

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

**DATE:** Thursday, June 6, 2024

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

**LOCATIONS:** Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of April 25, 2024 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- STUDENT TRUSTEE REPORT
- 7- CCC DEVELOPMENT FOUNDATION REPORT
- 8- APPROVAL OF CONSENT AGENDA

1-[RESOLUTION #T4910-24 Appointments, Promotions and Separations](#)

**REGULAR AGENDA**

CASS Committee

1. [RESOLUTION #T4911-24 -Tenure Recommendation – Elmarine Jimenez](#)
2. [RESOLUTION #T4912-24 -Promotions Recommendation](#)
3. [RESOLUTION #T4913-24 -May 2024 Graduation List](#)

EXTERNAL AFFAIRS Committee

- 1- [RESOLUTION #T4914-24: Recommendation of the CCC Student Trustee Award Recipient](#)

FINANCE AND FACILITIES Committee

1. [RESOLUTION #T4915-24- Operating Report for April 2024](#)

HUMAN RESOURCES Committee

1. [RESOLUTION #T4916-24-Elaine Corwin, Retirement](#)
2. [RESOLUTION #T4917-24 -Performance Growth Awards](#)
3. [RESOLUTION #T4918-24 RAVE Award-Tara Bauman](#)

NOMINATION COMMITTEE

1- RESOLUTION #T4919-24- Nomination for Slate of Officers of the Regional Board of Trustees of Corning Community College

10-OLD BUSINESS

11-NEW BUSINESS

12-EXECUTIVE SESSION: YES

13-ADJOURNMENT

**CORNING COMMUNITY COLLEGE  
REGIONAL BOARD of TRUSTEES  
April 25, 2024  
HEC  
MEETING MINUTES**

In attendance: M. Wayne, J. McKinney-Cherry, P. Chu, R. Allison, H. Reynolds, N. Wightman, S. Jacoby Murphy and Joe Rowe

Excused: M. Lawrence, A. Winston, K. Early, Aniga Werner

Senior Staff: President Mullaney, VP Clay, Interim VP Koble, Executive Director D. Burdick, Executive Director J. Marchese, Executive Director S. Ward, Executive Director Finance L. Patrick, N. Ka-Tandia

Supporting Staff; Mark Brown,

College Community Guests: Kyle Williams

1-CALL TO ORDER. Trustee Wayne called the meeting to order at 5:37 pm and mentioned a brief executive session at the end of the public open meeting.

2. APPROVAL OF AGENDA: (J. M Cherry, R. Allison, Unanimous).

3- APPROVAL OF THE MINUTES: March 14, 2024 RBOT Meeting (R. Allison, J. M-Cherry, Unanimous).

4. CHAIR UPDATE:

Chair Wayne cordially welcomed Joe Rowe to his official gubernatorial appointment, expressing confidence that Joe's addition would greatly benefit the board. He extended gratitude to Joe for his patience during the confirmation process.

He congratulated Maarit for her full appointment as VP/Dean of SDEM, Trustee Jacoby Murphy, who's expecting her first child, and Dr. Mullaney for pulling the greatest April fool on everyone.

Chair attended the following events, and all were successful:

- Makerspace Ribbon Cutting
- Manufacturing Open House

- Auto Tech Subaru U event

Chair Wayne reported that he received, on behalf of the Board, a thank you note from ADI Brad Cole in appreciation of the Board resolution recognizing his efforts in the opening of the Mechatronics and Maker-space Labs.

He ended his report by reminding trustees about all the upcoming events in May, such as Nursing Pinning, Student Award, and Commencement.

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

President highlighted the following:

### Middle States Updates

#### Middle States Update

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>● Recommendations           <ul style="list-style-type: none"> <li>○ More evidence of academic assessment</li> <li>○ Stronger assessment of institutional effectiveness</li> </ul> </li> <li>● Commendations           <ul style="list-style-type: none"> <li>○ Focus on DEI</li> <li>○ Climate of belongingness, trust, and respect</li> <li>○ Diversity Center</li> <li>○ DEI programming and curriculum</li> <li>○ Cultural sensitivity and global awareness</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>○ ACE</li> <li>○ Prison education program</li> <li>○ Responsiveness to student needs</li> <li>○ Sense of community</li> <li>○ Starfish</li> <li>○ Athletics</li> <li>○ Faculty commitment to assessment</li> <li>○ IT Department</li> <li>○ Pursuit of cost savings</li> <li>○ Senior Staff and RBOT commitment to shared governance</li> <li>○ Senior Staff communications</li> </ul> |
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Letter affirming our accreditation will be available in June

### Budget

- The College has entered into a contract with SUNY ITEC in the server systems administration and networking areas for part-time assistance.
- As a result, IT operations have been streamlined, resulting the consolidation of positions in applications services, infrastructure services, and user services.
- These changes will result in \$60,000 in savings

### FASFA Update

FASFA is experiencing a lot of issues. We are 30% behind with Financial Aid applications compare to this time last year. Below are the outreach efforts being made by the Financial Office to inform students.

- Two-part presentation to local high schools:
  - Part 1: Financial Aid Presentation
  - Part 2: FAFSA/TAP completion
- Virtual Financial Aid presentations
- SUNY Financial Aid Day
- Regular communications via email and text with reminders to complete
- In-person appointments
- Virtual SUNY appointments
- Social media Campaigns
- Complete your FAFSA session at Open House
- Guidance Counselor Financial Aid Update
  
- Perry Hall completion event (upcoming)

The President shared pictures of all activities that happened on campus such as the

- The Visiting Scholar, Dr. Nita Farahany
- Makerspace Opening,
- The Eclipse,
- The Society of Red Baron Award honoring the following
  - Katrina Manning, Capabilities Inc. (Outstanding Advisory Board Partner)
  - Chris Sharkey, Retired, Corning Incorporated (Outstanding Donor Partner)
  - Kayla Wagner, Sprague Insurance (Outstanding Vendor Partner)
  - Anita Lewis, EOP Chief Development Officer (Outside Community Organization Partner)
  - Josh Michal, Operation Management Leader, CAF USA (Outstanding Business and Industry Partner)
  - Michelle Caulfield, Superintendent Corning-Painted Post School District (Outstanding K-12 Partner)
  - Dr. Deborah Moeckel, Senior Assistant Provost, SUNY (Outstanding SUNY Partner)
- PTK and CASE award in Albany.
- Chancellor Visit on campus. Chancellor meet with Local company's CEOs and our own Trustee Chu attended the meeting and found valuable

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

#### Old Business:

- We have finished new club procedures form
  - New clubs that have submitted their interest are coming in for their chance to present their club for acceptance or reconsideration on guidelines
  - Finalizing the club surveys to get feedback for possible improvements
  - New Vice President role filled by Zoe Spencer
  - Advocacy Day: Student Trustee Attended
  - Student Association Round Table: President and Vice President Attended

#### New Ideas:

- Getting the word out to gain more engagement with SAGA
- Prom 2.0 in the making: April 12th 7p.m.-11p.m.
- Elections notice are out for 2024-2025
- Collaboration with Student Life for Spring Fest
- CCC's Got Talent

#### Recent Events:

- Retro Game Day and Ice Cream Social
  - Had a Smash Brothers tournament and gave 1st, 2nd, and 3rd prizes

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

- Foundation:
  - The Director of Development position search is in process: candidates were interviewed virtually in mid-April and selected candidates will be scheduled for in-person interviews in early May.
  - Planning underway for the Red Barons Classic Golf Tournament on September 16 at the Elmira Country Club with a goal of raising \$35,000 to support the Athletics program.
- Housing LLC:
  - The balloon payment was made to Five Star Bank for the deferrals during the pandemic.

- Alumni
  - The Alumni Program Committee will review alumni award nominations at the May meeting and recommend award recipients for the fall Reflections event.
  
- Fundraising:
  - Request to the Lindau Foundation was granted in the amount of \$3,000 to support the purchase of chemistry lab kits.

**9. APPROVAL OF THE CONSENT AGENDA**

RESOLUTION #T4904-24

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

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
DeRico	Nicholas	Recruiter	Manufacturing Battery Tech	4/1/2024	New Hire	C1	\$44,937.00	This is a full time, non-exempt, 12-month position, grade C1. This hire is grant-funded, and was made as a result of an open search.
Clay	Maarit	Vice President	Student Development and Enrollment Management	4/8/24	Appointment	H	No change	This is a full time, non-exempt, 12-month appointment, grade H, Executive Leadership. Ms. Clay has been in this position on an interim basis since 3/23. This position is the result of an internal search.
Fabrizio	Laura	Electrician	Physical Plant	3/14/24	Terminated	306	\$52,116.00	Laura served the College for six months. She was dismissed during probationary period.

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

## COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Trustee McKinney-Cherry started her report by congratulating Kyle Williams, the RBOT Excellence in Teaching recipient. Kyles, who was present at the meeting, indicated he was very humble about the nomination and thanked everyone who had nominated him for this award.

Trustee McKinney Cherry Highlighted a few points on the CASS report

- Nurse Education AAS program acceptances are 15% higher than the same time last year.
- New Visions (Health Education Track) and CCC signed a lease agreement to house New Visions students at the Health Education Center.

Trustee McKinney-Cherry also indicated that VP/Dean Maarit Clay has revised all her team job descriptions, and her division is aligned to succeed.

### **Resolution No: #T4905-24-Program Review Resolution: Community and Public Health (A.S.)**

BE IT RESOLVED, that the Board of Trustees of Corning Community College has approved the following Community and Public Health (A.S.) program of Corning Community College, following its successful program review process and based on the following recommendations. (J. Cherry, N. Wightman, Unanimous)

### **Resolution No: #T4906-2- Resolution for Academic Calendar for 2026-2027**

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the proposed academic calendar contained herein for 2026-2027 (J. Cherry, N. Wightman, Unanimous)

### **Resolution No: #T4907-24-2024 Regional Board of Trustees Excellence in Teaching Award**

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the 2024 Regional Board of Trustees Excellence in Teaching Award is presented to Associate Professor, Dr. Kyle Williams, Chemistry Department, STEAM. (J. Cherry, J. Rowe, Unanimous)

### **Academic Affairs:**

- Eclipse Prep. There will be a total solar eclipse April 8, 2024. While Corning will not see totality during this event the Observatory will be open with a solar telescope and eclipse viewing glasses. A live stream in the digital dome will be the



weather backup and we will be offering shows leading up to the eclipse. We are recruiting and training volunteers to assist with this event. Visit <https://www.corning-cc.edu/eclipse.php> for more information.

- Jay Hurlburt attended the Rochester Institute of Technology (RIT) Outstanding Undergraduate Scholar Awards (OUS) ceremony. A former CCC student, Kristo Nasto received this award and was asked to identify a high school or community college teacher who had a profound influence on his academic development and been an inspiration in his life. Kristo Nasto selected Jay Hurlburt as this influential person.
- Dan Moretti, STEAM's machining instructor planned and implemented a Manufacturing Day Open House for prospective students at ACP showcasing our new CNC Machining equipment in operation with local industry showing support by having individual stations with information of their businesses, what they do and the job opportunities. More than 150 people attended the event on 3/27/2024.
- STEAM Division held a Ribbon Cutting/Open House for the Mechatronics program and Makerspace. All three areas of the Makerspace and 3 different Mechatronics Labs were open with live demonstrations of the new equipment and renovated spaces. Approximately 75 people from the local community attended. Congressman Nicholas Langworthy's office sent a Certificate of Special Congressional Recognition to CCC in recognition of its Ribbon Cutting Ceremony. 3/21/2024.
- Dr. MacDonald is working with MVCC, FLCC, Tompkins Cortland and Onondaga to plan the CCCAT Conference on April 26, 2024 at MVCC.
- Accessibility Services awarded \$20,000 for the SUNY Enhancing Supports and Services for Students with Disabilities Postsecondary Success grant.
- The spring season at Spencer Crest Nature and Research Center will kickoff with a March 30<sup>th</sup> workshop on the Hemlock Woolly Adelgid. This workshop is in partnership Finger Lakes PRISM (Partnership for Regional Invasive Species Management) at Hobart and William Smith Colleges.
- The Student Expo returns May 1. The Student Expo is a celebration of student projects (similar to a science fair). This year awards will be sponsored by Student Life, the Academic Divisions, Sustainability Committee, the Library, and PECCC.
- Asst. Director of Library Services, Sarah Tronkowski completed all three courses necessary for the SUNY Library Management Certification program. The three courses she took were Developing Library Partnerships, Access and Collection Strategies, and Leading High-Performance Teams in Libraries.
- The Library featured special book displays for Black History Month (February), Women's History Month (March), Deaf History Month, and Pi Day.

- Community Partnerships: SUNY CCC has been approached by the Corning Joint Fire District (CJFD) with a request to collaborate on the development of a pipeline to the field of Fire Protection Technology. In total we have created 4 new microcredentials. The curriculum is endorsed by the New York State Office of Fire Protection and Control (OFPC).
  - Students in the BOCES cosmetology program graduating with a program GPA of C or higher will now be awarded credit for BUSN 1055 Professionalism and BUSN 1060 Customer Service and Relationship Management.
  - New Visions (Health Education Track) and CCC signed a lease agreement to house New Visions students at the Health Education Center.
- Nurse Education AAS program acceptances are 15% higher than the same time last year.
- 892 tutoring sessions so far this semester by the end of Friday 3/22/24) – a 3.36% increase from this point within Spring 2023 (863 session), and a 20.70% increase from this point within Spring 2022 (739 sessions).
- 208 referrals to Learning Commons tutoring through Starfish during the Spring 2024 Warning Alert survey period, the largest number of Starfish tutoring referrals in a single period, 48% more tutoring referrals than the average number of Starfish Warning Alert tutoring referrals.

### **Recruitment/Admissions**

- New Students updated 04/02/24
  - Fall 24: started: 923 completed: 729 (79%) 96 % processed
- Events
  - 2024 college/career fairs and community events to date: 21
  - 2024 high school visits to date: 21
  - Open House (April 20, 2024) registrants: 2024, 18 registered
- Outreach: SEM II grant- 24+ Adult Students
- EOP: invites to new CCC applicants sent out bi-weekly: 15 applications for 2024-25 cohort
- Athletic Specific Recruitment:
  - 35 new student athlete commitments for Fall 2024 and 6 additional recruits visited campus in February
- Student Life:
  - Engaged with 25 prospects on tour: provided water and discussed SL and SAGA
  - John Carrol Scholarship review committee participation and emails to PH interested students

### **Retention**

- Starfish Midterm Survey Summary Statistics: Course surveys sent to faculty: 455; Completed: 308
  - Tracking Items Created: Missing/Late Assignments: 283; Keep Up the Good Work: 1,796; Tutoring Referral: Learning Commons: 188; Enrollment Advisement Center Referral: 73; Showing Improvement; 134; In Danger of Failing: 288; Nudge: 240

- Student Life
  - Biweekly 1:1s with student executive board- academic progress, emphasize resources, and wellness check-in
- Perry Hall: Planning contract rollover events to encourage current residents to rollover their deposits and submit their PH contract for the Fall 2024
- SAP program:
  - February Data: 10 new clients, 36 sessions provided, Event in Perry Hall - 8 contacts, Commons tabling - 17 participants, Gratitude Journal Program - 17 participants, 4 classroom presentations - 58 contacts, Meditation Workshop - 8 contacts
- Athletics:
  - Starfish check and progress reports due 3/20/24 - tutoring referrals being made
  - FAFSA information sessions sent to all student athletes

#### Engagement

- Student Life - March
  - 20 activities - 321 participants; average of 21 student drop-ins per day on SL Office
  - 42 unduplicated users in the Food Pantry
  - Average of 36 students per day utilizing the Game Room
- Athletics
  - Softball - 17 players on the roster and ranked #4 in the nation in the NJCAA Poll and Baseball - 23 players on the roster
  - Fitness Center - 1,790 usages of the facility to-date
  - I&R - February - 4 events with 45 participants
- Perry Hall: February/March - 13 events with 241 participants

**MSCHE Self-Study Visit:** Assessment in SDEM

**EXECUTIVE COMMITTEE: None**

#### **EXTERNAL AFFAIRS**

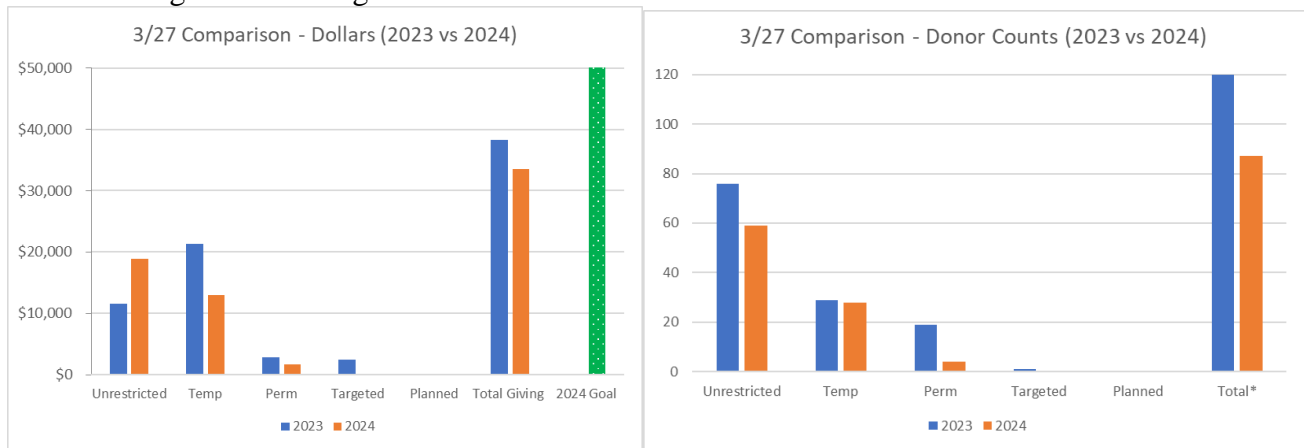
No action item in the agenda

#### **CCC Development Foundation**

Executive Director Marchese highlighted indicated that the external affairs committee in working on updating the measurable standards

- Mitchell Smith, Director of Development, has resigned and his last day will be May 10, as he will be relocating out of state.

- The 2024 Resource Development Plan has been reviewed by the CCCDF Resource Development Committee and has been referred to both the full Foundation board and RBOT External Affairs Committee for review (see attached), in accordance with Measurable Standard 2.
- John Marchese attended a number of local events: Expanded Learning Network of the Southern Tier (ELNOST) Legislative Breakfast, AFP Finger Lakes Chapter Board Retreat, and Chemung Chamber Business Before Business at Finn Academy.
- The third Baron Bulletin e-newsletter is planned for late May.
- The Q2 Annual Fund solicitation mailing is planned for June.
- Submitted a grant application to the Fund for Women to support the Full STEAHM Ahead Summer Workshop program.
- Submitted a grant application to the Lindau Foundation to support the purchase of chemistry laboratory kits.
- At the CCC Development Foundation Board meeting on March 13:
  - The 2024 Operating Budget was approved.
  - Angela Hawken '99 (Ohio/Southern Tier Logistics) was approved as a Foundation Board member and appointed as a member of the Housing LLC Board of Managers.
  - Phoebe Reynolds (CareFirst NY) was approved as a Foundation Board member.
- Hosted a successful Employee Appreciation Lunch on March 15 with almost 100 participants.
- The Visiting Scholar Series event on March 28 was a success with approximately 230 attendees (includes in-person and virtual guests).
- Balloon payment is being made by Housing Company to Five Star Bank in April for the deferrals during the pandemic.
- Initial planning underway for the Red Barons Classic Golf Tournament.
- Annual Giving results through 3/27/2024:



	2023	2024		2023	2024
Unrestricted	\$11,594.81	\$18,933.48	Unrestricted	76	59
Temp	\$21,378.00	\$12,929.00	Temp	29	28
Perm	\$2,805.00	\$1,625.00	Perm	19	4
Targeted	\$2,500.00	\$0.00	Targeted	1	0
Planned	\$0.00	\$0.00	Planned	0	0
Total Giving	\$38,277.81	\$33,487.48	Total*	120	87
2024 Goal		\$345,000.00	* Unduplicated count of annual donors		

## Marketing/Communications

VP Clay informed the trustees that the marketing team had initiated a media campaign aimed at students facing issues with FASFA applications. She also updated them on the open house event, which was attended by 90 students, 30 of whom were from NYC. Additionally, she emphasized the significance of having faculty members present at such events.

### Highlights

- 2060 Digital Marketing: Display Ads (290,819 impressions; 1,159 clicks) | OTT/CTV (27,273 impressions; 98.08% completion rate) | Local SEO (8,954 impressions Feb.-Mar.)
- LocaliQ Digital Search: 17,334 impressions; 4,624 link clicks; 26.68% clickthrough rate
- Manufacturing Open House Facebook Boosted post (21,453 accounts reached; 534 clicks)
- Visiting Scholar Series Facebook Boosted post (13,570 accounts reached; 467 clicks)
- Local media coverage for CCC Automotive Tech and Subaru-U partnership ([WETM](#); [WENY](#))
- Organized articulation agreement signing event with Elmira College ([WETM](#); [WENY](#))
- Makerspace - [Logo](#) Creation; Ribbon Cutting [photos](#) & [video](#)

### Performance

#### 1. Website: February 11 - March 25 2023/2024 Comparison

Channel Grouping	New Users 2023	New Users 2024	Change
Organic Search	9,476	10,072	+6.29%
Direct	9,660	16,599	+71.83%
Paid Search	2,781	1,167	-58.04%
Referral (SUNY & paid)	623	667	+7.06
Social	1,716	3,830	+123.19%

#### 2. Chatbot: February 11 - March 25 2023/2024 Comparison

Channel Grouping	2023 (Feb 11-Mar 25)	2024 (Feb 11-Mar 25)	Change
Chat Sessions	274	207	-32.37%
Calls	260	217	-16.54%

### Other

- Created [rack card](#) to promote CCC+Geneseo+LECOM dental & medical school partnership
- Promotion of Diversity Center events (Lunar New Year; Closing the Wealth and Opportunity Gap; Sankofa African Dance & Drum Ensemble)

- Chem Bowl advertising
- Regional Job Fair [poster](#) ; Created Manufacturing Open House [poster](#) ; Created Education Summit [poster](#) ; Eclipse, Digital Dome, & Observatory [poster](#)
- CCC Theatre + Orchestra of the Southern Finger Lakes [video](#) promo for CMOG show
- Makerspace Ribbon Cutting [photos](#) and [video](#)
- Math Club celebrates Pi Day ([WENY](#) coverage) ; Veteran Meet-and-Greet media coordination ([WENY](#) pre-event; [WENY](#) day-of coverage)
- Secured ad spots for 2024 Summer Olympics with WETM-TV/NBC
- Press Releases: [Dean's](#) & [President's](#) List; [CCC+EC Articulation Agreement](#); [Chem Bow](#); [Subaru-U](#); [Makerspace/Mechatronics Ribbon Cutting](#)

### **Corning Prison Education Program**

- In-take process has started (50 men on wait list – anticipate half to complete)
- Four courses offered for Summer 2024. (Roughly 3.75 FTE)

### **ACE**

- 36 attended the ACE Summit on March 21.
- Arise Grant - ACE Specialist Interviews concluded; Gabrielle Orcutt accepted position.
- Conversion activity collaboration with Admissions:
  - ACE student survey
  - 1150 Letters to Seniors going out soon

### **Testing Center**

- Anticipated revenue generation is \$17,000; Year-to-date Testers: 1,233. Since last report +282

### **Southern Tier Law Enforcement Academy**

- Completed 5 in-service trainings: Police Supervision, Basic Investigative Photography, Police Crime Scene and Evidence Tech, Breathe Analysis Operator and Breathe Analysis Operator Instructor
- Cadets: split among 3 locations for Defensive Tactics and EMS
- Graduation Ceremony for 13 cadets – April 12. (Fall students)

### **Grants Management**

- ReImagine Grant amendment received increasing award by \$65,194 (updated subcontract amount of \$304,032.)

### **Other News**

- In discussion with CAF-USA about pre-apprenticeship and apprenticeships for Manufacturing Tech and Welding – anticipate July 2024 start
- Corporate Contracts
  - Enrollment of 1,350 people in 85+ trainings (year to date)
  - Contracts in place to produce nearly \$1,033,319.00+ gross (\$429,000+ net revenue)
- Automotive Program
  - Student Success Coach search completed – hired Wendy McGee

- SubaruU Event Collaboration
- Manufacturing Technician Program
  - Recruiter search completed – Nicholas DeRico accepted position
  - Manufacturing Tech will graduate 4 on April 9<sup>th</sup>. (3 of 4 have job offers)
- Women’s Empowerment Conference: May 21, 2024
  - 80 tickets sold, Siemens to purchase 25 within the week as well
  - 16 vendors, so far
  - Sponsors: Arnot (\$5K), Cargill (\$2K), Able2 (\$2K), Amy Irvine (\$1K), Servu (\$1K) and CopyExpress (in-kind)

**Legislative Relations**

1. Federal

- A. Higher Education Legislative Update

Dr. Mullaney, Joh Marchese met with Senator Schumer and Gillibrand reps to discuss funding for our optical program.

2. State

- A. NYS Budget and Advocacy Update. State budget passed- 100% funding floor. Additional 8 million allocated to Community Colleges. More information coming soon

3. Local

- A. Upcoming Tri-County government Leadership visits (on campus)

**FINANCE AND FACILITIES**

Trustee Reynolds reviewed the Finance and Facility report. During the review, she mentioned that the committee met on April 13, 2024. She also highlighted two action items that were discussed during the meeting. Furthermore, she responded to a question raised by Chair Wayne regarding winter session revenues. The winter session revenues were confirmed to be \$53000.

**RESOLUTION T#4908-24-Operating Report**

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending February 29, 2024. (H. Reynolds, N. Wightman, Unanimous)



RESOLUTION T#4909-24-*Facility Use Policy*

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Facility Use Policy. (H. Reynolds, J. Rowe, Unanimous)

SUNY Corning Community College  
Operating Dashboard  
FY 24 @ Month End 2/29/24



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 2/29/24	Fiscal Year Receivable
February 29, 2024	\$ 11,117,998	151	\$ 4,486,963	\$ 1,770,405
February 28, 2023	\$ 12,656,323	169	\$ 5,820,503	\$ 2,570,067

Revenues & Expenditures @ 2/29/24

	FY 24 Adopted Budget	FY 24 Amended Budget	YTD 1/31/2024	February 29, 2024
Revenues	\$ 25,457,865	\$ 25,457,865	\$ 17,233,438	\$ 456,552
Expenses	\$ 26,857,865	\$ 26,192,907	\$ 11,771,203	\$ 2,286,198
Surplus(Deficit)	\$ (1,400,000)	\$ (735,042)	\$ 5,462,234	\$ (1,829,646)
			YTD January	YTD February
% of year Complete			42%	50%
% of Revenue Realized			68%	69%
% of Expenditures			44%	52%

Highlights of Revenues & Expenditures

	FY 24 Adopted Budget	FY 24 Amended Budget	YTD 1/31/2024	February 29, 2024
Tuition & Fees	\$ 11,121,845	\$ 11,121,845	\$ 10,339,271	\$ (171,323)
Chargebacks	\$ 6,486,507	\$ 6,486,507	\$ 3,553,427	\$ -
Personnel & Benefits	\$ 19,675,635	\$ 19,344,727	\$ 7,337,733	\$ 1,463,990
Equipment	\$ 318,695	\$ 193,900	\$ 41,102	\$ -
Contractual	\$ 6,863,535	\$ 6,654,280	\$ 4,392,368	\$ 822,208

Spring Enrollment

	2023-2024	2022-2023	2021-2022	3 YR % change
	Spring Census	Spring Census	Spring Census	
Total Headcount (Inc. ACE)	2999	2741	2875	4.3%
Total FTE (Inc. ACE)	770.5	710.2	773.8	-0.4%
Full-Time FTE (Exc ACE)	353.9	337.6	365.3	-3.1%
Part-Time FTE (Exc ACE)	121.6	120.4	146.0	-16.7%
Total FTE (Exc ACE)	475.5	458.0	511.3	-7.0%
HS Enrollment FTE (ACE)	294.8	252.2	262.5	12.3%
Percent by County ( Excludes Ace)				
% Chemung County	43.8%	43.7%	43.6%	0.5%
% Steuben County	33.5%	38.9%	33.9%	-1.2%
% Schuyler County	4.4%	5.7%	6.4%	-31.3%
% All Other Non-sponsor	18.3%	11.6%	16.1%	13.7%

Perry Hall Occupancy

	2023-24	2022-2023	2021-2022	2020-2021
Fall (Sept - Dec)	118	123	133	108
Spring (Jan - May)	106	88	101	71
Summer (June - August)		1		4

**Corning Community College**  
**Report to Finance & Facilities Committee**  
**Unrestricted Operating Summary**  
**Month End 2/29/24**



	2023-2024 Amended Budget	2023-2024 YTD 1/31/24	2023-2024 2/29/24	2023-2024 YTD 2/29/24	2023-2024 Remaining Budget
<b>REVENUES</b>					
Resident Tuition	\$ 7,512,080	\$ 6,121,991	\$ (37,347)	\$ 6,084,644	\$ 1,427,436
Non Resident Tuition	\$ 607,000	\$ 1,032,975	\$ (111,154)	\$ 921,821	\$ (314,821)
ACE Tuition	\$ 1,672,880	\$ 2,034,396	\$ (30,030)	\$ 2,004,366	\$ (331,486)
Student Fees	\$ 1,329,885	\$ 1,149,910	\$ 7,208	\$ 1,157,118	\$ 172,767
State Aid	\$ 7,108,113	\$ 3,040,048	\$ 592,343	\$ 3,632,391	\$ 3,475,722
Grant Aid & Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Federal appropriations	\$ 8,000	\$ 270	\$ 3,195	\$ 3,465	\$ 4,535
County Operating Chargebacks	\$ 6,486,507	\$ 3,553,427	\$ -	\$ 3,553,427	\$ 2,933,080
Other sources	\$ 733,400	\$ 300,422	\$ 32,337	\$ 332,759	\$ 400,641
Applied Fund Balance	\$ 735,042	\$ -	\$ -	\$ -	\$ 735,042
<b>Total Revenues</b>	<b>\$ 26,192,907</b>	<b>\$ 17,233,438</b>	<b>\$ 456,552</b>	<b>\$ 17,689,990</b>	<b>\$ 8,502,917</b>
<b>EXPENSES</b>					
Salaries	\$ 13,733,027	\$ 5,310,728	\$ 1,001,755	\$ 6,312,483	\$ 7,420,544
Employee Benefits	\$ 5,611,700	\$ 2,027,005	\$ 462,235	\$ 2,489,240	\$ 3,122,460
Equipment	\$ 193,900	\$ 41,102	\$ -	\$ 41,102	\$ 152,798
<b>Contractual Expenditures</b>					
<i>Purchased Services</i>	\$ 255,500	\$ 122,256	\$ 12,755	\$ 135,011	\$ 120,489
<i>Materials &amp; Supplies</i>	\$ 549,635	\$ 215,720	\$ 63,262	\$ 278,982	\$ 270,653
<i>Marketing</i>	\$ 175,785	\$ 75,584	\$ 3,053	\$ 78,637	\$ 97,148
<i>Conference &amp; Travel</i>	\$ 239,675	\$ 71,605	\$ 24,976	\$ 96,581	\$ 143,094
<i>Utilities</i>	\$ 600,000	\$ 127,956	\$ 73,926	\$ 201,882	\$ 398,118
<i>Maintenance Repairs &amp; Contracts</i>	\$ 602,900	\$ 264,540	\$ 21,364	\$ 285,904	\$ 316,996
<i>Software &amp; Contracts</i>	\$ 440,200	\$ 209,879	\$ 30,905	\$ 240,784	\$ 199,416
<i>General Institutional</i>	\$ 1,402,960	\$ 734,350	\$ 436,099	\$ 1,170,449	\$ 232,511
<i>Other Expenditures</i>	\$ 609,745	\$ 213,642	\$ 98,453	\$ 312,095	\$ 297,650
<i>Scholarships</i>	\$ 1,777,880	\$ 2,356,836	\$ 57,415	\$ 2,414,251	\$ (636,371)
<b>Total Contractual Expenses</b>	<b>\$ 6,654,280</b>	<b>\$ 4,392,368</b>	<b>\$ 822,208</b>	<b>\$ 5,214,576</b>	<b>\$ 1,439,704</b>
<b>Total Expenses</b>	<b>\$ 26,192,907</b>	<b>\$ 11,771,203</b>	<b>\$ 2,286,198</b>	<b>\$ 14,057,401</b>	<b>\$ 12,135,506</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 5,462,234</b>	<b>\$ (1,829,646)</b>	<b>\$ 3,632,588</b>	

**SUNY CORNING COMMUNITY COLLEGE**  
**Report to Finance & Facilities Committee**  
**FSA FUND DASHBOARD SUMMARY**  
**PERIOD ENDING 2/29/24**



REVENUES	2023-24	@ 2/29/24	2023-24	2023-24
			YE Preliminary	
	Budget	23-24 Actual	Forecast	Budget vs Forecast
<b>STUDENT ACTIVITIES</b>				
<i>Student Life Fee - Student Activities</i>	\$ 137,000	\$ 126,676	\$ 127,000	\$ (10,000)
<i>Fundraising/Misc Sales</i>	\$ 6,000	\$ 3,179	\$ 4,700	\$ (1,300)
<b>ATHLETICS</b>				
<i>Student Life Fee - Athletics</i>	\$ 253,000	\$ 235,255	\$ 238,000	\$ (15,000)
<i>Concessions/Gate/Misc</i>	\$ 4,500	\$ 1,335	\$ 1,750	\$ (2,750)
<i>Transfer</i>	\$ 15,000	\$ -	\$ 15,000	\$ -
			\$ -	\$ -
<b>STUDENT SUCCESS PROGRAMS</b>				
<i>Student Life Fee</i>	\$ 46,000	\$ 49,777	\$ 50,000	\$ 4,000
<i>Other Student Fees</i>	\$ 27,000	\$ 27,650	\$ 28,000	\$ 1,000
<b>Total FSA Fund Revenue</b>	<b>\$ 488,500</b>	<b>\$ 443,872</b>	<b>\$ 464,450</b>	<b>\$ (24,050)</b>
EXPENSES	Budget	23-24 Actual	YE Preliminary	
			Forecast	Budget vs Forecast
<b>STUDENT ACTIVITIES</b>				
<i>Student Activities &amp; Governing Board</i>	\$ 94,400	\$ 34,991	\$ 83,400	\$ 11,000
<i>Clubs</i>	\$ 48,600	\$ 16,498	\$ 48,300	\$ 300
<b>ATHLETICS</b>				
<i>General Athletics</i>	\$ 140,700	\$ 78,274	\$ 122,950	\$ 4,000
<i>Athletic Teams</i>	\$ 131,800	\$ 77,761	\$ 131,800	\$ 13,750
<b>STUDENT SUCCESS PROGRAMS</b>				
<i>Commencement</i>	\$ 40,000	\$ 986	\$ 40,000	\$ -
<i>Student Orientation/ID</i>	\$ 33,000	\$ 9,546	\$ 33,000	\$ -
<b>Total FSA Fund Expenses</b>	<b>\$ 488,500</b>	<b>\$ 218,056</b>	<b>\$ 459,450</b>	<b>\$ 29,050</b>
<b>FSA Fund Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 225,816</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

**Corning Community College  
Report to Finance & Facilities Committee  
FSA FUND - Student Activities  
For Period ending 2/29/24**



	2023-24	@ 2/29/24	2023-24	2023-24
	Budget	23-24 Actual	YE Preliminary Forecast	Budget vs Forecast
<b><u>REVENUES</u></b>				
Student Activity Fees	\$ 137,000	\$ 126,676	\$ 127,000	\$ (10,000)
Fundraising	\$ -	\$ 645	\$ 700	\$ 700
Miscellaneous Sales	\$ 6,000	\$ 2,534	\$ 4,000	\$ (2,000)
<b>Total Revenues</b>	<b>\$ 143,000</b>	<b>\$ 129,855</b>	<b>\$ 131,700</b>	<b>\$ (11,300)</b>
<b><u>EXPENSES</u></b>				
<b>Salaries</b>	<b>\$ 17,650</b>	<b>\$ 5,171</b>	<b>\$ 14,500</b>	<b>\$ 3,150</b>
<b>Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Expenditures</b>				
<i>Purchased Services</i>	\$ -	\$ -	\$ -	\$ -
<i>Materials &amp; Supplies</i>	\$ 28,000	\$ 9,626	\$ 27,000	\$ 1,000
<i>Special Projects</i>	\$ 20,800	\$ 8,744	\$ 17,700	\$ 3,100
<i>Stipends</i>	\$ 7,000	\$ 2,205	\$ 7,000	\$ -
<i>Conference &amp; Travel</i>	\$ 500	\$ 105	\$ 500	\$ -
<i>Other Expenditures</i>	\$ 69,050	\$ 25,637	\$ 65,000	\$ 4,050
<i>Transfers</i>				\$ -
<b>Total Contractual Expenses</b>	<b>\$ 125,350</b>	<b>\$ 46,317</b>	<b>\$ 117,200</b>	<b>\$ 8,150</b>
<b>Total Expenses</b>	<b>\$ 143,000</b>	<b>\$ 51,488</b>	<b>\$ 131,700</b>	<b>\$ 11,300</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 78,367</b>	<b>\$ -</b>	<b>\$ -</b>

**Corning Community College**  
**Report to Finance & Facilities Committee**  
**FSA FUND - Athletics**  
**For Period ending 2/29/24**



	2023-24	@ 2/29/24	2023-24	2023-24
	Budget	23-24 Actual	YE Preliminary Forecast	Budget vs Forecast
<b><u>REVENUES</u></b>				
Student Activity Fees	\$ 253,000	\$ 235,255	\$ 238,000	\$ (15,000)
Miscellaneous Sales	\$ 1,500	\$ 1,114	\$ 1,500	\$ -
Gate Revenues	\$ 1,500		\$ -	\$ (1,500)
Concession Sales	\$ 1,500	\$ 221	\$ 250	\$ (1,250)
Interfund Transfer	\$ 15,000		\$ 15,000	\$ -
<b>Total Revenues</b>	<b>\$ 272,500</b>	<b>\$ 236,590</b>	<b>\$ 254,750</b>	<b>\$ (17,750)</b>
<b><u>EXPENSES</u></b>				
<b>Salaries</b>	<b>\$ 56,800</b>	<b>\$ 36,206</b>	<b>\$ 53,550</b>	<b>\$ 3,250</b>
<b>Equipment</b>	<b>\$ 25,100</b>	<b>\$ 21,706</b>	<b>\$ 23,000</b>	<b>\$ 2,100</b>
<b>Contractual Expenditures</b>				<b>\$ -</b>
<i>Purchased Services</i>	\$ 1,200	\$ 345	\$ 500	\$ 700
<i>Materials &amp; Supplies</i>	\$ 5,200	\$ 2,662	\$ 3,500	\$ 1,700
<i>Special Projects</i>	\$ 1,000	\$ 216	\$ 500	\$ 500
<i>Stipends</i>	\$ 32,289	\$ 21,243	\$ 28,589	\$ 3,700
<i>Conference &amp; Travel</i>	\$ 138,411	\$ 60,274	\$ 131,711	\$ 6,700
<i>Other Expenditures</i>	\$ 12,500	\$ 13,383	\$ 13,400	\$ (900)
<i>Transfers</i>				\$ -
<b>Total Contractual Expenses</b>	<b>\$ 190,600</b>	<b>\$ 98,123</b>	<b>\$ 178,200</b>	<b>\$ 12,400</b>
<b>Total Expenses</b>	<b>\$ 272,500</b>	<b>\$ 156,035</b>	<b>\$ 254,750</b>	<b>\$ 17,750</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 80,555</b>	<b>\$ -</b>	<b>\$ -</b>

**Corning Community College**  
**Report to Finance & Facilities Committee**  
**FSA FUND - Student Success Programs**  
**For Period ending 2/29/24**



	2023-24	@ 2/29/24	2023-24	2023-24
	Budget	23-24 Actual	YE Preliminary Forecast	Budget vs Forecast
<b><u>REVENUES</u></b>				
Student Activity Fees	\$ 46,000	\$ 49,777	\$ 50,000	\$ 4,000
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
Other Student Fees	\$ 27,000	\$ 27,650	\$ 28,000	\$ 1,000
<b>Total Revenues</b>	<b>\$ 73,000</b>	<b>\$ 77,427</b>	<b>\$ 78,000</b>	<b>\$ 5,000</b>
<b><u>EXPENSES</u></b>				
<b>Salaries</b>	\$ -	\$ -	\$ -	\$ -
<b>Equipment</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Expenditures</b>				\$ -
<i>Purchased Services</i>	\$ -	\$ -	\$ -	\$ -
<i>Materials &amp; Supplies</i>	\$ 4,500	\$ 768	\$ 4,500	\$ -
<i>Special Projects</i>	\$ 3,000		\$ 3,000	\$ -
<i>Stipends</i>	\$ -		\$ -	\$ -
<i>Commencement</i>	\$ 40,000	\$ 986	\$ 40,000	\$ -
<i>Conference &amp; Travel</i>	\$ -		\$ -	\$ -
<i>Other Expenditures</i>	\$ 25,500	\$ 8,778	\$ 25,500	\$ -
<i>Transfers</i>	\$ -		\$ -	\$ -
<b>Total Contractual Expenses</b>	<b>\$ 73,000</b>	<b>\$ 10,532</b>	<b>\$ 73,000</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 73,000</b>	<b>\$ 10,532</b>	<b>\$ 73,000</b>	<b>\$ -</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 66,895</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

**Corning Community College**  
**Report to Finance & Facilities Committee**  
**Capital Projects**  
**For Period ending 2/29/24**



**Fiscal Year 23-24 Capital Projects**

<b>Debt Obligations</b>	<b>Initial Balance</b>	<b>FY Beginning Balance</b>	<b>FY 23-24 Debt</b>	<b>Spent to Date FY 23-24</b>	<b>Remaining FY Debt</b>	<b>Remaining Debt 8.31.24</b>
Library/Commons - USDA Bond Principal	\$8,250,000.00	\$ 6,325,000.00	\$ 310,000.00		\$ 310,000.00	\$ 6,325,000.00
Library/Commons - USDA Bond Interest	3.125%	\$ -	\$ 197,656.00	\$ 98,828.00	\$ 98,828.00	
Energy Performance - Siemens Principal	\$3,525,000.00	\$ 2,999,000.00	\$ 143,000.00		\$ 143,000.00	\$ 2,999,000.00
Energy Performance - Siemens Interest	3.500%		\$ 104,965.00	\$ 52,482.50	\$ 52,482.50	

<b>Fiscal Year 23-24 Capital Projects</b>	<b>Capital Reserve</b>	<b>SUNY Capital Match</b>	<b>Grants/ Foundation</b>	<b>Total Project Budget</b>	<b>Spent Prior FY's</b>	<b>FY 23-24 Spent to Date 2.29.24</b>	<b>Encumbered</b>	<b>Remaining Budget</b>	<b>% Complete</b>
<b>Renovations &amp; Revitalization III</b>									
<i>Heat, Ventilation, &amp; Air Conditioning</i>									
Schuyler Hall -Chiller	\$ 233,000.00	\$ 829,000.00	\$ 596,200.00	\$ 1,658,200.00	\$ 1,548,549.53	\$ 22,923.89	\$ 86,696.01	\$ -	100%
	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 755,541.40	\$ 32,124.46		\$ 212,334.14	79%
<i>Lab Renovations</i>									
Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 217,321.29	\$ 82,678.71	\$ -	\$ -	100%
Mechatronics	\$ -	\$ 150,000.00	\$ 167,905.92	\$ 317,905.92	\$ 317,905.92	\$ -	\$ -	\$ -	100%
Schuyler 104	\$ 125,000.00	\$ 125,000.00	\$ -	\$ 250,000.00	\$ -	\$ -			0%
Schuyler 119	\$ 125,000.00	\$ 125,000.00	\$ -	\$ 250,000.00	\$ -	\$ -			0%
<b>Softball Field</b>	\$ 135,150.00	\$ 135,150.00	\$ -	\$ 270,300.00	\$ -	\$ 13,500.00	\$ 3,780.00	\$ 253,020.00	5%
				\$ -					
<b>Spencer Crest - Entrance &amp; Roof</b>		\$ 40,000.00	\$ 40,000.00	\$ 80,000.00	\$ -	\$ -			0%
<b>Lecture Hall- Steuben 220</b>		\$ 137,000.00	\$ 137,000.00	\$ 274,000.00	\$ -	\$ -			0%



## Auxiliary Campus Services Update

**Health Services** Will be holding their Health Fair on April 17th in the Commons. This event has grown considerably in the past few years.

**Information Technology** Student workers have been installing new access points as part of the upgrades to the Wi-Fi system.

**Physical Plant** Work has been completed in the Maker Space and staff are now focused on relocating the Mail Room. This move will provide the Computer Sciences area additional workspace. This is one of the recommendations from the Facility Master Plan.

The Steuben Building lecture hall project is moving forward with painting scheduled to begin soon. Furniture and carpeting quotes are being obtained and IT is working to design the technology around faculty needs.

Our new Senior Groundskeeper has started a number of outdoor beautification projects and we are in the process of hiring temporary summer staff.

**Public Safety** A new part-time Campus Safety Officer, Samar Pervaiz was hired to fill a vacant position. Samar moved to the US from Pakistan four years ago and is a member of the NY National Guard where he recently completed boot camp. He plans to enroll in the CyberSecurity program at CCC in the fall and will remain with Public Safety while he attends college.

### **HUMAN RESOURCES**

Executive Director of HR Stacy Ward review the HR agenda and mentions the following

#### [Headcount Report](#)

In the employee category, we've noticed a pretty stable number but the trend is on the increase of the number of administrators which is due in part of funded grant positions.

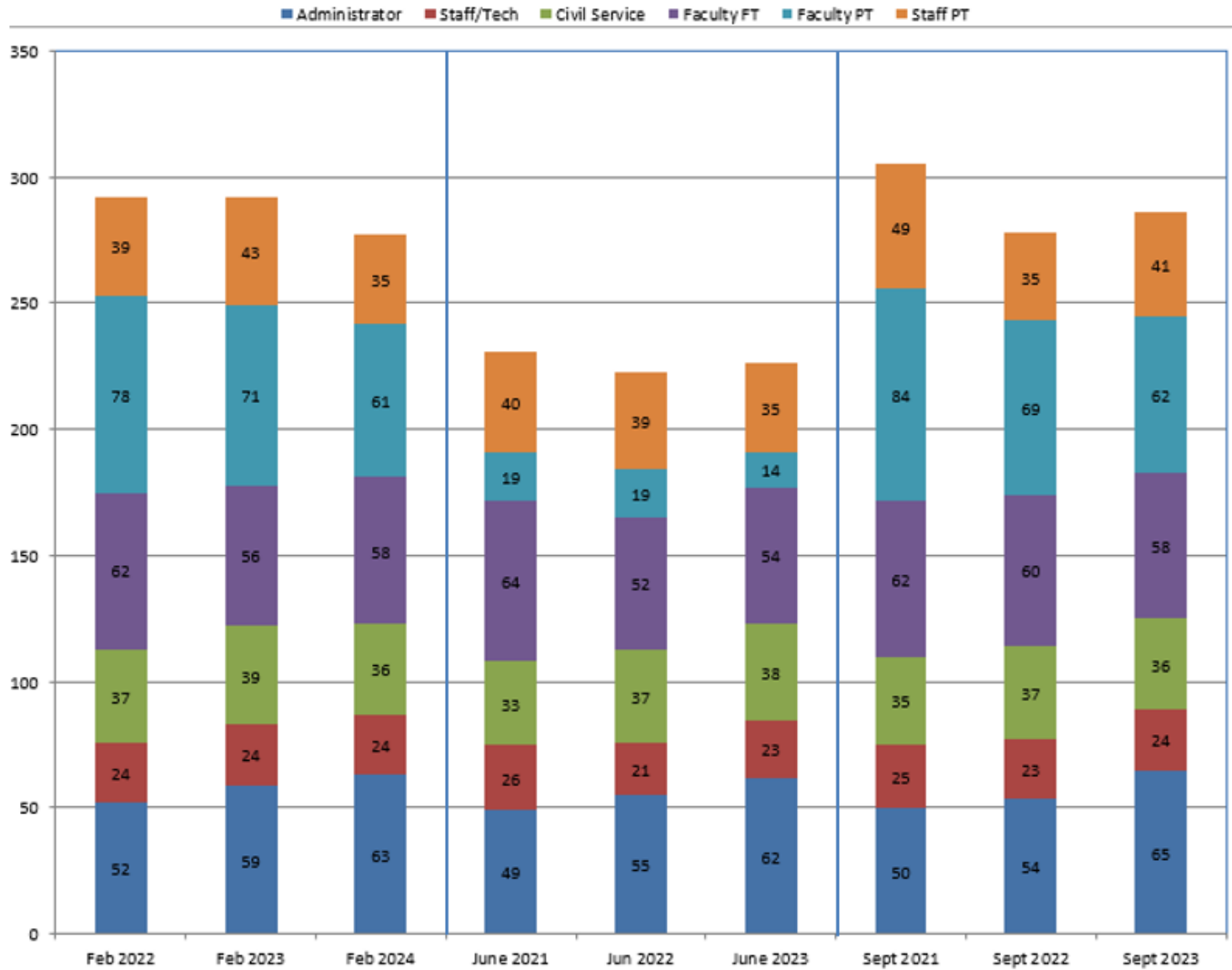
#### [Summary of Appointments and Separations](#)

The chart shows a clear outlier in vacancies report in March- June 23 which coincides with the bottom fall of the student areas which led to the split of the Provost model

#### [Summary of Vacant Positions](#)

We currently 5 vacant position and some searches are in progress.

## Human Resources Headcount Report, Spring 2024



Full time positions paid by non-College funding: 20 employees including: 14 Administrators, 2 Faculty, and 4 Civil Service.  
(13 fully and 7 partially non-College funded)

Summary of Appointments and Separations

(By date, as reported in HR Committee)

(By date, as reported in HR Committee)					Vacancies Reported (snapshot)		
RBOT Committee date	Hires (external)	Separation	Retirement	Net +/-	Civil Service	Faculty	Staff
1/12/21	3	5	0	-2	2	7	4
3/2/21	1	0	2	-1	1	10	3
4/20/21	0	3	1	-4	1	6	5
6/8/21	4	11	4	-11	5	8	8
8/24/21	9	4	0	5	3	4	2
10/12/21	4	3	0	1	5	3	4
1/27/22	6	4	2	0	7	2	5
4/19/22	4	3	0	2	1	2	10
5/7/22	5	8	1	-4	1	3	9
8/23/22	11	4	2	5	1	0	6
10/3/22	2	1	0	1	3	2	8
11/28/22	6	0	0	6	1	3	6
1/23/23	3	2	0	1	0	5	9
3/16/23	0	5	0	-7	1	5	18
4/27/23	1	3	0	-2	0	5	19
6/8/23	11	3	0	8	3	7	16
8/31/23	3	4	1	-2	2	1	2
10/12/23	6	1	0	5	1	1	1
12/7/23	2	3	0	-1	2	0	3
2/1/24	2	6	3	-7	1	0	5
3/14/24	2	2	0	0	0	0	7
4/25/24	1	1	0	0	1	1	6

[Return to agenda](#)

**Summary Status of Vacant Positions** as of April 8, 2024

	<b>Assessing</b>	<b>Closing</b>	<b>Hold</b>	<b>Search in Progress</b>	<b>Vacant Positions (total)</b>
Civil Service/CSEA	1			1	2
Faculty					
Professional Service	3			2	5
<b>Grand Total</b>	<b>4</b>			<b>3</b>	<b>7</b>

**Open Position Detail:**

**Civil Service/CSEA:** Electrician; Campus Safety Officer (internal search)

**Faculty:**

**Professional Service:** Admissions Recruiter, Director of Development (funded by CCC Development Foundation), Director of Finance & Controller, Director of Grants Management, Director of Institutional Research and Effectiveness

11. OLD BUSINESS.

12. NEW BUSINESS. Trustee McKinney-Cherry discussed a proposal for the Scholarship Pilot program. He noted that it would be a great opportunity to increase enrollment and attract more students to Perry Hall.

13. EXECUTIVE SESSION: YES

Chair Wayne adjourned the RBOT meeting at 6:58 pm and motioned to enter into executive session to discuss staffing. (A. Winston, R. Allisson, Unanimous)

The committee reconvened at 7:43 and unanimously recommended that the president make the appropriate decision regarding the discussed staffing. (J. McKinney-Cherry, H. Reynolds, Unanimous)

Trustee Wayne adjourned the meeting at 7:44 pm

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**Report by VP/Dean of Academic Affairs, Dr. Robert Koble**  
**and VP/Dean of Student Development and Enrollment Management, Maarit Clay**  
**May 28, 2024**

**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:**

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

**ACTION ITEMS:**

4. [RESOLUTION #T4911-24 -Tenure Recommendation – Elmarine Jimenez](#)
5. [RESOLUTION #T4912-24 -Promotions Recommendation](#)
6. [RESOLUTION #T4913-24 -May 2024 Graduation List](#)

**NEXT COMMITTEE MEETING: March 6, 2023**

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

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
  - Ensure that academic programming is in line with the overall strategic plan of the College
  - Evaluate the relevance of programming for transition into a four-year institution or entry into local industry
  - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate

certifications and qualifications.

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



## COMMITTEE ON ACADEMIC AND STUDENT SERVICES

May 28, 2024

Via Zoom

[Minutes](#)

In Attendance: Trustees: J. Cherry, M. Wayne, P. Chu, R. Allison, S. Jacoby-Murphy, Joe Rowe, N. Wightman, K. Early and A. Werner

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

Trustee Cherry convened the CASS committee meeting at 5:03 pm and pointed out that there are three action items on the agenda. She had a meeting with Maarit and is pleased to see a concrete process for admissions and recruiting. Trustee Cherry also observed that Maarit's team is focused on reaching out to students who have applied but haven't completed the registration process.

### Academic Affairs

Dr. Kobe highlighted the following key points in his report:

- Both NSF Advanced Technological Education grants have been officially awarded. Links to the NSF sites are provided for reference.
- Gregg Caruso has been honored with the SUNY distinguished professorship.
- Attendance at the Digital Dome saw an increase in April, with a total of 1225 visitors. Attendance for May and June looks promising, with 21 group visits scheduled. The decision has been made to continue offering Mesemerica until it is no longer profitable, with showings reduced to 2-4 per month.
- The cost of collections at the Library has decreased as a result of a more streamlined and digital collection.

Additionally, Dr. Kobe explained that the Chem Bowl, previously halted due to COVID-19, has resumed, and Corning High School emerged as the winner this year.

### Student Services

VP Clay highlighted a few items on her report:

- The number of applications has increased compared to the previous year. As of 4/26, the status of new students is as follows: 265 have been accepted but have not claimed their accounts, 379 have been accepted and claimed their accounts, 270 have been accepted and claimed accounts but have not yet registered, and 109 have been accepted and registered.
- It has been identified that adult students not registering for the fall semester are facing family and financial burdens.

- Perry Hall has received 43 contracts for Fall 2024 as of 5/6/24. A returning student social event was held to encourage potential returners to complete their contracts for Fall 2024. Additionally, five potential returning residential students are eligible for the Live Here, Learn Here Scholarship pilot.
- A new basketball coach has been hired, and the softball team is currently ranked 5th.
- VP Clay provided an update to the trustees regarding a meeting with the Principal and three guiding counselors from Elmira High School. The Principal offered valuable perspective and ideas on how the College can better assist and engage EHS students. The Principal also proposed an October campus visit for seniors and a spring campus visit for juniors.
- Trustee Rowe suggested offering informational sessions (lunch and learn) for a new program led by students to recruit prospective students.
- Trustees Rowe and Early have proposed the incorporation of a testimonial from a student who transferred to Yale on the website, along with a biography detailing the experiences of rural students' post-graduation. They have also recommended the inclusion of comprehensive data encompassing the entire student body, such as age, gender, and information pertaining to certificate graduates.

## **Student Report**

### Old Business:

- Prom 2.0 was a great event
- Tabling for next year's elections: we have received two applications to replace Jay as student trustees
- Approved three new clubs: Art, Physics and French clubs

### New Business:

- New Approved Clubs: Art Club, Knights of the periodic Table and French

### New Ideas:

- Spring cleaning to SEAB office
- Get office material and resources for next year's officers

Trustees all agreed to move the three resolutions below to full board for approval:

- Resolution for Tenure Recommendation – Elmarine Jimenez
- Resolution for Promotions Recommendation
- Resolution for May 2024 Graduation List

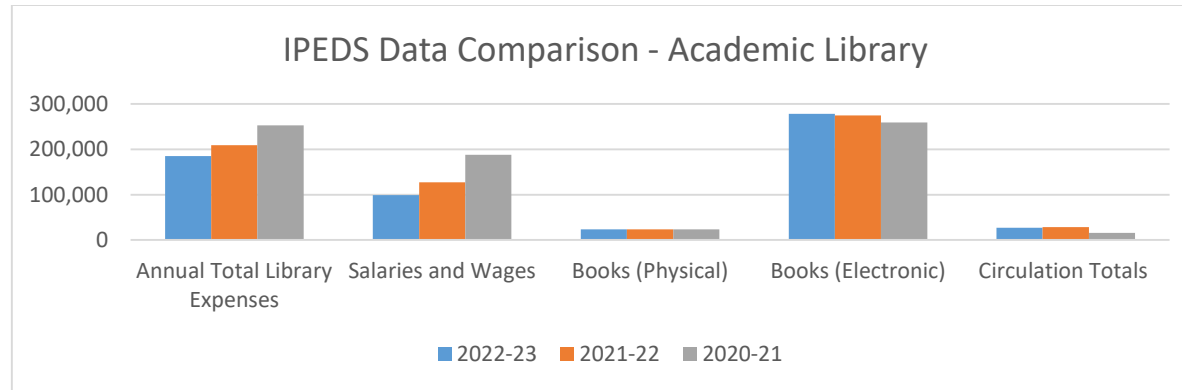
Trustee Cherry adjourned the CASS committee meeting at 6:21 pm. (R Allison and K. Early, Unanimous)

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**Report by VP/Dean of Academic Affairs, Dr. Robert Koble**  
**May 28, 2024**

**Academic Affairs:**

- Through the Opioid Settlement Fund Addiction Professionals Scholarship Program, CCC will receive \$197,141 for student scholarships and \$184,500 for student internships for a total of \$381,641 to support students enrolled in our Chemical Dependency Counseling AAS program.
- Nursing faculty led sophomore level students in the 2<sup>nd</sup> annual Mass Casualty Drill to practice triage skills to be better prepared for the workforce.
- Students participated in a pitch competition, 607 Soaring, where the CCC team won the “People’s Choice Award”.
- George Hurlburt received an invitation to the STEMM Opportunity Alliance Conference on Wednesday, 5/1, at the White House!
- Students participated in the CCC Students Expo which received some press on WENY and WETM websites.
- Dr. Kyle Williams and Dr. Kamesh Narasimhan Chem Bowl have worked hard to bring back the Chem Bowl which is and will be held on the main campus May10, 2024. Nine teams have signed up.
- Dr. Gregg Caruso, Professor of Philosophy, was conferred the rank of SUNY Distinguished Professor. This is SUNY’s highest faculty rank.
- It is official – both NSF Advanced Technological Education grants were officially awarded. See the links below to go to the NSF sites.
  - [https://www.nsf.gov/awardsearch/showAward?AWD\\_ID=2400496&HistoricalAwards=false](https://www.nsf.gov/awardsearch/showAward?AWD_ID=2400496&HistoricalAwards=false)
  - [https://www.nsf.gov/awardsearch/showAward?AWD\\_ID=2400735&HistoricalAwards=false](https://www.nsf.gov/awardsearch/showAward?AWD_ID=2400735&HistoricalAwards=false)
- \$20,000 Enhancing Supports for Students with disabilities grant was awarded to Kathleen Craig in the Accessibility Office.
- Accessibility Services created an Accommodated Housing Procedure to be implemented for the 2024-2025 academic year.
- The CCCAT Conference is created, funded and executed by members of 5 community colleges (MVCC, CCC, FLCC, TC3, and OCC) was held at Mohawk Valley CC Thursday, April 26. More than 110 people attended the conference.
- 1600 tutoring sessions so far this semester, end of Friday 5/3/24) – an all-time record for this point in the semester, Fall or Spring, a 9.7% increase from this point within Spring 2023, and a 2.4% increase from this point within Fall 2023 semester.

- Overall attendance at the Digital Dome was up in April. The total was 1225. Attendance for May and June are looking healthy with 21 group visits scheduled. Continue to offer Mesemerica until it is no longer profitable. Reduced showings to 2-4 per month.
- Makerspace usage has begun with courses using it this semester and have used the space for building projects, large format printing, and 3D printing.
- Below is a graph showing the increase in collections at the Library while decreasing cost. This is due to a more streamlined and digital collection.



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**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**VP/Dean of Student Development and Enrollment Management, Maarit Clay**  
**May 28, 2024**

**Recruitment/Admissions**

- New Students (as of 4/26): Accepted but not yet claimed account: 265; Accepted and claimed account: 379; Accepted and claimed account but not registered: 270; Accepted and registered: 109
- Events: ACE and Recruitment/Admissions collaboration & Outreach: SEM II grant- 24+ Adult Students: calls in progress
- EOP: invites to new CCC applicants sent out weekly: 30 applications: 5 eligible students, 15 applications pending financial verification, 10 ineligible for 2024-25 cohort
- Athletic Specific Recruitment:
  - 40 new student athlete commitments for FL 2024 and Men's Basketball coach search in progress
- Student/Residential Life: Perry Hall: At Open House event- tours/q&a; 6 individual tours to potentials
- Registrar's Office
  - Visiting Students - Spring 2024: 59 Applied; 38 registered for 147 credits and Visiting Students - Summer 2024 (reg. on-going): 139 Applied; 115 Registered for 558 Credits

**Retention**

- EAC New/ Continuing student appointment balance Fall 24 registration
  - 4/22 - 4/26: (49 appointments met) 34 new, 3 formers, 8 continuing, 4 transfer, 8 no shows
  - 4/29 - 5/3: (49 appointments met) 30 new, 6 former, 9 continuing, 4 transfer, 5 no shows
- Starfish Early/ Midterm Alert Comparison
  - Spring 2023 vs. Spring 2024 (Early Alerts): Completion increased: 56% SP 23 to 62% SP 24
  - Spring 2023 vs. Spring 2024 (Midterm Alerts): Completion increased: 61.5% SP23 to 68% SP 24
- Student Life: Fall '24 RA interviews, satisfaction surveys re clubs/organizations and events/activities
- Perry Hall: Currently (5/6/24) - 43 contracts received for Fall 2024
  - Held a returning student social to encourage potential returners to complete contract for FL 24
  - Five potential returning residential students eligible for Live Here, Learn Here Scholarship pilot

- EOP: 2 graduating (to 4-year), 1 graduating (entering CCC nursing), 4 transferring out (3 men's BB, 1 to another nursing program), 14 continuing, 3 ineligible for FA, 6 pending FA eligibility, 3 undecided
- SAP program: April: 3 new clients, 31 sessions provided, 2 events in Perry Hall - 12 contacts, Commons tabling - 32 participants, Coloring and Cookies - 21 participants, Self-Care Fair - 138 participants, 2 meditation groups and one Forest Bathing event

### **Engagement**

- Student Life - March
  - 9 activities - 230 participants; average of 20 student drop-ins per day on SL Office
  - 34 unduplicated users in the Food Pantry
  - Average of 36 students per day utilizing the Game Room
- Athletics
  - Softball - 2024 Co-MSAC Conference Champs and Baseball - hosted sophomore day 5/4: 10 student athletes and families honored
  - Fitness Center - 2,004 usages of the facility to-date
- Perry Hall: April - 7 events with 125 participants
- Registrar's Office: Graduation - Spring 2024: 246 Spring Applicants (Degrees); 14 Applicants (Microcredentials/Digital Badges); Graduation - Summer 2024: 38 Summer Applicants

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for Corning Community College**  
**Student Report by Aniga “Jay” Werner**  
**May 28, 2024**

**STUDENT REPORT**

**Old Business:**

- Prom 2.0
- Tabling for next year's elections
- Wellness Fair

**New Business:**

- During SAEB tabling event SAEB drew names from a raffle for Mental Health shirts
- Extension on Elections for SA
- Knocking back the signature portion from 50 to 25
- That seemed to be the biggest struggle with applicants
- New Approved Clubs
- Art Club
- Knights of the periodic Table

**New Ideas:**

- Spring cleaning to SEAB office
- Get office material and resources for next year’s officers
- Finish the school year strong

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**CORNING COMMUNITY COLLEGE**

**REGIONAL BOARD OF TRUSTEES**

External Affairs Committee

**Tuesday, January 23, 2024**

**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:**

- 1- [Resolution #T4914-24: Recommendation of the CCC Student Trustee Award Recipient](#)

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

**NEXT MEETING:**

**MEASURABLE STANDARDS**

**Measurable Standards for the External Affairs Committee**

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



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

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**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**External Affairs Committee**  
**May 29, 2024/ Via Zoom**  
**MINUTES**

In Attendance: Trustees: A. Winston, M. Wayne, M. Lawrence, P. Chu, R. Allison, Heather Reynolds

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

Excused: Judy McKinney-Cherry

Trustee Winston convened the External Affairs meeting at 4:31 pm And noted there is one actionable items on the agenda.

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Trustee Chu (Foundation Trustee Liaison) met with Executive Director Marchese to discuss fundraising progress and highlighted few points below:

- Fundraising is almost halfway through the year, and the foundation seems to be performing well in terms of reaching fundraising target. Although the total dollars and donor counts are lower compared to last year, Executive Director Marchese is not concerned and has been nurturing several potential donations, which he believes will come in later in the year.
- She also noted that Executive Director Marchese is now responsible for grants and noted it's been unclear about whether CCC, the foundation, or the workforce should pursue grants and have ask John to provide a brief explanation of this change and its impact compared to our previous system.
- Regarding solicitation, she gently reminded the staff and the foundation board to donate and pledge.
- Trustee Chu also asked if there is a way for the foundation and CCC to address transportation for students to Perry Hall on the weekends. It seems to be a recurring concern, and even Jay, our student trustee, mentioned it at a recent meeting. We want the

students to have access to Perry Hall, but they need transportation to get there and a joint effort between CCC and the foundation is crucial.

Executive Director Marchese discussed some key points from his report and addressed Trustee Chu's questions about grants.

- He acknowledged the historical distribution of grants and explained that the foundation mainly seeks grants from private foundations and corporations. These entities typically prefer to allocate funds to 501(c)(3) organizations like the foundation rather than directly to the College. Government grants are handled through the Office of Grants Management, which has recently made a successful hire. This distinction highlights the typical differences between private and government grants.
- He noted a new Scholarship of \$29,000 coming this summer to support the not yet launched optical tech program and more information coming soon
- Informed that leadership giving is currently, 33% of the senior staff and 33% of RBOT have made a gift since January 1, while the foundation is slightly lagging at 27%.
- As for transportation, an option is to explore working with the ARC of Chemung-Schuyler, or Steuben-Allegheny, as they provide transportation services. Steuben Allegheny already connects to Keuka college, so it's worth exploring. Marketing

Review [Marketing/Communications Report](#)

Trustee Allison, the Liaison to Marketing and Communication, had an insightful conversation with Maarit. Trustee Allison mentioned that seeing students and faculty recognized for their achievements is rewarding. Attending these events is worthwhile and provides an excellent opportunity to engage with new individuals.

Executive Director Clay highlighted the following points:

- The current electronic billboards are located on the Madison Avenue bridge and at the corner of College Avenue and Woodland Avenue.
- We are experiencing some challenges with SUNY campaign promotions. SUNY is showcasing programs that no longer exist, but they are making efforts to address the issue.

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

- Prison Education program is offering summer classes for the first time (4 classes)
- Twin Tiers ARISE program is expanding ACE in PA

- Corporate contracts are getting stronger

Review [Legislative Relations Report](#)

- Federal level: monitoring the ACCT's legislative priorities at the federal level, including the short-term Pell legislation and the SNAP program.
- State level: Planning for next year's budget and gathering feedback from the recent Tri County meeting.
- Local: tri-county meeting on campus. Next week is Schuyler and Chemung

The committee agreed to move forward the resolution of appreciation to the full board for approval (unanimous)

Chair Wayne reminded trustees to complete the RBOT Assessment and to mark their calendars for the retreat on June 22<sup>nd</sup>, 2024

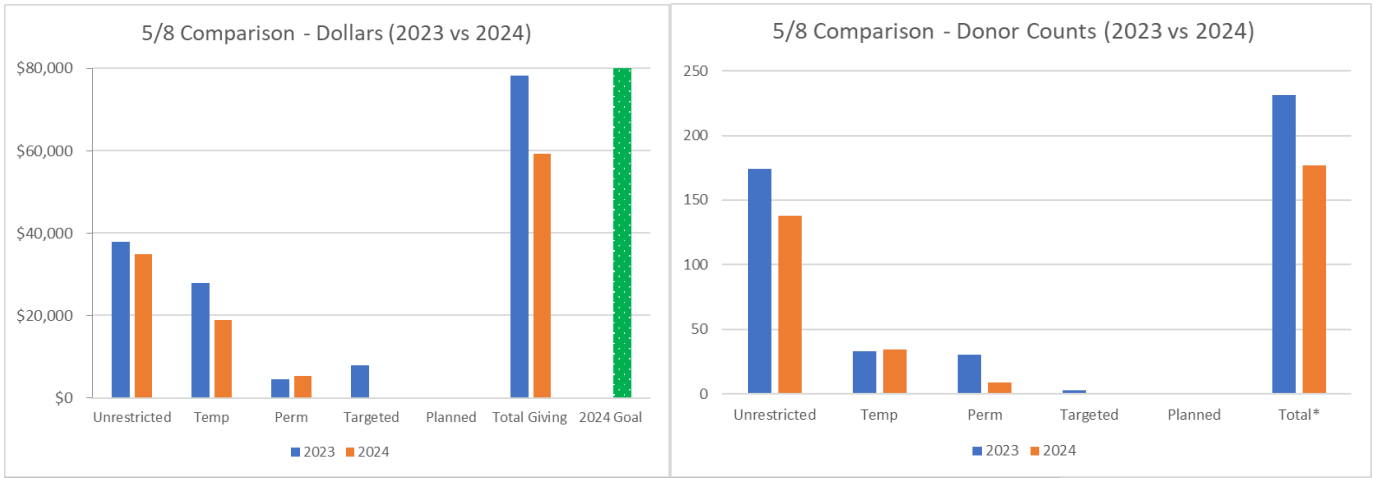
Trustee Winston adjourned the External Affairs committee meeting at 4:59pm.

## **CCC Development Foundation**

Submitted by John Marchese, Executive Director of Development Foundation

Wednesday, May 29, 2024

- The Director of Development search process has concluded.
- John attending the SUNY CUAD Annual Education Conference in Long Island NY from June 5-7.
- Former Trustee Nykole Parks has established a pass-through fund, the Nykole L. Parks '95 Nursing Scholarship, to benefit nursing students with preference given to students from Chemung County.
- The third Baron Bulletin e-newsletter was sent in May. The fourth Baron Bulletin e-newsletter is planned for July.
- The Q2 Annual Fund solicitation mailing was sent in May.
- Received a grant from the Fund for Women for the Full STEAHM Ahead Summer Workshop.
- The Lindau Foundation awarded a grant to support the purchase of chemistry laboratory kits.
- Submitted a grant request to the Triangle Fund to support STEM based youth programming including the Full STEAHM Ahead Summer Workshop and potential Maker Space Day Camps.
- The Foundation will review the 2023 audited financial statements at the June Board meeting for approval.
- The Housing LLC is working with the College to provide internet service for Perry Hall through a different vendor and has prepared a multi-year timeline for replacing the internet equipment in the building.
- The Alumni Program sponsored gifts to be distributed to graduates at Commencement that include a CCC branded drawstring bag, drink koolie, and bottle opener keychain.
- A member of the Alumni Program Committee will provide remarks at the Commencement Rehearsal welcoming the graduates into the Alumni Program.
- The Alumni Program Committee has selected Alumni awardees for the 2024 Reflections event.
- Annual Giving results through 5/08/2024:



	2023	2024		2023	2024
Unrestricted	\$37,847.95	\$34,978.88	Unrestricted	174	138
Temp	\$27,919.50	\$18,993.00	Temp	33	34
Perm	\$4,505.00	\$5,225.00	Perm	30	9
Targeted	\$8,000.00	\$0.00	Targeted	3	0
Planned	\$0.00	\$0.00	Planned	0	0
Total Giving	\$78,272.45	\$59,196.88	Total*	231	177
2024 Goal		\$345,000.00	* Unduplicated count of annual donors		

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## Marketing/Communications

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

Wednesday, May 29, 2024

### Highlights

- 2060 Digital Marketing: Display Ads (1,642,380 impressions; 6,904 clicks) | OTT/CTV (50,405 impressions; 98.19% completion rate) | YouTube (32,751 impressions; 60.57% completion rate); Social Media (289,374 impressions; 2,226 clicks;) | Local SEO (6,074 impressions)
- LocaliQ Digital Search: 20,179 impressions; 5,246 link clicks; 26% clickthrough rate
- Open House Facebook Boosted Post (38,502 accounts reached; 801 clicks)
- Eclipse Event Facebook Boosted post (17,888 accounts reached; 888 clicks); Local media coverage for Eclipse event ([WENY](#))
- Regional Job Fair Facebook Boosted post (27,764 accounts reached; 698 clicks); media coverage Regional Job Fair ([WETM](#), [WENY](#), [Big FOX](#))
- CCC Affordability Facebook Boosted post (22,989; 449 clicks - still active)
- Local media coverage for Student Expo ([WETM](#); [WENY](#))
- Local media coverage for Nursing Mass Casualty event ([WETM](#), [WENY](#), [Big FOX](#))
- Local media coverage for SUNY Chancellor Visit ([WENY](#))
- Local media coverage for Manufacturing Open House ([WETM](#); [WETM](#); [WENY](#))
- Coordinated morning TV show appearances to promote Regional Job Fair ([WENY](#) & WETM)
- Summer Classes advertising in student newspapers (Binghamton Univ., Syracuse Univ., Univ. of Rochester, Univ. of Buffalo, & SUNY Albany)
- Summer Classes advertising through social media, display ads, OTT/CTV, and YouTube.

### Performance

#### 1. Website: March 25 - May 5 2023/2024 Comparison

Channel Grouping	New Users 2023	New Users 2024	Change
Organic Search	10,498	11,223	+6.91%
Direct	9,252	15,703	+69.73%
Paid Search	3,739	3,725	-0.37%
Referral (SUNY & paid)	665	814	+22.41
Social	2,457	5,717	+132.68%

#### 2. Chatbot: March 25 - May 5 2023/2024 Comparison

Channel Grouping	2023	2024	Change
Chat Sessions	205	230	+12.20%
Calls	293	273	-6.82%

### Other

- Facilitated interview with NPR for [FAFSA story](#).
- Press Releases: [SUNY CCC Hosts Regional Job Fair](#) | [Society of the Red Baron Awards](#) | [SUNY CASE Awards - Cameron Jensen](#) | [SUNY CCC Hosts Mass Casualty Drill](#) | [SUNY CCC Hosts Women's Empower Conference](#) | [Norman R. McConney, Jr. Award EOP Award Winner](#) | [SUNY CCC Celebrates Diverse Community at 3rd Annual Culture Day](#) | [SUNY CCC to Host Education Summit](#) | [Dr. Caruso - SUNY Distinguished Professor](#)

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## Workforce Education & Academic Pathways

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

Wednesday, May 29, 2024

### Corning Prison Education Program

- 24 Students have participated in the most recent intake process – anticipate 2 more dates to reach more on the wait list. Goal for Fall – 50 HC (total new and continuing).
- Several (in program) have funding issues needing resolution or they will not be able to continue.
- 4 classes offered over the summer.
- David Crawford tendered his resignation due to family/relationship concerns.

### ACE

- Hired Gabriella Orcutt for the PT ACE Specialist position
- Completing the applications to add Northeast Bradford Jr./Sr. High School and Wellsboro High School in PA (via the ARISE grant)

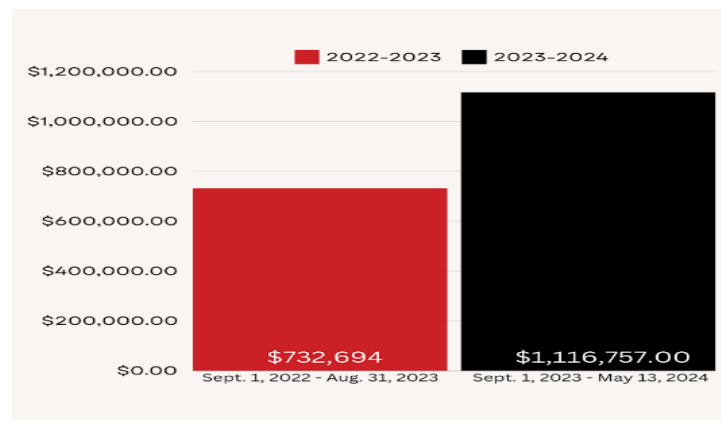
### Testing Center

- 303 tests administered this period. (1,526 so far this year). Revenue is approximately \$12,000 (expected \$17,000 by end of academic year).
- Laura Prestigiacomio announced her retirement.

### Southern Tier Law Enforcement Academy

- Upcoming Field Training officer class to be held – 21 registrants. Hosting a Cannabis Impaired driver training in June on the main campus.

### Corporate Contracts



### Other News

- Auto Tech participated in the Green Grand Prix in Watkins Glen and won two events: overall fastest hybrid vehicle in autocross and best Generation 4 Prius – fuel mileage. Award amount = \$1,000
- Manufacturing Tech graduated 4 students – all had at least one job offer.
- Current Career Welding class will graduate eight on May 31.
- CAF USA requests to utilize our welding program to train workers starting with the next welding class in July. Mark Bellinger to tour to

determine level of welding needed to achieve CAF USA goals.

- Women's Empowerment Conference: May 21, 2024 – approximate revenue of \$7000 (after expenses). Anticipate 250 women on campus for this event.

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## **Legislative Relations**

Submitted by Trustee Alan Winston, Chair of External Affairs Committee  
Wednesday, May 29, 2024

1. Federal: Higher Education legislative update
2. State: Budget Review and Advocacy
4. Local: Tri-County Advocacy: luncheon meetings

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*CORNING COMMUNITY COLLEGE*  
**Regional Board of Trustees**  
**Finance and Facilities Committee**  
**Tuesday, May 28, 2024**  
**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 #T4915-24- Operating Report for April 2024](#)

**DISCUSSION ITEMS:**

- Operating Report and Dashboard as of April 30, 2024
- Auxiliary Campus Services Update

**NEXT COMMITTEE MEETING: TBD**

**MEASURABLE STANDARDS**

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

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

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## **Finance and Facilities Committee**

**May 28, 2024**

Virtual Zoom Meeting

### **MINUTES**

In Attendance:

Trustees: Chair M. Wayne, R. Allison, K. Early, H. Reynolds, J. Rowe, A. Werner, 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 4:06 p.m. and wants to thank everyone for an excellent commencement event, everything looked very nice and ran smoothly.

Executive Director Patrick provided an overview of the agenda, noting that there is one action item:

Discussion Items:

- Review of Operating Summary for April 2024 cash is evening out compared to last report, moving in the right direction for receivables and collections, review of adopted vs amended budget, some savings shown in personnel and benefits, financial responsibility clause is now included when students sign to become an accepted student which will help with collections. Highlights include tuition and fees are up to \$10 million, chargebacks are at \$6.4 million but have rest of spring and summer semesters.
- Discussion of collectables and determine what may be uncollectable.
- Review of dashboard including revenues and expenses showing some savings in personnel, benefits and equipment, some possible savings in utilities, departments are being conscious about their spending which should help balance at year end.
- Auxiliary Services Update Executive Director Burdick wants to thank the auxiliary services area and their work on commencement, summer projects are beginning for Physical Plant and Information Technology, new positions and promotions in physical plant and public safety, capital projects update include spencer crest roof work should begin soon, Steuben hall 220 has been painted – purchase orders have been completed for furniture, carpet and technology, project may come in under budget if so may be able to do a few updates to lecture hall 120. Science labs won't be completed until next year. Softball field design has been complete and will be going out to bid and complete by Fall. We just received notice that we were approved for a \$15,000 grant for new radios for Public Safety.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:41 p.m.

SUNY Corning Community College  
 Operating Dashboard  
 FY 24 @ Month End 4/30/24



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 4/30/24	Fiscal Year Receivable
April 30, 2024	\$ 11,443,464	156	\$ 5,142,454	\$ 2,433,822
April 30, 2023	\$ 11,830,311	158	\$ 4,966,837	\$ 2,748,901

Revenues & Expenditures @ 4/30/24

	FY 24 Adopted Budget	FY 24 Amended Budget	YTD 2/29/2024	YTD 4/30/2024
Revenues	\$ 25,457,865	\$ 25,457,865	\$ 17,680,286	\$ 22,065,714
Expenses	\$ 26,857,865	\$ 26,192,907	\$ 14,028,861	\$ 18,393,375
Surplus(Deficit)	\$ (1,400,000)	\$ (735,042)	\$ 3,651,425	\$ 3,672,339
			YTD February	YTD April
% of year Complete			50%	67%
% of Revenue Realized			69%	87%
% of Expenditures			52%	68%

Highlights of Revenues & Expenditures

	FY 24 Adopted Budget	FY 24 Amended Budget	YTD 2/29/2024	YTD 4/30/2024
Tuition & Fees	\$ 11,121,845	\$ 11,121,845	\$ 10,158,244	\$ 10,759,425
Chargebacks	\$ 6,486,507	\$ 6,486,507	\$ 3,553,427	\$ 5,951,762
Personnel & Benefits	\$ 19,675,635	\$ 19,349,727	\$ 8,773,876	\$ 12,448,147
Equipment	\$ 318,695	\$ 193,900	\$ 41,102	\$ 54,121
Contractual	\$ 6,863,535	\$ 6,649,280	\$ 5,213,883	\$ 5,891,107

2023-2024 Enrollment Summary

Includes ACE

Term		Goal	Actual	Diff	%of Goal
Fall	Headcount	3964	3810	-154	96.1%
	FTE	1106.6	1092.1	-14.5	98.7%
Winter	Headcount	182	123	-59	67.6%
	FTE	24.9	14.4	-10.5	57.8%
Spring	Headcount	2796	2995	199	107.1%
	FTE	747.5	769.6	22.1	103.0%
Summer	Headcount	489	501	12	102.5%
	**Summer at 5.14.24 FTE	87.6	92.8	5.2	105.9%
TOTAL	Headcount	7431	7429	-2	100.0%
	FTE	1966.6	1968.9	2.3	100.1%

Perry Hall Occupancy

	2023-24	2022-2023	2021-2022	2020-2021
Fall (Sept - Dec)	118	123	133	108
Spring (Jan - May)	106	88	101	71
Summer (June - Aug)		1		4

**Corning Community College**  
**Report to Finance & Facilities Committee**  
**Unrestricted Operating Summary**  
**Month End 4/30/24**



	2023-2024 Amended Budget	2023-2024 YTD 2/29/24	2023-2024 3/31/24	2023-2024 4/30/24	2023-2024 YTD 4/30/24	2023-2024 Remaining Budget
<b>REVENUES</b>						
Resident Tuition	\$ 7,512,080	\$ 6,075,644	\$ 17,614	\$ 517,699	\$ 6,610,957	\$ 901,123
Non Resident Tuition	\$ 607,000	\$ 921,821	\$ (22,912)	\$ (19,329)	\$ 879,580	\$ (272,580)
ACE Tuition	\$ 1,672,880	\$ 2,003,673	\$ 4,312	\$ 34,504	\$ 2,042,489	\$ (369,609)
Student Fees	\$ 1,329,885	\$ 1,157,108	\$ 2,500	\$ 66,793	\$ 1,226,401	\$ 103,484
State Aid	\$ 7,108,113	\$ 3,632,391	\$ 592,343	\$ 592,343	\$ 4,817,077	\$ 2,291,036
Grant Aid & Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal appropriations	\$ 8,000	\$ 3,465	\$ 41,977	\$ -	\$ 45,442	\$ (37,442)
County Operating Chargebacks	\$ 6,486,507	\$ 3,553,427	\$ 2,255,811	\$ 142,524	\$ 5,951,762	\$ 534,745
Other sources	\$ 733,400	\$ 332,759	\$ 118,477	\$ 40,772	\$ 492,008	\$ 241,392
Applied Fund Balance	\$ 735,042	\$ -	\$ -	\$ -	\$ -	\$ 735,042
<b>Total Revenues</b>	<b>\$ 26,192,907</b>	<b>\$ 17,680,286</b>	<b>\$ 3,010,122</b>	<b>\$ 1,375,306</b>	<b>\$ 22,065,714</b>	<b>\$ 4,127,193</b>
<b>EXPENSES</b>						
Salaries	\$ 13,738,027	\$ 6,312,483	\$ 1,751,291	\$ 949,238	\$ 9,013,012	\$ 4,725,015
Employee Benefits	\$ 5,611,700	\$ 2,461,393	\$ 508,982	\$ 464,760	\$ 3,435,135	\$ 2,176,565
Equipment	\$ 193,900	\$ 41,102	\$ 8,104	\$ 4,915	\$ 54,121	\$ 139,779
Contractual Expenditures					\$ -	
<i>Purchased Services</i>	\$ 255,500	\$ 135,011	\$ 52,795	\$ (820)	\$ 186,986	\$ 68,514
<i>Materials &amp; Supplies</i>	\$ 549,635	\$ 278,982	\$ 20,792	\$ 33,463	\$ 333,237	\$ 216,398
<i>Marketing</i>	\$ 175,785	\$ 78,637	\$ 3,646	\$ 14,117	\$ 96,400	\$ 79,385
<i>Conference &amp; Travel</i>	\$ 239,675	\$ 96,581	\$ 12,435	\$ 29,308	\$ 138,324	\$ 101,351
<i>Utilities</i>	\$ 600,000	\$ 201,882	\$ 64,620	\$ 39,355	\$ 305,857	\$ 294,143
<i>Maintenance Repairs &amp; Contracts</i>	\$ 602,900	\$ 285,904	\$ 20,646	\$ 42,010	\$ 348,560	\$ 254,340
<i>Software &amp; Contracts</i>	\$ 435,200	\$ 240,784	\$ 9,623	\$ 33,443	\$ 283,850	\$ 151,350
<i>General Institutional</i>	\$ 1,402,960	\$ 1,170,449	\$ 69,244	\$ 54,690	\$ 1,294,383	\$ 108,577
<i>Other Expenditures</i>	\$ 609,745	\$ 312,095	\$ 18,806	\$ 97,956	\$ 428,857	\$ 180,888
<i>Scholarships</i>	\$ 1,777,880	\$ 2,413,558	\$ 8,861	\$ 52,234	\$ 2,474,653	\$ (696,773)
<b>Total Contractual Expenses</b>	<b>\$ 6,649,280</b>	<b>\$ 5,213,883</b>	<b>\$ 281,468</b>	<b>\$ 395,756</b>	<b>\$ 5,891,107</b>	<b>\$ 758,173</b>
<b>Total Expenses</b>	<b>\$ 26,192,907</b>	<b>\$ 14,028,861</b>	<b>\$ 2,549,845</b>	<b>\$ 1,814,669</b>	<b>\$ 18,393,375</b>	<b>\$ 7,799,532</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ 3,651,425</b>	<b>\$ 460,277</b>	<b>\$ (439,363)</b>	<b>\$ 3,672,339</b>	



## **Auxiliary Campus Services Update**

### **Auxiliary Campus Services Update**

Thanks to all the members of Auxiliary Services for their work in preparation for commencement. Each department in Auxiliary Services plays an important part in working behind the scenes to prepare the grounds, facilities, technology and providing safety and security for all the events leading up to and including the commencement.

### **Health Services**

The Health Fair on April 17th in the Commons was a huge success with a large number of staff and students in attendance.

### **Information Technology**

The IT department has a number of equipment and software upgrades that began immediately after commencement.

### **Physical Plant**

Electrician Alton "Tony" Handley was hired and began on May 13th. Tony is a former employee who recently moved back to the Corning area.

### **Public Safety**

A new part-time Campus Safety Officer, Adam Swan, was hired to fill a vacant position. Adam graduated from Corning Painted Post schools and attended the BOCES Criminal Justice program. Most recently he worked for a security guard firm in hospital security.

Part-time Campus Safety Officer Kendra Oldroyd was promoted to full-time to fill a position that was vacant due to a recent resignation in the department.

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**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees Human Resources and Diversity Committee**  
**April 16, 2023**

**Virtual- Zoom**

**AGENDA**

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

**ACTION ITEMS**

**Consent Agenda**

[Appointments, Promotions and Separations](#)

Regular Agenda

4. [RESOLUTION #T4916-24-Elaine Corwin, Retirement](#)
5. [RESOLUTION #T4917-24 -Performance Growth Awards](#)
6. [RESOLUTION #T4918-24 RAVE Award-Tara Bauman](#)

**DISCUSSION ITEMS**

- [Diversification of CCC Personnel Report](#)
- [Summary of Vacant Positions](#)

**NEXT MEETING:**  
**TBD**

Standards for the Human Resources and Diversity Committee:

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

**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**April 16, 2024**  
Via Zoom  
  
**MINUTES**

In attendance: Margaret Lawrence, Mike Wayne, Alan Winston, R. Allison, S. Jacoby Murphy, Heather Reynolds

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

Excused: Judy McKinney-Cherry

Trustee Lawrence called the HR committee meeting to order at 5:09 pm, noting the consent item and 3 action items on the agenda.

She mentioned IT department restructure which three individuals from the department were laid off due to budget constraints.

**DISCUSSION ITEMS**

- [Diversification of CCC Personnel Report](#)

Executive Director Ward provided an update on the diversification of CCC personnel, noting some improvements in that area. All HR efforts are being made to maintain this trend, including:

- Meeting with Babatunde to ensure HR is aligned with DEI initiatives and deciding to meet regularly and attend HR staff meetings once a month
- Engaging in diversity recruiting packages when posting a position
- Ensuring a diverse search committee
- Creating an orientation meeting for new hires, which will include a diversity presentation

- [Summary of Vacant Positions](#)

- The offer for the Director of Finance was unsuccessful, leading to the reposting of the position.
- The IR director is currently undergoing the reference phase.
- Additionally, an offer for the Director of Development has been extended to the candidate.

Committee agreed to move the consent agenda and resolution to the entire board for approval (unanimous)

1. [RESOLUTION #T-Elaine Corwin, Retirement](#)
2. [RESOLUTION #T -Performance Growth Awards](#)
3. [RESOLUTION #T\\_RAVE Award-Tara Bauman](#)

Trustee Lawrence adjourned the Human Resources committee meeting at 5:33 pm.

<b>2021 - 2024 Diversification of CCC Personnel</b>										
<b>Employees (not including students)</b>	<b>Feb-21</b>		<b>Feb-22</b>		<b>Feb-23</b>		<b>Feb-24</b>			
	<b>311</b>	<b>%</b>	<b>296</b>	<b>%</b>	<b>358</b>	<b>%</b>	<b>344</b>	<b>%</b>		
American Indian	0	0	0	0	0	0	1	0%		
Black, African American	13	4%	16	5%	24	7%	19	6%		
Asian, Pacific Islander	7	2%	8	3%	8	2%	10	3%		
Hispanic or Latino	4	1%	6	2%	13	4%	12	3%		
Hawaiian, Pacific Islander	1	0%	1	0%	1	0%	2	1%		
Mixed (more than one category)	2	1%	2	1%	4	1%	5	1%		
White	282	91%	260	88%	304	85%	290	84%		
Unknown/no data	2	1%	3	1%	4	1%	5	1%		
<b>TOTAL</b>	<b>311</b>		<b>296</b>		<b>358</b>		<b>344</b>			

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**SUMMARY STATUS OF VACANT FULL TIME POSITIONS** as of 5/22/24

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service/CSEA					
Faculty					
Professional Service		2		3	5
<b>Grand Total</b>		2		3	5

**Open Position Detail:**

**Civil Service/CSEA:** n/a

**Faculty:** n/a

**Professional Service:** Director of Finance & Controller, Director of Institutional Research and Effectiveness, Surgical Technology Program Coordinator (grant-funded), Director of Development, Admissions Recruiter

**HUMAN RESOURCES and DIVERSITY COMMITTEE**

**Appointments, Promotions and Separations**

RESOLUTION #T4910-24

**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

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Burton	Amelia "Jynks"	Director of Grants Management	CCC Development Foundation	5/13/24	New Hire	F	\$75,000	This is a 12-mo standard, full time appointment, Professional Grade F. This hire was made as a result of an open search. Jynks Burton is a returning employee who left in 2021.
Deal	David	Cleaner	Physical Plant	5/28/24	New Hire	301	\$32,364	This is a 12-mo standard, non-exempt, CSEA union position, Grade 301. This hire was made as a result of an open search.
Handley	Alton "Tony"	Electrician	Physical Plant	5/6/24	New Hire	306	\$52,116	This is a 12-mo standard, non-exempt, CSEA union position, Grade 306. This hire was made as a result of an open search. Tony previously served in this role



Oldroyd	Kendra	Campus Safety Officer	Public Safety	5/4/2024	Transfer to Full Time	I	\$33,708	This is a 12-mo standard, non-exempt Council 82 union position. This hire was made as a result of an internal search.
Corwin	Elaine	Professor	Professional Studies	5/24/24	Retirement	IV	\$101,246	Elaine Corwin served the College for almost 35 years and is retiring. She will be continuing as an adjunct.
Carter	Vivian	Campus Safety Officer	Public Safety	4/30/2024	Resignation	I	\$37,542	Vivian Carter served the College for 13 years. She resigned to pursue another field
Smith	Mitchell	Director of Development	Development Foundation	5/10/24	Resignation	F1	\$69,540	Mitchell Smith served the College for 16 months, and relocated out of state.
Smith	Trevor	Cleaner	Physical Plant	4/22/24	Resignation	301	\$32,364	Trevor Smith served the College for three months before resigning.
Manns	Mark	Technical Assistant	IT	5/3/2024	RIF	C1	\$46,672	The Technical Assistant position in the IT Department was eliminated for budgetary reasons
Owlett	Brad	Systems Administrator	IT	5/3/2024	RIF	D3	\$60,152	The Systems Administrator position in the IT Department was eliminated for budgetary reasons
Scolaro	Andrew	Network Administrator	IT	5/3/2024	RIF	D1	\$57,361	The Network Administrator position in the IT Department was eliminated for budgetary reasons

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

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**

**Resolution No: #T4911-24**

**TENURE**

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves Tenure for the following, effective the beginning of the 2024-2025 academic year.

**Elmarine Jimenez**

**BACKGROUND NOTES**

Ms. Jimenez is an Assistant Professor in the STEAM Division within the Computer Sciences area at SUNY CCC. She holds Masters of Science in Management Information Systems from the Southeastern University of Fort Lauderdale, Florida, and a Bachelor of Sciences in Computing Management Studies from the University of Technology in Kingston, Jamaica.

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Resolution #T4912-24**  
**PROMOTIONS**

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective with the beginning of the 2024-2025 academic year:

<b>Faculty Member</b>	<b>Current Rank</b>	<b>New Rank</b>	<b>Academic Division</b>
Kiflom Gerbremichael	Instructor	Assistant Professor	STEAM
Elmarine Jimenez	Assistant Professor	Associate Professor	STEAM
Emma Draper-Reich	Assistant Professor	Associate Professor	LAPS
Eric Smith	Associate Professor	Professor	LAPS

**BACKGROUND NOTES**

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

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Resolution #T4913-24**

**MAY 2024 GRADUATION LIST**

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the May 2024 Graduation List.

RESOLUTION #T4914-24

Recommendation of the CCC Student Trustee Award Recipient

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

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

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

WHEREAS, Aniga (Jay) Werner has successfully completed his responsibilities as the 2023-2024 Student Trustee, and

WHEREAS, Aniga (Jay) Werner will be continuing his education in the pursuit of an Accounting/Financial Management (AS) and Business Administration Career (AAS) Fall of 2025,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College does hereby recommend Aniga (Jay) Werner as the recipient of the 2024 CCC Student Trustee Award.

REGULAR AGENDA

**FINANCE AND FACILITIES COMMITTEE**  
RESOLUTION T#4908-24

*Operating Report*

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

**HUMAN RESOURCES COMMITTEE**

Elaine Corwin, Retirement

RESOLUTION #T49--24

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Elaine Corwin, Professor of Health Education and Wellness in the Liberal Arts and Professional Studies Division.

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

**BACKGROUND NOTES**

Elaine Corwin has served the College for almost 35 years as a Professor in Health Education and Wellness. It was her vision that led to the creation of the Community and Public Health Education program. Professor Corwin was instrumental in CCC earning the 2021 Outstanding Innovation Award by the Community Colleges of Appalachia for the Community and Public Health Education, AS program. In May 2023, she mentored the winning 607 Soaring Team in the inaugural 607 Soaring competition. In 1997, Professor Corwin was awarded the RBOT Excellence in Teaching, and in 2000, she was awarded the SUNY Chancellor Award in Teaching.

## HUMAN RESOURCES COMMITTEE

### Performance Growth Awards

#### RESOLUTION #T4917-24

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2024: Amanda Bailey, Tyre Bush, Beverly Dunham, Loretta Hendrickson, Rebecca Laughlin, Krzysztof Nazar, Lisa Patrick, Don Sherman.

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

#### BACKGROUND NOTES

The purpose of the Performance Growth Awards (PGA) is to assist employees in reaching their full potential as employees by motivating them to enhance their productivity, proficiency, and professional enrichment throughout their College careers. Employees are expected to contribute to the College mission and will be evaluated in the context of their particular roles at the College using the following criteria: effectiveness in all job responsibilities, progress of institutionally relevant professional enrichment, service and leadership provided to the College and the community. Eight of nine eligible employees have been recommended for performance growth awards and will receive increases of \$1,500 to their annual salaries on September 1<sup>st</sup>, 2024.

First Name	Last Name	Level
Amanda	Bailey	PGA II
Krzysztof	Nazar	PGA II
Lisa	Patrick	PGA II
Donald	Sherman	PGA II
Beverly	Dunham	PGA III
Loretta	Hendrickson	PGA III
Rebecca	Laughlin	PGA III
Tyre	Bush	PGA IV



**HUMAN RESOURCES and DIVERSITY COMMITTEE**

RESOLUTION #T4918-24

Tara Bauman, Recognizing a Valuable Employee (RAVE) Award

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

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College approves Tara Bauman to receive the 2024 RAVE award in recognition for outstanding employee service.

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

**Background:**

The RAVE award criterion includes five (5) areas of excellence: quality as a benchmark for all activities; willingness to go beyond the scope or expectations of the job; accomplishing goals through cooperation, leadership, collaboration, relationships, and partnerships; creating a positive workplace and/or learning environment; and helps to fulfill CCC's mission. The RAVE committee reviewed nominations and selected Tara Bauman from Financial Aid. She is a model employee who demonstrates a high quality of work, goes beyond his normal job duties, collaborates and partners with faculty and staff, and sincerely fulfills CCC's mission. Tara has served the college for 26 years, and the College appreciates and looks forward to her continued positive contributions.

NOMINATION COMMITTEE

Resolution # T4919-24

Nomination for Slate of Officers of the Regional Board of Trustees of Corning Community College

WHEREAS, the Bylaws of the Regional Board of Trustees adopted on July 7, 2004, Article II, Section II, A. call for the election of a Chairperson, a Vice Chairperson, and a Treasurer every two years, and

WHEREAS, the Nominations Committee composed Chair Wayne, Vice-Chair Judy McKinney Cherry, and Trustee Alan Winston, recommend to the full Board the following slate of officers,

BE IT, THEREFORE, RESOLVED that the following members of the Regional Board of Trustees be elected to the positions described below and that they take office on July 1, 2024, for a term expiring on June 30, 2026.

Chairperson, Mike Wayne

Vice-Chairperson, Judy McKinney Cherry

Treasurer, Heather Reynolds