

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

DATE: Thursday, December 5, 2024

TIME: 5:30 p.m. Meeting

LOCATIONS: Education Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES October 17, 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 #T4930-24 Appointments, Promotions and Separations](#)
 - 2- [Resolution #T4931-24- Position Activity](#)

REGULAR AGENDA

[CASS Committee](#)

- 1-[Resolution #T4932-24-Annual Review of the Advisory Board Master Spreadsheet](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- 1-[Resolution #T4933-24- Operating Report for October 2024](#)

[HUMAN RESOURCES Committee](#)

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

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
October 17, 2024
HEC
MEETING MINUTES**

In attendance: J. McKinney-Cherry, A. Winston, H. Reynolds, Joe Rowe, K. Early, M. Lawrence, N. Wightman, Colling Kane

Excused: M. Wayne, P. Chu, R. Allison, S. Jacoby Murphy,

CCC Development Foundation: Jill Koski

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

Supporting Staff: Marc Brown

College Community Guests: Alexis Devine, Sherrie Bazin

1-CALL TO ORDER. Trustee McKinney-Cherry called the meeting to order at 5:30 pm and mentioned there is no executive session on the agenda.

2. APPROVAL OF AGENDA: (N. Wightman, K. Early, Unanimous).

3- APPROVAL OF THE MINUTES: August 29 meeting (K. Early, N. Wightman, Unanimous).

4. CHAIR UPDATE:

During the Chair Report, Trustee McKinney-Cherry highlighted the [One Network for Regional Advanced Manufacturing Partnerships \(ON-RAMP\)](#) program, a \$200 million investment aimed at funding and establishing a network of four new workforce development centers in strategic, high-impact locations in Upstate New York, including a flagship facility in Syracuse. She also discussed the two documents she provided to trustees: a full-color presentation and a set of guidelines. These materials are important as they directly impact the college, our employers, and our partners.

- Dr. Mullaney is the co-chair for the On Ramp for the entire Southern tier, with Stacy Duncan from Broome County serving as the other co-chair. Dr. Mullaney and Trustee McKinney-Cherry had the opportunity to visit the Northland Training Center in Buffalo to discuss the information in these documents.
- The program is unique in that it allows regions to apply for \$40 million in funding, with \$20 million allocated for capital improvements and \$20 million for operating costs. This differs from traditional state grants, as it provides both capital and operating funds.
- The program also emphasizes the importance of providing services to the entire region and ensuring that our community members and employers have access to the training and resources they need. It is designed to support not only advanced manufacturing but also other growing industries in our region.
- The application process will be competitive, with an emphasis on creativity, direct engagement with employers, and the provision of wraparound services such as transportation, housing, financial literacy, and childcare. The goal is to establish the program in a location that serves disadvantaged population and has the potential to transform the community.
- In conclusion, the State is looking for innovative programs that meet the needs of employers and the community. Three regions will be selected, and there is also funding available for consulting to help develop the program.

President Mullaney provided a few points about the On Ramp program and informed the trustees that John Marchese has generously allowed us to access our Grants office to assist with writing the grants to show our support for this program. President Mullaney and Stacey Duncan are meeting with various stakeholder groups every week for the next couple of weeks. They met with the steering committee last week and are scheduled to meet with industry partners' tomorrow, followed by education partners, social service partners, and equity partners. The materials Trustee Cherry shared have various pillars that would be included in the grant from the Southern Tier for the submission of this grant.

5. PRESIDENT OF THE COLLEGE'S REPORT.

President Mullaney began his report by introducing the new employees: Alexis Devine, the new controller, and Sherrie Bazin, the new Nursing Learning Specialist. Both came to Corning with extensive educational backgrounds and experience.

He reported the following

Economic Impact Study

President Mullaney informed trustees that the College recently completed an economic impact study and acknowledged Lisa Patrick, who proposed the study to the college. She and her CFO colleagues from around the State formed a consortium, allowing all

participants to benefit from favorable pricing for the economic impact study. The results are encouraging and demonstrate the role the college plays in the economic landscape of the Southern Tier.

Study Overview

Operations, construction and student spending of CCC, along with the productivity of our alumni generated **\$136.8M** in added income to the Southern Tier (2022-2023).

- \$136.8M is equivalent to supporting 1,576 jobs
- \$136.8M is equal to 1.2% of the total gross regional product of the Southern Tier
- One of every 62 jobs in the Southern Tier is supported by the activities of CCC and its students.

Study Impacts

- Operations: \$23M in added income/equivalent to supporting 321 jobs
- Construction: \$460K in added income/equivalent to supporting 6 jobs
- Student Spending: \$3.3M in added income/equivalent to supporting 48 jobs
- Alumni: \$110M in added income/equivalent to supporting 1,200 jobs

Study Investment Analysis

- Student Perspective: Students will receive \$81M in increased earnings over their working lives; this translates to \$6 for every dollar a CCC student invests in his or her education
- Taxpayer Perspective: Taxpayers will receive \$26.4M in added tax revenue from students' earnings; this translates to taxpayers averaging \$3 in return for every dollar a CCC student invests in his or her education
- Social Perspective: NYS will benefit from \$294M in added state revenue and \$13M in social savings; this translates to \$8 in benefits for every dollar the state invests in CCC

President Mullaney will be presented the data to his county visits next year

NISS (National Institute for Student Success) Report

Dr. Mullaney attended the Middle States conference in Philadelphia with VP Clay and Dr. Skerritt and heard a great presentation from Georgia State. Georgia State improved its retention and graduation rates by closely examining their data. Inspired by their success, the College brought in a team from NISS to help improve first-year retention rates, enrollment, and graduation rates at CCC. The team highlighted the senior leadership's support for student outcomes and recommended using data to improve advising and coordinate first-year student support efforts. The plan is to incorporate these recommendations into CCC's strategic plan.

Summary

- CCC can reverse downward trends in enrollment, first-year retention rates and graduation rates of PELL recipients with more systematic and proactive student supports and operationalizing data to strengthen processes and systems

Strengths:

- Senior Leadership actively promotes and prioritizes efforts to improve the outcomes of all students
- Targeted equity efforts are driven by a data-informed DEI plan

Key Recommendations

- Provide better supports for student financial aid and wellness
- Coordinate access to and use of data to support students
- Make advising practices and training more consistent
- Systematize and standardize first-year supports

Grant: SUNY Internship (100K)

High-Quality Internship Community of Practice to support:

- Student Stipends for up to 36 students
- Student Travel/Transportation (e.g. gas cards, bus passes, minor vehicle repair)
- Dependent Care
- Other Student Supports (e.g. uniforms, tools, background checks)

President Mullaney thanked Robert and Maarit for putting the grant together

CPEP Award

John Marchese and Tyre Bush who is the supervisor of the program, accepted the "Stick Your Neck Out" award grant, which also came with a thousand-dollar financial bonus. We're really excited about this grant because we are all in on our prison education program.

The "Stick Your Neck Out" award recipients embody the traits of a giraffe, the award mascot. Giraffes have the biggest heart of any land animal. By embodying the characteristics of the Giraffe program, they speak with compassion, are mindful of everyone's needs, and truly connect human to human. They speak from the heart with hope and love, and use their power for positive change.

Siemens Mobility

- President Mullaney attended Senator Schumer's announcement about Siemens Mobility opening a production site in Horseheads at the footprint for Southern Tier Logistics. This will create roughly 300 jobs in the high-speed rail space.
- He spoke with Barbara Humpton, who is the CEO of Siemens North America, to express the college's commitment to providing any necessary training. Since then, I have connected with Bree Sachse, who works for Miss Humpton, about participating in the on-ramp program. They are very excited about the possibility of the Workforce Training Center supporting their efforts to bring high-speed rail production to the Horseheads area.

Activity on Campus

- Alley Art Project, a 60-foot-long mural painted by High School Learning Center students and entitled “Cosmic Connections” in Schuyler Hall.
- Celebration of Hispanic Heritage Month, we hosted the Jorge Cuevas Band in the dining hall for a night of music, dancing and delicious food.

President Fall Advisory Council

President Mullaney met with his advisory council and shared that the group had a great visit at the airport corporate park. He mentioned the new members who were recently added to the council:

- Karol Wight, Executive Director, Corning Museum of Glass
- Ed Holzein, Vice President of Operations, CAF USA
- Carol Miller, Executive Director of the Alliance for Manufacturing and Technology
- Michelle Caulfield, Superintendent of the CCP School District
- Scott Hefner, Vice President of Marketing, Chemung Canal Trust
- Rhonda Sowersby, CCC Student

7. STUDENT TRUSTEE REPORT:

Trustee Collin informed trustees that this year marks the 50th anniversary of the Student SUNY Assembly, where all the student government members from the SUNY program and all colleges gather in Syracuse to discuss and learn new ways to serve the students better. As a result, he will be attending the event along with Vice President Sophia Mirando. Additionally, the Student Government has proposed a plan to provide transportation for Perry Hall students during the weekends. A survey was out to gather information

about the best times and types of transportation for the students, and we are currently reviewing the data we have received.

New Business:

- The student government has filled the student committee roles.
- Student government has started a T-shirt design contest for our upcoming fall-fest event.
- Student government has submitted their office hours.
- Clubs and student government have attended and completed their mandatory Title 9 training.
- Student government has received their total yearly sum of \$23,333.
- The Student Government have decided to cut our stipends to only six months.

Future News:

- Student government is to plan times to start meeting with President Dr. Mullaney for lunch.
- We will meet with potential candidates for Vice President of Curriculum on October 3rd, 7th, 8th, and 10th.
- The student government is planning to help sponsor the fall festival this year, and we have selected the color of the event's T-shirts: Burnt Orange.
- Student government should be reviewing more club events like bake sales for approval.
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8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Jill Koski gave a review of the CCC Foundation report.

- Foundation:
 - The Foundation's 2023 audit is still in progress.
 - So far, 81 students have been awarded over \$266,000 in scholarship funding for the 2024-2025 academic year and will celebrate their accomplishments at the Scholarship Reception next Thursday, October 24.
- Housing LLC:
 - An extension of current terms through 12/31/2024 is anticipated in order to allow time to get all documentation in place prior to a December closing for refinancing.

- Alumni
 - Planning underway for Reflections event on Friday, November 8.

- Fundraising:
 - The Red Barons Classic Golf Tournament held for the first time at Elmira Country Club on Monday, September 16 raised \$15,000 for CCC Athletics programs and total revenue of approximately \$30,000.
 - The Community Foundation has awarded an additional \$1,000 in support of the CPEP program, as part of its “Stick Your Neck Out” Award.

9. APPROVAL OF THE CONSENT AGENDA

RESOLUTION #4925-24- Appointment, Promotion and separations

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

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

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

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the
(M. Lawrence, J. Rowe, Unanimous)

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Bazin	Sherrie	Nurse Learning Specialist	Health Education	9/3/24	New Hire	C1	\$46,000	This is a 10-month standard, full time appointment, Professional Grade C. This hire was made as a result of an open external search.
Devine	Alexis	Director of Finance/Controller	Finance	9/3/24	New Hire	F1	\$84,000	This is a 12-mo standard, full time appointment, Professional Grade F. This hire was made as a result of an open external search.

Patrick	Lisa	CFO	Finance	7/19/24	Stipend	H	\$10,000	Performed Controller and CFO duties during Controller vacancy
Jubilee	Krystal	Director of Nursing	Nursing/LAPS	9/1/24	Stipend	F	10%	Increased workload to cover Clinical Coordinator duties (a vacant position that is not being recruited for at this time).
Simmon	Tara	Laborer	Physical Plant	8/30/24	Increase	301	\$1,000	Increase due to passing the NYS Wastewater Treatment exam. This will allow her to perform back-up wastewater treatment plant operator duties
Scanlon	Jillian	Instructor	LAPS	8/23/24	Resigned	II	\$52,398	Jillian served the College for one year, and has resigned for another opportunity.
Manek	Rachel	Marketing Events Assistant	Marketing	9/20/24	Resigned	C1	\$48,987	Rachel served the College for 1.5 years and has resigned for another opportunity.
Crosson	Michael	Custodian	Physical Plant	9/24/24	Retirement	303	\$58,459	Michael served the college for 25 years and has retired.

AUDIT COMMITTEE

The audit committee met with Inero & Co. CPAs, LLP (Duane Shoen and Rita King) to discuss audit procedures. The auditors highlighted the following steps for the audit process:

- Some of the audit work will be done off-site and some on-site.

- Audit will start by reviewing last year's report, policies, procedures, and personnel changes.
- Audit will focus on significant financial areas and assess the risk in each area.
- Auditors will perform various audit procedures to ensure that the financial balances are fairly stated.
- Additionally, auditors will be looking at commitments, contingencies, litigation issues, and related party transactions.

Auditors informed trustees that as a proactive measure, they are preparing for a new audit standard that will be effective this year. they are 95% sure it will have no impact on the college's financial statements and there are no changes in how we need to adhere to auditing standards and to expect a board inquiry email from from Insero & Co. CPAs, LLP next Tuesday and respond accordingly.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

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

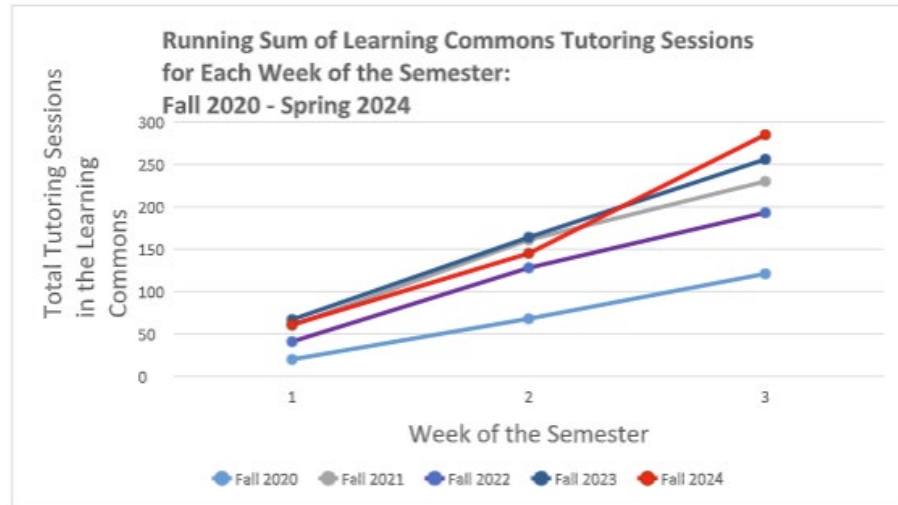
- Maarit and her team have made a tremendous effort in following up with our adult students who were accepted but did not enroll. Some key findings are: 33% did not come due to personal reasons, 18% cited financial constraints, 10-11% lacked enrollment support, 9% moved out of the area, and 9% had work conflicts. Our headcount is currently 1% above our projections, which is positive.
- ACE and High School College Education Online Program team is focusing on preparing juniors and seniors for higher education. We discussed the Arise grant and its potential impact on our bottom line. We've also observed a direct impact from our micro-credentialing program, with students transitioning to full degree programs.
- Pleased with the success of our Digital Dome, which has exceeded attendance and revenue expectations. Furthermore, we've been awarded \$200,000 to enhance our cybersecurity program, allowing students to gain hands-on experience with the equipment in real time.

Dr. Koble mentioned a student with the Automotive Program who has struggled financially has gained employment with McGuire

Academic Affairs:

- Sarah Tronkowski, Assistant Director of Library Services presented at this semester's first All- Employee Check-In. Sarah shared her experience as a Fellow in the first cohort of the New York State Community College Leadership Academy.
- 285 tutoring sessions so far this semester as of Friday 9/13/24 – another all-time record for this point in the semester, an 11.3% increase from this point within Fall 2023, and a 47.4% increase from this point within Fall 2022.
- The Nurse Education Graduating Class of May 2024 has reported the following NCLEX results as of Thursday September 12th, 2024 - note that 42 out of the 45 graduates have tested 37/42 passed the first time for an 88% pass rate 41/42 first-time test takers and repeaters passed for a 97.6% pass rate overall. The ACEN (Accreditation Body) standard is 80%.
- Faculty Ashley Molina, Coordinator of the Simulation Lab and Freshman Year curriculum, has obtained the CHSE (Certified HealthCare Simulation Educator) credential;
- The Teaching Assistant Levels II and III continue to align strongly with workforce development needs in our community-funding through Workforce Development Grant funding and the SUNY pre-apprenticeship grant continues to support approximately 30 students. It is significant to note that close to 70% of the students in these cohorts continue beyond the microcredential to earn the full Associate's Degree in Education Studies.
- The Digital Dome Theater attendance for the fiscal year was 11,960. Digital Dome revenue was \$43,450. Both revenue and attendance were higher than estimated.
- For Innovative Learning Sites, the fall is our slow season with field trips not starting until October. To help with revenue and attendance numbers the marketing department is running \$100 in paid ads on Facebook. The results have been impressive with 2 of the 4 shows September 5-6 selling out.
- The Makerspace is open to CCC students and classes. It was determined that eVenue was not ready for public launch yet. The team continues to make updates as we stress test the site. The Makerspace will open to the public by end of month.

- The 16th Alley Art Mural will be painted September 18-26 with the ribbon cutting ceremony September 27 at 5pm in Schuyler Hall. The mural is made in partnership with the Rockwell Museum and High School Learning Center.
- Students registered with Accessibility Services taking Fall classes: 110.
- George Hurlburt is serving on the planning committee for the 6th National Math Summit which will take place in Atlanta, November 12-13. - Sept 2024.
- Dan Moretti is working to host Manufacturing Day at ACP on October 4, 2024.



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

Recruitment/Admissions

- New Students: First Day: 461, Census Day: 459
- Admissions Events: Express Enrollments, School Counselor Information Day 10/24, Open House 10/26, 9-noon
- Admissions Outreach: SEM II grant 24+ Adult Students: 173, calls completed
- Athletics: 110 student athletes (93 new and women’s soccer 15 student athletes)
- Residential Life: 112 residents in Perry Hall (12 Live Here, Learn Here Scholarship, inc. PA)
- Registrar: Fall 2024 Visiting Students: 71, Cross Registration: Hosting 3

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

- Registration complete by 10/15 & Certificate of Residency for eligible or fee, \$158/cr.hr.
- ACE Liaison meetings 9/25 and 9/26 and HS CEO: 232 students registered, classes started 9/16

Retention

- EAC Registration: 7/29 - 9/16: 232 appts. met: 168 new, 19 former, 45 continuing (27 no shows)
- Starfish: Early Alerts
 - Flags, 252: Attendance Concerns: 82, Missing/Late Assignments (Email Only): 170
 - Kudos, 2,310: Nudge: 160, You Are Off to a Great Start: 2,150
 - Referrals, 122: Tutoring: 65, Enrollment Advisement Center (EAC): 57, outreach open: 50%, responses: 20
- Student Life: Orientation: Commuter, 142 attendees (41 survey), Residential, 88 (23 survey)
- Athletics: Mandatory Title IX Training, mandatory team meetings; academic expectations, sportsmanship, department discipline policy (led by Athletic Dept, Staff)
- Perry Hall: Financial clearance and weekly credit checks for full-time status
- SUNY Mental Health Funding: Pathways counseling added day on campus- weekly during AY
- BasicNeeds@corning-cc.edu: 7 outreaches all communicated with as to needs and resources
- Institutional Research: SUNY DEI Climate Survey Sept. 16- Oct. 7

Engagement

- Student Life: 9 events/activities with 300 participants, Game Room - 30 unduplicated visits wks 1-2
 - Food Pantry - 26 unduplicated visits in August & Student Life Office - average of 31 student visits per day for questions during first two weeks
- Athletics: Intercollegiate Athletics Policies and Procedures Manual overhaul
 - Volleyball and Women's Soccer: first home game for each a total of 129 fans
 - Men's and Women's Basketball - voluntary workouts and meet three times per week
 - Softball and Baseball - Fall Ball with practices three days per week and weekend scrimmages
 - Fitness Center: 215 unduplicated visits and Intramurals & Recreation: 7 events with 42 participants
- Residential Life: 1 Aug. activity: 86 participants, 4 Sept. programs so far: 92 participants

Completion

- Registrar: Summer Graduates: 56, Summer Digital Badges (Microcredentials): 10
- Institutional Research: SUNY CCC Economic Impact Survey (2023)

Resolution No: #4926-24- Prior Learning Assessment/Credit for Prior Learning (PLA/CPL)

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the New PLA/CPL Fees for the following, effective immediately. (H. Reynolds, K. Early, Unanimous)

Resolution No: #4927-24- Freedom of Expression & Assembly Policy & Procedure

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the following:

Freedom of Expression & Assembly Policy & Procedure. (J. McKinney-Cherry, K. Early, Unanimous)

The policy aims to provide guidelines for protests and demonstrations on campus while ensuring campus safety and security. During the discussion, Trustee Wightman raised concerns about whether strict rules would deter protesters. Trustee Rowe suggested involving the student Trustee and student assembly in the discussion to gain their input and support.

EXECUTIVE COMMITTEE: None

EXTERNAL AFFAIRS

Trustee Winston mentioned The External Affairs Committee met on October 8th at 4:30 and there were no actionable items discussed.

- During the meeting, Executive Director Marchese provided an update on the grants management area, specifically regarding the resubmission for a planning grant for workforce education and labor market alignment. He expressed gratitude to Trustee Cherry and President Jill Koski for obtaining letters of support from their respective organizations.
- Vice President Clay was away at a conference, but Trustee Winston highlighted the effectiveness of a 30-second technology TV ad titled "Start Your Future with Us." which was played during the meeting for those who hadn't seen it.
- Vice President Dr. Koble shared a couple of highlights related to the coming Prison education program and the success of the manufacturing day event at Airport Corporate Park, which was attended by over 400 students. He also shared a heartwarming story about a student from the auto tech manufacturing class, emphasizing the positive impact of grant funding on the student's life.
- In terms of legislative relations, ongoing communication with legislative assistant Alan Garnes for Congressman Langworthy and a recent luncheon meeting with Senator O'Mara were mentioned as part of the update on federal and state-level legislative initiatives.

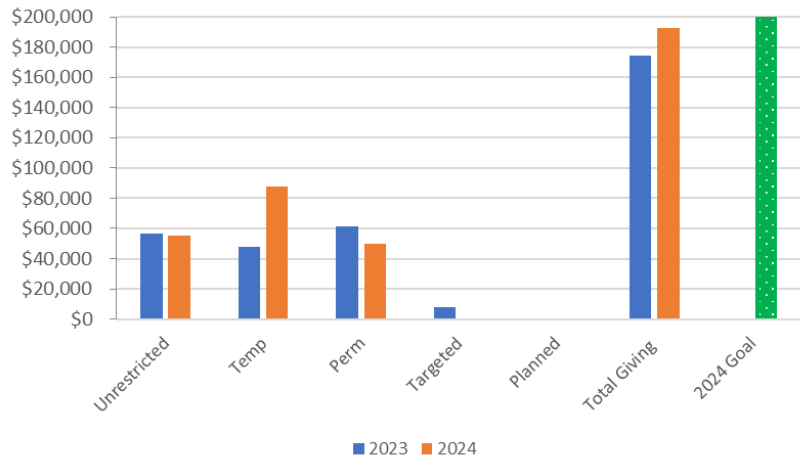
President Mullaney added that she met with Mrs. Hampton at the Schumer announcement and introduced and followed up with her Vice

President for Government Relations and invited her to participate in the on-ramp discussions. Getting to work with her team will give us an advantage over others who are looking to do training with them.

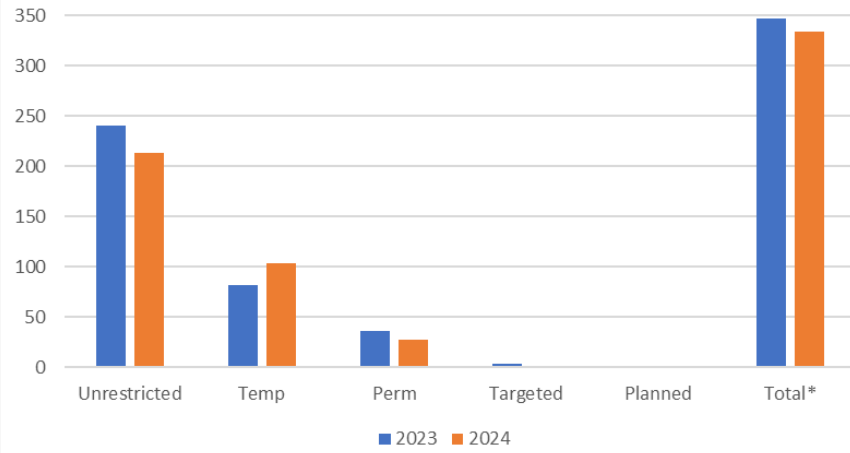
CCC Development Foundation

- Dante Acquavella, Director of Development, and Jynks Burton, Director of Grants Management, are both attending the Council for Advancement and Support of Education (CASE) Conference for Community College Advancement in Baltimore in mid-October.
- The fifth Baron Bulletin e-newsletter was sent in September. The sixth e-newsletter is planned for November.
- The Q4 Annual Fund solicitation mailing is planned for November.
- A grant application to the Community Foundation of Elmira-Corning was awarded in full at \$15,000 to support the Corning Prison Education Program.
- The Foundation's 2023 audit is still in progress but should be presented for approval to the full Board by the end of October.
- The Perry Hall refinancing is still engaged in the due diligence process and we believe an extension will be necessary.
- So far, 81 students have been awarded over \$266,000 in scholarship funding for the 2024-2025 academic year and will celebrate their accomplishments at the Scholarship Reception on October 24.
- The Red Barons Classic Golf Tournament raised for CCC Athletics programs and was held for the first time at Elmira Country Club on Monday, September 16.
- Planning is ongoing for Reflections on November 8th to honor alumni award recipients and Athletics Hall of Fame inductees.
- Collaborating with campus departments to integrate alumni into events happening on campus and in the community including: a CCC Team at the Walk to End Alzheimer's, participation in Student Life's Fall Fest, and alumni/student mentorship opportunities.
- Annual Giving results through 9/11/2024:

9/11 Comparison - Dollars (2023 vs 2024)



9/11 Comparison - Donor Counts (2023 vs 2024)



	2023	2024		2023	2024
Unrestricted	\$56,709.96	\$55,295.88	Unrestricted	240	213
Temp	\$47,875.58	\$87,853.55	Temp	82	103
Perm	\$61,619.93	\$49,682.91	Perm	36	27
Targeted	\$8,000.00	\$0.00	Targeted	3	0
Planned	\$0.00	\$0.00	Planned	0	0
Total Giving	\$174,205.47	\$192,832.34	Total*	347	334
2024 Goal		\$345,000.00	* Unduplicated count of annual donors		

Grants Management

New Awards

- SUNY awarded \$75,000 and \$100,000 for Healthcare Workforce and Mental Health programs, respectively. The Healthcare Workforce grants supports the nursing program, and the Mental Health program is will expand mental health support for students. These are expected to be funded annually.
- The SUNY Office of Higher Education in Prisons awarded CCC \$65,000 to build and maintain a Student Tutoring and Resource (STAR) Lab at the Elmira Correctional Facility.
- The American Heart Association awarded CCC \$10,000 for CPR equipment and CPR training.

Key Submissions

- A proposal for \$150,000 was submitted for an Appalachian Regional Commission grant to conduct an assessment of current labor market needs in the Southern Tier and to evaluate the alignment of CCC’s credit and non-credit workforce education programs. Award decisions will be announced in Spring 2025.

Marketing/Communications

Highlights

- 2060 Digital Marketing: Display Ads (1,075,224 impressions; 6,262 clicks) | OTT/CTV (59,544 impressions; 96.09% completion rate) | YouTube (60,538 impressions; 63.60% completion rate); Social Media (360,333 impressions; 1,452 clicks); | Local SEO (9,969 impressions)
- LocaliQ Digital Search: 21,919 impressions; 5,048 link clicks; 23.03% clickthrough rate
- Express Enrollment (August) Facebook Boosted Post (46,956 accounts reached; 320 clicks)
- Digital Dome Facebook Boosted Posts (29,483 accounts reached; 1,457 clicks)
- Late Start Classes Facebook Boosted Post (9,900 accounts reached. 228 clicks)
- Secured TV ads package with WYDC Big Fox to advertise during College Football, NFL, World Series, and other WYDC TV programming (September - January)
- Created condensed tri-fold version of [Viewbook](#) | tri-fold [Athletics Brochure](#) | [Pull-Up Banners](#) (academics) for recruiter travel | [Keystone Scholarship](#) rack card | [Automotive Ad](#) for Cameron R. Argetsinger Award at CMOG (print)
- Finalized 30-second [Mechanical Technology](#) TV ad

Performance

1. Website: July 24 - September 13 2023/2024 Comparison

Channel Grouping	New Users 2023	New Users 2024	Change
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Organic Search	13,522	12,519	-7.42%
Direct	11,833	11,220	-5.18%
Paid Search	3,217	4,721	+46.75%
Referral (SUNY & paid)	1,047	746	-28.75%
Social	2,295	5,826	+153.86%

2. Chatbot: July 24 - September 13 2023/2024 Comparison

Channel Grouping	2023	2024	Change
Chat Sessions	485	351	-27.63%
Calls	543	310	-42.91%

Other

- [Photo gallery](#) for Red Barons Classic Golf Outing

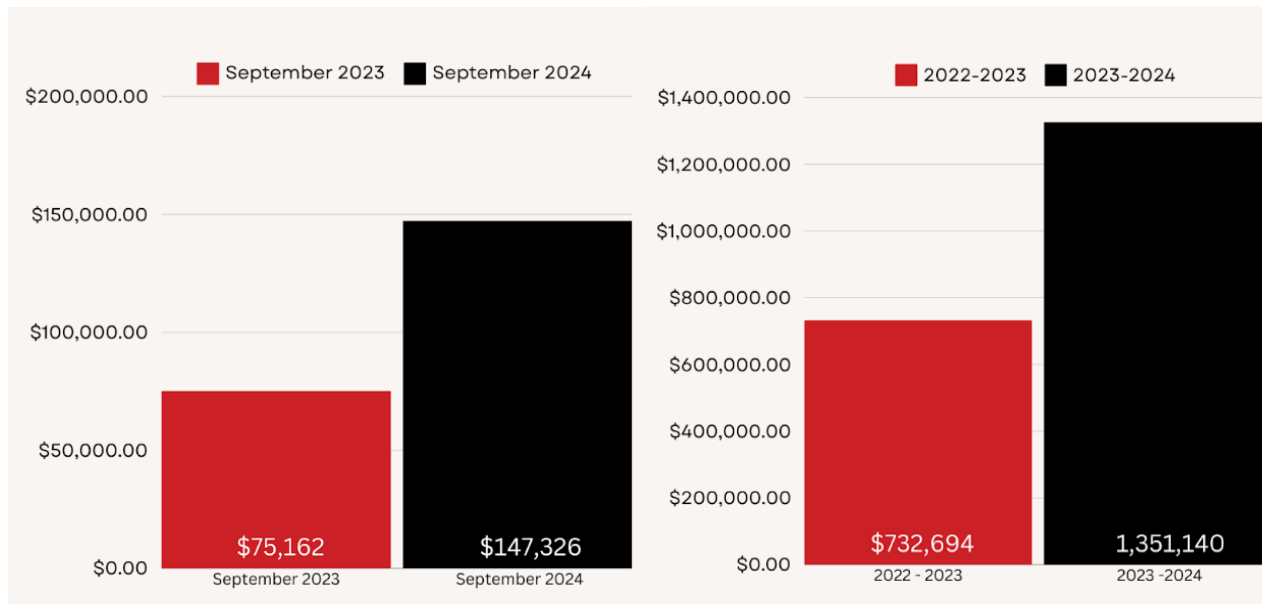
Workforce Education & Academic Pathways

Corning Prison Education Program

- 32 Prison Students in the program presently (likely to enroll 10 or more additional students in the spring semester)
- 9.2 FTEs (Goal was 7.4)
- Recently awarded \$65,000 through the SUNY Office of Higher Education in Prison for the College’s Equity Fund Proposal to support expanding tech access for a CPEP Student Tech and Resource (STAR Lab) to fund computers, printers, readers, desks, chairs and a part-time Success Coach for the Prison Education Program.
- 11 Students in the prison qualify for Phi Theta Kappa. (7 have applied thus far; though we anticipate 100% to apply)

Corporate Training

- 2,161 participants received a training of some measure through our corporate training programs in 2023-24.



Auto Tech Program

- Second grant-funded class underway with 11 students
- Class volunteered at the Grand Prix in Watkins Glen on September 6
- First class = 100% employment for graduating class (and 2 out of the 3 that dropped learned enough to be hired in automotive jobs)
- Jethro – from the first class has gone from being homeless, living in his car and almost dropping out, to full-time employment at Maguire Subaru in Ithaca and has also started his own auto repair business.

Open Enrollment

- Nine offerings for September, 21 for October (Approximately 150 will be offered over the course of the year).
- In the 2023-24 academic year, 923 people took advantage of Open Enrollment classes (615 – OE, 92 in 3rd party program options, and 216 STLEA registrations).

Career Welding

- Nine Students – 4 open enrollments and 5 enrolled through CAF USA SUNY Grant
- Offering “short courses” in MIG 1, MIG 2, TIG 1, TIG 2 and TIG 3 this year (in addition to several Art Welding offerings)
- Perkins grant FY2024-2025 budget approved purchase of the horizontal bandsaw replacement.

Manufacturing Tech

- Eight students in present class (4th)
- Fifth class is set for October 28 through December 20; sixth class for January 13 through March 7; seventh class for March 24 through May 23; and eighth class for June 9 through August 8. Goal - 36 graduates in classes five through eight for the 2024-25 academic year.

Southern Tier Law Enforcement Academy

- Ten cadets in this session.
- 40th anniversary and since inception, the academy has graduated approximately 1,000 cadets and served at least 64 different agencies.
- Will be running 4 in-service classes this semester (instructor development, field training officer. Basic investigative photography and instructor evaluator)

Women’s Empowerment Conference

- Save the Date: May 21, 2025

[Return to Agenda](#)

Legislative Relations

- 1) Federal: Higher Education update
- 2) State: NYCCT Annual Conference
- 3) Local: Updates

FINANCE AND FACILITIES

Trustee Reynolds gave a review of the Finance and facilities committee and noted the Finance and Facilities Committee met on October and discussed the following:

- Reviewed the operating dashboard for August and found a discrepancy in the cash comparison. However, after further analysis, it was determined that the deficit was \$600,000, which was significantly better than the initial projection of a \$1.4 million deficit. This improvement was the result of hard work from all departments and their diligence in managing their budgets.
- Tuition and fees came in under budget, and there were savings in personnel and equipment due to a reduction in staff and grants for equipment purchases. Additionally, there were updates on enrollment numbers, which showed a slight increase.

- The overall revenue for August was \$25.5 million compared to the budget of \$26.1 million. Expenditures were amended, and highlights included savings in salaries, benefits, and equipment. There were also savings in utilities, which were used for paving on campus.
- In other updates, the annual security and fire reports were posted on the website, and there was an update on the Title IX policy. The Health Office started "Wellness Wednesdays" and is including nursing students whenever possible.
- Information Technology had its first meeting of the Information Security Committee, and Physical Plant is working on disposing of unused items. Public Safety completed its annual fall training.
- The committee also discussed a resolution for Title IX in compliance with new regulations issued by the US Department of Education. The resolution was ratified, and there were discussions on the language and background notes of the resolution.

RESOLUTION #4928-24-Update Grievance Procedures for Sex-Based Harassment Complaints Title IX Procedures for Students (Including NYS 129-B)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies an update to the Response Policy for Sexual Violence and Other Misconduct to comply with the new federal rule which took effect on August 1, 2024.

(H. Reynold, N. Wightman, Unanimous)

SUNY Corning Community College
 Operating Dashboard
 FY 24 @ Month End 8/31/24



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR	Fiscal Year Receivable
August 31, 2024	\$ 9,675,697	131	\$ 3,495,868	\$ 818,586
August 31, 2023	\$ 12,101,304	161	\$ 4,530,916	\$ 1,373,637

Revenues & Expenditures @ 8/31/24

	FY 24 Adopted Budget	FY 24 Amended Budget	YTD 8/31/2024	Remaining Budget
Revenues	\$ 25,457,865	\$ 25,457,865	\$ 25,539,004	\$ 81,139
Expenses	\$ 26,857,865	\$ 26,192,907	\$ 26,138,965	\$ 53,942
Surplus(Deficit)	\$ (1,400,000)	\$ (735,042)	\$ (599,961)	\$ 27,197
			YTD JUNE	
% of year Complete			100%	100%
% of Revenue Realized			100%	0%
% of Expenditures			97%	0%

Highlights of Revenues & Expenditures

	FY 24 Adopted Budget	FY 24 Amended Budget	YTD 8/31/2024	Remaining Budget
Tuition & Fees	\$ 11,121,845	\$ 11,121,845	\$ 10,911,654	\$ (210,191)
Chargebacks	\$ 6,486,507	\$ 6,486,507	\$ 6,423,094	\$ (63,413)
Personnel & Benefits	\$ 19,675,635	\$ 19,349,727	\$ 18,659,288	\$ 690,439
Equipment	\$ 318,695	\$ 193,900	\$ 153,677	\$ 40,223
Contractual	\$ 6,863,535	\$ 6,649,280	\$ 7,326,000	\$ (676,720)

Fall Enrollment

	2024-25	2023-2024	2022-2023	3 YR % change
	9.23.24	Actual	Actual	
Total Headcount (Inc. ACE)	3478	3841	3663	-5.1%
Total FTE (Inc. ACE)	982.4	1092.7	1080.1	-9.0%
Full-Time FTE (Exc. ACE)	417.9	411.2	457.5	-8.7%
Part-Time FTE (Exc. ACE)	111.7	163.3	135.7	-17.7%
Total FTE (Excluding ACE)	529.6	574.5	593.2	-10.7%
HS Enrollment FTE (ACE)	465.8	520.4	486.9	-4.3%
Percent by County (Excludes ACE)				
% Chemung County	43.7%	44.0%	42.3%	3.3%
% Steuben County	36.1%	34.7%	35.5%	1.7%
% Schuyler County	4.1%	4.7%	5.9%	-30.5%
% All Other Non-sponsor	16.1%	16.6%	16.3%	-1.2%

Perry Hall Occupancy

	2024-25	2023-24	2022-2023	2021-2022
Fall (Sept - Dec)	117	118	123	133
Spring (Jan - May)		106	88	101
Summer (June - Aug)		1	1	

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 8/31/24



	2023-2024 Amended Budget				2023-2024 Pre Audit YEAR END	2023-2024 Remaining Budget
	YTD 6/30/24	7/31/24	8/31/24			
REVENUES						
Resident Tuition	\$ 7,512,080	\$ 6,714,078	\$ (20,150)	\$ 9,764	\$ 6,703,692	\$ 808,388
Non Resident Tuition	\$ 607,000	\$ 838,036	\$ (23,562)	\$ (11,169)	\$ 803,305	\$ (196,305)
ACE Tuition	\$ 1,672,880	\$ 2,147,849	\$ (18,640)	\$ 114	\$ 2,129,323	\$ (456,443)
Student Fees	\$ 1,329,885	\$ 1,242,267	\$ 27,369	\$ 5,699	\$ 1,275,335	\$ 54,550
State Aid	\$ 7,108,113	\$ 6,001,762	\$ 592,343	\$ 592,340	\$ 7,186,445	\$ (78,332)
Grant Aid & Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal appropriations	\$ 8,000	\$ 55,373	\$ 33,935	\$ 5,705	\$ 95,013	\$ (87,013)
County Operating Chargebacks	\$ 6,486,507	\$ 6,075,096	\$ 210,241	\$ 137,757	\$ 6,423,094	\$ 63,413
Other sources	\$ 733,400	\$ 643,992	\$ 96,737	\$ 182,069	\$ 922,798	\$ (189,398)
Applied Fund Balance	\$ 735,042	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 26,192,907	\$ 23,718,452	\$ 898,273	\$ 922,279	\$ 25,539,004	\$ (81,139)
EXPENSES						
Salaries	\$ 13,738,027	\$ 11,085,908	\$ 904,598	\$ 1,431,176	\$ 13,421,682	\$ 316,345
Employee Benefits	\$ 5,611,700	\$ 4,247,369	\$ 394,800	\$ 595,437	\$ 5,237,606	\$ 374,094
Equipment	\$ 193,900	\$ 76,726	\$ -	\$ 76,951	\$ 153,677	\$ 40,223
Contractual Expenditures					\$ -	
<i>Purchased Services</i>	\$ 255,500	\$ 199,822	\$ 10,508	\$ 16,594	\$ 226,924	\$ 28,576
<i>Materials & Supplies</i>	\$ 549,635	\$ 392,749	\$ 27,396	\$ 83,054	\$ 503,199	\$ 46,436
<i>Marketing</i>	\$ 175,785	\$ 110,547	\$ 11,630	\$ 30,614	\$ 152,791	\$ 22,994
<i>Conference & Travel</i>	\$ 239,675	\$ 194,528	\$ 16,478	\$ 33,034	\$ 244,040	\$ (4,365)
<i>Utilities</i>	\$ 600,000	\$ 364,040	\$ 41,182	\$ 66,625	\$ 471,847	\$ 128,153
<i>Maintenance Repairs & Contracts</i>	\$ 602,900	\$ 410,052	\$ 25,086	\$ 237,447	\$ 672,585	\$ (69,685)
<i>Software & Contracts</i>	\$ 435,200	\$ 292,056	\$ 16,157	\$ 959	\$ 309,172	\$ 126,028
<i>General Institutional</i>	\$ 1,402,960	\$ 1,475,375	\$ 59,321	\$ 86,578	\$ 1,621,274	\$ (218,314)
<i>Other Expenditures</i>	\$ 609,745	\$ 474,354	\$ 41,246	\$ 25,835	\$ 541,435	\$ 68,310
<i>Scholarships</i>	\$ 1,777,880	\$ 2,584,318	\$ (9,154)	\$ 7,569	\$ 2,582,733	\$ (804,853)
Total Contractual Expenses	\$ 6,649,280	\$ 6,497,841	\$ 239,850	\$ 588,309	\$ 7,326,000	\$ (676,720)
Total Expenses	\$ 26,192,907	\$ 21,907,844	\$ 1,539,248	\$ 2,691,873	\$ 26,138,965	\$ 53,942
Surplus/(Deficit)	\$ -	\$ 1,810,609	\$ (640,975)	\$ (1,769,594)	\$ (599,961)	

Auxiliary Services

The Annual Security and Fire Report (Clery Report) has been completed and posted on the CCC website.

The revised CCC Title IX Policy has been completed to be compliant with the August 1, 2024 Final Rule. The new policy will be offered for RBOT approval.

Health Office

The nurses have started with their *Wellness Wednesday* table in the Commons. This provides them an opportunity to connect with students and staff and provide information based on various wellness topics throughout the year.

Nurses have been busy addressing concerns from faculty and students regarding the recent increase in COVID cases.

Information Technology

The first Information Security Committee meeting was held on September 9th. This committee will be reviewing our policies and procedures to ensure compliance with SUNY requirements. There may be recommended revisions to existing policies for future Board consideration.

Physical Plant

Physical Plant staff are currently working with Auctions International to hold an auction of older vehicles and outdated equipment. They will be posting these items on their website beginning in late October.

Department of Public Safety

The department held an all-day training day in September. A number of topics were covered including, Naloxone (Narcan) use, legal updates, diversity training, report writing and department procedures. Upon completion of the Naloxone training, we were provided a number of Narcan kits from OASAS (Office of Addition Services and Supports). This training meets recent state legislation requirements regarding Naloxone on college campuses.

HUMAN RESOURCES

Trustee Lawrence indicated that Director Ward is currently at a conference and noted The HR Committee convened on October 8th to discuss the following:

- There are three pieces of training that all trustees need to complete, each with different deadlines. The Title 6 training, originally due by 9/30, has been extended, but the deadline is approaching. It only takes 25 minutes to complete. The Title 9 training is due by 10/31, and the sexual harassment training is due by 12/5. Even if you serve on other boards and think you've already completed sexual harassment training, this one is unique due to changes in Title IX, so it needs to be done again.
- There are currently four vacant positions: VP of Academic Affairs and Dean of Faculty, Accounting Coordinator, Marketing and Events Assistant, and Technology Site Coordinator (which is grant-funded).
- The committee discussed creating an HR dashboard to present quarterly to the Board of Trustees. This dashboard will include data on DEI (Diversity, Equity, and Inclusion), time to hire, turnover rates, training summaries, and tenure and longevity of staff and faculty. If there are other items the trustees would like to see in the dashboard, they should email Stacy, who will prepare the dashboard for the December 5th meeting.

President Mullaney thanked trustees who attended the campus forums for the selection of our next VP of Academic Affairs and thanked Nogaye for Chairing the search

RESOLUTION #4929-24

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Michael Crosson, Custodian, in the Physical Plant Department. (M. Lawrence, K. Early, Unanimous)

DISCUSSION ITEMS

SUMMARY STATUS OF VACANT FULL TIME POSITIONS as of 9/30/2024

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

Open Position Detail:

Civil Service/CSEA: Cleaner

Faculty: n/a

Professional Service: Vice President of Academic Affairs and Dean of Faculty, Accounting Coordinator, Marketing and Events Assistant, Surgical Technology Site Coordinator, collaboration with OCC (grant-funded)

11. OLD BUSINESS.

12. NEW BUSINESS.

13. EXECUTIVE SESSION:

Chair McKinney -Cherry adjourned the meeting at 7:00 pm (A. Winston, 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
and VP/Dean of Student Development and Enrollment Management, Maarit Clay
November 18, 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:

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

ACTION ITEMS:

1. [Resolution #T4932-24 for Annual Review of the Advisory Board Master Spreadsheet](#)

NEXT COMMITTEE MEETING: January 27, 2025

Measurable Standards for the CASS Committee are:

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

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

November 18, 2024

Via Zoom

[Minutes](#)

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

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

Excused: J. Rowe

Trustee McKinney-Cherry called the CASS committee meeting to order at 5:00 p.m. and noted one actions item on the agenda.

Academic Affairs

Trustee McKinney-Cherry met with Dr. Koble and discussed the following including

- Manufacturing Day on October 4th.
- Formal partnership with Corning High School, which allows students to shadow Corning Community College instructors. This initiative helps students explore career paths in higher education and become familiar with the college.
- Ashley Molina has been selected for the SUNY-wide Nursing Simulator Fellowship, the program's inaugural year. This program uses mannequins to provide nursing students with direct experience through EKG and monitoring systems. Given the shortage of instructors, this initiative significantly enhances our clinical training.

President Mullaney noted that 13 nursing faculty members were chosen from 64 SUNY schools, highlighting the prestige of Ashley's selection.

- Dr. Eliza Earner, Dr. Koble, and Dr. Williams attended a National Science Foundation Principal Investigators Conference in Washington, D.C. They found it to be a valuable learning experience, particularly in observing the initiatives of other community colleges and their partnerships with larger universities. Despite Corning Community College's rural disadvantages, they took pride in the effectiveness of our business advisory groups and the strong relationships we maintain with the local

business community. This aspect was noted as a significant strength compared to many other community colleges.

- The observatory and the digital dome hosted 358 people for Kids Night on October 4th.

The Committee had an extensive discussion about the Advisory Board list and agreed to forward the resolution to the full RBOT for approval. However, they will continue to address the issue of geographic representation across all areas of the advisory board.

Trustees acknowledged that in the past, they have been asked to enhance these lists by considering a broader group from their communities to support the faculty representative. While reviewing this now is beneficial, they suggested distributing it to everyone on the committee and reviewing it more frequently than just once a year to keep it top of mind.

Trustee McKinney-Cherry will share the advisory list with all trustees, asking them to review it and encouraging them to share any potential leads or contacts they may have.

Student Development and Enrollment Management

Trustee McKinney-Cherry met with VP Clay and discussed the following including

- The Admissions team participated in college fairs and community events, including a visit to the Northern Tier Career Center to discuss their technology program and its alignment with our college's tech offerings.
- Held a successful Guidance Counselor Day, attended by 24 counselors, which is vital as they influence first-generation college students—an important demographic for us.
- Maarit plans to attend the Community Colleges for International Development (CCID) conference in February.
- Discussed strategies from Tompkins County Community College on increasing enrollment, possibly focusing on concurrent enrollment with ACE instead of standard numbers. These efforts are essential for enhancing our outreach and support for prospective students.

VP Clay provided few highlights of her SDEM report:

- College fair
- Successful guidance counselor day- The schools with counselors in attendance included Odessa, Montour, Elmira High School, Avoca Horning, Painted Post, Hammondsport, Thomas Edison, Watkins Glen, BOCES, Bush Campus, Horseheads, and Canisteo Greenwood High School. This highlights our broad geographical influence.

- Discussed her participation in the Community Colleges for International Development organization
- Mental Health Empowerment Speaker Ivy Watts 10/23: 93 attendees; 53 completed post-event survey

Student Report

Trustee C. Kane provide a brief highlight of his report

- The Fall Fest event, partially sponsored by the Student Council and held in the Triangle Lounge, was quite successful. Distributed T-shirts designed by the winner of our design contest and prepared a gift basket for them. There was a significant amount of student participation at the event.
- Trustee Kane and Vice President Sophia Mirando visited the SUNY Student Assembly in Syracuse over the past weekend. It was an excellent opportunity to meet representatives from various colleges and student councils. They connected well with the attendees and are considering planning some future collaborative events together.
- The basketball tournament, originally scheduled for just before Thanksgiving break, has been postponed due to scheduling complications. It will now take place at the start of the next semester.
- Currently, finalizing preparations for our "Stacy's Closet" event, which will be our Student Government's donation initiative on campus. We will be setting up boxes and donation areas for both students and staff to contribute coats, hats, and other winter supplies to Stacy's Closet.

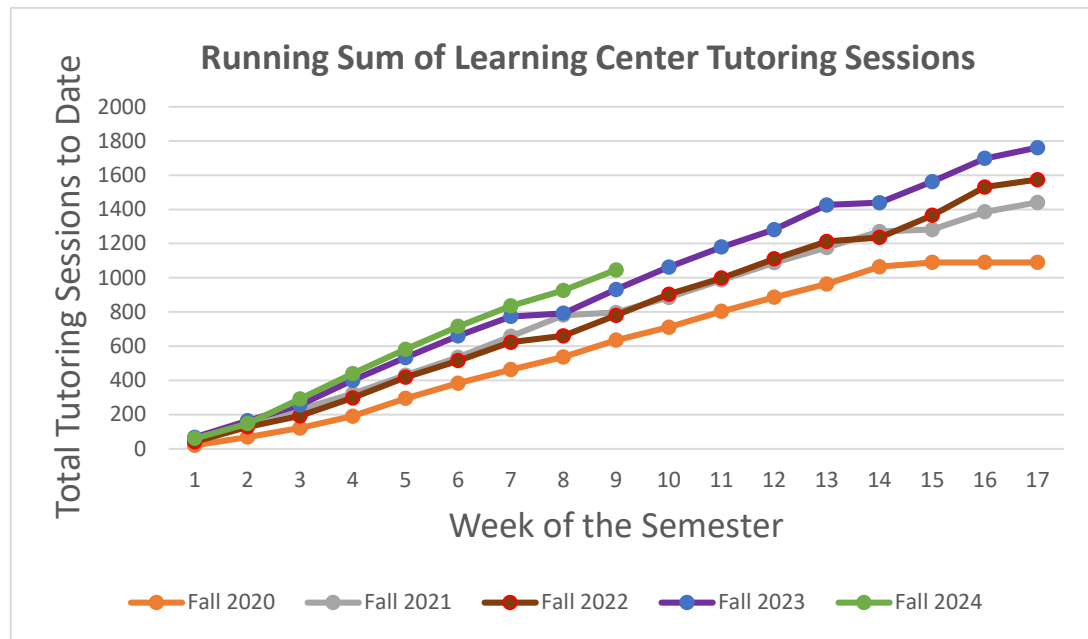
Trustee McKinney-Cherry adjourned the CASS Committee meeting at 6:04 pm

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
November 18, 2024

Academic Affairs:

- Sarah Tronkowski, Assistant Director of Library Services presented at this semester's first All- Employee Check-In. Sarah shared her experience as a Fellow in the first cohort of the New York State Community College Leadership Academy.
- Library Services was awarded \$7,384 in grant funding from the New York State Library's Coordinated Collections Development Aid (CCDA). This amount is \$278 more than last year's award. CCDA funding is intended to support use of interlibrary loan. Our subject areas for this year's acquisitions are Health Education, Social Sciences, and Natural Sciences.
- The Makerspace is open to CCC students and classes. Attendance for September and October is 317 with a week left to go in October.
- The Observatory and Digital Dome hosted 358 people for Kid's Night on October 4, 2024.
- Nurse Education Faculty Ashley Molina, Coordinator of the Simulation Lab and Freshman Year curriculum, was selected for the inaugural cohort of SUNY Nursing Simulation Fellows for the 2024-2025 academic year.
- 47 new students have completed the intake/interactive process for Accessibility Services. Total students with accommodations are 105.
- STEAM Division is in the planning stages for offering STEM Day on December 18, 2024.
- Dan Moretti hosted and participated in Manufacturing Day (10/04/2024) at ACP - 371 students attended, plus teachers, business members, chamber of commerce members, local politicians, others.
- Dr. Aliza Erner, Dr. Robert Koble, and Dr. Kyle Williams attended the NSF-ATE Principal Investigators Conference 2024 in Washington DC., The conference brings together more than 850 NSF ATE grantees and their project partners to focus on the critical issues related to advanced technological education. Key people working on ATE projects across the country will participate in the event.

- Asst. Dir. K. Ward presented Learning Center services with Sarah Tronkowski (Library Services) to multiple BOCES ACE student groups visiting campus.
- Education adjunct Julie Dick hosted a group of 17 students from Corning-Painted Post High School; these students are enrolled in a CPP course called “Take a Look at Teaching”.



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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
VP/Dean of Student Development and Enrollment Management, Maarit Clay
November 18, 2024

Recruitment/Admissions

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

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

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

Retention

- EAC advising/ registration appointments: 9/17 - 10/18: 33 appts. met: 2 new, 1 former, 13 general nursing, continuing, 17 career & transfer, 5 no shows
- Meet Your Advisor Event 10/2: 21 Advisors, 26 students; Advising Training: (Full time faculty/ advisors): Oct 17 & 18: 9 attendees
- Starfish Mid-term Alerts: 452 Flags: In-Danger of Failing 260, Missing/Late Assign. 192; Kudos 1,600; Referrals 192: Tutoring: 134, Enrollment Advisement Center (EAC) 58 outreach open: 72%, responses: 4.6%
- Student Life: SAEB members check ins: wellness and Starfish alerts
- Athletics: 2nd progress reports completed for student athletes, tutoring referrals, one-on-one with coaches on an academic improvement plan as needed
- Perry Hall: Credit checks on academic status of residents & monthly newsletter sent to all residents
- Mental Health:

- Mental Health Empowerment Speaker Ivy Watts 10/23: 93 attendees; 53 completed post-event survey
- Mental Health Matters student monthly newsletter created and sent (59% open rate in first two days)
- Outreach to 21 students who indicated via Edsights chatbot (PAWZ)
- SAP - September: 22 new referrals, 55 sessions, 10 class present. (183 students), 6 events (118 students)
- Basic Needs: Food Pantry - September: 24 unduplicated users

Engagement

- Student Life:
 - 18 events/activities with 500+ participants, Game Room - 154 unduplicated visits in September
 - Office stop-ins for assistance - average of 26/day in September
- Athletics: Intercollegiate Athletics Policies and Procedures Manual overhaul
 - Women's Soccer - Lily Ameigh and Kahley Stuart named All-Conference Team
 - Fitness Center: 1,152 visits this academic year
 - Intramurals & Recreation: 10 events with 97 participants this academic year
- Residential Life: 13 programs, 255 participants in September

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Student Trustee Report – Collin Kane
November 18, 2024

Old Business:

- Fall Fest, sponsored partially by the student council, was held in the Triangle Lounge on October 24th. It was a great success.
- First Stipends have been sent out to the Student Council.

New Business:

- Student Trustee Collin Kane and Vice-President Sophia Mirando will attend the SUNY Student Assembly in Syracuse from November 15th to 17th.
- Red Cross worker Zac attended the SAGA meeting.
- Student Council will attend the CCC Open House on October 25th.
- The student Council will hold a basketball tournament before Thanksgiving break in the gym.

Future Business:

- Student council will be partnering with Stacy's Closet to hold a donation event on campus.
- Working out times to eat and talk with Dr. Mullaney more often.

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CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES External Affairs Committee
Tuesday, November 19, 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:

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Grants Management Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

NEXT MEETING:

January 23, 2024

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.

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
November 19, 2024
Via Zoom
[MINUTES](#)

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

Senior Staff: President Mullaney, VP/Dean Clay, VP/Dean Koble, Executive Director Marchese, Nogaye Ka-Tandia

Trustee Winston called the External Affairs Committee meeting to order at 4:32 pm, noting there is no action item on the agenda.

ACTION ITEMS:

DISCUSSION ITEMS:

[CCC Development Foundation Report](#)

Trustee Liaison Polly Chu commended the foundation and the college for two wonderful recognition events: the Scholarship Recognition Dinner and the Reflections event honoring our alumni.

These events feel like bookends: the scholarship dinner celebrates first-year students at the start of their journeys, while the Reflections event brings back successful alumni who have returned to Corning Community College for further education. It highlights how the college acts as a launch pad and the foundation as the supportive scaffolding.

Trustee Chu encouraged fellow trustees to consider making larger contributions to the scholarships and events. He also reminded those who haven't pledged or donated yet to please do so.

Executive Director Marchese added that The regional board of trustees currently has a participation rate of 58.33%. The Foundations board is slightly behind at 50%, while the college's senior staff has a participation rate of 67%.

Grant Report

Executive Director Marchese mentioned that there isn't much activity happening right now, as the team is focused on reporting and addressing certain aspects of previous grants. He anticipates an exciting report will be released in the next reporting period, thanks to Jenks' work.

He also highlighted that we have three meetings scheduled this week regarding the On-Ramp application his office is working on, which is due on December 2nd.

Marketing/Communications Report

Trustee Liaison Ron Allison met with Maarit and discussed the following:

- Ally Moore, the new marketing assistant hired by the college started last week
- Discussed that the annual report is almost finished. It features 10 or 11 beautiful color pages that Dr. Mullaney will share at at his tri-county visitss.
- Discussed our collaboration with 2060 Digital Marketing Display. They're partnering with us through Google to train us on tracking a student's journey from visiting our website to enrolling. This training is free, and we hope it will simplify our ability to analyze prospective student engagement.

VP Clay highlighted a few pints from her report:

Allie Moore's the new Marketing Assistant is excited to join CCC She's from Jersey Shore, Pennsylvania, a small town, and holds a bachelor's degree in graphic design from the Pennsylvania College of Technology. Her skills will significantly benefit the team by helping us produce materials like postcards, flyers, and digital images, allowing Don to focus on other projects.

Update on the Google Tag Manager. Google frequently updates its products, and the upgraded Google Analytics allows us to track website visitor behavior, including impressions from our digital ads and click-through rates.

Workforce Education & Academic Pathways Report

Dr. Koble provided a highlight of the Academic and Workforce education report

- DOCCS requested a name change of the CPEP program to differentiate from Cornell CPEP programs in several other prisons. *CEPEP* was approved.

Revenue is exceeding expectations compared to last year, and the number of contracts signed this year has doubled and is on track to outperform last year.

- Auto Tech program, which continues to be successful within our community, particularly for those working in automotive tech. It is structured around modules, and 10 out of 11 students have completed the first module. From our most recent cohort, about 90% of graduates have secured employment in automotive-related positions, while one student opted to continue their education. Overall, the program is progressing very well.
- Southern Tier Law Enforcement Academy. The graduation ceremony took place on Wednesday, October 23rd, and it was well attended, with over 500 participants. Congressman Nick Langworthy was present to deliver a speech. Impressively, 100% of the students completed the Academy and are now engaged in field training. This is yet another successful initiative from our workforce education team.

Legislative Relations Report

Trustee Winston provided the following updates

With Congressman Langworthy's reelection, our contact, Alan Garnes, legislative assistant for Higher Education, will continue to assist us.

ACCT Summit legislative summit in February, where we hope to meet with Congressman Langworthy, and possibly Senators Schumer and Gillibrand.

Trustee Winston had a productive Zoom call with Senator O'Mara, organized by the NYCCT Government Relations Committee, which provided valuable insights. Chair Mike Wayne and President Mullaney led the discussion. Trustee Wayne mentioned that during that meeting they ask for \$101 million, which is ambitious, but it's worth trying—especially during the holiday season. A PowerPoint was shared and Trustee Wayne will share it with the rest of the Board to spearhead a grassroots effort. Engaging all college presidents to inform their local legislators is crucial, especially concerning the funding disparity of \$22,000 per 4-year student

versus \$3,800 for community college students.

Trustee Winston informed trustees that he met with Legislator Marty Chalk, who has been a supporter of Corning Community College. Winston suggested holding a budget meeting on campus next year that would include all 15 legislators. Such a gathering, along with a campus tour, would be beneficial for those who are unfamiliar with our facilities, especially since we receive significant funding from the county.

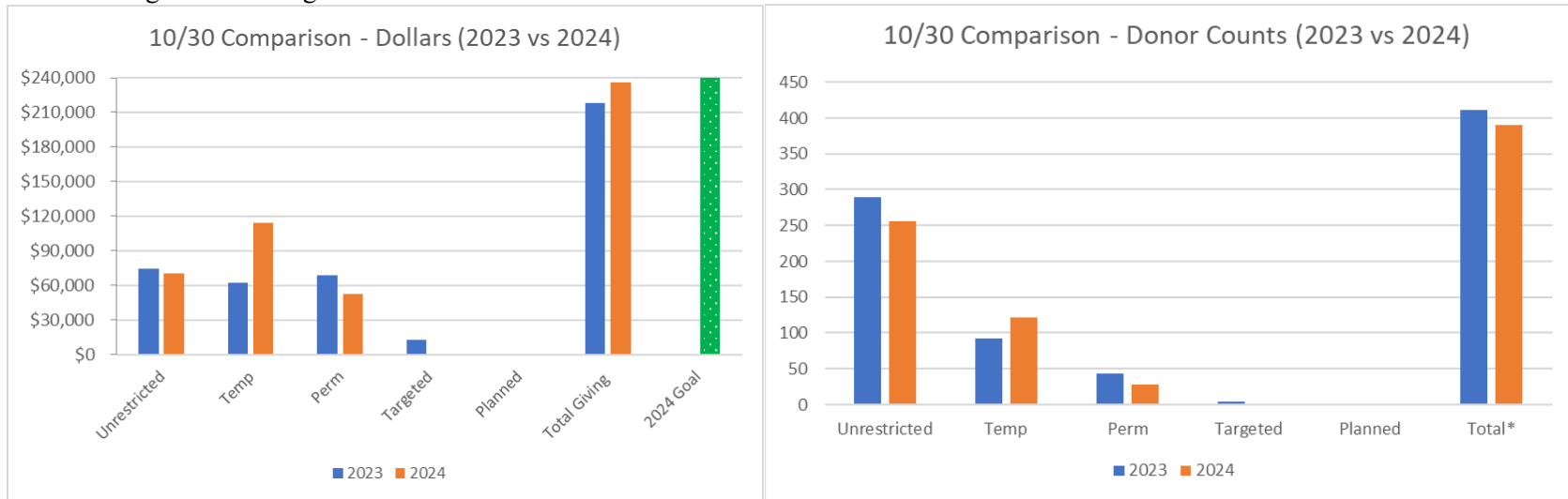
Trustee Wayne adjourned the External Affairs Committee meeting at 5:06 p.m.

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation

Tuesday, November 19, 2024

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



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

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Grants Management

Submitted by John Marchese, Executive Director of Development Foundation

Tuesday, November 19, 2024

New Awards

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

In-process

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

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Marketing/Communications

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

Tuesday, November 19, 2024

Highlights

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

Performance

Website: September 13 - October 28 2023/2024 Comparison

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

Chatbot: September 13 - October 28 2023/2024 Comparison

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

Other

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

Press Releases

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

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Workforce Education & Academic Pathways

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

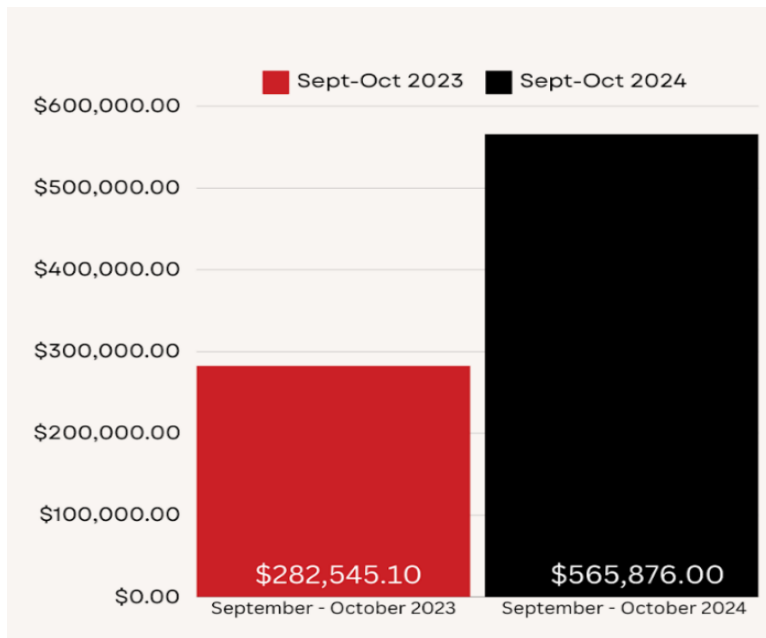
Tuesday, November 19, 2024

Corning-Elmira Prison Education Program (CEPEP)

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

Corporate Training and Open Enrollment

- Twenty-six SUNY Workforce Development corporate contract Grants totaling \$258,630
- Two corporate contracts pending client approval totaling \$68,911.60 (*\$58,726 SUNY Grant and \$10,185.60 in Cash*)
- Four (non-grant) cash corporate contracts totaling \$36,764.76 (*1 pending client approval*)
- **Note** – Not all contract training included below has been executed (*some training offerings confirmed but upcoming*)



Current Business Training Partnerships:

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

Auto Tech Program

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

Career Welding

- Students began introduction to TIG welding on October 22. This is our final process of the curriculum, as well as most desired by employers. Students have until January 10 to hone these skills on steel, stainless, and aluminum. A total of 200 +/- class hours will be dedicated to this process.
- Exciting partnership: Machining & Welding Co-Projects - Dan Moretti and Tyre Bush have collaborated to create "realistic" welding/machining projects for our students. Students have recently taken on aluminum tool post holders, and will be starting a downdraft table project for a few of the machining students to work post welding. This project/partnership prepares the students for dealing with future "real life" weldments/expectations they would find in a career/job.
- Industry Exposure at FABTECH - Cutting-Edge Equipment Demos: witnessed live demos of latest TIG, MIG, and laser welding equipment. Highlighted advancements in welding technology in precision, speed, and heat input. Our welding equipment is now 10 years old and beginning to create educational gaps between machines employers may have today in comparison to what we offer in-house. (Our machines are showing an abundance of wear and will need to be replaced in the not-too-distant future.)
- Innovations in Automation and Robotics: The event showcased a high percentage of the integration of automation and robotics in welding. These technologies are game-changers, especially for high-volume and complex projects, offering a glimpse into the skills that are becoming increasingly valuable in the industry. Robotic welding equipment would be an awesome component to add to the curriculum. To offer the ability to teach setting these machines up, diagnose, and program would be highly beneficial to students preparing for our ever-changing industry.

Manufacturing Tech

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

Southern Tier Law Enforcement Academy

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

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

Tuesday, November 19, 2024

- 4) Federal:
 - Higher Education update
 - ACCT National Legislative Summit (February 9-12)
- 5) State: Budget Update
- 6) Local: County Update

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee
Monday, November 27, 2023
Virtual Meeting
AGENDA

MISSION:

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

ACTION ITEMS:

1. [Resolution #T4933-24- Operating Report October 2024](#)

DISCUSSION ITEMS:

- Operating Report and Dashboard as of October 31, 2024
- Campus Auxiliary Services Update

NEXT COMMITTEE MEETING: TBD

MEASURABLE STANDARDS

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

- Review the proposed Budget and recommend action;
- Review the Operating Budget Report at every meeting and recommend action;
- Ensure that resource allocations and spending are consistent with the Colleges Diversity, Equity, Inclusion & Strategic Priorities
- Review capital expenditures and active construction projects quarterly;
- Develop a Three-year Fiscal Operating Plan to be in place during Fiscal Year 2023-2024;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the College's Facilities Master Plan upon completion;
 - Implement projects from the Facilities Master plan where funding is available
- Review the Technology Plan of the College upon completion and monitor annually, including financing and technology policies;
- On an annual basis, receive and review a report of goals and achievements of the departments within Auxiliary Campus Services (Information Technology, Physical Plant, Public Safety and Health Services);
- Receive and review an annual Department of Public Safety training report, including measures related to the 2021 police reform initiative;

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Finance and Facilities Committee

November 18, 2024

Virtual Zoom Meeting

MINUTES

In Attendance:

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

Trustee Reynolds called the Finance and Facilities Committee meeting to order at 4:00 p.m.

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

Discussion Items:

- Review of Operating Dashboard for October 2024
 - Cash a little low as we still had some HERFF money in our account last year at this time
 - Review of receivables show they are up a little from last year
 - Small deficit in October as most of the revenue came in September but year to date we have a positive \$4.2 million
 - Review of Fall enrollment and Perry Hall occupancy
- Review Operating Summary October 2024
 - Review of tuition and other revenues year to date we are \$8.6 million
 - Review of expenses almost every category is running a little lower than last year and departments being more prudent about spending
- Discussion of Auxiliary Campus Services update
 - Congratulations to Tanya Jones for receiving the Anne Marie Rossi '76 Alumni-Employee Award
 - Nurses receiving instruction to teach CPR will be opening up classes for students and employees through the American Heart Association grant, new option for psychiatric tele-medicine through a SUNY operated portal, nearly 99% compliance for immunization records.
 - Information Technology using a new help desk software and in the future will be able to report the number of calls and time for completion.
 - Physical Plant has been doing a lot of set-ups for the past few months.

- Auditors are done with their in-house visits; overall things are going well.
- Goff Rd sale was approved by SUNY RBOT and planning to sign closing paperwork this week.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:31 p.m.

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



Cash & Student Receivables

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

Revenues & Expenditures @ 10/31/24

	FY 25 Adopted Budget	Current Month 10/31/2024	YTD 10/31/2024	Remaining Budget
Revenues	\$ 25,862,404	\$ 742,828	\$ 8,691,071	\$ 17,171,333
Expenses	\$ 25,862,404	\$ 2,002,124	\$ 4,478,987	\$ 21,383,417
Surplus(Deficit)	\$ -	\$ (1,259,296)	\$ 4,212,084	
			YTD OCTOBER	
% of year Complete			17%	83%
% of Revenue Realized			34%	66%
% of Expenditures			17%	83%

Highlights of Revenues & Expenditures

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

Fall Enrollment

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

Perry Hall Occupancy

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

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



	2024-2025			YTD	2024-2025
	Adopted Budget	9/30/24	10/31/24	10/31/24	Remaining Budget
REVENUES					
Resident Tuition	\$ 7,455,000	\$ 3,117,475	\$ (1,797)	\$ 3,115,678	\$ 4,339,322
Non Resident Tuition	\$ 590,000	\$ 2,512,171	\$ (1,571,577)	\$ 940,594	\$ (350,594)
ACE Tuition	\$ 1,735,000	\$ 1,079,693	\$ 11,771	\$ 1,091,464	\$ 643,536
Student Fees	\$ 1,273,000	\$ 536,425	\$ 38,669	\$ 575,094	\$ 697,906
State Aid	\$ 7,108,754	\$ 670,729	\$ 592,396	\$ 1,263,125	\$ 5,845,629
Grant Aid & Contracts	\$ -	\$ -	\$ -	\$ -	\$ -
Federal appropriations	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
County Operating Chargebacks	\$ 6,930,000	\$ 5,256	\$ 1,645,222	\$ 1,650,478	\$ 5,279,522
Other sources	\$ 720,650	\$ 26,494	\$ 28,144	\$ 54,638	\$ 666,012
Applied Fund Balance					
Total Revenues	\$ 25,862,404	\$ 7,948,243	\$ 742,828	\$ 8,691,071	\$ 17,171,333
EXPENSES					
Salaries	\$ 13,094,233	\$ 721,425	\$ 1,051,412	\$ 1,772,837	\$ 11,321,396
Employee Benefits	\$ 5,731,000	\$ 327,323	\$ 495,080	\$ 822,403	\$ 4,908,597
Equipment	\$ 181,900	\$ -	\$ -	\$ -	\$ 181,900
Contractual Expenditures					
<i>Purchased Services</i>	\$ 239,210	\$ 26,834	\$ 30,777	\$ 57,611	\$ 181,599
<i>Materials & Supplies</i>	\$ 554,896	\$ 70,297	\$ 55,570	\$ 125,867	\$ 429,029
<i>Marketing</i>	\$ 174,495	\$ 25,333	\$ 5,411	\$ 30,744	\$ 143,751
<i>Conference & Travel</i>	\$ 295,195	\$ 13,783	\$ 24,804	\$ 38,587	\$ 256,608
<i>Utilities</i>	\$ 600,000	\$ 12,811	\$ 38,399	\$ 51,210	\$ 548,790
<i>Maintenance Repairs & Contracts</i>	\$ 697,925	\$ 12,862	\$ 27,601	\$ 40,463	\$ 657,462
<i>Software & Contracts</i>	\$ 343,920	\$ 77,252	\$ 46,336	\$ 123,588	\$ 220,332
<i>General Institutional</i>	\$ 1,512,870	\$ 39,375	\$ 118,870	\$ 158,245	\$ 1,354,625
<i>Other Expenditures</i>	\$ 596,760	\$ 65,236	\$ 96,296	\$ 161,532	\$ 435,228
<i>Scholarships</i>	\$ 1,840,000	\$ 1,084,332	\$ 11,568	\$ 1,095,900	\$ 744,100
Total Contractual Expenses	\$ 6,855,271	\$ 1,428,115	\$ 455,632	\$ 1,883,747	\$ 4,971,524
Total Expenses	\$ 25,862,404	\$ 2,479,863	\$ 2,002,124	\$ 4,478,987	\$ 21,383,417
Surplus/(Deficit)	\$ -	\$ 5,471,380	\$ (1,259,296)	\$ 4,212,084	

Auxiliary Campus Services Update

Auxiliary Services

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

Health Office

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

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

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

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

Information Technology

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

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

Physical Plant

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

CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources Committee
November 19, 2024

Location: Zoom

AGENDA

MISSION:

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

ACTION ITEMS

Consent Agenda

- Resolution #T4930-24 [Appointments, Promotions and Separations](#)
- Resolution #T4931-24 [Position Activity](#)

Regular Agenda

DISCUSSION ITEMS

- [Human Resources Dashboard – Diversity and Time to Fill Report](#)
- [Human Resources Dashboard – Longevity and Tenure](#)
- [Summary of Vacant Positions](#)

NEXT MEETING: January 28, 2025

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

Human Resources Committee
November 19, 2024
Via Zoom
MINUTES

In attendance: M. Lawrence, M. Wayne, H. Reynolds, R. Allison, A. Winston

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

Excused: J. McKinney Cherry, S. Jacoby-Murphy.

Trustee Lawrence called the HR committee meeting to order at 5:23 PM and noted the two consent items on the agenda. She informed the committee about the hard work Stacy has put into gathering important information. This data provides valuable insights, and the committee can decide together how often they would like to include such updates—whether on a regular basis or less frequently. Some data may be better suited to an annual schedule, as this allows for clearer observation of trends.

Executive Director Stacy Ward provided a few key points of the appointment. Promotions and separation resolution by highlighting the following:

Promotion of three individuals:

- Sarah Tronkowski, our Assistant Director of Library Services, has been promoted to a Director level. This change is needed following the layoffs last May, which led to a redistribution of responsibilities. Sarah took on the substantial role of Brightspace Administrator for the entire campus, overseeing the development of college-wide policies for online instruction.
- Chris Nazar has transitioned from the student accounts department to the role of accounting coordinator, starting on Monday. He is enthusiastic and quickly adapting to his new responsibilities.
- Kathleen Craig has also been promoted to Assistant Director of Accessibility Services. In this role, she manages the entire accessibility office and holds significant responsibilities that are comparable to those of her peers in the SUNY system, who often hold assistant director or director positions. Given her expertise in ADA laws and her role in facilitating faculty-student interactions, this promotion is well-deserved.

The committee held an extensive discussion regarding the HR dashboard and expressed gratitude to Stacy for her hard work and significant achievements in enhancing our hiring process. In 2024, she successfully reduced the average time to fill positions from 84 days to 54 days. During this period, 40 positions were posted, each involving a search committee. Reducing the time to hire is a challenging task, particularly with numerous postings and multiple committees to manage, yet Stacy has excelled in navigating this process.

[Human Resources Dashboard – Diversity and Time to Fill Report](#)

[Human Resources Dashboard – Longevity and Tenure](#)

[Summary of Vacant Positions](#)

Moreover, she has increased the average number of applicants interviewed, although she aims to improve this number even further. It is crucial to recognize the importance of speedy hiring; otherwise, we risk losing talented individuals who could greatly contribute to our organization. Overall, this data highlights the success of the HR department and reflects positively on Stacy's efforts.

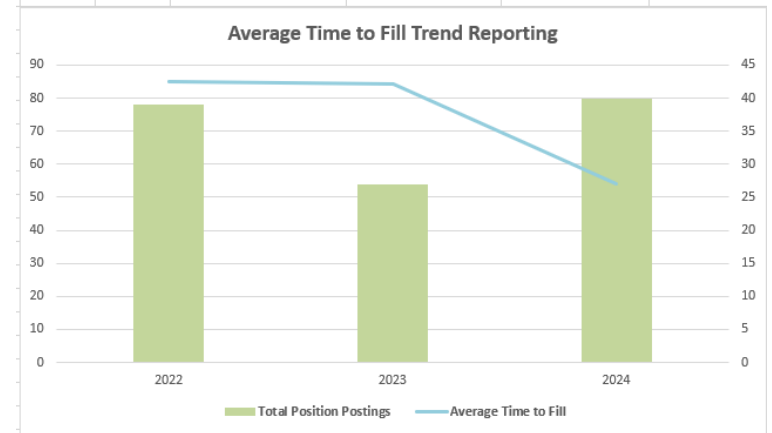
Trustee Lawrence adjourned the HR committee meeting at 5:40 pm.

HUMAN RESOURCES COMMITTEE

Dashboard

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

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



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HUMAN RESOURCES COMMITTEE

Dashboard (continued)

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

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

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

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

Open Position Detail:

Civil Service/CSEA: n/a

Faculty: n/a

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

CONSENT AGENDA

**HUMAN RESOURCES COMMITTEE
Appointments, Promotions and Separations
Resolution #T4930-24**

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

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

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HUMAN RESOURCES COMMITTEE

Position Activity

RESOLUTION #T4931-24

WHEREAS, Human Resources has reviewed and is recommending the actions indicated below,
BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following position management actions to be taken.

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Assistant Director of Accessibility Services	Kathleen Craig	Reclassification	With Board Approval	After review of the position description, this position was reclassified to an Assistant Director, Professional Grade E. This position is responsible for coordinating accessibility services for students with disabilities by securing documentation, maintaining student files, providing referral resources and linkages to counseling and career services for students and by staying abreast of the latest laws governing disabilities.
Director of Library Services	Sarah Tronkowski	Reclassification	With Board Approval	After review of the position description, this position was reclassified to a Director, Professional Grade F. This position supervises staff, operations, and services, and is responsible for executing the mission and strategic planning for Library Services.

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
RESOLUTION #T4932-24**

Resolution for Program Advisory Board Membership

2024-2025

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the Program Advisory Board Membership for 2024-2025.

BACKGROUND NOTES:

Program Advisory Boards (sometimes called Program Advisory Committees) are essential to the establishment and maintenance of up-to-date, quality educational programming. Advisory Boards for programs at Corning Community College generally meet at least once per year, and are often convened for additional meetings for discussion of special topics or activities, such as Program Reviews or changing workforce needs. Advisory Board members from industry, transfer institutions, and with specific knowledge and expertise, serve as a vital link between the education and the world of work. They are charged with program evaluation, curriculum content advisement, equipment/infrastructure needs recommendations, recruitment of adjunct faculty, providing community job information, and generally promoting the College and its programs.

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REGULAR AGENDA

FINANCE & FACILITIES COMMITTEE

Resolution #T4933-24

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending October 31, 2024.

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