

Chair Wayne concluded his report by encouraging fellow trustees to better align their personal calendars to facilitate attendance at events whenever possible. This suggestion stemmed from the recent reflections dinner, where only one trustee, Polly Chu, was present. Having trustees at these events is beneficial for potential donors, as it showcases our commitment to the college.

5. PRESIDENT OF THE COLLEGE’S REPORT.

President Mullaney reported the following

Spring Enrollment

Table 2 - Summary of FTE comparison between this year and last year as of the current date. Excluding ACE

Student Category	FTE 2024	FTE 2025	Change from 2024
New	13.0	20.2	55%
Continuing	259.6	251.4	-3%
Readmit	6.6	5.0	-24%
Transfer	5.6	6.1	9%
Non-degree	24.4	40.8	67%
Total	309.2	323.5	5%

On Ramp Update

- Southern Tier Application submitted on Friday
- 80+ Stakeholders engaged
- 30+ Training programs identified

- 20+ Wraparound services identified
- Hub and Spoke model proposed with training emphasis on flexible microcredentials.

Empire State Service Corps

- Campus Presidents opted into the program.
- CCC was allocated 5 positions. Allocation was based on enrollment and interest.
- Students applied through SUNY.
- This project is essentially an internship. Over the course of the year the students will complete 300 hours of work being paid \$16/hour. They also participate in trainings offered by SUNY.
- Students participating in k-12 tutoring, SNAP and Basic Needs Outreach, Peer Mental Health, Sustainability, and FAFSA Completion are also eligible for AmeriCorps. With AmeriCorps they will get additional training, a \$1,250 tuition stipend, and access to scholarships. Only 2 CCC students are eligible for the program.
- While this is the first year of the program, they do have funding for an additional 2 years.

VP/Dean of Academic Affairs

Dr. Tony Wallers, who is the new Vice President Dean of Academic Affairs will start on January 6th, 2025.

County Legislators Visit

- Chemung January 7th at 7PM
- Steuben, February 24 at 10 AM
- Schuyler, March 5th at 9AM

Dr. Mullaney concluded his report by sharing pictures of activities on campus and highlighted the following:

- Celebration of the largest graduating class of the Southern Tier Law Enforcement Academy a couple of weeks ago, with 38 cadets graduating. Congressman Langworthy was the keynote speaker. Trustee McKinney-Cherry was also present
- The scholarship ceremony awarded \$270,000 to 85 students, which is always a rewarding experience. Nicole Parks was there as a keynote speaker to launch the inaugural Nicole Parks Nursing Scholarship. A special shout-out goes to Tanya Jones, as she received one of the alumni awards. The evening was elegant and moving, with speakers sharing how CCC has contributed to their professional and personal successes.

- Veterans Day event, which is becoming an annual gathering that veterans in the region look forward to each year. It's a chance for them to connect with other veterans, meet social service agencies, and enjoy a nice lunch.
- On October 26, we held an open house that attracted a total of 129 students and guests, including 20 students from New York City who traveled up on a bus. One of our goals is to create an engaging experience for potential students, allowing them to explore both our academics and extracurricular offerings. In the photos, you can see Kiflom in our incredible Mechatronics lab and Chuck, one of our recruiters, guiding visitors through the fitness center.
- Tunde and Dr. Mullaney attended lunch with the student government officers right before Thanksgiving, complete with turkey, stuffing, and all the fixings. I handed the camera to Colin for selfies, since I'm not very good at taking them myself, and he did an excellent job.
- Official on Campus: Assemblyman Phil Palmesano and Mayor Bill Bowen were present for the "Lights On After School" event, a national program supported by ProAction of Steuben and Yates County in partnership with Triangle Fund.

7. STUDENT TRUSTEE REPORT:

Trustee Collin highlighted the following in his report

- Completed our fall festival a few months ago and had a great turnout, estimating around 150 students attended the event. Approximately 60% of the attendees were from Perry Hall, while the rest were commuters.
- From November 15th to 17th, Student Vice President Sofia Mirando and Trustee Collin visited Syracuse for the SUNY Fall Conference, which celebrated the 50th anniversary of the SUNY SGA Conference. They met state representatives and various program representatives, making it a valuable learning experience.
- The Student Council also attended an open house on October 25th. We are planning to hold a basketball tournament for anyone interested in getting active and shooting some hoops.
- Currently, running a donation drive in collaboration with Stacey's Closet, where students are collecting children's coats, hats, and sweaters.
- Looking ahead, we are working to achieve five goals for the remainder of the year, which include planning more events focused on diversity and finance for the upcoming semester.

Trustee Collin concluded his report by informing the board that the Student Government has recently learned about an anonymous response initiative from SUNY Albany, which they would like to implement at our college. Currently, we have submission forms and platforms for students to share their ideas and complaints, but we do not have a system in place for students to anonymously submit tips or concerns regarding safety.

He believes this initiative is essential for preventing issues from escalating and for fostering a safer campus environment. An anonymous submission option would allow students to voice their concerns in a secure and confidential manner. When ready, the

form will be prominently displayed on the front page of our website, ensuring it is easily accessible for all students to report their concerns anonymously

8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Executive Director Marchese gave a review of the CCC Foundation report.

- Foundation:
 - The Foundation's 2023 audit is still in progress, pending the refinancing.
 - The Foundation's 2025 Budget and Resource Development Plan will be finalized in Q1, and will operate under existing three-year budget until approval.
 - Contract for the spring Visiting Scholar Series signed yesterday:
 - Kristen Radtke, *Seek You: A Journey Through American Loneliness* – Tuesday, April 8
- Housing LLC:
 - An extension of current terms through 12/31/2024 was executed in order to allow time to get all documentation in place prior to a closing for refinancing.
 - The Housing LLC's 2025 Budget will be finalized in Q1.
- Fundraising:
 - The Red Barons Classic Golf Tournament is scheduled for September 8, 2025 at Elmira Country Club.
 - Will form a sponsorship committee to review sponsorship levels, set fundraising goals, and increase tournament participation.
 - A new scholarship will reach \$25,000 endowment level this December donations and Foundation staff working to finalize MOU with donor by year-end.

9. APPROVAL OF THE CONSENT AGENDA

RESOLUTION #4930-24- Appointment, Promotion and separations

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

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

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

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the
(R. Allison, A. Winston, Unanimous)

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Craig	Kathleen	Assistant Director	Accessibility Services	10/7/24	Promotion	E1	62,510	This is a 12-month, standard full-time exempt, Professional Grade E1.
Nazar	Kris	Accounting Coordinator	Finance	11/18/24	Promotion	DI	\$54,000	This is a 12-month, standard full time exempt, Professional Grade D1. This promotion is the result of an open search.
Tronkowski	Sarah	Director	Library Services	10/7/24	Promotion	F1	\$68,344	This is a 12-month, standard full-time exempt, Professional Grade F1.
Quattrini	Anthony	Cleaner	Physical Plant	10/21/24	New Hire	301	\$33,325	This is a 12-month, standard full-time non-exempt Civil Service appointment, Grade 301, and is the result of an open search.
Moore	Allison	Marketing and Events Assistant	Marketing	11/11/24	New Hire	C1	\$46,800	This is a 12-month, standard full-time non-exempt, Professional Grade C1, and is the result of an open search.

Position Activity

RESOLUTION #T4931-24

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)
Assistant Director of Accessibility Services	Kathleen Craig	Reclassification	With Board Approval	After review of the position description, this position was reclassified to an Assistant Director, Professional Grade E. This position is responsible for coordinating accessibility services for students with disabilities by securing documentation, maintaining student files, providing referral resources and linkages to counseling and career services for students and by staying abreast of the latest laws governing disabilities.
Director of Library Services	Sarah Tronkowski	Reclassification	With Board Approval	After review of the position description, this position was reclassified to a Director, Professional Grade F. This position supervises staff, operations, and services, and is responsible for executing the mission and strategic planning for Library Services.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Trustee Cherry highlighted few items in the CASS report and mentioned one resolutions on the agenda.

- Noted a very successful Guidance Counselor Day with 24 counselors in attendance. Guidance counselors play a crucial role as influencers for first-generation college attendees
- Informed trustees about the Community Colleges for International Development which the college team is planning to attend its conference in February. Originally initiated by John Marchese and will now be handed over to Merit. This organization offers workshops and virtual items aimed at international recruitment for community colleges. It's particularly interesting because, in discussions with Tompkins Community College, they've actively attracted international students. I inquired if their international recruitment was related to athletics, and the response was yes, specifically mentioning soccer.

- Excellent news regarding our nursing education faculty—Ashley Molina has been selected as a SUNY-wide Nursing Simulator Fellow for the inaugural year of this program. This initiative utilizes mannequins for training at the college, which is particularly important given the nationwide shortage of nursing instructors. It's impressive that Ashley was selected as one of only 13 fellows out of all 64 SUNY schools, including both four-year and two-year institutions. This recognition speaks highly of the talent at Corning Community College, and we should take a moment to appreciate that.
- Lastly, we discussed advisory boards as part of our conversation. We touched upon the idea of "optimization." It's essential that we, as the Board of Trustees, take a closer look at our advisory boards to identify areas for improvement. We should assess where we might have gaps and consider involving more manufacturers and individuals who could contribute to these advisory roles.

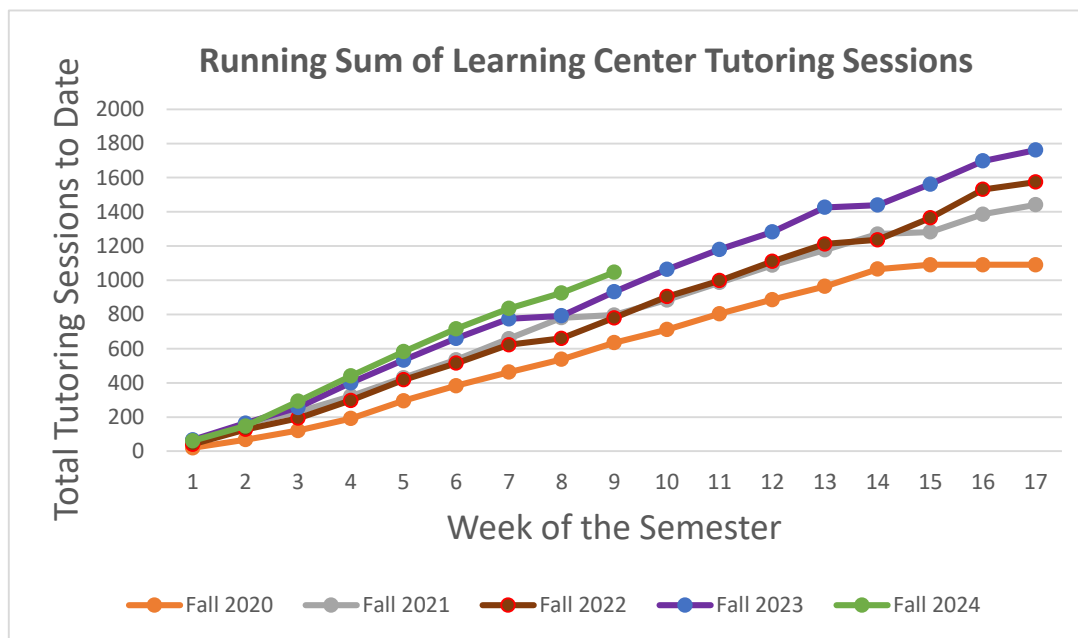
RESOLUTION #T4932-24- Resolution for Program Advisory Board Membership 2024-2025

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the Program Advisory Board Membership for 2024-2025. (J. McKinney-Cherry, N. Wightman, Unanimous)

Academic Affairs:

- Sarah Tronkowski, Assistant Director of Library Services presented at this semester's first All- Employee Check-In. Sarah shared her experience as a Fellow in the first cohort of the New York State Community College Leadership Academy.
- Library Services was awarded \$7,384 in grant funding from the New York State Library's Coordinated Collections Development Aid (CCDA). This amount is \$278 more than last year's award. CCDA funding is intended to support use of interlibrary loan. Our subject areas for this year's acquisitions are Health Education, Social Sciences, and Natural Sciences.
- The Makerspace is open to CCC students and classes. Attendance for September and October is 317 with a week left to go in October.
- The Observatory and Digital Dome hosted 358 people for Kid's Night on October 4, 2024.
- Nurse Education Faculty Ashley Molina, Coordinator of the Simulation Lab and Freshman Year curriculum, was selected for the inaugural cohort of SUNY Nursing Simulation Fellows for the 2024-2025 academic year.
- 47 new students have completed the intake/interactive process for Accessibility Services. Total students with accommodations are 105.
- STEAM Division is in the planning stages for offering STEM Day on December 18, 2024.

- Dan Moretti hosted and participated in Manufacturing Day (10/04/2024) at ACP - 371 students attended, plus teachers, business members, chamber of commerce members, local politicians, others.
- Dr. Aliza Erner, Dr. Robert Koble, and Dr. Kyle Williams attended the NSF-ATE Principal Investigators Conference 2024 in Washington DC., The conference brings together more than 850 NSF ATE grantees and their project partners to focus on the critical issues related to advanced technological education. Key people working on ATE projects across the country will participate in the event.
- Asst. Dir. K. Ward presented Learning Center services with Sarah Tronkowski (Library Services) to multiple BOCES ACE student groups visiting campus.
- Education adjunct Julie Dick hosted a group of 17 students from Corning-Painted Post High School; these students are enrolled in a CPP course called “Take a Look at Teaching”.



VP/Dean of Student Development and Enrollment Management, Maarit Clay

Recruitment/Admissions

- Recruitment Travel: 69 college fairs, 10 community events, 4 class visits, and 7 completed high school visits (14 scheduled / 36 to be scheduled).
- Admissions Events: Counselor Day 10/24: 24 att.; Open House 10/26: reg.: 72 & 128 guests; att.: 52 & 57 guests; NYC bus: 15 & 5 parents & chaperones
- Athletics: Prospective Player Camps: held- baseball and softball, women’s basketball in Nov.

- Student Life/Residence Life: PH tours, individual and at Open House

Accelerated College Education (ACE) and HS College Education Online (HS CEO)

- 38 ACE high schools, 407 course sections; 2423 unique students (hc for ACE), ACE FTE - 527.26
- 23 sections for HS CEO, 235 hc for HS CEO, HS CEO FTE - 32.06

Retention

- EAC advising/ registration appointments: 9/17 - 10/18: 33 appts. met: 2 new, 1 former, 13 general nursing, continuing, 17 career & transfer, 5 no shows
- Meet Your Advisor Event 10/2: 21 Advisors, 26 students; Advising Training: (Full time faculty/ advisors): Oct 17 & 18: 9 attendees
- Starfish Mid-term Alerts: 452 Flags: In-Danger of Failing 260, Missing/Late Assign. 192; Kudos 1,600; Referrals 192: Tutoring: 134, Enrollment Advisement Center (EAC) 58 outreach open: 72%, responses: 4.6%
- Student Life: SAEB members check ins: wellness and Starfish alerts
- Athletics: 2nd progress reports completed for student athletes, tutoring referrals, one-on-one with coaches on an academic improvement plan as needed
- Perry Hall: Credit checks on academic status of residents & monthly newsletter sent to all residents
- Mental Health:
 - Mental Health Empowerment Speaker Ivy Watts 10/23: 93 attendees; 53 completed post-event survey
 - Mental Health Matters student monthly newsletter created and sent (59% open rate in first two days)
 - Outreach to 21 students who indicated via Edsights chatbot (PAWZ)
 - SAP - September: 22 new referrals, 55 sessions, 10 class present. (183 students), 6 events (118 students)
- Basic Needs: Food Pantry - September: 24 unduplicated users

Engagement

- Student Life:
 - 18 events/activities with 500+ participants, Game Room - 154 unduplicated visits in September
 - Office stop-ins for assistance - average of 26/day in September
- Athletics: Intercollegiate Athletics Policies and Procedures Manual overhaul
 - Women's Soccer - Lily Ameigh and Kahley Stuart named All-Conference Team

- Fitness Center: 1,152 visits this academic year
- Intramurals & Recreation: 10 events with 97 participants this academic year
- Residential Life: 13 programs, 255 participants in September

EXECUTIVE COMMITTEE: None

EXTERNAL AFFAIRS

Trustee Winston mentioned The External the committee met on November 19th noted no actionable items discussed.

Executive Director Marchese expressed his gratitude to Jynx Burton, our Director of Grants Management, for her tremendous effort in completing the On Ramp application. It was an enormous undertaking, and Jynx deserves all the recognition

Maarit mentioned that Allie Moore has joined us as our new Marketing and Events Assistant. She is off to a terrific start and has a background in graphic design, which is a fantastic addition to our team. This means that Don won't have to handle all the creative work alone, as he will have great support from her.

VP/Dean Koble is pleased to announce that we have signed an agreement with CAF. U.S.A. to manufacture 400 rail cars in the coming years. Thanks to the efforts of Brad Cole and Dr. Mullaney, we have established a tuition assistance program. Under this agreement, CAF USA will cover up to \$5,250 for its employees to enroll in our mechanical technology and electrical technology courses, as well as any necessary remedial math classes.

Additionally, CAF USA will fund a trainer who will be hired by us to educate their employees and serve as a liaison for further corporate training opportunities. This partnership strengthens our community ties and enhances our workforce development efforts.

Dr. Koble ended his remarks by sharing his gratitude to everyone involved in this initiative, including our senior staff and trustees.

Legislative Report:

Trustee Winston highlighted the followings:

Federal level:

- With the reelection of Congressman Langworthy, we continue to have a strong advocate.
- Maintaining ongoing engagement with not only our local staff but also with their legislative assistant, Alan Garnes, who oversees higher education in Washington.
- Planning to attend February at the ACCT Legislative Summit, where we will meet with the Congressman and hopefully attend

sessions with Senator Schumer and Senator Gillibrand.

State Level

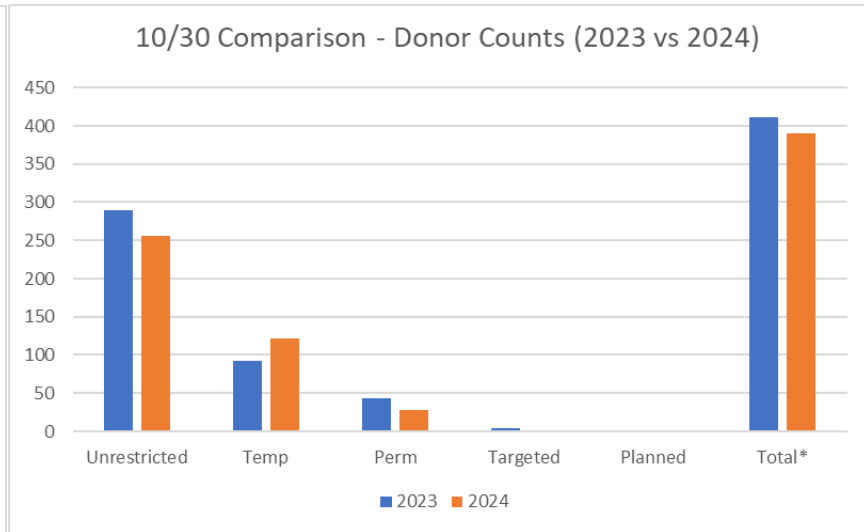
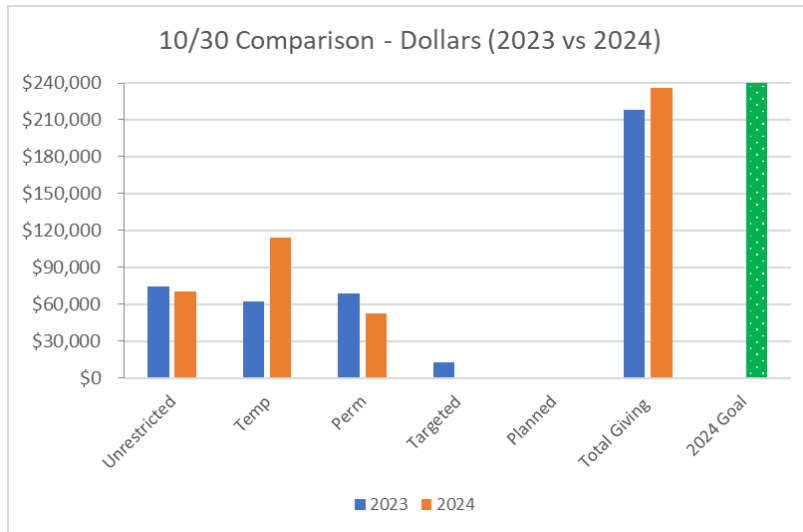
- Had a constructive Zoom meeting with Senator O'Mara, featuring Chair Wayne and President Mullaney.
- Chair Wayne mentioned the meeting was very productive and Senator O'Mara was genuinely interested in the discussion in addressing the disparities between SUNY funding for four-year colleges versus two-year colleges.

Local Level

President Mullaney outlined the legislative sessions on campus with county legislators.

CCC Development Foundation

- The sixth Baron Bulletin e-newsletter is planned for November.
- The Q4 Annual Fund solicitation mailing is planned for November in the form of a holiday card.
- Year-end e-mail solicitation appeals will be scheduled for the last week in December.
- Participated in FLX Gives on November 14-15.
- Received an additional \$1,000 as the “Stick Your Neck Out Award” from the Community Foundation of Elmira-Corning in support of the CPEP Program.
- The Foundation’s 2023 audit is still in progress, pending a binding refinancing offer for the CCC Housing Company LLC.
- The CCC Housing Company LLC has completed an extension of current terms for its mortgage through 12/31/2024, with an intent to complete refinancing by mid-December 2024.
- Hosted the Scholarship Reception on October 24 with 230 guests and former Trustee Nykole Parks as a speaker.
- Reflections Alumni Awards and Athletics Hall of Fame induction taking place on November 8 with 75 guests.
- Annual Giving results through 10/30/2024:



	2023	2024		2023	2024
Unrestricted	\$74,170.88	\$69,951.91	Unrestricted	289	256
Temp	\$62,542.58	\$113,886.10	Temp	92	121
Perm	\$68,382.43	\$52,282.91	Perm	43	28
Targeted	\$13,000.00	\$0.00	Targeted	4	0
Planned	\$0.00	\$0.00	Planned	0	0
Total Giving	\$218,095.89	\$236,120.92	Total*	411	390
2024 Goal		\$345,000.00	* Unduplicated count of annual donors		

Grants Management

New Awards

- SUNY High Needs Nursing Simulators awarded \$20,000.
- SUNY Empire State Service Corps awarded \$29,000 to establish a service-based program for 5 students who will receive pay and, upon completion of service, a scholarship.
- Annual allocation of Coordinated Collection Development Aid of \$7,384 awarded to support library collections.
- SUNY High-Quality Internship Community of Practice awarded \$100,000 to support stipends and wrap-around supports for 36 students this year.
- SUNY Transfer Practices awarded an additional \$10,000, allowing VP Clay the opportunity to expand the scope of work on the original proposal.

In-process

- Empire State Development ON-RAMP application is currently in development with a coalition of organizations in the Southern Tier, including regular meetings between grant writing team and the Leadership Alliance / The Agency in Binghamton. Due on December 2, this opportunity will offer a \$300,000 planning grant linked to a \$40 million opportunity to establish a workforce center on the Southern Tier.

Marketing/Communications

Highlights

- 2060 Digital Marketing: Display Ads (754,417 impressions; 5,460 clicks) | OTT/CTV (47,672 impressions; 97.14% completion rate) | YouTube (57,150 impressions; 64.27% completion rate); Social Media (190,055 impressions; 1,314 clicks;) | Local SEO (8,800 impressions)
- LocaliQ Digital Search: 15,907 impressions; 5,528 link clicks; 34.75% clickthrough rate
- Digital Dome Facebook Boosted Posts (21,341 accounts reached; 875 clicks)
- Kids' Night Facebook Boosted Post (5,263 accounts reached, 245 clicks)
- Fall Open House | Posters; Table Tents; Signage; TV Ads on WETM, WENY, Big Fox; Radio Ads on WINK 106; TV Interview with Frankly Speaking; Digital Billboards in Elmira
 - Display Ads (515,217 impressions, 3,756 clicks)
 - Social Media: (190,055 impressions, 1,314 clicks)
 - YouTube (24,478 impressions, 63.74% completion rate)
 - OTT/CTV (19,226 impression)

Performance

Website: September 13 - October 28 2023/2024 Comparison

Channel Grouping	New Users 2023	New Users 2024	Change
Organic Search	10,621	9,940	-6.41%
Direct	11,714	8,788	-24.98%
Paid Search	4,401	4,222	-4.07%
Referral (SUNY & paid)	844	1,147	+35.9%
Social	3,683	6,572	+78.44%

Chatbot: September 13 - October 28 2023/2024 Comparison

Channel Grouping	2023	2024	Change
Chat Sessions	224	201	-10.27%
Calls	174	213	+22.41%

Other

- Photography for STLEA Graduation, MFG Day; Manufacturing Technology graduation; CCCDF Scholarship Awards; Career Carnival
- CCCDF Scholarship Awards Reception [Video](#); STEM Day Save the Date [Flyer](#); Nursing Information Session [flyer](#) and [digital display](#); Registration Fair [poster](#), 10x4 [banner](#), and email campaign.

Press Releases

[SUNY CCC to host Free Kids' Night Event at Digital Dome and Observatory](#) | [National Touring Artist Matt Venuti to Perform AmeriCosmos at SUNY CCC's Digital Dome](#) | [James Hood's New Award-Winning Show Beautifica Comes to SUNY CCC's Digital Dome](#) | [SUNY CCC to host Fall Open House on October 26](#) | [Dr. William Mullaney of SUNY Corning Community College Chosen for the Aspen Institute's Presidents Fellowship](#)

Workforce Education & Academic Pathways

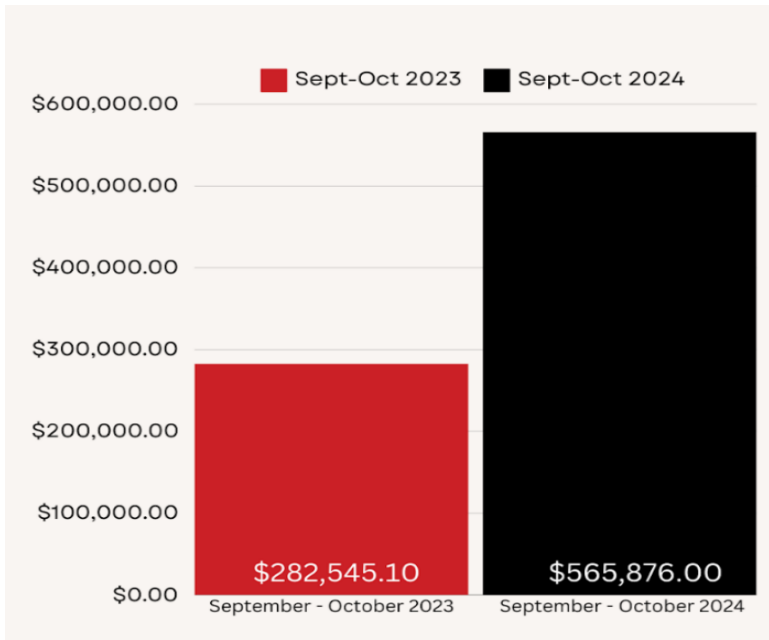
Corning-Elmira Prison Education Program (CEPEP)

- DOCCS requested a name change of the CPEP program to differentiate from Cornell CPEP programs in several other prisons. *CEPEP* was approved.
- Eleven students will be inducted into Phi Theta Kappa on December 4th, 2024.
- Matthew Cleary, CEPEP Specialist, began his employment on October 1, 2024. He is in the prison Tuesday and Wednesday evenings to be available for our students in the prison setting.
- Registration for Spring 2025 began the week of October 28.

Corporate Training and Open Enrollment

- Twenty-six SUNY Workforce Development corporate contract Grants totaling \$258,630
- Two corporate contracts pending client approval totaling \$68,911.60 (*\$58,726 SUNY Grant and \$10,185.60 in Cash*)

- Four (non-grant) cash corporate contracts totaling \$36,764.76 (1 pending client approval)
- **Note** – Not all contract training included below has been executed (some training offerings confirmed but upcoming)



Current Business Training Partnerships:

Arbor Housing and Development, Glove House, Schuyler County Law Enforcement, Schuyler County Health Department, Food Bank of the Southern Tier, BOCES, Elmira Heights School District, Spencer-VanEtten School District, Odessa-Montour School District, Waverly School District, First Heritage Federal Credit Union, Arnot Health, Corning Museum of Glass, ProAction, AIM, Catholic Charities, Horseheads Family Resource Center, CareFirst, Anchor Glass, Pladis Global, Cargill Salt (Watkins Glen & Lansing Locations), BelGioiso Cheese, Alstom, Gray Manufacturing Industrial, CAF USA, Forkhardt Hardinge, The Hilliard Corporation, Swift Glass, X-Gen Pharmaceutical, Zeiser Wilbert Vault, Inc., Southern Tier Logistics, Siemens Energy, Stan’s no Tubes, Bucher Emhart Glass, Northern Lights Candles, Kennedy Valve, Cameron Manufacturing & Design, Chemung County DSS, Truck-Lite (Pennsylvania), Westlake Royal Building Supply (Pennsylvania), Corning, Inc., Jabil, Mercury Corporation, Southern Tier Custom Fabricators, Corelle Brands, Eaton, & Siemens Mobility (future railcar coming to Horseheads Holding Point).

Auto Tech Program

- Ten of the eleven students complete the first auto tech module “Introduction to Automotive Service”
- Visited Simmons-Rockwell Dealerships with class for tours and possible intern and future employment options.
- Participated in an autocross event at Watkins Glen International with the 1988 Pontiac Fiero donated by the Glen Region SCCA.

Career Welding

- Students began introduction to TIG welding on October 22. This is our final process of the curriculum, as well as most desired by employers. Students have until January 10 to hone these skills on steel, stainless, and aluminum. A total of 200 +/- class hours will be dedicated to this process.
- Exciting partnership: Machining & Welding Co-Projects - Dan Moretti and Tyre Bush have collaborated to create "realistic" welding/machining projects for our students. Students have recently taken on aluminum tool post holders, and will be starting a downdraft table project for a few of the machining students to work post welding. This project/partnership prepares the students for dealing with future "real life" weldments/expectations they would find in a career/job.
- Industry Exposure at FABTECH - Cutting-Edge Equipment Demos: witnessed live demos of latest TIG, MIG, and laser welding equipment. Highlighted advancements in welding technology in precision, speed, and heat input. Our welding equipment is now 10 years old and beginning to create educational gaps between machines employers may have today in comparison to what we offer in-house. (Our machines are showing an

abundance of wear and will need to be replaced in the not-too-distant future.)

- Innovations in Automation and Robotics: The event showcased a high percentage of the integration of automation and robotics in welding. These technologies are game-changers, especially for high-volume and complex projects, offering a glimpse into the skills that are becoming increasingly valuable in the industry. Robotic welding equipment would be an awesome component to add to the curriculum. To offer the ability to teach setting these machines up, diagnose, and program would be highly beneficial to students preparing for our ever-changing industry.

Manufacturing Tech

- Most recent Manufacturing Technology class graduated eight students
- New class began October 28 with six students in this class.

Southern Tier Law Enforcement Academy

- Graduation for Session 46 was held on Wednesday, October 23. The event was well-attended (estimate over 500 people). Congressman Nick Langworthy and Session 1 graduate Tom Stickler (retired Chief of Horseheads PD) addressed the cadets. We had 100% of students who made it to the final day of the academy graduate and complete Field Training.
- Completed in-service training for Instructor Evaluator. Evaluators will be assisting us in the upcoming Instructor Development Course. Four of the attendees will begin working on their Master Instructor Certification. In order to achieve this - they must teach every block of the Instructor Development Course over three different IDC classes.
- Field Training for the Cadets began October 28. They have completed most of the classwork and will focus more on hands-on training for the next two months (firearms, EMS, Breath Analysis operator, Standardized Field Sobriety Training, Reality Based Training and ALERRT Training).

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Legislative Relations

- 1) Federal:
 - Higher Education update
 - ACCT National Legislative Summit (February 9-12)
- 2) State: Budget Update
- 3) Local: County Update

FINANCE AND FACILITIES

Trustee early highlighted the sale of Goff Road and recognized Tanya Jones for receiving the Alumni Award at the Reflections ceremony.

The noted that the financial highlights were slightly lower this year, primarily due to the remaining funds from last year as we adjust to a post-pandemic reality, with things gradually returning to normal.

For October, there was a slight deficit, mainly because most of the revenue was collected in September. However, we are still ahead by approximately \$4.2 million year-to-date. Part of this positive outcome can be attributed to lower expenses, indicating that all departments are either spending less or managing their budgets more prudently, which is encouraging.

Additionally, the nurses have received training to teach CPR and will be offering classes for students and other community members to learn this important skill. This presents another great opportunity.

Finally, the audit group has completed all their in-house visits, and everything appears to be going well at this point.

Resolution #T4933-24- Operating Report October 2024

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending October 31, 2024. (K. Early, N. Wightman, Unanimous)

Corning Community College Operating Dashboard
FY 25 @ Month End 10/31/24



Cash & Student Receivables

	Cash	# Days of Operations	Total Receivable	Fiscal Year Receivable
October 31, 2024	\$ 10,730,290	151	\$ 5,851,416	\$ 2,584,311
October 31, 2023	\$ 12,241,823	166	\$ 6,062,625	\$ 3,116,139

Revenues & Expenditures @ 10/31/24

	FY 25 Adopted Budget	Current Month 10/31/2024	YTD 10/31/2024	Remaining Budget
Revenues	\$ 25,862,404	\$ 742,828	\$ 8,691,071	\$ 17,171,333
Expenses	\$ 25,862,404	\$ 2,002,124	\$ 4,478,987	\$ 21,383,417

Surplus(Deficit)	\$ -	\$ (1,259,296)	\$ 4,212,084	
			YTD OCTOBER	
% of year Complete			17%	83%
% of Revenue Realized			34%	66%
% of Expenditures			17%	83%

Highlights of Revenues & Expenditures

	FY 25 Adopted Budget	Current Month 10/31/2024	YTD 10/31/2024	Remaining Budget
Tuition & Fees	\$ 11,053,000	\$ (1,522,934)	\$ 5,722,830	\$ 5,330,170
Chargebacks	\$ 6,930,000	\$ 1,645,222	\$ 1,650,478	\$ 5,279,522
Personnel & Benefits	\$ 18,825,233	\$ 1,546,492	\$ 2,595,240	\$ 16,229,993
Equipment	\$ 181,900	\$ -	\$ -	\$ 181,900
Contractual	\$ 6,855,271	\$ 455,632	\$ 1,883,747	\$ 4,971,524

Fall Enrollment

	2024-25	2023-2024	2022-2023	3 YR % change
	Fall 24	Actual	Actual	
Total Headcount (Inc. ACE)	3862	3841	3663	5.4%
Total FTE (Inc. ACE)	1080.8	1092.7	1080.1	0.1%
Full-Time FTE (Exc. ACE)	403.4	411.2	457.5	-11.8%
Part-Time FTE (Exc. ACE)	110.9	163.3	135.7	-18.3%
Total FTE (Excluding ACE)	514.3	574.5	593.2	-13.3%
HS Enrollment FTE (ACE)	564.2	520.4	486.9	15.9%
Percent by County (Excludes ACE)				
% Chemung County	43.7%	44.0%	42.3%	3.3%
% Steuben County	36.1%	34.7%	35.5%	1.7%
% Schuyler County	4.1%	4.7%	5.9%	-30.5%
% All Other Non-sponsor	16.1%	16.6%	16.3%	-1.2%

Perry Hall Occupancy

	2024-25	2023-24	2022-2023	2021-2022
Fall (Sept - Dec)	113	118	123	133
Spring (Jan - May)		106	88	101
Summer (June - Aug)		1	1	

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 10/31/24



	2024-2025			YTD	2024-2025
	Adopted Budget	9/30/24	10/31/24	10/31/24	Remaining Budget
REVENUES					
Resident Tuition	\$ 7,455,000	\$ 3,117,475	\$ (1,797)	\$ 3,115,678	\$ 4,339,322
Non Resident Tuition	\$ 590,000	\$ 2,512,171	\$ (1,571,577)	\$ 940,594	\$ (350,594)
ACE Tuition	\$ 1,735,000	\$ 1,079,693	\$ 11,771	\$ 1,091,464	\$ 643,536
Student Fees	\$ 1,273,000	\$ 536,425	\$ 38,669	\$ 575,094	\$ 697,906
State Aid	\$ 7,108,754	\$ 670,729	\$ 592,396	\$ 1,263,125	\$ 5,845,629
Grant Aid & Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Federal appropriations	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
County Operating Chargebacks	\$ 6,930,000	\$ 5,256	\$ 1,645,222	\$ 1,650,478	\$ 5,279,522
Other sources	\$ 720,650	\$ 26,494	\$ 28,144	\$ 54,638	\$ 666,012
Applied Fund Balance					
Total Revenues	\$ 25,862,404	\$ 7,948,243	\$ 742,828	\$ 8,691,071	\$ 17,171,333
EXPENSES					
Salaries	\$ 13,094,233	\$ 721,425	\$ 1,051,412	\$ 1,772,837	\$ 11,321,396
Employee Benefits	\$ 5,731,000	\$ 327,323	\$ 495,080	\$ 822,403	\$ 4,908,597
Equipment	\$ 181,900	\$ -	\$ -	\$ -	\$ 181,900
Contractual Expenditures					
<i>Purchased Services</i>	\$ 239,210	\$ 26,834	\$ 30,777	\$ 57,611	\$ 181,599
<i>Materials & Supplies</i>	\$ 554,896	\$ 70,297	\$ 55,570	\$ 125,867	\$ 429,029
<i>Marketing</i>	\$ 174,495	\$ 25,333	\$ 5,411	\$ 30,744	\$ 143,751
<i>Conference & Travel</i>	\$ 295,195	\$ 13,783	\$ 24,804	\$ 38,587	\$ 256,608
<i>Utilities</i>	\$ 600,000	\$ 12,811	\$ 38,399	\$ 51,210	\$ 548,790
<i>Maintenance Repairs & Contracts</i>	\$ 697,925	\$ 12,862	\$ 27,601	\$ 40,463	\$ 657,462
<i>Software & Contracts</i>	\$ 343,920	\$ 77,252	\$ 46,336	\$ 123,588	\$ 220,332
<i>General Institutional</i>	\$ 1,512,870	\$ 39,375	\$ 118,870	\$ 158,245	\$ 1,354,625
<i>Other Expenditures</i>	\$ 596,760	\$ 65,236	\$ 96,296	\$ 161,532	\$ 435,228
<i>Scholarships</i>	\$ 1,840,000	\$ 1,084,332	\$ 11,568	\$ 1,095,900	\$ 744,100
Total Contractual Expenses	\$ 6,855,271	\$ 1,428,115	\$ 455,632	\$ 1,883,747	\$ 4,971,524
Total Expenses	\$ 25,862,404	\$ 2,476,863	\$ 2,002,124	\$ 4,478,987	\$ 21,383,417
25					
Surplus/(Deficit)	\$ -	\$ 5,471,380	\$ (1,259,296)	\$ 4,212,084	

Auxiliary Services

Congratulations to Tanya Jones who received recognition at Reflections on November 8th with the Anne Marie Rossi '76 Alumni-Employee Award.

Health Office

The nurses are working with the American Heart Association to make purchases through the \$10,000 grant they received. Along with new AED equipment, both nurses will receive training to become CPR/AED instructors and will begin providing CPR instruction in January.

There have already been over 100 medical-related visits to the Health Office this semester. Wellness Room visits average 1-3 per day as students have become aware of the benefits of having an area to de-stress.

The Health Office is providing psychiatric tele-medicine through a SUNY operated portal. This allows the Student Assistance Program an opportunity to make referrals for those needing a higher level of care which may be unavailable through other means.

The immunization report has been submitted with nearly 99% compliance on the submission date. Staff will be working to obtain documentation for the remaining students.

Information Technology

The IT department has been using a new help desk software. The software creates a priority system and tracks completed requests. We will be able to provide statistics regarding service requests in these reports in the future.

Physical Plant and IT have created a special room for the lightboard that some members of the faculty are currently using. The board was purchased through a grant and allows faculty to record instruction utilizing advanced video technology.

Physical Plant

There were a large number of events held on campus during October and Physical Plant staff were busy fulfilling room set-up requests.

HUMAN RESOURCES

Stacy Ward, the Executive Director of HR, discussed several key items on the agenda, primarily focusing on the reports from the HR Dashboard. She highlighted the following reports:

1. **Diversification Report:** despite a slight decrease in personnel, we are maintaining steady diversification within the organization.
2. **Recruitment Metrics:** significant progress has been made in this area. The goal last year was to reduce the time it takes to fill positions from the moment they are posted. This report demonstrates that we have narrowed this gap, decreasing our average time to fill a position from 84 days to 54 days, even with a considerable increase in the number of positions we are working to fill. This trend is very encouraging.
3. **Longevity and Tenure Reports:** the first report breaks down employee tenure in five-year increments, revealing that many of our employees have been with us for a long time. The second report shows the average length of service and the average age of employees in that category.
4. **Time to Hire:** there has been a significant reduction in the time from posting to hiring. Our previous processes took longer, causing us to lose candidates to other job offers due to the drawn-out nature of our hiring process.

Trustee Wayne added that, the progress reflected in these reports is promising and indicates positive developments in our HR initiatives and acknowledge Stacy for the exceptional work she has done in reducing this time frame, as well as commend my team for their diligence in managing the process.

Before adjourning the meeting, Trustee Chu expressed her appreciation for the year's final meeting:

- She thanked Chair Mike Wayne and Vice Chair McKinney-Cherry for their dedicated leadership in supporting President Mullaney, senior staff, and faculty.
- She noted that metrics from the HR dashboard, including graduation rates and academic performance, show that the college is in a solid, if not exceptional, standing. Trustee Chu also emphasized the culture fostered by Chair Wayne and Vice Chair McKinney-Cherry, which encourages rigorous questioning and thoughtful responses. During recent discussions about the advisory boards, President Mullaney provided constructive feedback, leading to a strong consensus among the group.

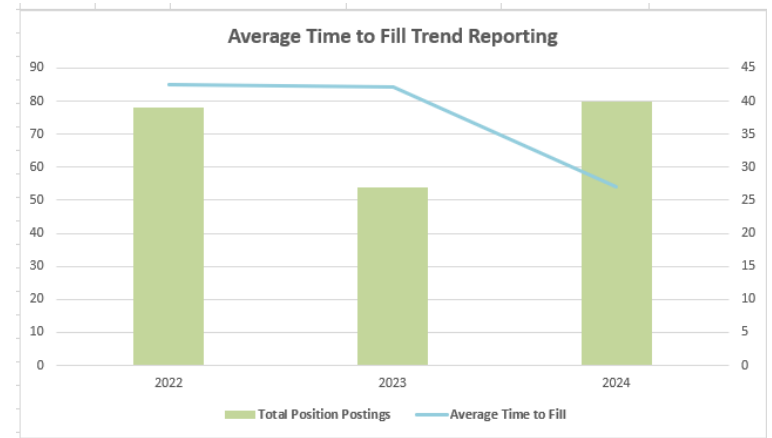
Trustee Chu concluded her remarks by thanking President Mullaney and the Senior team for all their efforts.

HUMAN RESOURCES COMMITTEE

Dashboard

2021 - 2024 Diversification of CCC Personnel								
Employees (not including students)	Feb-21		Feb-22		Feb-23		Feb-24	
	307	%	299	%	289	%	276	%
American Indian	0	0%	0	0%	0	0%	0	0%
Black, African American	14	5%	17	6%	15	5%	13	5%
Asian, Pacific Islander	10	3%	9	3%	8	3%	8	3%
Hispanic or Latino	3	1%	5	2%	4	1%	3	1%
Hawaiian, Pacific Islander	1	0%	1	0%	1	0%	1	0%
Mixed (more than one category)	2	1%	3	1%	4	1%	4	1%
White	277	90%	264	88%	257	89%	247	89%
Unknown/no data	0	0%	0	0%	0	0%	0	0%
TOTAL	307		299		289		276	

Recruitment Metrics as of 10/24			
(data reported in # of days for calendar year unless otherwise indicated)			
Metric	2022	2023	2024 (to date)
Total postings	39	27	40
Avg Time to Fill (Posting Date to Acceptance Date)	85.0	84.0	54.0
Avg Time to Hire (Posting Date to Start Date)	111.0	108.0	73.0
Average # of applications per posting	13.5	17.2	9.5
Average # of applicants interviewed per position	3.0	1.5	3.7



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HUMAN RESOURCES COMMITTEE

Dashboard (continued)

Longevity/Tenure by Employee Class as of 10/24 (Full Time Employees only)											
Employee Class	0-1 Year	1-5 Years	5-10 Years	10-15 Years	15-20 Years	20-25 Years	25-30 Years	30-35 Years	35-40 Years	40+ Years	Grand Total
Campus Safety	1	2	2		1						6
Physical Plant	5	9	1	1	3	3		1			23
Administration	4	10	11	5	3	4	1	2	2		42
Exempt Staff	1	14	2		1	1	1				20
Faculty		13	5	8	12	4	7	3		1	53
Non Tenure Faculty	1										1
Non-Exempt	4	8	2	2	1	1	1				19
Staff Civil Service		2	1		1			1	2		7
Grand Total	16	58	24	16	22	13	10	7	4	1	171

Average Longevity/Tenure by Employee Class and Gender as of 10/24 (Full Time Employees only)		
Employee Class	Average of Length of Service	Average Age
⊕ Campus Safety	6.1	37.7
⊕ Physical Plant	8.4	48.0
⊕ Administration	11.2	49.7
⊕ Exempt Staff	5.7	40.9
⊕ Faculty	14.8	51.2
⊕ Non Tenure Faculty	0.8	44.0
⊕ Non-Exempt	6.8	46.4
⊕ Staff Civil Service	20.4	52.6
Total Average	10.9	48.2

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SUMMARY STATUS OF VACANT FULL TIME POSITIONS as of 11/12/2024

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service/CSEA					
Faculty					
Professional Service				2	2
Grand Total				2	2

Open Position Detail:

Civil Service/CSEA: n/a

Faculty: n/a

Professional Service: Student Account Specialist (internal search), Student Information System Support Analyst

11. OLD BUSINESS.

12. NEW BUSINESS.

13. EXECUTIVE SESSION: YES

Chair Wayne motioned to adjourned the meeting to go into executive Session at adjourned the meeting at 7:01 pm (A. Winston, C. Kane, Unanimous).

At 7:15 pm, on a motion made by Trustee J. McKinney Cherry and seconded by Trustee N. Wightman, the meeting moved into executive Session. At 8:17 pm, on a motion made by Trustee A. Winston, seconded by Trustee N. Wightman the meeting moved back to into regular session with no actionable items

At 8:18 pm, Chair Wayne asked for a motion to adjourn the meeting. (j. McKinney Cherry, N. Wightman)

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Audit Committee
Thursday, February 6, 2025

MISSION:

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

DISCUSSION ITEMS:

- Discussion with committee and Auditors including Ben Owen, Rita King and Duane Shoen from Insero & Co. CP about content of 2023 audit findings.

- **ACTION ITEMS:**
[4RESOLUTION #T4935-25 Acceptance of Audit Report for the Year Ending August 31, 2024](#)

NEXT MEETING:

TBD

MEASURABLE STANDARDS

Measurable Standards for the Committee on Audit are:

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

* Ensure that actions are consistent with Strategic Plan.

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by VP/Dean of Academic Affairs, Dr. Tony Wohlers
and VP/Dean of Student Development and Enrollment Management, Maarit Clay
January 27, 2025

MISSION:

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

DISCUSSION ITEMS:

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

3. [Student Trustee Report](#)

ACTION ITEMS: None

NEXT COMMITTEE MEETING: March 18, 2025

Measurable Standards for the CASS Committee are:

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

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

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

January 27, 2025

Via Zoom

[Minutes](#)

In Attendance: Trustees: J. Cherry, M. Wayne, R. Allison, S. Jacoby-Murphy, P. Chu., N. Wightman, K. Early and C.. Kane

Senior Staff: President Mullaney, VP Wohlers, VP Clay, N. Ka-Tandia

Trustee McKinney-Cherry called the meeting to order at 5:01 pm and noted one action item on the agenda.

ACADEMIC AFFAIRS

Trustee McKinney-Cherry highlighted a few points:

- Acknowledged a smooth and quick beginning to the semester.
- Reported a highly successful STEM day with 639 registered participants, marking the best attendance to date.
- Noted that WEAP (Workforce Education and Advancement Program) students are graduating with high scores and receiving job offers.
- The Digital Dome initiative is growing and achieving impressive numbers.
- The Maker Space is in the process of developing an open communications plan for better outreach and engagement.
- Dr. Wohlers reported excellent participation in library services and tutoring sessions, indicating a need to capitalize on these resources.

Trustees requested additional data regarding the STEM day student demographic:

- Information on who the students are.
- Their plans and destinations High School post-graduation.
- Communication strategies used when students attended the STEM event.

STUDENT DEVELOPMENT & ENROLLMENT MANAGEMENT

- New Student Enrollment:
 - Strong registration numbers indicating potential growth.
 - Continuing Student Challenges: 72 students remaining who can't register due to bills.
 - Outreach Efforts: Active efforts in place to help these students pay bills and register.
 - ACE is over goal so does P-Tech and non-credit classes
- Basic Needs connected with 27 students in Nov. & Dec.; Provided school supplies to students suffering house fires (3); Winter jackets gloves and mittens to a nontraditional student and her three young children

- Perry Hall: 82 students. 72 students are financially cleared
- Adult learners Celebration: 20 Adult learners attended the celebration and staff gathered good data

STUDENT REPORT

Trustee Kane highlighted a few point on his report:

- SAEB's fundraising project with Stacey's Closet for winter children's clothes has ended. The results were less than anticipated
- Continue working on campus safety project to create a better student environment

The committee has decided to postpone the approval of Resolution #T4936-25 regarding the Academic Calendar for 2027-2028. This delay allows for necessary revisions to be made, specifically to ensure that Martin Luther King Jr. Day and all other national holidays are appropriately included in the calendar even when classes are not in session. Further discussions and adjustments will be made before presenting the resolution to the full board for approval.

Trustee Cherry adjourned the meeting at 6:20 pm

Regional Board of Trustees for SUNY Corning Community College
Report by VP/Dean of Academic Affairs, Dr. Tony Wohlers
January 27, 2025

- **LAPS Division**
 - **REACH II - Community Outreach:** Within the context of micro-credentialing, "Lunch and Learn" sessions for employers and staff in related fields, funded by the SUNY REACH II grant to support economic mobility for adult students of color. (2.1 High Demand Programs).
 - **Pathways Luncheon:** Hosted a luncheon to showcase pathways for Teaching Assistants and transfer opportunities into Alfred University's Bachelor's and Master's programs. The partnership has produced over 120 graduates (3.1 Academic Partnership).
 - **Recognition:** Dr. O'Hara received the CCID Faculty Innovation in Global Education Award for her global engagement work, curriculum development, and commitment to diversity and inclusion.
- **STEAM Division**
 - **STEM Day:** Event Attendance: 639 students registered, with 540 attending (85%), marking the highest turnout in over 18 years. Students came from 28 school districts in NY and PA. The event had strong support from industry professionals, faculty, staff, and community leaders; covered by local news stations.
 - **Grant and Program Expansion:** Dr. Kyle Williams was awarded a \$20,000 grant that will provide 10 scholarships of \$2,000 each to support students in the Chemical Technology program, focusing on women, minorities, first-generation students, and those from economically disadvantaged backgrounds.
 - **Conference Attendance:** Dr. Matthew Skerritt attended the Middle States Conference.
- **WEAP**
 - **Corning-Elmira Prison Education Program (CEPEP):** In process of completing PEP applications, with around 35 students anticipated for the Spring. Inducted 11 CEPEP students into PTK and 5 students will graduate on May 28, 2025.
 - **Career Welding:** All 8 students set to graduate this January.
 - **Manufacturing Tech:** Cohort of 6 students graduated with scores from 84 to 100, with 2 receiving multiple job offers.
- **Accessibility Services**
 - **Accommodated Tests Proctored:** November 2024: 102 -- December 2024: 89 (Fall 2024 Semester Total: 341 tests proctored compared to 276 in Fall 2023).

- **Accommodated Tests by Day of the Week:** Monday: 60 -- Tuesday: 26 -- Wednesday: 98 -- Thursday: 21 -- Friday: 136
- **Accommodations Requests for Fall 2024:** 73 Accessibility Services and 50 students completed the intake/interactive process (Fall 2024 Total Registered: 114).
- **Innovative Learning Sites**
 - **Digital Dome:** Record numbers for 2024 Fall: (Attendance: October: 1,553 -- November: 2,024 -- December: 1,700+ -- Revenue: \$18,000).
 - **Makerspace:** Open to the public via eVenue for reservations (Attendance: October: 334 -- November: 176 -- December 101/greatest revenue generator).
 - **The Alternative School for Math and Science:** Continued to send approximately 20 students per a month to Spencer Crest for volunteer trail maintenance.
- **Learning Center**
 - **Tutoring Session and Referral:** Total of 1,854 tutoring sessions for Fall 2024, a 5.3% increase from Fall 2023, and a 70.1% increase from Fall 2020. Furthermore, 159 referrals made to the Learning Center through Starfish, with 31% attending at least one tutoring session.
 - **Student Feedback:** Conducted a student survey (139 respondents) to assess Learning Center practices, with plans for a follow-up survey in Spring 2025.
 - **Partnerships:** Collaborated with CCC Departments throughout the fall semester, including Staff Assembly, Sustainability Committee, etc.
- **Library**
 - **Conference Attendance:** Sarah Tronkowski attended the South Central Regional Library Council and DOODLE Days conferences.
 - **Circulation Trends:** Library circulation remained stable, with increased catalog searches/views of the library homepage.
 - **Library Instruction:** Decrease in the use of library instruction, especially by traditional campus students. Research guide views (especially English 1010) and database access to full-text articles declined.

Library Instruction			
○	All Library Instruction	ACE Classes	# Students
Fall 22	21	4	405
Fall 23	29	10	464
Fall 24	25	11	546

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College**

VP/Dean of Student Development and Enrollment Management, Maarit Clay
January 27, 2025

Enrollment

Progress toward SP25 FTE goals by student type (1/6/2025): New = 29 (66%); Continuing 287(80%); Readmit = 11 (49.3); Transfer = 10 (138%); Non-Degree = 18 (169%); Out of State 22 (79%): Total 80% of Goal

Recruitment/Admissions

- Applications SP25: completed, 289; accepted, 260 (90%); registered, 115; Express Enrollments Jan. 4 and 18
- CCC Co-sponsor/presenter: STEM Day 12/18 540 hs students (Career Development Council, GST BOCES), Sophomore Career Day 1/14 (CDC and CPP)
- Athletics: Volleyball hosted tournament in Dec. on campus dec- 40 hs student participants
- Student Life/Residence Life: outreach to applicants indicating housing interest: outreach to 38 in Nov., 10 new contracts for SP25
- Career Services: Fall 24 Undecided Applicants: 109 registered for FL 24, 117 did not attend

Accelerated College Education (ACE) and HS College Education Online (HS CEO)

- HS CEO; Fall 2024- 23 sections, 229 students; SP25 - 25 sections, 213 registered as of 1/3/25, classes start 1/27

Retention

- EAC advising/ registration appointments: 10/21/24- 1/6/25: 307 appts. met: 112 new, 52 former, 102 continuing, 41 career & transfer, 24 no shows
- Adult Learner Celebration: 12/5 20, 99 filled out survey (SUNY SEM II)
- Career Services: FL 24 undecided LAHS = 59 students, outreach 9/23 & 11/20, 12 created/logged into FOCUS 2, 3 appointments
- Student Life: First-Gen Celebration Day 11/8: 26 participants; Student Association Executive Board (2) to SUNY Student Assembly Conference (Nov. in Syracuse); Three student workers to participate in the Empire State Service Corps
- Athletics: student-athletes' FL24 GPA avg. 2.20 -up .05 from FL23, 88% persistence rate
- Perry Hall: 98 rolled for Spring (those who have full year contracts), 10 new contracts

- Mental Health: Mental Health Matters: open rates- Nov. 60%, Dec. 59%; Outreach to 19 students referred via chatbot (Edsights)
 - SAP program: Oct. = 14 new referrals, 58 sessions, 3 class presentations , 3 events; Nov. = 11 new referrals, 37 sessions, 2 class pres., 3 programs
- Basic Needs:
 - BasicNeeds@: connected with 27 students in Nov. & Dec.; Provided school supplies to students suffering house fires (3); Winter jackets gloves and mittens to a nontraditional student and her three young children
 - Food Pantry: visits= 35 in Oct., 56 in Nov., 26 in Dec.; 2 refrigerators (Whirlpool Feel Good Fridge Program); 14 free Thanksgiving meal kits to students

Engagement

- Student Life: Red Baron Leadership Academy - 28 students active; 27 events/activities with 420+ participants (Nov & Dec); Game Room - 124 unduplicated visits Oct.-Dec.; Office stop-ins for assistance - average of 24/day In October November and December
- Athletics: Softball team Trunk or Treat at Kia in HHDs; 1452 fitness center visits (YTD); 12 intramural and recreation events with 113 participants (YTD)
- Residential Life: FL24 programming totals - 36 programs with 641 participants

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Regional Board of Trustees for SUNY Corning Community College

Student Trustee Report – Collin Kane

January 27, 2025

Old Business:

- SAEB’s fundraising project with Stacey’s Closet for winter children's clothes has ended. The results were less than anticipated.
- Worked more with Dr. Mullaney on future lunch meetings
- Work continues on the Student Trustee/Campus safety tip form.

New Business:

- SAEB will participate in team-building activities and training over the winter break.
- SAEB will be helping the local food bank package and distribute food over the winter break.
- SAEB will be hosting a starting semester basketball tournament on February 8th.

Future Business:

- SAEB will start planning and organizing for the remainder of its events for the spring semester.
- SAEB will begin talks with the diversity center director in planning for the SAEB’s diversity event.

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SUNY CORNING COMMUNITY COLLEGE REGIONAL BOARD OF TRUSTEES

External Affairs Committee

Tuesday, January 28, 2025
CCC

AGENDA

MISSION:

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

ACTION ITEMS:

[NYCCT Retainer Agreement for Legal Services Against SUNY Board of Trustees](#)

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Grants Management Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

NEXT MEETING:

March 19, 2025

[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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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
January 28, 2025/ Via Zoom
MINUTES

In Attendance: Trustees: A. Winston, P. Chu, M. Lawrence, R. Allison, J. McKinney-Cherry, Heather Reynolds

Senior Staff: President Mullaney, VP Clay, VP Wohlers, Executive Director John Marchese, Nogaye Ka-Tandia

Excused: M. Wayne

Trustee Winston called the meeting Called the meeting at 4:32 pm And noted there one actionable items on the agenda which will be discussed at the end of the agenda.

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Liaison Chu started her report by wishing a Happy New Lunar Year to trustees and then discusses key highlights related to the Foundation:

- Fundraising Success: The Foundation surpassed its fundraising targets for 2024, achieving 92% for RBOT, 100% for senior staff, and 82% for the Foundation Board, despite the voluntary nature of donations.
- Staff Development: Director Marchese and Dante attended the SUNY Community College Chief Advancement Officer Retreat, emphasizing the importance of investing in staff development for better fundraising strategies and networking opportunities.
- Grant Effectiveness: For 2025, the Foundation plans to focus on evaluating the effectiveness of grants, measuring their impact rather than just the quantity secured.

Executive Director Marchese added the following:

- Housing Company Audit: The 2023 audit will conclude this week, with coordination with legal counsel on the bond agreement to share necessary details with the auditor. Despite delays, the goal is to integrate this audit with last year's overall college audit.

- Grant Situation: Recent concerns about the OMB have eased after a session with the American Council on Education (ACE) that provided reassuring information. Notes from the session were shared with Dr. Mullaney, showing no immediate concerns regarding the grants, and a willingness to discuss further if needed.

Review [Marketing/Communications Report](#)

Trustee Allison met with VP Clay and discussed about the college's digital marketing RFP (Request for Proposal) process. The college received 50 applications from various agencies, and the goal is to select one that meets their needs and aligns with their vision and mission.

VP Clay informed the trustees that they received proposals from companies experienced in higher education. They have made a selection and are waiting for a contact to do some follow-up before making a decision. She is very excited about working with a marketing specialist with higher education experience.

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

VP Wohlers provided few highlight of the Workforce Education programs

- 1- CPEP Program: 11 students were inducted into the Phi Theta Kappa Honor Society in December, with efforts underway to enhance the program's success.
- 2- Career Building Program: On January 10th, 8 students graduated, with several receiving job offers, showcasing their hard work and dedication.
- 3- Manufacturing Tech Program: A cohort of 6 students successfully graduated from their classes, achieving scores between 84 and 100. This program will receive focused development due to its growth potential.

Overall, there's a commitment to building on these successful initiatives

Review [Legislative Relations Report](#)

Trustee Winston provided the following updates

Federal Level:

- National Legislative Summit in Washington, February 9-12, where Dr. Mullaney will attend.
- Setting up a Congressional meeting with Congressman Langworthy.
- Short-term Pell legislation is a top priority for the current Congress, and Alan Garnes, Langworthy's legislative assistant, will keep us updated on its progress.

State Level:

State Level

- The legislative day breakfast is scheduled for March 7th, and Senator O'Mara, Palmesano, and friends will be attending.
- Currently in the budget process in New York State, and Senator O'Mara will keep us informed and updated.
- President Mullaney has been conducting county legislative visits, most recently one last night with Ron Allison and Mike Wayne in attendance.

Local County Legislature

- Visits: Planning to host a meeting for local county legislatures on campus, likely for their budget meeting, with a tour to follow. Discussed it with Chair Wayne, President Mullaney, and other local officials, including Marty Chalk and Margerson, who are enthusiastic about the idea.

[NYCCT Retainer Agreement for Legal Services Against SUNY Board of Trustees](#)

Trustees discussed NYCCT decision to bring a lawsuit against Chancellor King for allegedly overstepping his authority. The issue revolves around approving new guidelines for the search process for new community college presidents by the SUNY (State University of New York) Board of Trustees. NYCCT believes the Chancellor's actions have compromised the autonomy of local institutions such as their college, and they feel that the Board of Trustee's approval undermines their local authority in decision-making processes, particularly in the selection of new leaders.

A statement from Chair Wayne was read and below are key highlights:

- Chair Wayne's statement highlights potential legal action by the NYCCT against Chancellor King for allegedly overstepping local authority regarding new guidelines for community college Presidential searches approved by the SUNY Board. Chair Wayne raised this issue in October and has since engaged with Trustees and spoken with Chancellor King.
- The new guidelines stipulate that the Chancellor will interview the three finalists in each search but will not endorse a specific candidate, will conduct annual check-in meetings with new Presidents rather than formal evaluations, and wishes to review all contracts for community college Presidents.
- Chair Wayne is requesting that a resolution regarding this matter be brought to the full Board on February 6, 2025, for discussion and a vote. Additionally, he opposes the NYCCT's resolution to join the legal action and is prepared to cover any extra legal fees beyond what NYCCT can provide.

Trustees all agreed to move the resolution to the full board for discussion and a vote

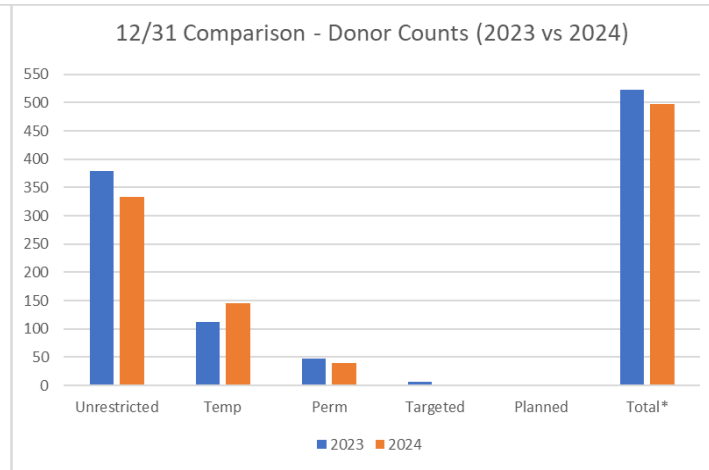
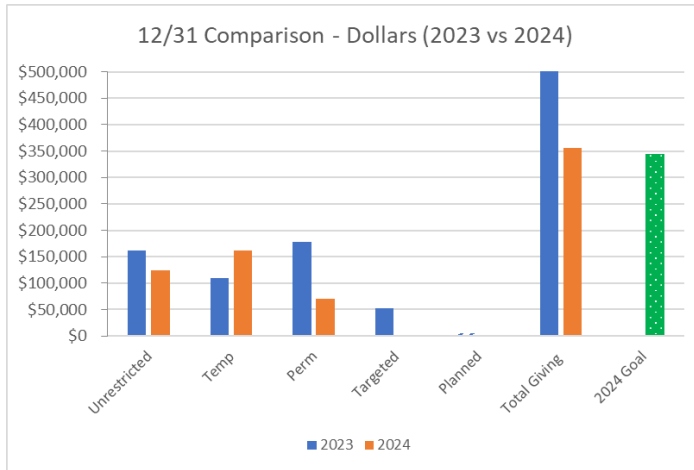
Trustee Winston adjourned the External Affairs committee meeting at 5:02 pm.

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation

Tuesday, January 28, 2025

- The CCCDF Board met on 12/04/24:
 - Approved the purchase of an online program, FreeWill, to provide donors and constituents with free access to will-making services which includes the option to designate CCCDF as a beneficiary.
 - Appreciation was expressed for Doug Cotton as he termed off the Board effective 12/31/24.
- John Marchese and Dante Acquavella attended the SUNY Community College Chief Advancement Officers Retreat in Albany in early January.
- The first Baron Bulletin e-newsletter is planned for February.
- The Q1 Annual Fund solicitation mailing is planned for March.
- The Foundation's 2023 audit is still in progress, pending a binding refinancing offer for the CCC Housing Company LLC.
- The CCC Housing Company LLC has completed an extension of current terms for its mortgage through 12/31/2024, with an additional extension anticipated to cover another 90 days.
- CCC Housing Company is managing inquiries from Corning interns about summer housing, outside of a blanket agreement covering all interns under a single contract.
- Corning Museum of Glass is in conversation with management about housing several different populations in Perry Hall to meet their needs for students, seasonal workers, and resident artists for stays that are durations of one month or more.
- The Foundation's annual tax statement and impact report will be mailed to all Board members and donors who gave \$250+ in the 2024 calendar year.
- Planning is underway for the 2025 Visiting Scholar Series event on April 8. Kristen Radtke will discuss her graphic novel *Seek You: A Journey Through American Loneliness*.
- 2024 College Leadership participation in Annual Giving ended at: RBOT (92%), CCCDF Board (82%), Senior Staff (100%).
- Annual Giving results through 12/31/24:



	2023	2024		2023	2024
Unrestricted	\$162,210.38	\$123,696.84	Unrestricted	379	334
Temp	\$108,964.28	\$161,587.12	Temp	112	145
Perm	\$177,322.43	\$70,279.93	Perm	47	40
Targeted	\$53,000.00	\$0.00	Targeted	6	0
Planned	\$5,000.00	\$0.00	Planned	1	0
Total Giving	\$501,497.09	\$355,563.89	Total*	522	497
2024 Goal		\$345,000.00			

* Unduplicated count of annual donors

Grants Management

Submitted by John Marchese, Executive Director of Development Foundation

Tuesday, January 28, 2025

New Awards

- CYBER ACCESS (Appalachian Community Colleges Eco-System Sustainability) grant funded by the Appalachian Regional Commission. CCC is one of 30 community colleges across 13 states that has been awarded \$200,000 over five years to advance cybersecurity workforce training programs.
- American Chemical Society(ACS) awarded CCC \$20,000 for scholarships for Chemical Technology students as part of ACS' PrepareCTP Seed Grant to prepare skilled chemical technical professionals (CTPs).

Recently Submitted

- Empire State Development ON-RAMP application submitted in collaboration with the Leadership Alliance / The Agency in the greater Binghamton area. If approved, there will be an initial planning grant of \$300,000 linked to a \$40 million opportunity to establish a central workforce training hub in the Binghamton area with a spoke planned in Elmira.

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Marketing/Communications

Submitted by Maarit Clay, Vice President of Student Development and Enrollment Management

Tuesday, January 28, 2025

Highlights

- 2060 Digital Marketing: Display (607,505 impressions; 3,843 clicks) | OTT/CTV (76,341 impressions; 98.17% completion rate) | YouTube (46,616 impressions; 61.88% completion rate); Social Media (80,400 impressions; 600 clicks) | Local SEO (10,617 impressions)
- LocaliQ Digital Search: 24,695 impressions; 8,085 link clicks; 32.39% clickthrough rate
- Digital Dome Facebook Boosted Post (71,326 views, 20,461 accounts reached; 1,690 clicks)
- Express Enrollment Facebook Boosted Posts (36,057 views, 35,880 accounts reached, 575 clicks); postcard to continuing students, spring semester applications, went nowhere list; Digital Billboards in Elmira
- Winter Class promotion social media (61,442 impressions), display (313,024 impressions), Syracuse Univ. student newspaper & socials, and postcard to went elsewhere & went nowhere lists
- STEM Day program, photo gallery, local TV coverage on [WETM](#), [WENY](#), [WYDC Big Fox](#)

Performance

1. Website: October 28 - January 7 2023/2024 Comparison

Channel Grouping	New Users 2023	New Users 2024	Change
Organic Search	14,879	14,190	-4.63%
Direct	25,434	11,528	-54.67%
Paid Search	4,091	3,497	-14.52%
Referral (SUNY & paid)	1,122	1,009	-10.07%
Social	3,803	9,110	+139.55%

2. Chatbot: October 28 - January 7 2023/2024 Comparison

Channel Grouping	2023	2024	Change
Chat Sessions	296	367	+23.99%
Calls	302	391	+29.47%

Other

- Photography: CCCDF Reflections, Theatre Production of “Everybody”, PTK Induction Ceremony, First Gen Day, Fall Festival, Manufacturing Tech graduation. Postcards to Perry Hall students, Adult Student Success Celebration, Holiday Card, student emergency fund, CCCDF Q4 Holiday Card/Mailer; Innovative Learning Sites [rack cards](#); Micro-credential pathways [flyer](#); CCC Annual Report; Chemical Dependency Counseling OASAS flyer; [Video](#) to promote Manufacturing Technician program; Regional Job Fair [poster](#).

Press Releases

- [SUNY CCC Inducts 28 Members into PTK Honor Society | SUNY CCC's Dr. William P. Mullaney Appointed as New President of Rockland Community College | SUNY CCC Workforce to Host Open House on January 11th](#)

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Workforce Education & Academic Pathways

Submitted by Tyre Bush, Senior Director of Workforce Education & Academic Pathways

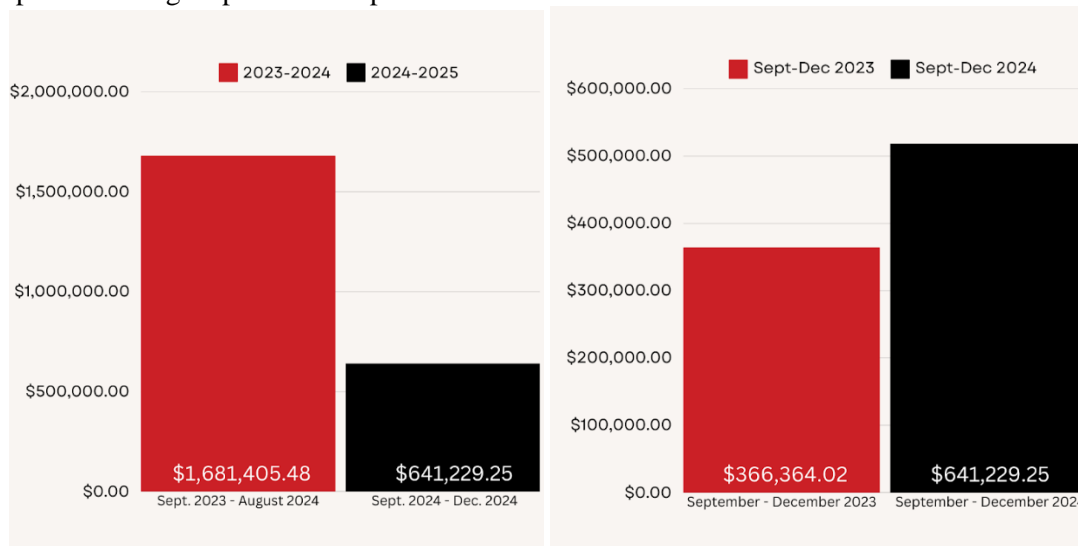
Tuesday, January 28, 2025

Corning-Elmira Prison Education Program (CEPEP)

- In process of completing PEP applications and anticipate approximately 35 students to be enrolled this Spring. Working with Admissions to get students remaining from the fall application process admitted (as well as) a small new entry cohort from prison transfers (and some new) to ECF. We anticipate a spike in FTEs dependent on admission of students (many are FA ready).
- Inducted 11 CEPEP students into PTK in a ceremony - held on December 4, 2024. Special guests in attendance: Dr. Mullaney, Dr. Koble, Michael Wayne, Skylar Kellar, the Prison Superintendent – Kevin McCarthy and a host of instructors, DOCCS staff, administrators and CEPEP students.
- We will graduate 5 students in a prison graduation ceremony on May 28, 2025.

Corporate Training and Open Enrollment

- Chart 1 is the entirety of Workforce Education Corporate Contracts, Open Enrollment, STLEA, and 3rd Party Sales for last year compared with where we are at this point this year.
- Chart 2 is where we were at this point last year compared to where we are at this point this year.
- SUNY grants are on pause (funds have run out). We anticipate being able to apply for them again in May. Until then; we have alternate plans in place to navigate potential corporate contract losses.



Auto Tech Program

- Future of Work grant adjusted/extended until 8/26 to cover payroll and tuition for fall 2025 class
- 9 of 11 students successfully completed ½ of automotive program (2 classes)
- Open House planned for ACP on 1/11/25 for manufacturing, welding, and automotive programs

Career Welding

- Internship Success: Four out of eight students completed internships this month, with placements at Cameron Manufacturing (2), Ward Diesel (2), and Arcs & Alloys (1).
- Exposure: All students toured local manufacturing facilities, including Ward Diesel, Southern Tier Custom Fabrication, Vulcraft, and CAF, to explore career preferences and gain insights into various work environments.
- Contracted Worker Training: Four students from CAF attended the program as contracted workers, focusing on upskilling in advanced welding techniques and certifications to meet industry needs.
- Upcoming Graduation: All (8) students are on track to graduate on January 10, 2024, with full AWS SENSE certifications, highlighting their comprehensive training and readiness for the field.
- Job Readiness: The four non-contracted students are actively preparing for post-graduation employment, with several already securing interviews (4 already employed by CAF).
- Academic Performance: This class maintained strong academic performance, with a high score of 94.15%, a low of 81.84%, and an average grade of 89.61%.
- Presently set to start the next welding class on January 21; may roll back start date to accommodate participants who are seeking CSSWFNY funding support.

Manufacturing Tech

- This cohort comprised of 6 students and ran from September 28th through December 20th
- All students graduated with final scores ranging from 84 to 100
- 2 students have received multiple offers from local manufacturers (Due to end of year activities only 3 companies attended the interview section of the course)
- Graduation for this class is 1/7/2025 in the triangle lounge on main campus
- The college will be offering this program in local surrounding areas. Watkins Glen has already committed to having the program taught at a community center. This will be cohort VII and will start on 3/31/2025 through 5/30/2025. This will be the first offering of its kind and from it the college will see if this is an option for other programs.
- Waverly is another community interested in having the program taught locally. (If possible - this will be cohort VIII starting June 16th through August 15th).

Southern Tier Law Enforcement Academy

- Session 47 completed their academy classroom training on December 20th. Their FTO period began on December 23rd. Anticipated graduation date in April, 2025.
- Session 48 will begin on January 20th, 2025. We are anticipating between 30 and 40 cadets. This will be a mixture of Phase 1 and hired students.

- The academy will be administering two in-service classes this semester. We will run a Course in Police Supervision in February and a Police Crime Scene and Evidence Specialist Course in March, 2025.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

Tuesday, January 28, 2025

- 4) Federal ACCT National Legislative Summit (February 9-12)
 - A. Congressional Visits
 - B. Green Sheet: Legislative Priorities

- 5) State:
 - A. Legislative Day Breakfast (3/9/25) at CCC
 - B. NYCCT: Budget Update

- 6) Local:
 - A. President Mullaney County Legislature Visits
 1. Chemung 1/27/25
 2. Steuben 2/24/25
 3. Schuyler 3/5/25
 - B. County legislature visits: On campus committee meetings and tour

SUNY CORNING COMMUNITY COLLEGE

**Regional Board of Trustees
Finance and Facilities Committee
Monday, January 27, 2025
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 #T4937- 25](#)-Operating Report for November 2024
- [Resolution #T4938- 25](#) - Social Media Policy

DISCUSSION ITEMS:

- Operating Report and Dashboard as of November 30, 2024
- FSA Dashboard as of November 30, 2024
- Capital Projects Update
- Auxiliary Campus Services Update
- Social Media Policy

NEXT COMMITTEE MEETING: TBD

[MEASURABLE STANDARDS](#)

Measurable Standards for the Committee on Finance and Facilities (revised September 2023)

- 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 during Fiscal Year 2023-2024;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the College's Facilities Master Plan upon completion;
 - Implement projects from the Facilities Master plan where funding is available
- Review the Technology Plan of the College upon completion and monitor annually, including financing and technology policies;
- On an annual basis, receive and review a report of goals and achievements of the departments within Auxiliary Campus Services (Information Technology, Physical Plant, Public Safety and Health Services);
- Receive and review an annual Department of Public Safety training report, including measures related to the 2021 police reform initiative;

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Finance and Facilities Committee

January 27, 2025

Virtual Zoom Meeting

MINUTES

In Attendance:

Trustees: Chair M. Wayne, R. Allison, K. Early, C. Kane, H. Reynolds, J. Rowe, N. Wightman
Senior Staff: President Mullaney, Executive Director Burdick, Executive Director Patrick
Support Staff: T. Jones, N. Ka-Tandia
Excused:

Trustee Reynolds called the Finance and Facilities Committee meeting to order at 4:00 p.m., noting that there are two action items.

Executive Director Patrick provided an overview of the agenda:

Discussion Items:

- Review of Operating Dashboard for November 2024
 - Review of cash position
 - The committee discussed the receivables at length.
 - Reviewed Fall enrollment
- Review Operating Summary November 2024
 - Brief overview of year-to-date spending details including tuition and student fees, county chargebacks.
 - Total revenues up a little due to percentage increase of tuition charges.
 - Purchased services, travel and utilities are a little higher than we were at this time last year.
- Review FSA Fund Summary November 2024
 - Review and discussion of quarter analysis of student activities, athletics, student success program budgets.
- Review of Capital Projects
 - Made adjustments to projects that are finishing up.
 - Softball Field process is going to be re-opened, re-bid may show project by priority.
 - Steuben Hall lecture hall STU220 updated slightly under budget will use those funds for some updates to STU120.
- Discussion of Auxiliary Campus Services update

- Awaiting for SUNY guidance as the New 2024 Final Rule for Title IX was overturned, Executive Director Burdick and Director Friebis attended emergency management workshop, new hire in the Information Technology department to assist departments to enhance Banner,
- Social Media Policy – need to have official policy submitted from Information Technology Security committee, physical plant had some unused equipment and vehicles that we sold in auction bringing in about \$30k.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:57 p.m.

**SUNY Corning Community College
Operating Dashboard
FY 25 @ Month End 11/30/24**



Cash & Student Receivables

	Cash	# Days of Operations	Total Receivable	Fiscal Year Receivable
November 30, 2024	\$ 11,986,400	169	\$ 4,409,013	\$ 1,154,602
November 30, 2023	\$ 10,348,117	141	\$ 3,910,839	\$ 1,147,005

Revenues & Expenditures @ 11/30/24

	FY 25 Adopted Budget	Current Month 11/30/2024	YTD 11/30/2024	Remaining Budget
Revenues	\$ 25,862,404	\$ 1,949,149	\$ 10,636,583	\$ 15,225,821
Expenses	\$ 25,862,404	\$ 1,848,466	\$ 6,288,588	\$ 19,573,816
Surplus(Deficit)	\$ -	\$ 100,682	\$ 4,347,994	
			YTD November	
% of year Complete			25%	75%
% of Revenue Realized			41%	59%
% of Expenditures			24%	76%

Highlights of Revenues & Expenditures

	FY 25 Adopted Budget	Current Month 11/30/2024	YTD 11/30/2024	Remaining Budget
Tuition & Fees	\$ 11,053,000	\$ (270,608)	\$ 5,448,441	\$ 5,604,559
Chargebacks	\$ 6,930,000	\$ 1,593,651	\$ 3,244,129	\$ 3,685,871
Personnel & Benefits	\$ 18,825,233	\$ 1,552,051	\$ 4,077,866	\$ 14,747,367
Equipment	\$ 181,900	\$ -	\$ -	\$ 181,900
Contractual	\$ 6,855,271	\$ 296,415	\$ 2,210,722	\$ 4,644,549

Fall Enrollment

	2024-25	2023-2024	2022-2023	3 YR % change
	Fall 24	Actual	Actual	
Total Headcount (Inc. ACE)	3862	3841	3663	5.4%
Total FTE (Inc. ACE)	1080.8	1092.7	1080.1	0.1%
Full-Time FTE (Exc. ACE)	403.4	411.2	457.5	-11.8%
Part-Time FTE (Exc. ACE)	110.9	163.3	135.7	-18.3%
Total FTE (Excluding ACE)	514.3	574.5	593.2	-13.3%
HS Enrollment FTE (ACE)	564.2	520.4	486.9	15.9%
Percent by County (Excludes ACE)				
% Chemung County	43.7%	44.0%	42.3%	3.3%
% Steuben County	36.1%	34.7%	35.5%	1.7%
% Schuyler County	4.1%	4.7%	5.9%	-30.5%
% All Other Non-sponsor	16.1%	16.6%	16.3%	-1.2%

Perry Hall Occupancy

	2024-25	2023-24	2022-2023	2021-2022
Fall (Sept - Dec)	113	118	123	133
Spring (Jan - May)		106	88	101
Summer (June - Aug)		1	1	

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 11/30/24



	2024-2025				2024-2025
	Adopted Budget	YTD 10/31/24	11/30/24	YTD 11/30/24	Remaining Budget
REVENUES					
Resident Tuition	\$ 7,455,000	\$ 3,113,782	\$ 100,534	\$ 3,214,316	\$ 4,240,684
Non Resident Tuition	\$ 590,000	\$ 939,799	\$ (367,350)	\$ 572,449	\$ 17,551
ACE Tuition	\$ 1,735,000	\$ 1,090,516	\$ 4,661	\$ 1,095,177	\$ 639,823
Student Fees	\$ 1,273,000	\$ 574,952	\$ (8,453)	\$ 566,499	\$ 706,501
State Aid	\$ 7,108,754	\$ 1,263,125	\$ 592,396	\$ 1,855,521	\$ 5,253,233
Grant Aid & Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Federal appropriations	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
County Operating Chargebacks	\$ 6,930,000	\$ 1,650,478	\$ 1,593,651	\$ 3,244,129	\$ 3,685,871
Other sources	\$ 720,650	\$ 54,782	\$ 33,710	\$ 88,492	\$ 632,158
Applied Fund Balance					
Total Revenues	\$ 25,862,404	\$ 8,687,434	\$ 1,949,149	\$ 10,636,583	\$ 15,225,821
EXPENSES					
Salaries	\$ 13,094,233	\$ 1,763,837	\$ 1,057,800	\$ 2,821,637	\$ 10,272,596
Employee Benefits	\$ 5,731,000	\$ 761,978	\$ 494,251	\$ 1,256,229	\$ 4,474,771
Equipment	\$ 181,900	\$ -	\$ -	\$ -	\$ 181,900
Contractual Expenditures					
<i>Purchased Services</i>	\$ 239,210	\$ 57,984	\$ 10,783	\$ 68,767	\$ 170,443
<i>Materials & Supplies</i>	\$ 554,896	\$ 134,541	\$ 29,119	\$ 163,660	\$ 391,236
<i>Marketing</i>	\$ 174,495	\$ 32,947	\$ 24,455	\$ 57,402	\$ 117,093
<i>Conference & Travel</i>	\$ 295,195	\$ 48,312	\$ 19,010	\$ 67,322	\$ 227,873
<i>Utilities</i>	\$ 600,000	\$ 51,210	\$ 30,516	\$ 81,726	\$ 518,274
<i>Maintenance Repairs & Contracts</i>	\$ 697,925	\$ 42,777	\$ 52,933	\$ 95,710	\$ 602,215
<i>Software & Contracts</i>	\$ 343,920	\$ 123,603	\$ 25,742	\$ 149,345	\$ 194,575
<i>General Institutional</i>	\$ 1,512,870	\$ 159,651	\$ 83,912	\$ 243,563	\$ 1,269,307
<i>Other Expenditures</i>	\$ 596,760	\$ 168,330	\$ 15,284	\$ 183,614	\$ 413,146
<i>Scholarships</i>	\$ 1,840,000	\$ 1,094,952	\$ 4,661	\$ 1,099,613	\$ 740,387
Total Contractual Expenses	\$ 6,855,271	\$ 1,914,307	\$ 296,415	\$ 2,210,722	\$ 4,644,549
Total Expenses	\$ 25,862,404	\$ 4,440,122	\$ 1,848,466	\$ 6,288,588	\$ 19,573,816
Surplus/(Deficit)	\$ -	\$ 4,247,312⁶⁴	\$ 100,682	\$ 4,347,994	

SUNY CORNING COMMUNITY COLLEGE
Report to Finance & Facilities Committee
FSA FUND DASHBOARD SUMMARY
PERIOD ENDING 11/30/24



REVENUES	2024-25	@ 11/30/24	2024-25	2024-25
			YE Preliminary	
	Budget	24-25 Actual	Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Life Fee - Student Activities</i>	\$ 130,000	\$ 64,575	\$ 120,000	\$ (10,000)
<i>Fundraising/Misc Sales</i>	\$ 3,000	\$ 5,574	\$ 6,300	\$ 3,300
ATHLETICS				
<i>Student Life Fee - Athletics</i>	\$ 240,000	\$ 119,926	\$ 225,000	\$ (15,000)
<i>Concessions/Gate/Misc</i>	\$ 4,500	\$ -	\$ 4,500	\$ -
<i>Transfer</i>	\$ 15,000	\$ -	\$ 15,000	\$ -
			\$ -	\$ -
STUDENT SUCCESS PROGRAMS				
<i>Student Life Fee</i>	\$ 46,000	\$ 25,868	\$ 46,000	\$ -
<i>Other Student Fees</i>	\$ 27,000	\$ 14,015	\$ 27,000	\$ -
Total FSA Fund Revenue	\$ 465,500	\$ 229,958	\$ 443,800	\$ (21,700)
EXPENSES				
	Budget	24-25 Actual	YE Preliminary	Budget vs Forecast
			Forecast	
STUDENT ACTIVITIES				
<i>Student Activities & Governing Board</i>	\$ 89,125	\$ 33,873	\$ 82,425	\$ 6,700
<i>Clubs</i>	\$ 43,875	\$ 8,113	\$ 43,875	\$ -
ATHLETICS				
<i>General Athletics</i>	\$ 136,750	\$ 30,780	\$ 127,500	\$ 9,250
<i>Athletic Teams</i>	\$ 122,750	\$ 42,908	\$ 117,000	\$ 5,750
STUDENT SUCCESS PROGRAMS				
<i>Commencement</i>	\$ 40,000	\$ 403	\$ 40,000	\$ -
<i>Student Orientation/ID</i>	\$ 33,000	\$ 7,434	\$ 33,000	\$ -
Total FSA Fund Expenses	\$ 465,500	\$ 123,511	\$ 443,800	\$ 21,700
FSA Fund Surplus (Deficit)	\$ -	\$ 106,447	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Activities
For Period ending 11/30/24



	2024-25	@ 11/30/24	2024-25	2024-25
	Budget	24-25 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 130,000	\$ 64,575	\$ 120,000	\$ (10,000)
Fundraising	\$ -	\$ 1,300	\$ 1,300	\$ 1,300
Miscellaneous Sales	\$ 3,000	\$ 4,274	\$ 5,000	\$ 2,000
Total Revenues	\$ 133,000	\$ 70,149	\$ 126,300	\$ (6,700)
<u>EXPENSES</u>				
Salaries	\$ 15,150	\$ 3,956	\$ 14,500	\$ 650
Equipment	\$ -			\$ -
Contractual Expenditures				
<i>Purchased Services</i>				\$ -
<i>Materials & Supplies</i>	\$ 26,085	\$ 6,202	\$ 26,000	\$ 85
<i>Special Projects</i>	\$ 21,515	\$ 9,722	\$ 18,000	\$ 3,515
<i>Stipends</i>	\$ 4,500	\$ 1,000	\$ 4,500	\$ -
<i>Conference & Travel</i>	\$ 500	\$ 27	\$ 500	\$ -
<i>Other Expenditures</i>	\$ 65,250	\$ 21,079	\$ 62,800	\$ 2,450
<i>Transfers</i>				\$ -
Total Contractual Expenses	\$ 117,850	\$ 38,030	\$ 111,800	\$ 6,050
Total Expenses	\$ 133,000	\$ 41,986	\$ 126,300	\$ 6,700
Surplus/(Deficit)	\$ -	\$ 28,163	\$ -	\$ -

Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Athletics
For Period ending 11/30/24



	2024-25	@ 11/30/24	2024-25	2024-25
	Budget	24-25 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 240,000	\$ 119,926	\$ 225,000	\$ (15,000)
Miscellaneous Sales	\$ 1,500		\$ 1,500	\$ -
Gate Revenues	\$ 1,500		\$ 1,500	\$ -
Concession Sales	\$ 1,500		\$ 1,500	\$ -
Interfund Transfer	\$ 15,000		\$ 15,000	\$ -
Total Revenues	\$ 259,500	\$ 119,926	\$ 244,500	\$ (15,000)
<u>EXPENSES</u>				
Salaries	\$ 54,550	\$ 21,035	\$ 50,000	\$ 4,550
Equipment	\$ 17,100	\$ 8,669	\$ 15,000	\$ 2,100
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 1,000	\$ 560	\$ 1,000	\$ -
<i>Materials & Supplies</i>	\$ 4,450	\$ 1,307	\$ 4,450	\$ -
<i>Special Projects</i>	\$ 1,000	\$ 1,274	\$ 1,000	\$ -
<i>Stipends</i>	\$ 30,000	\$ 12,205	\$ 28,050	\$ 1,950
<i>Conference & Travel</i>	\$ 135,200	\$ 16,253	\$ 130,000	\$ 5,200
<i>Other Expenditures</i>	\$ 16,200	\$ 12,385	\$ 15,000	\$ 1,200
<i>Transfers</i>				\$ -
Total Contractual Expenses	\$ 187,850	\$ 43,984	\$ 179,500	\$ 8,350
Total Expenses	\$ 259,500	\$ 73,688	\$ 244,500	\$ 15,000
Surplus/(Deficit)	\$ -	\$ 46,238	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Success Programs
For Period ending 11/30/24



	2024-25	@ 11/30/24	2024-25	2024-25
	Budget	24-25 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 46,000	\$ 25,868	\$ 46,000	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
Other Student Fees	\$ 27,000	\$ 14,015	\$ 27,000	\$ -
Total Revenues	\$ 73,000	\$ 39,883	\$ 73,000	\$ -
<u>EXPENSES</u>				
Salaries	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>			\$ -	\$ -
<i>Materials & Supplies</i>	\$ 3,000	\$ -	\$ 3,000	\$ -
<i>Special Projects</i>				\$ -
<i>Stipends</i>			\$ -	\$ -
<i>Commencement</i>	\$ 40,000	\$ 403	\$ 40,000	\$ -
<i>Conference & Travel</i>			\$ -	\$ -
<i>Other Expenditures</i>	\$ 30,000	\$ 7,434	\$ 30,000	\$ -
<i>Transfers</i>	\$ -		\$ -	\$ -
Total Contractual Expenses	\$ 73,000	\$ 7,837	\$ 73,000	\$ -
Total Expenses	\$ 73,000	\$ 7,837	\$ 73,000	\$ -
Surplus/(Deficit)	\$ -	\$ 32,046	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
Capital Projects
For Period ending 11/30/24



Fiscal Year 24-25 Capital Projects

Debt Obligations	Initial Balance	FY Beginning		Spent to Date FY 24-25	Remaining FY Debt	Remaining Debt 8.31.25
		Balance	FY 24-25 Debt			
Library/Commons - USDA Bond Principal	\$ 8,250,000.00	\$ 6,015,000.00	\$ 320,000.00		\$ 320,000.00	\$ 5,695,000.00
Library/Commons - USDA Bond Interest	3.125%	\$ -	\$ 187,969.00	\$ 93,984.00	\$ 93,985.00	
Energy Performance - Siemens Principal	\$ 3,525,000.00	\$ 2,856,000.00	\$ 148,000.00		\$ 148,000.00	\$ 2,708,000.00
Energy Performance - Siemens Interest	3.500%		\$ 99,960.00	\$ 49,980.00	\$ 49,980.00	

Fiscal Year 24-25 Capital Projects	Capital Reserve	SUNY Capital Match	Grants/ Foundation	Total Project Budget	Spent Prior FY's	FY 24-25 Spent to Date 11.30.24	Encumbered	Remaining Budget	% Complete
Renovations & Revitalization III									
<i>Heat, Ventilation, & Air Conditioning</i>									
Schuyler Hall -Chiller	\$ 233,000.00	\$ 829,000.00	\$ 596,200.00	\$ 1,658,200.00	\$ 1,627,899.70	\$ -	\$ 33,662.78	\$ -	100%
	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 845,472.12	\$ -	\$ 125,863.86	\$ 28,664.02	97%
<i>Lab Renovations</i>									
Schuyler 104	\$ 125,000.00	\$ 125,000.00	\$ -	\$ 250,000.00	\$ -	\$ -			0%
Schuyler 119	\$ 125,000.00	\$ 125,000.00	\$ -	\$ 250,000.00	\$ -	\$ -			0%
Softball Field	\$ 135,150.00	\$ 135,150.00	\$ -	\$ 270,300.00	\$ 14,000.00	\$ -	\$ -	\$ 256,300.00	5%
				\$ -					
Spencer Crest - Entrance & Roof		\$ 40,000.00	\$ 40,000.00	\$ 80,000.00	\$ 19,152.00	\$ -	\$ -	\$ 60,848.00	24%
Lecture Halls-		\$ 137,000.00	\$ 137,000.00	\$ 274,000.00	\$ 190,806.75	\$ 997.92	\$ -	\$ 82,195.33	70%
Steuben 220									
Steuben 120									

Auxiliary Campus Services Update

Auxiliary Services

Title IX - We are currently waiting for SUNY guidance regarding the recent court decision overturning the 2024 Final Rule for Title IX. A resolution will be forthcoming when that guidance arrives and new procedures are adopted.

Public Safety

New part-time Campus Safety Officer - Jesse Barnes started on 1/13/25 to fill a recent vacancy.

Executive Director Burdick and Assistant Director Friebis attended the annual two-day Emergency Management workshop at Binghamton University.

Executive Director Burdick attended a three-day Disability Awareness for Law Enforcement train-the-trainer course hosted by the Steuben County Sheriff's Office. The certification will allow him to conduct the training for the Public Safety Officers.

Information Technology

Eliza Whiting has been hired to fill the Student Information Support System Analyst position that was created during the 2024 IT restructuring. Eliza will be working with departments across the campus to increase efficiency, enhance Banner business processes, clean up duplicate accounts and support upcoming Banner projects. The need for this position was identified in the Banner Back-to-Basics project.

Physical Plant

Physical Plant staff conducted an auction of old, unused equipment and vehicles. Proceeds from the auction exceeded \$30,000. We anticipate more auctions in the future to clean out older classroom items and technology.

Anthony Quattrini has been hired to fill a vacant housekeeping position. The position has been changed from Custodian to Cleaner.

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources Committee
January 28th, 2025

Location: Zoom

AGENDA

MISSION:

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

ACTION ITEMS

Consent Agenda

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

Regular Agenda

[Resolution #T4939-25 Policy on Confidentiality](#)

DISCUSSION ITEMS

- [Human Resources Dashboard – Turnover Report](#)
- [Summary of Vacant Positions](#)

NEXT MEETING: March 19, 2025

Standards for the Human Resources 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.
7. Review the Regional Board of Trustees personnel policies handbook for contemplated changes as needed and at a minimum annually by May 30th

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
January 28, 2025
Via Zoom

MINUTES

In attendance: M. Lawrence, H Reynolds, R. Allison, , A. Winston, S. Jacob-Murphy

Senior Staff: President Mullaney, S. Ward, N. Ka-Tandia,

Excused: M. Wayne, Judy McKinney-Cherry,

Trustee Lawrence called the HR committee meeting to order at 5:06 pm, noting one action items on the agenda

She also discussed current resignations, such as the athletic Trainer and noted the position is actually being contracted through Mansfield University while searching for a replacement

Informed trustees the Admissions Recruiter has been posted internally

Discussed reclassify cation of Nogaye Ka-Tandia as Chief of Staff and Mark Hartwell unpaid leave of absence

Committee also discussed the confidentiality agreement. This updated policy

- * New hires will receive a copy of the policy upon hiring.
- * The policy will be sent as a reminder to employees via email or another method.
- * Additional training will be provided to employees on the policy, possibly through Stacy.

Committee agreed to move forward the consent agenda and confidentiality resolution to the full board for approval

Executive Director Ward informed the trustees that negotiations between PEECC are currently underway and that, thus far, the process

has been progressing in a professional and collegial manner.

Committee also discussed the HR dashboard which consist of Human Resources Dashboard – Turnover Report and [Summary of Vacant Positions](#)

President Mullaney informed the trustees that senior staff are actively addressing staff burnout, a significant concern following the pandemic. He commended Stacy's contributions during Start Up and highlighted Mary Kay's engaging workshop on burnout as a crucial step in fostering a supportive work environment. Stacy will follow up with additional training for supervisors to reinforce the positive momentum from the Start Up activities on burnout.

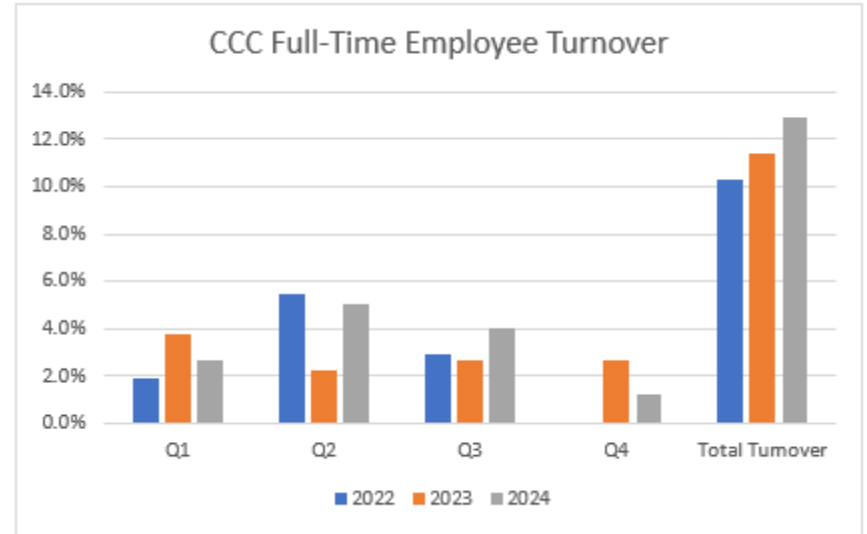
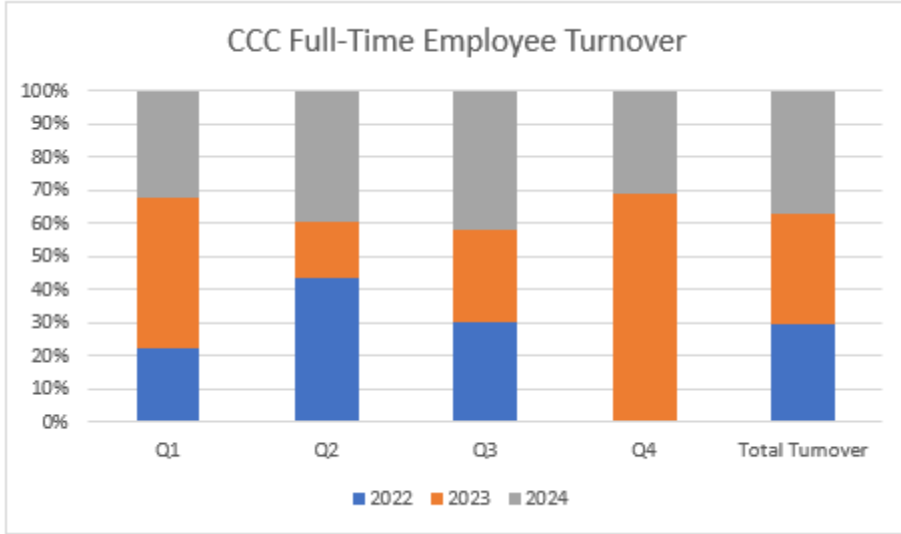
Trustee Lawrence adjourned the meeting at 5:27 pm

HUMAN RESOURCES COMMITTEE

Dashboard

CCC Full-Time Employee Turnover

Quarter	2022	2023	2024	Avg by Qtr
Q1	1.9%	3.8%	2.7%	2.8%
Q2	5.5%	2.2%	5.0%	4.2%
Q3	2.9%	2.7%	4.0%	3.2%
Q4	0.0%	2.7%	1.2%	1.3%
Total Turnover	10.3%	11.4%	12.9%	11.5%



SUMMARY STATUS OF VACANT FULL TIME POSITIONS as of 1/10/2025

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service/CSEA					
Faculty					
Professional Service				1	1
Grand Total				1	1

Open Position Detail:

Civil Service/CSEA: n/a

Faculty: n/a

Professional Service: Corporate Trainer – Onsite at CAF USA

HUMAN RESOURCES COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4939-25

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.

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Mahoney	Darael Ann	Surg Tech Site Coordinator	Academic Affairs	12/04/24	New Hire	D1	\$55,200	This position is a 12-month, standard full time exempt, Professional Grade D1. It is a grant-funded position in collaboration with Onondaga Community College, and is the result of an open search.
Whiting	Eliza	Student Info Systems Support Analyst	Information Technology	1/06/25	New Hire	D1	\$53,000	This position is a 12-month, standard full time exempt Professional Grade D1. This hire is the result of an open search.
Wohlers	Dr. Tony	VP and Dean of Academic Affairs	Academic Affairs	1/06/25	New Hire	H	\$120,000	This position is a 12-month, standard full time exempt Professional

								Grade H. This hire is the result of an open search.
Hammond	Wendi	Student Account Specialist	Student Accounts	12/17/24	Transfer	C2	\$52,855	This position is a 12-month, standard full time exempt, Professional Grade C2. This hire is a result of an internal search.
Koble	Dr. Robert	Associate Professor	STEAM Division	12/27/24	Transfer	III	\$64,330	Dr. Koble served the College as the interim VP and Dean of Academic Affairs for one year and elected to return to his previously-held faculty position.
Schoonover	Angel	Athletic Trainer	Athletics & Fitness Services	1/12/25	Resignation	D1	\$45,749	Angel served the College for 2.5 years, and accepted another opportunity in her field.
Whitney	Jason	Admissions Recruiter	Recruitment & Admissions	12/24/24	Resignation	C1	\$46,748	Jason served the College for 1.5 years, and is pursuing other opportunities.

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

HUMAN RESOURCES COMMITTEE

Position Activity

RESOLUTION #T4934-25

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)
Chief of Staff/ Board of Trustees Secretary	Nogaye Ka-Tandia	Reclassification	With Board Approval	This position works closely with the President, RBOT, Senior Staff, and College leadership to ensure the College's success. This position serves as a trusted aide, thought partner, and senior advisor to the President on significant and sensitive issues; plays a pivotal role in strategic planning, decision-making, and the execution of decisions; assumes responsibility for a broad range of support for the office, including oversight of all operations of the President's Office; ensures effective implementation of initiatives; works collaboratively with the executive leadership team of the College on high-level institutional matters to effectively manage personnel matters, facilities concerns, and fiscal affairs; and assists in building community and governmental relations.
Professor	Mark Hartwell	Unpaid Leave of Absence up to 1 year	With Board Approval	Professor Hartwell has been placed on an unpaid medical leave effective 11/13/24.

REGULAR AGENDA

AUDIT COMMITTEE

RESOLUTION #T4935-25

[Independent Auditors Report](#)

WHEREAS, the auditing firm of Inero & Co. CPAs completed an examination of the books and records of Corning Community College for the fiscal year ended August 31, 2024 and,

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

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

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

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

REGULAR AGENDA

EXTERNAL AFFAIRS COMMITTEE
RESOLUTION #T4940-25

NYCCT Retainer Agreement for Legal Services Against SUNY Board of Trustees

WHEREAS, on November 12, 2024, the State University of New York (“SUNY”) Board of Trustees adopted a resolution regarding “Strengthening the Community College Presidential Search Process and Ensuring Transparency and Accountability” (the “Resolution”) which amends the SUNY Guidelines for Presidential Searches for Community Colleges (the “SUNY Guidelines”); and

WHEREAS, the Chancellor of SUNY and other SUNY officials have taken action(s) in furtherance of the aforesaid Resolution, including implementing new requirements regarding the employment contract of community college presidents; and

WHEREAS, the Board of Trustees of Corning Community College has been advised that the adoption and implementation of said Resolution exceeds the statutory authority granted to the SUNY Board, in contravention to statute and existing policy and/or guidelines; and

WHEREAS, the Board of Trustees of Corning Community College has further been advised that the SUNY Board failed to promulgate the new rules/requirements contained in the Resolution pursuant to the State Administrative Procedure Act’s statutorily required rulemaking procedure; and

WHEREAS, the Board of Trustees of Corning Community College has determined that it is in its best interest to institute legal action, and/or take any other appropriate legal action to protect its rights, authority and autonomy as it relates to the Community College Presidential Search Process.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby appoints Ingerman Smith, LLP, as Special Counsel for the purpose of commencing legal action against the SUNY Board of Trustees, the Chancellor of SUNY, Dr. John King, and/or any other proper parties on a cooperative basis with other community colleges and/or parties in the State Supreme Court, County of Albany, and/or other appropriate administrative agency(ies), jurisdiction(s) and/or tribunal(s), challenging the legality of the action(s) taken by SUNY related to the Resolution, the legality of the Resolution and the action(s) that the Chancellor of SUNY and others have taken in furtherance of the aforesaid Resolution and/or take any other appropriate legal action to address issues relating to the Resolution and its impact on the interests, rights, autonomy and authority of the Corning Community College; and

BE IT FURTHER, RESOLVED that the Chair of the Board of Trustees of Corning Community College is herewith authorized to execute a retainer agreement with Ingerman Smith, LLP, and any other necessary documentation relative to this appointment, on behalf of the Board.

REGULAR AGENDA

FINANCE & FACILITIES COMMITTEE

Resolution #T4937-25

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending November 30, 2024.

FINANCE & FACILITIES COMMITTEE

Resolution #T4938-25

Social Media Networking Policy

WHEREAS, the social media accounts representing Corning Community College play a vital role in communicating our mission, vision, and values to the broader community; and

WHEREAS, it is essential that all College posts not only foster a positive reputation but also actively promote respect for diversity, inclusion, and the array of programs and services offered by the College; and

WHEREAS, adherence to College policies, the CCC Student Code of Conduct, the State University of New York (SUNY) System-wide Policies and Procedures, as well as applicable New York State and federal laws, including privacy laws, copyright regulations, and intellectual property rights, is paramount for maintaining integrity and accountability in our communications;

BE IT RESOLVED that the Regional Board of Trustees of SUNY Corning Community College hereby establishes a comprehensive Social Media Policy applicable to all College employees. This policy shall ensure that all social media content contributes positively to the College's reputation and aligns with its core values.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Social Media Policy.

[Return to agenda](#)

HUMAN RESOURCES COMMITTEE

Resolution #T4939-25

Confidentiality Policy

WHEREAS, employees at the College will have access to confidential information related to students, faculty, staff, alumni, and other constituents of the College. Employees are obligated to maintain the confidentiality of any such private information that is encountered.

WHEREAS, employees will be required to periodically and regularly acknowledge receipt and understanding of this policy, with specific terms and conditions updated by the College.

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby establishes a policy for Confidentiality applicable to all College employees. This policy shall ensure that all members of the College community understand their responsibilities regarding the handling of confidential information and uphold the integrity of the institution by protecting sensitive data.