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

**DATE:** Thursday, December 9, 2021

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

**LOCATIONS:** Via Zoom

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of October 21, 2021 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- STUDENT TRUSTEE REPORT
- 7- CCC DEVELOPMENT FOUNDATION REPORT
- 8- APPROVAL OF CONSENT AGENDA
- [RESOLUTION #T4768-21 Appointments, Promotions and Separations](#)

**REGULAR AGENDA**

[CASS Committee](#)

[Resolution #T4773 New Program – A.S. Digital Design](#)

[EXECUTIVE Committee](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- [RESOLUTION #T4772-21 Operating Report for October 2021](#)

**[HUMAN RESOURCES Committee](#)**

9. OLD BUSINESS
10. NEW BUSINESS
11. EXECUTIVE SESSION
12. ADJOURNMENT

**SUNY CORNING COMMUNITY COLLEGE  
REGIONAL BOARD of TRUSTEES  
October 21, 2021  
CCC and Via Zoom  
MEETING MINUTES**

In attendance: R. Allison, H. Reynolds, A. Winston, P. Chu, N. Parks, M. Wayne, C. Blowers, Shania Austin and H. Segur

Excused: Nancy Wightman, Judy Cherry

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

Support Staff: N. Ka-Tandia

Guest: Dr. Christa Heyward, Tanya Jones, George Hurlburt, Tyre Bush, Christine Atkins, Babatunde Ayanfodun, Jesus Escalante, new employees, and the public

1. CALL TO ORDER. Vice Chair Wayne called the meeting to order at 5:34 pm.
2. APPROVAL OF AGENDA: (R. Allison, P Chu, Unanimous).
- 3- APPROVAL OF THE MINUTES: September 2, 2021 (R. Allison, H. Reynolds, Unanimous)
4. CHAIR’S REPORT.
  - Trustee Wayne announced that Heather and himself have agreed to serve on the Aspen Leadership through SUNY.
  - He provided updates on the search to fill the vacant RBOT seats and reminded trustees to complete the College Sexual Harassment training by November 1<sup>st</sup>, 2021
5. PRESIDENT OF THE COLLEGE’S REPORT.

COVID Update:

- Up to 98.7% of students in compliance with the vaccine mandate, which is right along the lines of the SUNY average.
- College is planning for the spring semester. Students are required to be vaccinated by January 6, 2022.

## SUNY Update

- Changes in General Education, which could include an infusion of Diversity and Equity into the curriculum
- The College is moving forward with a new learning management system, Desire to Learn.
- Aspen Board Engagement workshop will begin in November with three virtual sessions. Trustee Mike Wayne and Heather Reynolds have plans to participate
- SUNY 10-year enrollment numbers for all SUNY schools show an enrollment decline averaging of 34% decline over the past ten years. Based on those enrollment declines, SUNY CCC in the top third of schools less affected by the enrollment decline compared to the other two-thirds.

## College Update

- The compensation study for the non-Union staff is ongoing
- Dr. Mullaney will meet with Holly Segur to discuss some possible changes to the legal agreement between the College and the Foundation. Any changes to the agreement might affect the job description for the Executive Director of CCCDF. The College will move forward with a full search once the agreement is ready.

## 6. STUDENT TRUSTEE REPORT:

### SAEB Updates 9/16/21

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

### Student Feedback

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

## 7. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

### Foundation:

- John Marchese, Assistant Director of Development, started on 10/11/21.
  - Has some additional Interim Executive Director duties
- A new Visiting Scholar Series contract has been signed by the Foundation:

- Sonia Nazario, author of *Enrique's Journey*. The event is scheduled for April 7, 2021 in the Main Dining Room inside the Commons
- Plan to work with the College to review & update CCC/CCCDF legal agreements.
- Identifying officers to replace board members coming off the board at 12/31/21.
- A free virtual Estate Planning & Charitable Giving Workshop with Harris Beach was held earlier today:
  - 8 registered to attend
  - Follow-up is planned with those individuals
- The Scholarship Recognition Ceremony video is posted on the College's website; please watch at your convenience.
  - Kristen emailed the link to the trustees
- Housing LLC:
  - Conversations continue with the financing partners regarding further debt relief, debt restructuring, and third party management exploration.
- Fundraising:
  - Annual Fund Q3 mailing sent in early October.
    - 74% of the \$115,500 Annual Giving goal has been reached to date, and new gifts from the Q3 solicitation are being received daily.
    - Encourage 100% leadership participation for the Annual Fund Campaign (still not met across RBOT, CCCDF, Senior Staff).
  - The Foundation's overall annual fundraising goal of \$227,000 has already been surpassed with collections totaling ~\$279,000 to date.

## 8. APPROVAL OF THE CONSENT AGENDA

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies unanimously the following employment actions to be taken RESOLUTION #4763-21 Appointments, Promotions and Separations (P. Chu, R. Allison, Unanimous)

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

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following position management actions to be taken RESOLUTION #4764-21 position activity. (P. Chu, R. Allison, Unanimous)

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

## 9. REGULAR AGENDA

### AUDIT COMMITTEE

The Auditors discussed the following points:

- Discussion of audit procedures and the firm's responsibility to audit the governmental activities' financial statements, each major fund, and the aggregate remaining fund information of Corning Community College for the year ended August 31, 2021.
- Audit is expected to begin on approximately October 25, 2021, with a plan to issue a report on January 31, 2022. Duane Shoen is the engagement partner responsible for supervising the engagement and signing the report or authorizing another individual to sign it.
- As the finance function has gotten smaller over the years in terms of the number of people involved, it becomes more difficult for the College to continue segregating all the duties. The auditors reminded trustees about the segregation of duties included in the management comment letter last year. The recommendation was to make sure custody of assets and record-keeping are kept separate.
  - Auditors will be looking at it as part of this year's audit process to see if there have been changes to policies and procedures to alleviate these concerns.
- Auditors addressed the ongoing discussion related to the receivable dues from the Development Foundation. About \$1,320,000 was write off over the last few years plus a \$350,000 advance this year alone. Auditors suggested some accounting discussion between the Foundation and the College

## COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Canfield provided an overview of the CASS committee report.:

### Academic Affairs

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

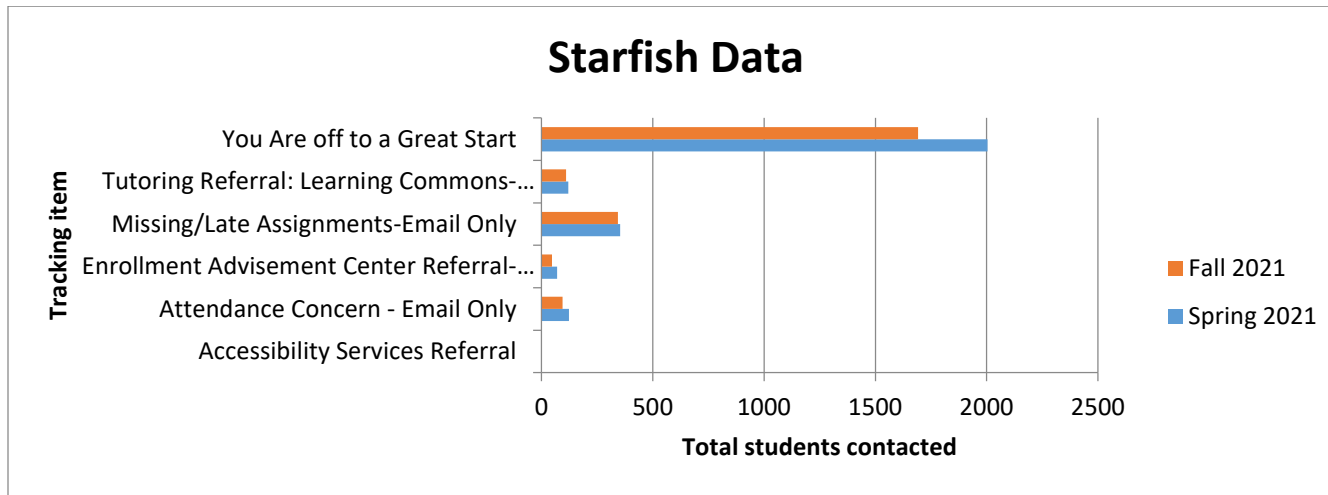
Semester	Math	Writing	Science (Bio/Chem)	Other
First 8 days of classes, Fall 2020	43	5	2	0
First 8 days of classes, Fall 2021	96	28	7	3 (ENGR)

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

### Student Services

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





**EXECUTIVE COMMITTEE**

1. Chair Update
2. President Update
  - COVID Update
  - SUNY Update
  - College Update
3. Strategic Initiatives Update

**ACTION ITEM:**

Resolution #4765-21 Appreciation for Dr. Christa Heyward

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby expresses sincere appreciation to Christa Heyward. (M. Wayne, P. Chu, Unanimous).

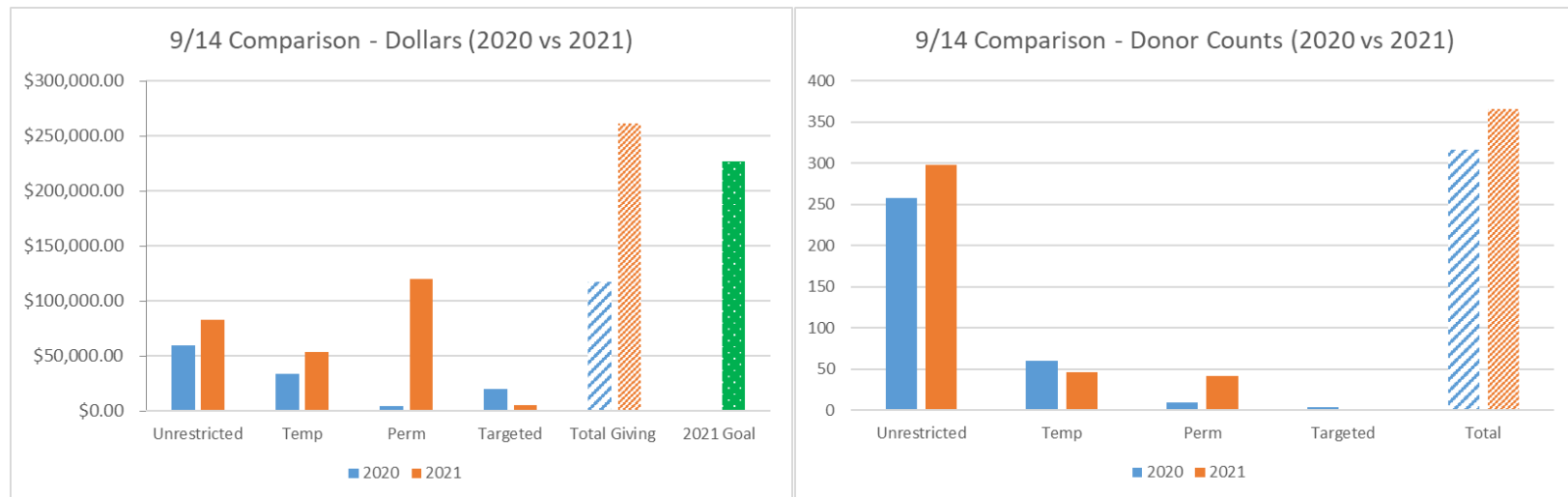
Resolution #4766 Appreciation for Tanya Jones

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby expresses sincere appreciation to Tanya Jones. (M. Wayne, N Parks, Unanimous).

## EXTERNAL AFFAIRS

### Foundation Report by Executive Director Angela May:

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



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

## Marketing/Communications

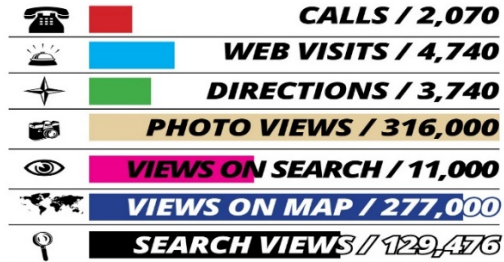
**Recruiting Collateral:** [Viewbook](#) update, table tents & trade show banners/table

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

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

### Quarterly Performance: June-Aug

#### Google Search



#### Facebook Follower Trend



#### Perry Hall YouVisit Tour Stops

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

#### Perry Hall Web Page Visits

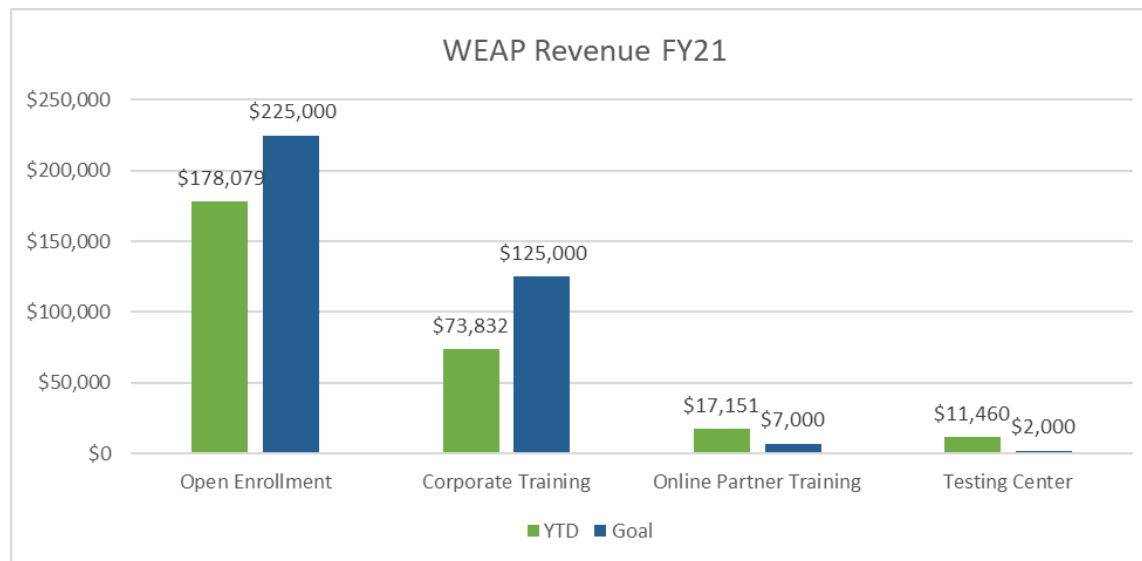
Month	Pageviews	PH Views	%
June	50,462	2,827	6%
July	59,372	2952	5%
August	68,973	2144	3%

### Press Releases

- Join CCC in Honoring Women’s Equality Day 2021, 8/25
- New Partnership between SUNY CCC, Guthrie, and Arnot Health (CNA, etc.) 8/20
- Historic Articulation Agreement Signed between SUNY CCC, SUNY Geneseo, & Lake Erie College of Osteopathic Medicine (LECOM), 8/18

## Workforce Education & Academic Pathways

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



### Open Enrollment

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

### Academic Pathways

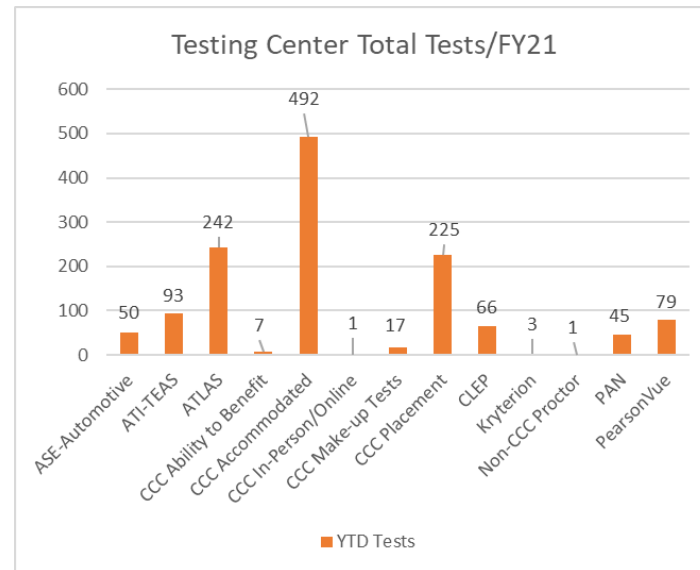
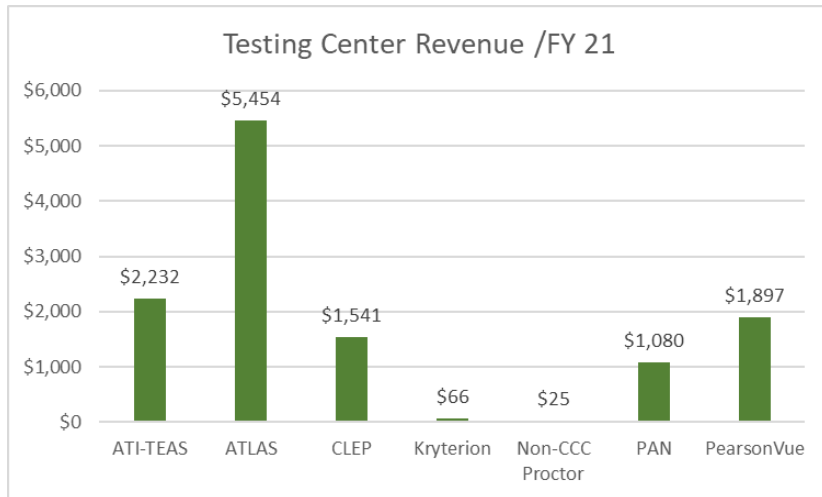
- Fall 2021 ACE registration began 9/13; to date: 2159 ACE students/469.77 FTEs; 161 HS CEO students/24.93 FTEs
- GST BOCES has a grant to expand ACE, especially for Career-Technical Education courses
- Cornell Prison Education Program (CPEP): 24 students/3 FTEs

### Testing Center

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

### WEAP Team/Community

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



### Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

1. Federal: Legislative Update
2. State: Higher Ed Update

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility stated the committee held a meeting on October 11 and mentioned there is one action item on the agenda.

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

**ACTION ITEMS:**

RESOLUTION #4767-21- Operating Report

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

**SUNY Corning Community College  
Operating Report**

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

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

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

**Unaudited Unrestricted Fund Operations – August 2021**

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

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

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

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

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



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

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

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

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

## Banner Improvement Project

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

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

Expenditures to date: \$375,635

### Fiscal Year 20-21 Capital Projects

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

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

## **Auxiliary Campus Services**

### **Information Technology Department**

Continuing with technology updates including new computers for staff and computer labs

New CIO, Denise Burbey will be starting on October 7, 2021 as part-time through contract with SUNY ITEC

Working with SICAS to upload vaccination information into SUNY dashboard

### **Health Services**

New part-time nurse, Daniele Olevnik began on September 7th

Tracking positive cases and making notifications for contact tracing and quarantining

### **Physical Plant**

Working on filling three open positions within trades

Fire Inspection complete and went well, few minor issues to address

### **Department of Public Safety**

Have completed over 2000 pool tests as of end of September

Assisting nurse in contact tracing and quarantine notifications for positive cases

Completing Cleary Reporting

Department of Public Safety

Completed Annual Security Report (CLERY Report) and have posted it on the College website at the following link:

<https://www.corning-cc.edu/student-life/2021-annual-safety-report.php>

Verified all on campus students vaccination status and entered in Banner to meet SUNY vaccination mandate.

## HUMAN RESOURCES COMMITTEE

- Trustee Parks provided a review of the HR Committee stating the committee held a meeting on October 12 and mentioned two action items on the agenda.
- Executive Directors Park and Chandler provided highlights of the compensation study they are spearheading. The summary version of it will be shared with RBOT very soon.
- Trustee Parks also commented on the Diversity Plan presented tonight and commended the inclusiveness of the plan, which is a real testament to a real collaboration across the College.
- Trustee Parks also read a thank you letter from BOCES addressed to CCC Staff, Executive Director Connie Park, Ryan Steinberg, Trustee Winston, and Trustee Parks.

Executive Director Park provided an overview.

### Consent Agenda

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

## DISCUSSION ITEMS

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

10. OLD BUSINESS. None.

11. NEW BUSINESS. None

12. EXECUTIVE SESSION: None

Trustee Wayne adjourned the regular meeting 7:19 pm.

**COMMITTEE ON ACADEMIC AND STUDENT SERVICES**

**December 1, 2021**

**Via Zoom**

[Minutes](#)

In Attendance: Trustees: Chair Wightman, Judy McKinney-Cherry, Shania Austin, Polly Chu, R. Allison, Carl Blowers,  
Senior Staff: President Mullaney, Provost Canfield, N. Ka-Tandia

Guest: Fred Herbst

Trusty Cherry called the CASS Committee meeting to order at 5:32 p.m., and noted there is one action item in the agenda.

Professor Herbst gave an overview of the new Program Proposal. This new Digital Program new program will lead to a graduate degree or any credit-bearing certificate; be a combination of existing registered programs (i.e. for a multi-award or multi-institution program); be a breakout of a registered track or option in an existing registered program; or lead to certification as a classroom teacher, school or district leader, or pupil personnel services professional.

Trustees inquired about the transfer partner program between Alfred State and SUNY Empire which guarantees CCC students a certified transfer.

**DISCUSSION ITEMS:**

1-[Provost Report](#)

2-[Student Report](#)

**ACTION ITEMS:**

1- [New Program – A.S. Digital Design](#)

The Committee agreed to move the Program Proposal resolution to full RBOT for approval.

Trustee adjourned the CASS Committee meeting at 5:28 pm



**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Provost: Dr. Barbara Canfield**  
**DECEMBER 1, 2021**

**MISSION:**

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

**DISCUSSION ITEMS:**

1-[Provost Report](#)

2-[Student Report](#)

**ACTION ITEMS:**

1- [New Program – A.S. Digital Design](#)

**NEXT COMMITTEE MEETING: January 19, 2021**

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

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

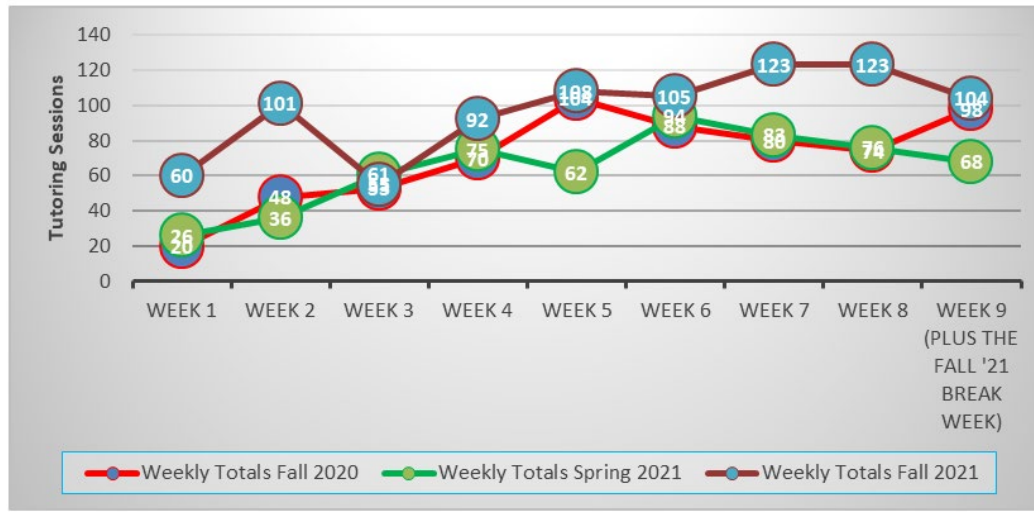
**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Provost: Dr. Barbara Canfield**  
**December 1, 2021**

**Academic Affairs**

- SUNY CCC has partnered with the New York Early Childhood Professional Development Institute to provide credit-bearing coursework that leads to the Child Development Associate (CDA) credential.
- Humanities and Social Sciences Fall 2021 late start course enrollments compared to standard semester enrollments (average):

Course	Modality of Late Start Class	Enrollment	Avg Enrollment
ENGL 1010	Online	21	18
ENGL 1010	On campus	18	-
ENGL 1020	Online	23	17
GOVT 2040	Online	14	NA
HIST 1010	On campus	13	6
HIST 1110	Online	21	17
PSYC 1101	Online	9	19
PSYC 2212	Online	17	NA
SOCI 1010	Online	26	18
SPCH 1080	Online	15	12

- Learning Commons Tutoring Session Totals, Weeks 1-9, Fall '20, Spring '21, Fall '21



*Starfish early alerts deployed 8/30-9/3/21(Week 3), mid-semester warnings 9/27-10/1/21(Week 7)*

- Dr. MacDonald created a clickable image within the Blackboard dashboard so students can click on the green button to create Learning Commons appointments

### Student Services

- Perry Hall residents that received warning grades through Starfish were contacted by D. Duzy for referral to the Learning Commons
- Registrar presented Master Schedule Training to 10 faculty members 9/27/21 to work towards a cleaner, more consistent look for students
- Assistant Registrar presented Degree Works Student Education Plan training:
  - Pillars of Excellence Steering Committee: 9/23/21 12 faculty/staff
  - Additional Training through Pillars of Excellence: 10/21/21 for 16 faculty and staff
- 12 Chosen Name Requests were completed for Fall 2021
- 49 School Counselors registered to attend School Counselor Information Day: M. Vaughn from Corning Inc. spoke about the Technician Pipeline Program
- New format for Open House highlighting academic programs, 167 attendees
- Recruitment and enrollment plan for Spring 2022 developed by C. Kull, Director of Enrollment Operations

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**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Provost: Dr. Barbara Canfield**  
**December 1, 2021**

**Student Report**

**SAGA Updates:**

- Clothing Drive, November 8<sup>th</sup>-12<sup>th</sup>, Raise 2000 items to donate to the CCC food pantry and local churches.
- Talent Show, December 2<sup>nd</sup>, partnering with the Diversity Center to show off Corning student's talents.
- Dress for Success Event, December 9<sup>th</sup>, Headshots and resume tips for students
- SAEB has provided financial support to the Diversity Center for new equipment, to send a couple students to an addiction recovery conference, and the Muse of Fire Club for new costumes for the upcoming show.

**Student Feedback:**

- Student express excitement for upcoming basketball and baseball season
- Students express excitement about new SAEB and club events

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

**AGENDA**

**MISSION:**

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

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

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

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

**DISCUSSION ITEMS:**

1. Chair Update
2. President Update
  - a. COVID Update
  - b. SUNY Update: Budget, Aspen Training
  - c. College Update: Compensation Study, Goff Rd.
3. Discussion Item: RBOT representation on the Facilities Master Planning Committee
4. [Strategic Initiatives Update](#)

**ACTION ITEMS:**

None

## **NEXT COMMITTEE MEETING: TBD**

### **Measurable Standards for the Executive Committee are:**

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

## **Strategic Initiatives**

Submitted by Maarit Clay, Executive Director of Strategic Initiatives  
December 9, 2021

### **Pillars of Excellence (Guided Pathways)**

- NYS Student Success Center Coaching Academy, SUNY: Coaching4Equity  
Racial Equity Conversations on Campus 10/14, Equity and Coaching 11/18, Equity-minded Coaching 12/16
- Accelerating Pathways Project (Stats Co-req.): Statistics accessible sooner for LAS: H/SS, social sciences and health sciences students: 2 sections on the Spring 2022 schedule; 18 registered as of 11/23.
- SUNY GP Gates Grant (Undecided Students): Fall 2021 Applicant Pool: 1926 applicants received communication on services available for undecided students; out of the 398 undecided applicants 250 have received direct communication/worked with Pathways Advisor

### **Strategic Planning and Institutional Assessment**

Fall workshop 11/30

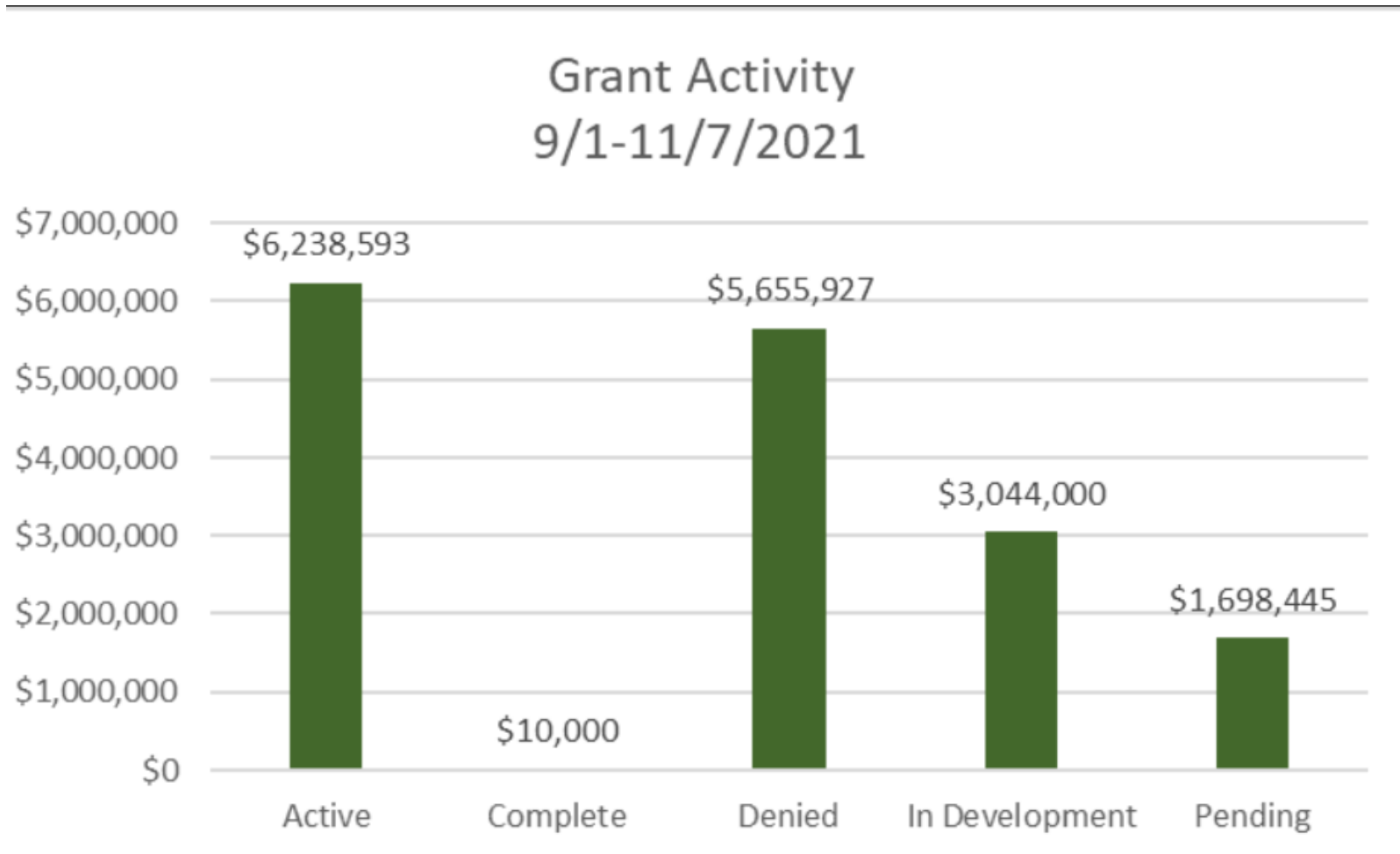
### **Middle States Commission on Higher Education (MSCHE)**

Spring 2022: Self-Study Design

### **Grants Activity**

Lumina: Prioritizing Adult Community College Enrollment (technology tool, marketing, student mentoring) submitted 9/17- denied 10/4

## Grant Activity





**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**External Affairs Committee**  
**November 30, 2021**  
Via Zoom  
**MINUTES**

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

Excused: Polly Chu, Judy Cherry

Trustee Winston called the External Affairs Committee meeting to order at 5:30 pm and mentioned there is no action item on the agenda

**ACTION ITEMS:**

1. [None](#)

**DISCUSSION ITEMS:**

[CCC Development Foundation Report.](#) President Holly Segur provided the report for the CCC Foundation in Polly Chu's absence. Segur mentioned that Senior Staff have achieved 100% participation

[Marketing/Communications Report.](#) Trustee Allison and Executive Director provided an overview of the Marketing report. Executive Director Clay highlighted the new parent's landing page with a different purpose which is to interest parents and guardians to learn more about how to deal with a student in their household who is going to CCC.

[Workforce Education & Academic Pathways Report.](#) Executive Director Eschbach provided an overview of the WEAP report

[Legislative Relations Report.](#)

Federal: Legislative Update and Higher Ed. Build Back Better passed the legislation

State: Higher Ed Update. Pell Grant will get an increase starting next year if the Senate passes the bill.

ACCT: Legislative Summit: Dr. Mullaney and trustee Winston have plans to attend the summit in February

Trustee Winston adjourned the External Affairs Committee meeting at 6:09 p.m.

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

External Affairs Committee

**Tuesday, November 30, 2021**

**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 [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

**NEXT MEETING:**

January 18, 2022

**MEASURABLE STANDARDS**

## **Measurable Standards for the External Affairs Committee**

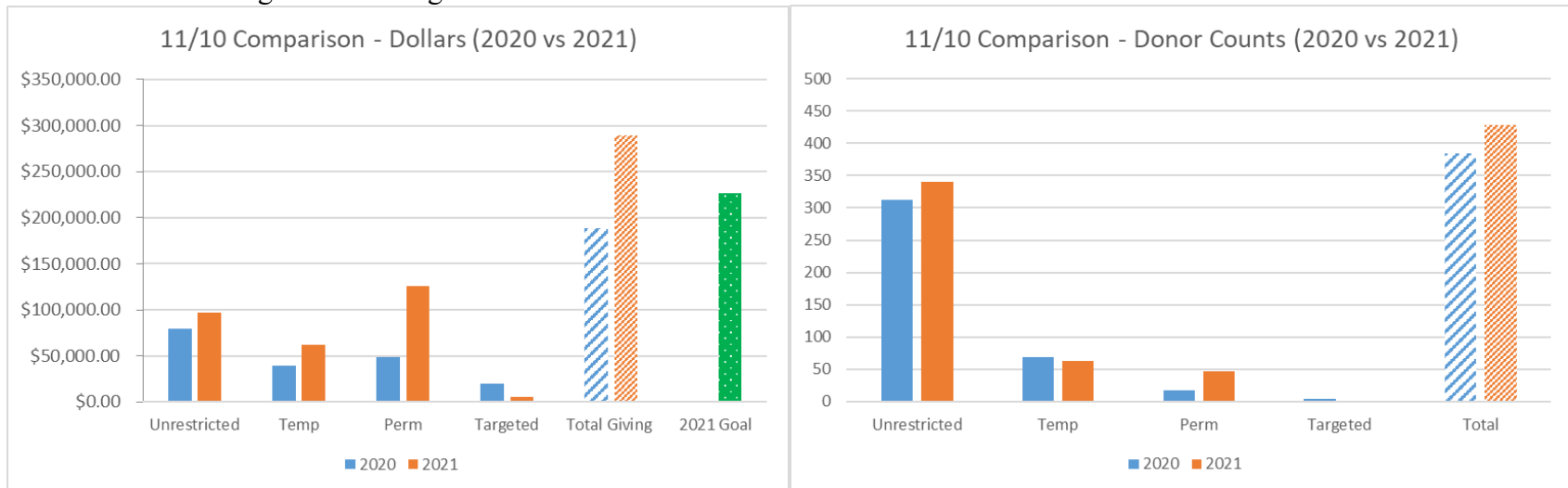
1. In alignment with strategic and/or operational goals and highlighting diversity, equity and inclusion efforts, provide updates as needed on fundraising, grants, marketing, public relations and nurturing community relations.
2. Review annually the Resource Development plan for the Foundation to determine it meets the funding priorities of the Regional Board of Trustees. Actively promote diversity, equity and inclusion which could include but not limited to student activities, visiting speakers and scholarships.
3. Review periodic reports from the President regarding meetings with county, state and federal elected officials from Chemung, Schuyler and Steuben counties to understand workforce priorities and to discuss the state of the College.
4. As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; Monitor and advocate for legislation at the State and Federal level consistent with the Colleges mission, needs and values.
5. Track participation and encourage information sharing by trustees who attend New York Community College Trustees (NYCCT) and Association of Community College Trustees(ACCT) meetings; encourage new trustees begin by attending NYCCT orientation.
6. The Office of Workforce Education and Academic Pathways will inform RBOT at each meeting of progress on workforce goals, including diversity, equity and inclusion. Create an annual convening to be held before March 1 to engage community leaders to provide validation on existing programs, improvement opportunities across the college's system and inform the college of trends and new opportunities.
  - a. Community leaders will include employers, professional associations, school superintendents, elected officials, regional planning board leaders and economic development leaders.
  - b. Programs will include: degrees, certificates, micro-credentials and training opportunities.SUNY Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. As such, all fundraising, grants, marketing, public relations, and workforce education efforts will focus on economic inclusion aligned with the college's mission to include all people in opportunity, skills development and investment in livability, affordability, and environmental sustainability.

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# CCC Development Foundation

Submitted by John Marchese, Assistant Director of Development  
November 30, 2021

- The Scholarship Recognition Ceremony video premiered on 10/19 and had over 100 views as of 10/27.
- The Foundation’s first ever free virtual Estate Planning & Charitable Giving Workshop on 10/21 had four attendees.
- Enrolled in the FLX Gives Campaign on November 11 and 12.
- Named Fund Holder Reports were sent to donors in October.
- The fourth quarter Annual Fund mailing is scheduled for November.
- The sixth Baron Bulletin e-newsletter is scheduled for December.
- Year-end e-mail solicitation appeals are scheduled for the last week in December.
- Planning for the spring semester Walter R. Smith Visiting Scholar Series featuring Sonia Nazario on April 7, 2022.
- The Digital Dome Theater campaign is complete and meaningful progress toward implementation is already underway.
  - Development staff are working with the President's Office to plan a ribbon-cutting event targeted for an April opening.
- Annual Giving results through 11/10/21:



	2020	2021		2020	2021
Unrestricted	\$79,914.63	\$96,606.31	Unrestricted	313	341
Temp	\$39,503.90	\$61,671.95	Temp	69	63
Perm	\$48,627.00	\$125,961.20	Perm	17	47
Targeted	\$20,300.00	\$5,000.00	Targeted	4	1
Total Giving	\$188,345.53	\$289,239.46	Total	385	429
2021 Goal		\$227,000.00			

## Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives  
November 30, 2021

### Highlights

Open House: 202 registered, 167 attended

TV: 2-week [campaign on WETM](#)

Print: posters, internal and at area high schools

Signage: digital displays

Email: [Counselor Newsletter](#)

Social/Digital Media: [LinkedIn](#)

Winter (Don't Put College On Ice!): [Winter Classes Webpage](#). Pageviews = 592 (enrollment)

College Website: [Parents and Guardians Webpage](#), Tiles on the homepage

### Performance

#### 1. Open House (Sept. 1 to Nov. 6)

<https://www.corning-cc.edu/admissions-future-students/open-house.php>

<https://www.corning-cc.edu/live.php>

September - November 2021

/live + /open-house

2 landing pages for November Open House

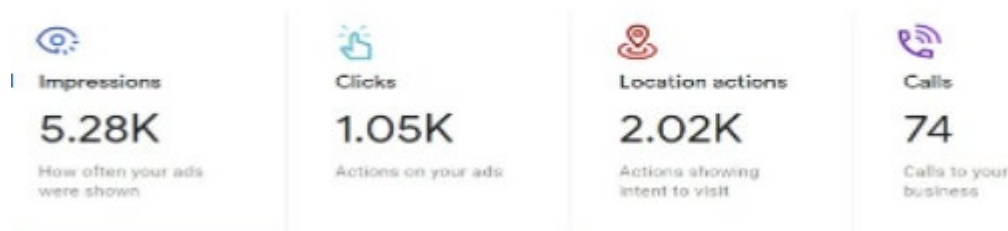
**Total pageviews: 1,802**

**Unique: 1,462**

#### 2. Google Ads- You're Invited- Open House (Sept. 22-Nov. 6)

Impressions = 5,280; Clicks = 1,050; Calls = 74; CTR = 19.9%; Spent = \$634.59

**\$634.59** Spend all time



**3. Website Quarterly Performance: Sept.-Nov. 2021 vs. Sept.-Nov. 2020**

Default Channel Grouping	Date Range	Users	Change
<b>Organic Search</b>	Sep 1, 2021 - Nov 15, 2021	21454	<b>+33.34%</b>
	Sep 1, 2020 - Nov 15, 2020	16090	
<b>Direct</b>	Sep 1, 2021 - Nov 15, 2021	10309	<b>+12.24%</b>
	Sep 1, 2020 - Nov 15, 2020	9185	
<b>Paid Search</b>	Sep 1, 2021 - Nov 15, 2021	2166	<b>+30842.86%</b>
	Sep 1, 2020 - Nov 15, 2020	7	
<b>Referral</b>	Sep 1, 2021 - Nov 15, 2021	1985	<b>+29.82%</b>
	Sep 1, 2020 - Nov 15, 2020	1529	
<b>Social</b>	Sep 1, 2021 - Nov 15, 2021	958	<b>+82.82%</b>
	Sep 1, 2020 - Nov 15, 2020	524	

**4. Facebook Engagement Trend**

Reach = 1,597 +31.5%; Likes = 8,462; Followers = 8,723

*Paid:* Reach = 51,293 / Engagement = 902 / Clicks = 750; **Spent = \$1,120**

**5. Media Statements**

- SUNY CCC to host Unbalance of Power Art Exhibit, 11/8
- New Theatre Production at SUNY CCC, 10/7
- Tyré C. Bush to Represent NYS in Intensive Regional Leadership Development Program, 9/29
- SUNY CCC eSports Team Sweeps Competition in Inaugural Match-Up, 9/23

Website Statement

Join CCC in Honoring our Veterans this Veterans Day, 11/11

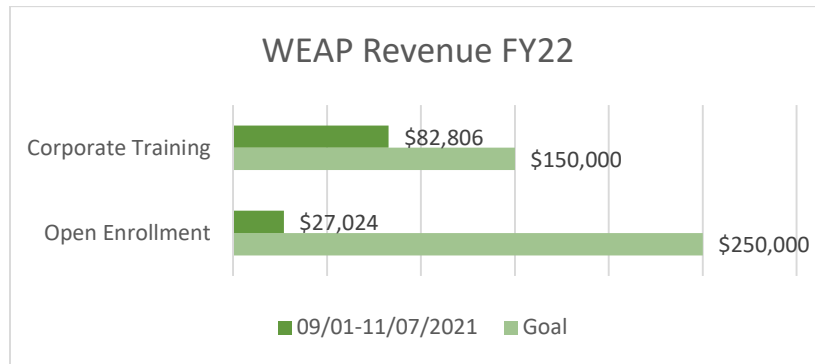
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**Workforce Education & Academic Pathways**

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

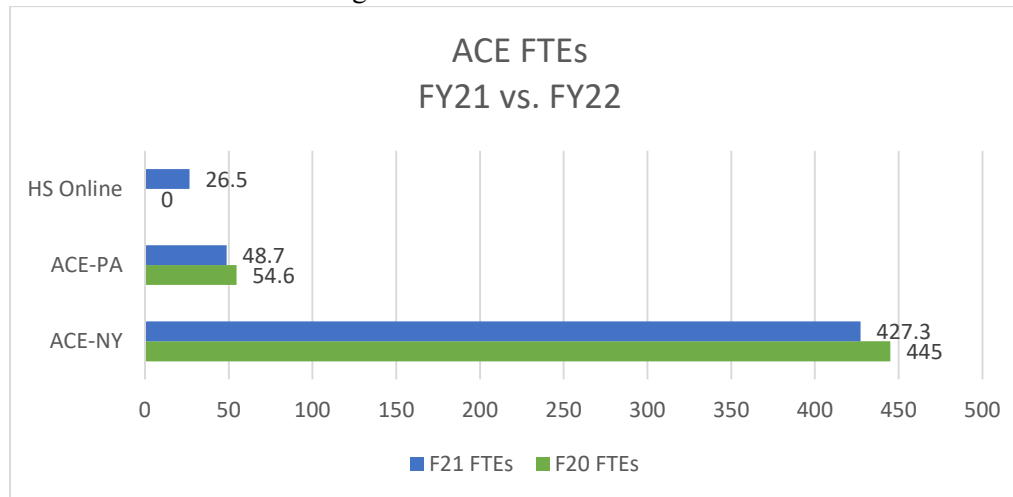
November 30, 2021

Open Enrollment



Academic Pathways

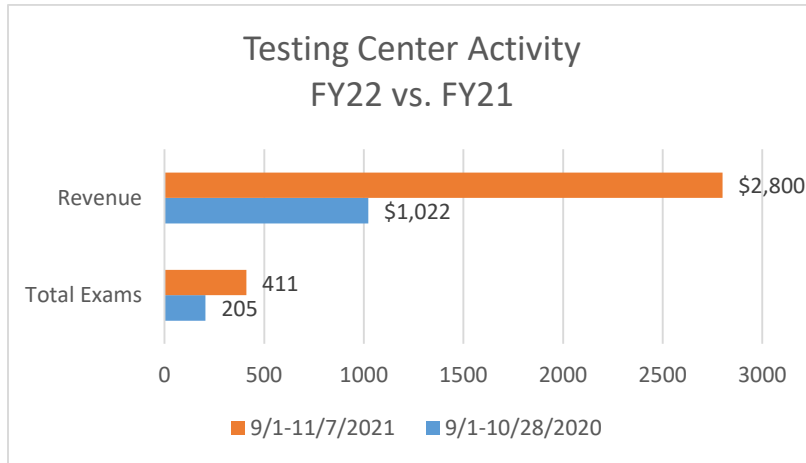
- ACE Enrollment exceed goal of 500 FTEs



Testing Center



- Staff recertification on most testing platforms; expanding to offer FBI, NYS Court Reporter and State Police (NY & PA) testing.
- Reinstated CNA Prometric Testing; CCC Testing Center staff are liaisons, Prometric does testing directly



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## **Legislative Relations**

Submitted by Trustee Alan Winston, Chair of External Affairs Committee  
November 30, 2021

1. Federal: Legislative Update and Higher Ed
2. State: Higher Ed Update
3. ACCT: Legislative Summit

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**Finance and Facilities Committee**  
**Monday, November 29, 2021**  
**Zoom Meeting**  
**MINUTES**

In Attendance: Trustees: Chair Wightman, Ron Allison, Carl Blowers, Heather Reynolds, Mike Wayne

Other Trustees in Attendance:

Senior Staff: President Mullaney, Executive Director Chandler, Executive Director Burdick

Support Staff: T. Jones, N. Ka-Tandia, L. Patrick

Trustee Reynolds called the Finance and Facilities Committee meeting to order at 4:00 p.m. noting that the HR committee and Finance Committee had a joint meeting to discuss in large the compensation structure.

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

**Action Item**

- Operating Report for October 2021

**Discussion Items**

- New Format/Dashboard
  - Detail on second page that reflects the amounts on the dashboard
  - Cash is at \$10,321,354 which is 140 days of operations
  - Committee likes the new format/dashboard
  - Board members like the enrollment numbers included in dashboard
- Review of Unrestricted budget
  - Discussion in regards to Revenues and Expenditures highlights
  - September and October actuals are on one report

- Forecast is by semester instead of by year – created a Fall semester budget
- Planned Capital Projects
  - Digital Dome contract signed with contractor
  - Facilities Master Plan kicked off, projected completion late Summer 2022. Master Plan steering committee will be run by Executive Director Burdick and Executive Director Clay
- Banner Improvement Project
  - Not a lot of change
- Auxiliary Campus Services
  - Information Technology is working on cleaning out old user accounts, records and retention, computers have arrived and been installed, working on electronic document processing with Adobe Sign per SUNY contract.
  - Health Services – completed a blood drive, and Moderna vaccination clinic (booster clinic), have Pfizer clinic scheduled
  - Public Safety – Officer Blascovich accepted a vacant full-time position and Officer Deeks was hired as a new part-time employee, continuing to assist in the management of the pool testing
  - Auxiliary Services is continually monitoring students registering for the Spring semester and their vaccination status

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

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:55 p.m.

***SUNY CORNING COMMUNITY COLLEGE***

**Regional Board of Trustees  
Finance and Facilities Committee**

**Monday, November 29, 2021**

**Virtual Meeting**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

- [Resolution #T4772 Operating Report October 2021](#)

**DISCUSSION ITEMS:**

- Dashboard as of October 31, 2021
- Banner Improvement Project
- Capital Projects Update
- Campus Auxiliary Services Update

**NEXT COMMITTEE MEETING: TBD**

**[MEASURABLE STANDARDS](#)**

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

- Review the proposed Budget and recommend action;
- Review the Operating Budget Report at every meeting and recommend action;

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

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SUNY Corning Community College  
Operating Dashboard  
as of 10/31/2021



Cash & Student Receivables

	Cash	# Days of Operations	Student AR	Current Semester Receivable
October 31, 2021	\$ 10,321,354	140	\$ 2,218,256	\$ 776,390
October 31, 2020	\$ 6,839,124	92	\$ 3,279,505	

Revenues & Expenditures @ October 31, 2021

	FY 22 Adopted Budget	Fall 21 Semester Budget	10/31/21	Fall 21 Semester Forecast	Variance to Budget
Revenues	\$ 26,927,833	\$ 13,516,909	\$ 8,009,245	\$ 12,167,939	\$ (1,348,970)
Expenses	\$ 26,927,833	\$ 9,711,111	\$ 4,470,458	\$ 8,368,684	\$ 1,342,427
Surplus(Deficit)	\$ -				\$ (6,543)

Highlights of Revenues & Expenditures

	FY 22 Adopted Budget	Fall 21 Semester Budget	Actual 10/31/2021	Fall 21 Semester Forecast	Variance to Budget
Tuition & Fees	\$ 12,956,449	\$ 7,174,054	\$ 6,233,832	\$ 5,899,337	\$ (1,274,717)
Chargebacks	\$ 6,477,452	\$ 3,397,673	\$ 287,126	\$ 3,581,063	\$ 183,390
Personnel	\$ 19,927,914	\$ 6,828,343	\$ 2,717,061	\$ 5,730,465	\$ 1,097,878
Equipment	\$ 371,409	\$ 185,705	\$ -	\$ 10,501	\$ 175,204
Contractuals	\$ 6,628,510	\$ 2,697,063	\$ 1,753,397	\$ 2,627,718	\$ 69,345

Enrollment

	2021-2022	2020-2021	2019-2020	3 YR % change
	Fall	Fall	Fall	
Total Headcount	3813	4087	4244	-10.2%
Full-Time	881	1162	1332	-33.9%
Part-Time	694	689	790	-12.2%
Credit Enrollment (Excluding ACE)	1575	1851	2122	-25.8%
HS Enrollment(ACE)	2238	2236	2122	5.5%
% Chemung County	43.6%	41.0%	41.8%	4.3%
% Steuben County	33.9%	35.3%	34.9%	-2.9%
% Schuyler County	6.4%	6.9%	6.1%	4.9%
% All Other Non-sponsor	16.1%	16.8%	17.2%	-6.4%

Perry Hall Occupancy

	2021-2022	2020-2021	2019-2020	2018-2019
Fall (Sept - Dec)	133	108	4/ 176	222
Spring (Jan - May)		71	158	189
Athletes (Sept - May)	27	2	93	112
Summer (June - August)		4	3	9

**Corning Community College**  
**Report to Finance & Facilities Committee**  
**Unrestricted Operating Summary**  
**For Period ending 10/31/2021**



	2021-2022 Budget	@ 9/30/21 21-22 Actual	@ 10/31/21 21-22 Actual	Fall 2021-22 Budget	Fall 2021-22 Forecast	Fall 2021-22 Budget vs Forecast
<b>REVENUES</b>						
Tuition	\$ 11,199,682	\$ 6,817,523	\$ 5,654,472	\$ 6,407,651	\$ 5,307,981	\$ (1,099,670)
Student Fees	\$ 1,528,934	\$ 588,752	\$ 579,361	\$ 766,403	\$ 591,356	\$ (175,047)
State Aid	\$ 7,043,820	\$ 586,985	\$ 1,173,970	\$ 2,464,671	\$ 2,347,940	\$ (116,731)
Grant Aid & Contracts	\$ 203,500	\$ 300,000	\$ 300,000	\$ 203,500	\$ 203,500	\$ -
Federal appropriations	\$ 8,000	\$ 4,915	\$ 4,915	\$ 4,000	\$ 4,915	\$ 915
Chargebacks	\$ 6,378,668	\$ 151,820	\$ 287,126	\$ 3,397,673	\$ 3,581,063	\$ 183,390
Other sources	\$ 565,229	\$ (8,775)	\$ 9,401	\$ 273,011	\$ 131,184	\$ (141,827)
Applied Fund Balance						
<b>Total Revenues</b>	<b>\$ 26,927,833</b>	<b>\$ 8,441,220</b>	<b>\$ 8,009,245</b>	<b>\$ 13,516,909</b>	<b>\$ 12,167,939</b>	<b>\$ (1,348,970)</b>
<b>EXPENSES</b>						
<b>Salaries</b>	<b>\$ 14,096,199</b>	<b>\$ 403,814</b>	<b>\$ 1,975,183</b>	<b>\$ 4,698,733</b>	<b>\$ 4,098,236</b>	<b>\$ 600,497</b>
<b>Employee Benefits</b>	<b>\$ 5,831,715</b>	<b>\$ 214,427</b>	<b>\$ 741,878</b>	<b>\$ 1,943,905</b>	<b>\$ 1,632,229</b>	<b>\$ 311,676</b>
<b>Equipment</b>	<b>\$ 371,409</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185,705</b>	<b>\$ 10,501</b>	<b>\$ 175,203</b>
<b>Contractual Expenditures</b>						
<i>Purchased Services</i>	\$ 26,500	\$ 2,088	\$ 2,088	\$ 8,833	\$ 5,654	\$ 3,179
<i>Materials &amp; Supplies</i>	\$ 321,930	\$ 39,831	\$ 55,111	\$ 146,639	\$ 86,961	\$ 59,678
<i>Dues &amp; Subscriptions</i>	\$ 170,290	\$ 63,314	\$ 66,872	\$ 62,720	\$ 77,825	\$ (15,105)
<i>Consultants and</i>						
<i>Contractors</i>	\$ 232,000	\$ -	\$ 15,374	\$ 58,614	\$ 121,025	\$ (62,410)
<i>Accreditation</i>	\$ 25,000	\$ 16,089	\$ 18,589	\$ 24,727	\$ 18,589	\$ 6,138
<i>Marketing</i>	\$ 286,500	\$ 31,896	\$ 49,903	\$ 143,250	\$ 72,724	\$ 70,526
<i>Conference &amp; Travel</i>	\$ 151,175	\$ 5,891	\$ 8,230	\$ 77,424	\$ 39,386	\$ 38,037
<i>Utilities</i>	\$ 315,000	\$ 1,590	\$ 41,822	\$ 105,000	\$ 74,992	\$ 30,008
<i>Maintenance &amp; Repairs</i>	\$ 270,300	\$ 7,054	\$ 19,424	\$ 90,100	\$ 39,047	\$ 51,053
<i>Software &amp; Contracts</i>	\$ 925,227	\$ 49,165	\$ 88,287	\$ 437,249	\$ 236,508	\$ 200,741
<i>Voice &amp; Data</i>						
<i>Communication</i>	\$ 104,369	\$ 5,423	\$ 11,113	\$ 27,552	\$ 21,790	\$ 5,763
<i>Programs &amp; Events</i>	\$ 126,887	\$ 81	\$ 81	\$ 48,402	\$ 81	\$ 48,321
<i>Maintenance Contracts</i>	\$ 363,594	\$ 57,946	\$ 71,108	\$ 32,783	\$ 87,543	\$ (54,760)
<i>Rentals (HEC)</i>	\$ 337,000	\$ (28,000)	\$ (25,939)	\$ 112,333	\$ 58,134	\$ 54,199
<i>General Institutional</i>	\$ 817,790	\$ 45,016	\$ 153,228	\$ 253,631	\$ 295,148	\$ (41,517)
<i>Other Expenditures</i>	\$ 268,975	\$ 5,050	\$ 12,940	\$ 50,969	\$ 37,335	\$ 13,634
<i>Scholarships</i>	\$ 1,810,973	\$ 2,005	\$ 1,165,166	\$ 1,165,042	\$ 1,354,974	\$ (189,933)
<i>Transfer Out</i>	\$ 75,000	\$ -	\$ -	\$ 37,500	\$ -	\$ 37,500
<b>Total Contractual</b>						
<b>Expenses</b>	<b>\$ 6,628,510</b>	<b>\$ 304,440</b>	<b>\$ 1,753,397</b>	<b>\$ 2,882,769</b>	<b>\$ 2,627,717</b>	<b>\$ 255,051</b>
<b>Total Expenses</b>	<b>\$ 26,927,833</b>	<b>\$ 922,682</b>	<b>\$ 4,470,458</b>	<b>\$ 9,711,111</b>	<b>\$ 8,368,684</b>	<b>\$ 1,342,427</b>
<b>Surplus/(Deficit)</b>	<b>\$ (0)</b>	<b>\$ 7,518,537</b>	<b>\$ 3,538,787</b>	<b>\$ 3,805,797</b>	<b>\$ 3,799,255</b>	<b>\$ (6,543)</b>

% of total 2021-22 revenue realized	31.3%	29.7%	50.2%	45.2%
% of total 2021-22 budget expended	3.4%	48	16.6%	31.1%
% of total 2020-21 revenue realized	27.8%	37.8%		
% of total 2020-21 budget expended	4.0%	13.1%		



## **Banner Improvement Project**

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

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

Expenditures to date: \$375,635

**Fiscal Year 20-21 Capital Projects**

	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 10.31.21	Remaining Budget
<b>FY 20 Required Projects/Payments</b>						
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00	\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00	\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00	\$ 428,581.00
<b>Projects on Hold</b>						
<b>Renovations &amp; Revitalization III</b>						
Classroom Technology*	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40	\$ 112,210.60
Computer Replacement*	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00	\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -	\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -	\$ 300,000.00
<b>Digital Dome Theater Seating and Software</b>						
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -	\$ 490,000.00
<b>Facilities Master Plan</b>						
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -	\$ 154,000.00

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

## **Auxiliary Campus Services**

**September/October 2021**

### **Information Technology Department**

- IT continues to work towards automating CCC's user-based account lifecycle and providing additional account security. They have chosen a solution called RapidIdentity which is in the process of being implemented. As part of this implementation, MFA (Multi-factor Authentication) will be enabled for all users similar to what we see on our bank accounts. This will help to protect our user's accounts and CCC from cyberattacks. If everything stays on target, this solution should be in place on Jan. 3rd.
- On 11/10/21 IT did the Inactive Records Destruction for 2021. There were a total of 106 boxes of records destroyed in this process
- All 80+ computers have finally arrived on campus despite numerous delays in shipping. 40 of those computers were for employee's and all but 5 have been deployed. Marc Brown and Justin Parker have been working to deploy the new computers. We only have 4 Windows 7 computers on campus and plans continue to upgrade these units.
- The IT Storage room/Repair Shop was cleaned out and new storage shelves went up. No more trip hazards!
- Very soon we will begin using electronic document processing and signatures with Adobe Sign. This will allow us to upload documents for recipients to complete and sign securely from a computer or mobile device. Documents can be routed to multiple people for completion, review, or signatures. Automatic tracking, reminders, and notifications are a few of the features offered by this processing program. We also will save a great deal of money compared to other similar programs because of our ITEC/SUNY collaboration.

### **Health Services**

- A Red Cross Blood Drive was hosted in the Commons on November 16 & 17. 50 pints of blood were donated.
- The Steuben County Health Department held a vaccination clinic in the Small Dining Room on November 17th. Both CCC Nurses assisted with giving the shots. 30 people received a Moderna booster shot and one student was able to meet the SUNY vaccination mandate by receiving their second shot. Another clinic has been scheduled on December 2nd and Pfizer vaccinations will be offered.
- Approximately 55 students were seen in the health office for illness, injury and mental health support.
- Organized flu clinic in cooperation with Wegmans pharmacy. Approximately 30 employees participated.
- Fifty (50) rapid covid tests completed in October and early November. Monitored covid test results and provided any necessary follow up for 2181 covid pool test results.

### **Physical Plant**

- A Facilities Master Plan kickoff meeting was held with Senior Staff and the consulting firm SWBR on November 16th. The process for designing the plan was discussed and areas to be addressed were identified. SWBR stated that their tentative goal for completion is late Summer, 2022. A steering committee will be formed to assist in the process.
- The Digital Dome conversion capital construction has begun and the contract with Evans and Southerland for the theater equipment and installation has been signed and a representative was on campus to discuss installation details. Physical Plant staff have begun remodeling work in the lobby and theater.
- The Siemens energy project has received rebates from NYSEG totaling \$149,522 and the first check of \$10,500 from NYSERDA for our participation in the Real Time Energy Management (RTEM) program was presented to the college on November 16th. If we continue to meet performance levels, our participation in RTEM, has projected rebates totalling \$24,662 over 3 years.

### **Department of Public Safety**

- The department lost both a full-time and a part-time officer in October. Officer Griffin has accepted employment with Corning, Incorporated and Officer Carter has accepted a position with the Steuben County Sheriff's Office. Officer Michael Blascovich has moved from part-time to a full-time position and Officer Patrick Deeks was hired as a part-time Campus Safety Officer.
- Public Safety Officers have collected nearly 5,000 pool test samples since the start of the semester. We are currently requiring that all non-vaccinated people are tested every week and vaccinated individuals are tested every other week. This process has helped to identify several positive cases.

### **Auxiliary Services**

- Auxiliary Services staff assisted students who were at risk of deregistration for not meeting the SUNY vaccination mandate. 53 students who had not received their second shot were given a temporary extension and only one student was deregistered at the second deadline. A total of 15 students were deregistered for not meeting the mandate. Staff are monitoring student vaccination status for Spring course registrations.

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**November 30, 2021**  
Via Zoom

**MINUTES**

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

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

Excused: Judy Cherry

Trustee N. Parks called the HR committee meeting at 6:09 pm noting that the HR committee and Finance Committee had a joint meeting to discuss in large the compensation structure. She noted three actions item on the agenda

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

**ACTION ITEMS**

**Consent Agenda**

- [Appointments, Promotions and Separations](#)

**Regular Agenda**

- [Resolution #T4769-21 Deb Harty, Retirement](#)
- [Resolution #T4770-21 Sylvia Mattson, Retirement](#)
- [Resolution #T4771 Non-Union Personnel Handbook Policy Update: Compensation Structure](#)

**DISCUSSION ITEMS**

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

The Committee unanimously agreed to move the resolution for the updated compensation structure to full RBOT for approval.

Trustee Park adjourned the HR Committee meeting at 6:39 p.m.

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees Human Resources and Diversity Committee**  
**November 30, 2021**  
**Zoom**

**AGENDA**

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

**ACTION ITEMS**

**Consent Agenda**

- [Appointments, Promotions and Separations](#)

**Regular Agenda**

- [Resolution #T4769-21 Deb Harty, Retirement](#)
- [Resolution #T4770-21 Sylvia Mattson, Retirement](#)
- [Resolution #T4771 Non-Union Personnel Handbook Policy Update: Compensation Structure](#)

**DISCUSSION ITEMS**

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

**NEXT MEETING: TBD**

**Standards for the Human Resources and Diversity Committee:**

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



**Discussion Topics:**

**2021-2024 SUNY CCC Diversity, Equity, and Inclusion Plan, Building the Baseline Final** (see HR Supplementary Folder for materials)

**Human Resources** - Non-Union professional grade compensation and classification (see HR Supplementary Folder for materials)

**SUMMARY STATUS OF VACANT FULL TIME POSITIONS** as of November 22, 2021

	<b>Assessing</b>	<b>Closing</b>	<b>Hold</b>	<b>Search in Progress</b>	<b>Vacant Positions (total)</b>
Civil Service				6	6
Faculty	1			2	3
Professional Service			1	5	6
<b>Grand Total</b>	<b>1</b>		<b>1</b>	<b>13</b>	<b>15</b>

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**CONSENT AGENDA**

**HUMAN RESOURCES and DIVERSITY COMMITTEE**

**Appointments, Promotions and Separations**

**RESOLUTION #T4768-21**

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

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

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

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

First Name	Last Name	Title	Department	Effective Date	Reason	Grade	Annual Salary	Comments
Jacob	Higbie	Building Maintenance Mechanic	Physical Plant	12/6/2021	New Hire	305	\$ 50,196.00	This is a probationary, full time, 12-mo standard, Civil Service, union position; This hire was made as a result of an open search.
Joelle	Van Skiver	Senior Typist	Nurse Education	11/29/2021	New Hire	103	\$ 29,891.00	This is probationary, full time, 12-mo standard, Civil Service, filled by the competitive selection process
Marcia	Bratti	Clinical Coordinator	Nurse Education	12/13/2021	New Hire	204	\$ 55,000.00	This is an administrative 12 mo, standard, position at grade 204. This hire was made as a result of an open search
Michael	Blascovich	Campus Safety Officer	Public Safety	10/9/2021	Part to Full Time	I	\$ 29,256.00	This is a return to a provisional, 12-mo, full time, union position return to a full time position
Christopher	Moylan	Electrician	Physical Plant	11/3/2021	Resignation	306	\$ 52,697.00	Mr. Moylan voluntarily resigned after 3.5 years of service as an Electrician
Ryan	Steinberg	Dir of Student Services	Student Services	11/11/2021	Resignation	208	\$ 68,037.00	Mr. Steinberg voluntarily resigned after 6 years of service and will be working at Wells College.
Laura	Clark	Dir of Workforce Education	WEAP	11/19/2021	Resignation	208	\$ 79,831.00	Ms. Clark voluntarily resigned after 3 years of service and will be working with Cornell University HR.
James	Hillman	Maintenance	Physical Plant	1/3/22	Resignation	304	\$ 40,518.00	Mr. Hillman voluntarily resigned after 6.5 years of service.

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

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**

**RESOLUTION #T4773 [New Program – A.S. Digital Design](#)**

**New Program – A.S. in Digital Design**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the new program of A.S. in Digital Design

**BACKGROUND NOTES:**

New Programs are sent to the Provost for recommendation to the Curriculum Committee and shared with all associate deans of instruction. The Curriculum Committee assigns specific sub-committees to review and provide feedback. All new programs are then reviewed one last time before the Curriculum Committee for final approval. The Curriculum Committee makes a recommendation concerning whether to approve or deny the program as part of the program offerings of the College. This recommendation is then sent to the Faculty Assembly as an action item. The new program recommendations is then reported to CASS prior to consideration by RBOT.

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**REGULAR AGENDA**

**HUMAN RESOURCES COMMITTEE**

RESOLUTION #T4769-21  
Deb Harty, Retirement

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Debra Harty as the Human Resources Specialist, effective January 4, 2022.

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

**BACKGROUND NOTES**

Ms. Harty has served the College for nearly 22 years, most of it within Human Resources. Though she prefers to stay behind the scenes, she is a widely respected expert in HR administration and data/reporting. She has served the college with an immense amount of care, diligence and keeps the quality of work standard very high for all to aspire to. She has been an incredible resource to many at the College and we wish the best for her as she will now be very busy with spending time with her family and completing the many projects she has assigned to herself.

## REGULAR AGENDA

### HUMAN RESOURCES COMMITTEE

RESOLUTION #T4770-21  
Sylvia Mattson, Retirement

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Sylvia Mattson as Laborer, effective January 28, 2022.

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

### BACKGROUND NOTES

Ms. Mattson has served the College for 22 years and has held a variety of roles including as a leader in the CSEA union. She is known around the College for her constant smile, good nature, helpful attitude and her amazing craft and gardening skills. Many forms of life flourish under Ms. Mattson's care and the College is grateful for her service.

**HUMAN RESOURCES COMMITTEE**

RESOLUTION #T4771-21

Non-Union Personnel Handbook Policy Update- Non-Union Classification and Compensation Structure

**WHEREAS**, the College has been engaged in a multi-year strategy to achieve external and internal pay equity for its employees and has achieved significant progress for the bargaining units which include the full time faculty, members of the Physical Plant (CSEA) and members of Public Safety (Council 82);

**WHEREAS**, the College has worked with an external HR consultant to review and advise on the non-union classification and compensation system;

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following updates to the Non-Union Personnel Handbook, Section VII Compensation Structures and Pay Procedure.

**BE IT FURTHER RESOLVED**, that the Regional Board of Trustees approves all other necessary updates to the Handbook that references the newly established staff classification structure.

Subsection B and C to be replaced with the following:

Subsection B – Position Classification and Pay Structure

Classification is the procedure by which titles and position grades are assigned to positions based on the duties and responsibilities of the job. Titles, which are usually descriptive of the work being performed, are assigned salary grades by the Office of Human Resources with approval from SUNY Systems for professional grade positions or the Department of Civil Service for classified positions. Titles and grades are assigned on the basis of a review and analysis of the duties and responsibilities of the position. In addition, an analysis of the knowledge, skills and abilities required to carry out those duties and responsibilities is conducted to accurately make an assessment of title and grade.

Definitions:

**Classification** — the process or procedure by which titles, job descriptions, and position grades are assigned and/or reassigned to positions.

**Reclassification** — changing the classification of an existing position. Reclassification may involve a change of title but may or may not involve a change of salary or position grade.

**Classified Service** — those positions (titles) under the jurisdiction of the New York State Department of Civil Service and their classification rules and regulations

**Unclassified Service or Professional Grade** — those positions (titles) under the jurisdiction of the Chancellor, as defined by the State Education Law (professional staff, i.e., academic and professional employees).

#### Classified Service and Professional Grade Structure for Non-union Staff

The Office of Human Resources will maintain and publish an updated list of full time positions categorized within the approved grade system which includes the following:

<u>Classified/Professional</u>	<u>Grade</u>	<u>Grade Description</u>	<u>FLSA</u>
Classified Service	A	Aide	non exempt
Classified Service	B	Clerk	non exempt
Professional Service	C	Assistant	non exempt
Professional Service	D	Coordinator	exempt
Professional Service	E	Assistant Director	exempt
Professional Service	F	Director	exempt
Professional Service	G	Senior Director	exempt
Professional Service	H	Executive Director	exempt



*Position grades and classifications will conform to the standards provided by Human Resources in relation to: grade descriptions, minimum requirements of education and experience, preferred requirements, and identification of positions that carry significant management responsibilities. Determinations for classification whether for new or existing positions will be considered based on a complete and accurate job description, an understanding of the position within the larger organizational hierarchy, and changes that may have occurred in the nature of the work or unit. Classification decisions will be made in consultation with the supervisor, the respective senior staff member, Human Resources and as needed, the President.*

## **Reclassification Structure**

Classification	Grades	Objective Indicators for Salary Placement		Objective Indicators for Grade/Level Placement		Salary Changes – Budget Impact		Working Titles by Grade
		Educational Attainment (Minimum required) 1 – Associate 2 – Bachelors 3 – Masters+	Career Level 1 Entry – 0-5 years 2 Mid – 5-10 years 3 Senior – 10+	Budget/ Management/Program Responsibility 1 – No budget or management/program responsibility 2 – Mid level budget or management/program responsibility 3 – Senior level responsibility	CCC Years of Service in position (Used for Grade Level I,II,III Placement)	NYS Minimum salary changes	Additional salary changes to implement New Structure	
Executive Leadership	H Exempt	2-3	3 – Senior	3		\$ 9,816(3)	0	Exec Director Provost
Senior Director	G Exempt	2-3	2-3 – Mid, Senior	3		0	0	ADI Senior Director of Financial Aid Senior Director of Physical Plant Senior Director of Finance/Controller
Director III	FIII Exempt	2-3	2-3 – Mid, Senior	2-3	10+ Years	0	0	Director of Marketing & PR
Director II	FII Exempt	2-3	2– Mid	2-3	5 – 10 Years	\$11,059(2)	\$ 3,385(1)	Assistant Dean Student Services Director of Enrollment
Director I	FI Exempt	2-3	1-2 Entry, Mid	2-3	0 – 5 Years	\$37,804(5)	\$ 3,066(2)	Director of Academic Pathways Registrar Director of IR Director of CTIE Director of Student Services Executive Assistant to the President Director of Athletics Director of ACE Bursar Director of Workforce Ed Director of Innovative Learning Sites Director of Library Director of Nursing
Assistant Director III	EIII Exempt	1-3	2-3 – Mid, Senior	2	10+ Years	\$ 122(1)	0	Assistant Director of Trades Assistant Director of Infrastructure
Assistant Director II	EII Exempt	1-3	2– Mid	2	5 – 10 Years	\$ 9,893(2)	\$ 5,890(2)	Assistant Director of User Services Assist Dir Advancement Support Services
Assistant Director I	EI Exempt	1-3	1-2 Entry, Mid	2	0 – 5 Years	\$22,266(5)	0	Assistant Director of Enrollment Assistant Director of Custodial Services Assist Director of Development Fdn Assistant Director of Applications Assistant Director of Public Safety Assistant Director of Recruit & Admission Assistant Director of Human Resources Librarian Learning Commons

Coordinator III	DIII Exempt	1-2	2-3 – Mid, Senior	1-2	10+ Years	\$ 1,713(1)	\$12,500(3)	Payroll Coordinator
Coordinator II	DII Exempt	1-2	2- Mid	1-2	5 – 10 Years	\$ 7,183(4)	\$12,579(7)	Financial Aid Counselor Marketing Specialist/Coordinator Nursing Sim Lab Coordinator
Coordinator I	DI Exempt	1-2	1 - Entry	1-2	0 – 5 Years	\$10,201(3)	0	DEI Coordinator "Program Manager (WEAP)" Career Services Coordinator Educational Planner Testing Center Manager Enrollment "Coordinator" e-Services Administrator Instructional Technologist
Assistant III	CIII	1-2	1-3 Entry, Mid, Senior	1-2	10+ Years	\$ 196(1)	\$ 4,562(1)	Student Account Specialist ACE Assistant
Assistant II	CII	1-2	1-2 Entry, Mid	1-2	5 – 10 Years	\$14,206(4)	\$ 8,900(4)	Systems Analyst
Assistant I	CI	1-2	1 – Entry	1-2	0 – 5 Years	\$72,350(10)	0	Administrative Assistant Assistant Registrar IT Assistant Data Research Analyst Tutors/Learning Specialist Admissions Recruiter Resident Director Desktop Specialist Executive Assistant to the Foundation Executive Assistant to the Provost Executive Assistant to Administrative Services Executive Assistant to WEAP
Clerk II	BII	HS Diploma	1 - Entry			0	0	Division Secretary
Clerk I	BI	HS Diploma	1 - Entry			\$20,558 (4)	0	Stenographic Secretary Senior Account Clerk HR Clerk Senior Library Clerk Senior typist
Aide II	AII	HS Diploma	1 - Entry			0	0	Library Aid
Aide I	AI	HS Diploma	1 - Entry			0	0	Typist

Annual Budgetary Impact

Salary Change: \$214,727 (due to change to NYS minimum salary, effective 1/1/22)  
\$ 53,522 (due to changes in CCC compensation study)  
Total: \$268,249

Pro-rated Impact on 21-22 Budget

\$141,202 (NYS minimum salary)  
\$ 35,195 (CCC compensation study)  
\$176,397

**REGULAR AGENDA**

**FINANCE AND FACILITIES COMMITTEE  
RESOLUTION #T4772-21**

***Operating Report***

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report for the period ending October 31, 2021

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