

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

**DATE:** Thursday, March 27, 2025

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

**LOCATIONS:** Education Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES March 6, 2025 Special meeting and February 6, 2025 [MINUTES](#)
- 4- CHAIR'S REPORT-*MICHAEL WAYNE*
- 5- PRESIDENT OF THE COLLEGE REPORT- *DR. WILLIAM P. MULLANEY*
- 6- STUDENT TRUSTEE REPORT- *COLLIN KANE*
- 7- CCC DEVELOPMENT FOUNDATION REPORT- *JILL KOSKI*
- 8- APPROVAL OF CONSENT AGENDA
  - 1- [Resolution #T4941-25 Appointments, Promotions and Separations](#)
  - 2- [Resolution #T4942-25- Position Activity](#)

REGULAR AGENDA

[CASS Committee](#)

- 1- [Resolution #T4943-25- Academic Calendar 27-28](#)
- 2- [Resolution #T4944-25- Live Here, Learn Here Scholarship](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- 1- [Resolution #T4945-25- Operating Report for January 2025](#)
- 2- [Resolution #T4946- 25-Data Classification Policy](#)
- 3- [Resolution #T4947- 25-Identity Theft Prevention Program Procedure](#)
- 4- [Resolution #T4948- 25-Cyber Incident Response Plan](#)
- 5- [Resolution #T4949- 25-Cyber Security Awareness Training](#)
- 6- [Resolution #T4950- 25-Payment Card Industry \(PCI\) Compliance Policy](#)
- 7- [Resolution #T4951- 25- Title IX Final Rule](#)

[HUMAN RESOURCES Committee](#)

- 9- OLD BUSINESS
- 10- NEW BUSINESS
- 11- EXECUTIVE SESSION: Yes. To Discuss Presidential Search Process.
- 12- ADJOURNEMENT

**CORNING COMMUNITY COLLEGE**  
**REGIONAL BOARD of TRUSTEES**  
**Special Meeting March 6, 2025**  
Zoom  
**MEETING MINUTES**

In attendance: M. Wayne, P. Chu, R. Allison, S. Jacoby Murphy, H. Reynolds, A. Winston, Judy McKinney-Cherry, Joe Rowe, K. Early,

Excused: M. Lawrence, N. Wightman, Collin Kane

Senior Staff: President Mullaney, Executive Director L. Patrick, Controller A. Devine and N. Ka-Tandia,

Guest: Ben Owens, Insero & Co

**1-CALL TO ORDER.** Chair Wayne called the meeting to order at 4:03 and indicate there is one item on the agenda to approve the audit resolution which all trustees approve.

**Audit Report**

Chair Wayne reminded trustees that the purpose of this special meeting is to approve the Audit report, which was presented as a draft during the last board meeting. We held off on finalizing it until we received the financial statement of the Foundation.

Ben Owens, from the Audit Company indicated that Insero received the final Foundation report subsequent to the presentation of the draft College report in February. A comparison was conducted, and the College report was accurate as presented in February, with the exception of some additional subsequent event language added to the Foundation report. Note 19, subsequent events, of the College report was updated with the additional language and the College report was finalized February 19, 2025 with no other changes. The changes did not impact any numbers and the presentation of the College report during the February meeting still accurately reflected the results of the audit.

Chair Wayne asked for a motion to ratify the resolution. (A. Winston, R. Allison, Unanimous)

RESOLUTION #T4935-25- Independent Auditors Report for the Year ending August 31, 2024

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby accepts the auditor's report for the fiscal year ended August 31, 2024 and,

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

## Presidential Search Update

Trustee McKinney-Cherry updated trustees about the ongoing presidential search process for SUNY Corning Community College, highlighting the steps being taken to establish a balanced and effective search committee. Key points discussed include:

- **Membership of the Search Committee:** The committee includes a diverse representation from faculty, staff, administration, students, unions, and the local business community. The importance of comprehensive representation is emphasized, especially with the transition of a new president.
- **Consultancy Firm:** The search process involves a consulting group called RPA from Williamsport, Pennsylvania, which specializes in such searches and is well-acquainted with the SUNY system.
- **Search Timeline:** There's a detailed timeline aiming to complete the major tasks by mid-July. This includes reviewing applications and narrowing down candidates before engaging them with the SUNY Chancellor for additional input.
- **Community Engagement:** Listening sessions will be conducted by the consulting group to gather input from the community, with invitations extended to various stakeholders to ensure transparency and involvement in the search process.
- **Communication:** Plans are in place to keep all parties informed through a communication released after a kickoff meeting and updates on the college's website.

Chair Wayne adjourned the meeting at 4:28 pm. (J. McKinney-Cherry, A. Winston, Unanimous)

**CORNING COMMUNITY COLLEGE  
REGIONAL BOARD of TRUSTEES  
February 6, 2025  
HEC  
MEETING MINUTES**

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

Excused: Judy McKinney-Cherry

Senior Staff: President Mullaney, VP Wohlers, VP Clay, Executive Director L. Patrick, Executive Director J. Marchese, DEI Director B. Ayanfodun, Executive Director S. Ward and N. Ka-Tandia,

Supporting Staff: Marc Brown

**1-CALL TO ORDER.** Chair Wayne called the meeting to order at 5:52 pm

**2. APPROVAL OF AGENDA:** Chair Wayne asked for a motion to approve the agenda (R. Allison, N. Wightman, Unanimous).

**3- APPROVAL OF THE MINUTES:** Chair Wayne asked for a motion to approve the RBOT December 5<sup>th</sup>, 2024 meeting (M. Lawrence, J. Rowe, Unanimous).

**4. CHAIR UPDATE:**

Chair commenced his report by expressing gratitude for the support regarding his wife's healthcare situation and highlighted key points:

- Recent events highlighted by Chair Wayne included his speaking engagement at Start Up regarding the ongoing presidential search. He had a significant phone conversation with Chancellor King, focusing on funding challenges within the nursing program. Wayne underscored the necessity for proactive communication about the college's financial needs and proposed a structured plan for long-term funding support.
- Stressed the importance of remaining vigilant about legislative changes and policies that could impact community colleges, specifically drawing attention to the Governor's focus on providing free tuition initiatives. This ongoing dialogue is essential for ensuring that the college is well-prepared to adapt to evolving financial and policy landscapes.
- Briefed Trustees on the significance of engaging in campus activities to assess community reception. He encouraged members to consider their committee assignments and term commitments as they enter the new year.
- He tasked President Mullaney to maintain strict oversight of all receivables processes, indicating the need to refine procedures to ensure every detail is managed correctly, avoid any negative consequences while seeking immediate attention, and develop strategies to enhance our operations moving forward.

- Additionally, he stressed the need to enhance marketing strategies aimed at older and nontraditional students, acknowledging demographic shifts. President Mullaney and VP Clay were tasked with developing these strategies to empower individuals with the necessary skills as new job opportunities arise.

He concluded by welcoming the new VP of Academic Affairs, Dr. Wohlers to his first official board meeting, expressing optimism for the institution's future under his leadership.

## **5. PRESIDENT OF THE COLLEGE'S REPORT.**

President Mullaney started his [report](#) by introducing Allison Moore to the Marketing Department and reported the following:

### Enrollment

- The college has surpassed its spring enrollment goal, with a 2% increase over the previous week.
- Winter enrollment was 5 students above the goal, and spring enrollment is now at 102% of the target.
- As a result, the college is currently at 98% of its annual enrollment goal, requiring only 38.5 new full-time equivalent (FTE) students for summer to meet the target.
- Summer enrollment numbers are looking positive, with students registering for summer classes during the spring semester.

### SUNY Student Satisfaction Survey Results

- Of the 82 items on the survey, CCC improved its 2021 score on 72 items (88%)
- Statistically significant improvements were recorded on the following items:
  - Overall satisfaction
  - Academic experience
  - Access to faculty outside of class
  - Overall engagement with faculty
  - Transfer advising
  - Sense of personal safety and security
  - Faculty respect for students
- CCC improved on 100% in the items in the following sections:
  - General Satisfaction (7 items)
  - Academic Service and Experiences (14 items)
  - IT Services (3 items)
  - Personal Growth and Development (13 items)
- CCC ranked in the top three among small SUNY community college in the following areas:
  - Opportunities for community service
  - Class attendance
  - Sense of personal safety and security

- Helping to improve public speaking skills
- Areas for Improvement:
  - Timely submission of class assignments
  - Programs related to alcohol/substance abuse
  - Billing/payment process
  - College bookstore services
  - College clubs/activities

### SUNY Update: Immigrant Students

The federal government recently rescinded the "sensitive areas" policy, raising concerns about immigration enforcement on campuses and hospitals. In response, New York State enacted Executive Order 170.1, requiring federal immigration authorities to obtain a judicial warrant for civil arrests at state facilities, including SUNY campuses.

- Guidance was provided to state-operated campuses, and resource documents were shared with community colleges.
- Students on our campus who have concerns about immigration-related issues should call the New York State Office for New Americans hotline at 1-800-566-7636 to get answers to immigration and naturalization questions, as well as referrals to free legal assistance and programs.

### NYS Opportunity Promise

- Unveiled during the Governor Hochul's State of the State address
- Program offers free community college degrees for adults between the ages of 25 and 55 in high-demand areas
- Areas include advanced manufacturing, artificial intelligence, construction, cybersecurity, engineering, green/ renewable energy, nursing/allied health, education, technology

President Mullaney concluded his report by sharing events on campus this spring, such as legislator visits and breakfast advocacy in March and visiting scholars in April. He also unveiled the new external centralized calendar with trustees.

President Mullaney concluded his report by sharing events on campus this spring, such as legislator visits and breakfast advocacy in March and visiting scholars in April. He also unveiled the new external centralized calendar with trustees.

## **6. STUDENT TRUSTEE REPORT:**

Trustee Collin highlighted the following in his report

### Old Business

- Winter Projects: All winter projects for the semester have been completed successfully, meeting most goals.

- Staff Involvement: Noted the need for increased staff involvement in programs and events, particularly for fundraising efforts like "Stacy's Closet."
- Safety Form: Working on improving the safety reporting process on campus, specifically focusing on creating a safety form for Perry Hall students.

#### New Business

- Winter Training Completion: Successfully completed winter training for the Student Activities Board (SAB), with a focus on team-building exercises.
- New Finance Officer: A new finance officer has been appointed to help manage the organization's finances more effectively.

#### Future Plans

- Upcoming Events: Plans are in place to organize final events for the semester, including a Prom and a Spring Festival.
- Student Engagement: An Instagram poll will be launched to allow students to vote on the Prom theme, encouraging greater participation.

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

Jill Koski, the Chair of the CCDF reported the following:

#### Foundation

- The Foundation's 2023 audit is still in progress but we anticipate a final draft to be submitted for approval in February and we will be reviewing the 2024 audit engagement letter at our meeting later this month.
- Hosting a luncheon on Employee Appreciation Day (Friday, March 7) that is open to all CCC employees.
- Working closely with the President's Office to plan President Mullaney's Farewell Reception on May 1.

#### Housing LLC:

- An extension of current terms through 05/01/25 was executed in order to allow time to get all documentation in place prior to a closing for refinancing.

#### Fundraising:

- The Red Barons Classic Golf Tournament sponsorship committee is scheduled to meet regularly to secure support for the September event.

## **8. APPROVAL OF THE CONSENT AGENDA**

### RESOLUTION #4935-24- Appointment, Promotion and separations

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following employment actions to be taken. Chair Wayne asked for a motion to ratify the resolution (R. Allison, N. Wightman, Unanimous)

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Mahoney	Darael Ann	Surg Tech Site Coordinator	Academic Affairs	12/04/24	New Hire	D1	\$55,200	This position is a 12-month, standard full time exempt, Professional Grade D1. It is a grant-funded position in collaboration with Onondaga Community College, and is the result of an open search.
Whiting	Eliza	Student Info Systems Support Analyst	Information Technology	1/06/25	New Hire	D1	\$53,000	This position is a 12-month; standard full time exempt Professional Grade D1. This hire is the result of an open search.
Wohlers	Dr. Tony	VP and Dean of Academic Affairs	Academic Affairs	1/06/25	New Hire	H	\$120,000	This position is a 12-month, standard full time exempt Professional Grade H. This hire is the result of an open search.
Hammond	Wendi	Student Account Specialist	Student Accounts	12/17/24	Transfer	C2	\$52,855	This position is a 12-month, standard full time exempt, Professional Grade C2. This hire is a result of an internal search.
Koble	Dr. Robert	Associate Professor	STEAM Division	12/27/24	Transfer	III	\$64,330	Dr. Koble served the College as the interim VP and Dean of Academic Affairs for one year and elected to return to his previously-held faculty position.
Schoonover	Angel	Athletic Trainer	Athletics & Fitness Services	1/12/25	Resignation	D1	\$45,749	Angel served the College for 2.5 years, and accepted another opportunity in her field.
Whitney	Jason	Admissions Recruiter	Recruitment & Admissions	12/24/24	Resignation	C1	\$46,748	Jason served the College for 1.5 years, and is pursuing other opportunities.

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Chief of Staff/ Board of Trustees Secretary	Nogaye Ka-Tandia	Reclassification	With Board Approval	This position works closely with the President, RBOT, Senior Staff, and College leadership to ensure the College's success. This position serves as a trusted aide, thought partner, and senior advisor to the President on significant and sensitive issues; plays a pivotal role in strategic planning, decision-making, and the execution of decisions; assumes responsibility for a broad range of support for the office, including oversight of all operations of the President's Office; ensures effective implementation of initiatives; works collaboratively with the executive leadership team of the College on high-level institutional matters to effectively manage personnel matters, facilities concerns, and fiscal affairs; and assists in building community and governmental relations.
Professor	Mark Hartwell	Unpaid Leave of Absence up to 1 year	With Board Approval	Professor Hartwell has been placed on an unpaid medical leave effective 11/13/24.

## **REGULAR AGENDA**

### **AUDIT COMMITTEE**

Insero & Co. CPAs auditors met with the trustees and reviewed the audit report, which is in draft form.

Executive Summary: The executive summary is a draft, pending finalization of the Foundation 12/31/23 financial statements, but the team expects no significant changes to the final report. The report provides an overview of the letters included in the report package, the audit process, and a summary of the unrestricted fund financials.

Financial Statements: The team provides a detailed analysis of the financial statements, including:

- Assets: Total Unrestricted Fund assets decreased by 6% to \$26 million, with reduced cash and increased prepaid expenses.
- Liabilities: Total Unrestricted Fund liabilities decreased by 8% to \$26 million, reflecting a significant decrease in the net pension liability.



- Net Position: The college ended 2024 with an Unrestricted Fund Balance of \$0.1 million. The college-wide financial statements have a net unrestricted deficit of \$0.3 million, primarily due to the requirement to record a \$5.6 million unfunded liability for the Other Post-Retirement Benefits (OPEB) plan.

Revenue and Expenses: The team analyzes the revenue and expenses for the current year, highlighting:

- Total Unrestricted Fund Revenues: Increased by 1.2 million to \$28 million, driven by an increase in tuition revenue.
- Federal Appropriations: Decreased significantly with the winding down of the HEERF funds.
- County and Local Appropriations: Increased, driven by increased enrollment and rates.
- Other Sources: Included indirect cost amounts received in the current year.

Unfunded Liability: The team discusses the OPEB unfunded liability, which is \$5.6 million

Deliverables: The team expects to issue an unmodified opinion on the financial statements and supplementary financial information.

Refinancing: The team mentioned the Foundation is in the process of refinancing the Foundation's debt, which will be updated in the financial statements later this month.

The Auditors also discussed the Housing write-off with the Foundation, its impact on the college's Financial statements, and the need for the College and Foundation to develop a long-term solution to address the issue.

Resolution #4935-25 [Independent Auditors Report](#)

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

Trustees agreed to hold the resolution until the report is final before approving it at a special meeting in early March.

## **COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)**

Report included in the CASS Committee packet

### **VP Wohlers Highlighted the following from the CASS report:**

1. Record Number of Applicants to the CPEP Program: The program received an unprecedented number of applications for the spring semester, with 35 students applying.
2. Induction into PTK: Several enrolled students were inducted into the Phi Theta Kappa (PTK) honor society, highlighting their academic achievements and dedication to success.
3. Graduation Success: In December, five students graduated with their degrees, demonstrating the program's effectiveness in supporting education for individuals within the prison system.

4. Career Building Program Graduates: Eight students graduated from a career-building program in January, reflecting a commitment to practical skills and employment readiness.

5. Manufacturing Technology Program: Six students also graduated from the manufacturing technology program, illustrating efforts to deliver vocational training.

These accomplishments emphasize the positive impact of educational programs within prison settings, fostering personal growth, academic achievement, and vocational skills, ultimately aiding reintegration into society.

**VP Clay highlighted the following from the SDEM report:**

1. Undecided Student Project: The college is developing a project to support undecided students, particularly those who indicate their status on their application. The goal is to offer career services and guidance to help them discover a career path.

2. Outreach and Engagement: The college has proactively contacted students who did not attend, especially those who registered for the fall but failed to participate. They aim to attract additional students who were their "runner-up" choice.

3. Retention Section: The presentation emphasizes the significance of retention and illustrates that it is part of the same initiative as the undecided student project. The focus is on liberal arts and sciences, humanities, and social sciences, as these are the fields where undecided students are most commonly found.

4. Career Services: Career services are being utilized to engage undecided students and assist them in establishing a clear career focus. There has been some success, and they plan to build on this in the upcoming semesters.

5. Basic Needs Support: The college has implemented a system to review applications for emergency funding, which has provided over \$8,000 in assistance for necessities such as internet service, car repairs, and bus passes.

**EXTERNAL AFFAIRS COMMITTEE**

Report is included in the External Affairs Committee Packet

Trustee Winston mentioned The External the committee met on January 28<sup>th</sup> and noted one actionable items on the agenda.

**Foundation Report**

Executive Director Marchese reported an update on the foundation's initiative to promote free will creation, particularly targeting individuals aged 40 and over. An email will be sent to a select group, including members of the regional board of trustees and the foundation board, inviting them to participate. Additionally, the senior staff has achieved 100% participation in annual giving for 2024. On the grants management front, there have been unexpected challenges regarding Federal grants, but efforts are being made to submit reimbursements promptly, despite potential delays.

**Marketing Report**

VP Clay noted that the college is in the process of finalizing your Request for Proposal (RFP) for a digital marketing contract, with a focus on strategic services that cater to adult students. This

alignment could enhance your outreach and engagement efforts

## **Workforce Education Report**

VP Wohlers provided few highlight of the Workforce Education programs:

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

## **Legislatives Report**

- 1) Federal ACCT National Legislative Summit (February 9-12)
  - A. Congressional Visits
  - B. Green Sheet: Legislative Priorities
- 2) State:
  - A. Legislative Day Breakfast (3/9/25) at CCC
  - B. NYCCT: Budget Update
- 3) Local:
  - A. President Mullaney County Legislature Visits
    1. Chemung 1/27/25
    2. Steuben 2/24/25
    3. Schuyler 3/5/25
  - B. County legislature visits: On campus committee meetings and tour

## RESOLUTION #T4940-25-NYCCT Retainer Agreement for Legal Services Against SUNY Board of Trustees

Chairman Wayne brought back to the Board's attention the continuing disagreement between NYCCT (New York Community College Trustees) and the SUNY Chancellor's Office regarding all SUNY Community Colleges' Presidential Search activities, first year employment evaluation and employment contracts with Community College Presidents.

Mr. Wayne first started by identifying the search process (pre-Nov 12, 2024) and then summarized the 3 points of contention (per NYCCT) in the guidelines approved by the SUNY Board of Trustees on November 12, 2024. Each item was discussed in detail. (All salient points of each side - The Chancellor's office & NYCCT - were provided to RBOT Trustees in emails from Chairman Wayne on January 9, 2025 and again on February 4, 2025.

NYCCT has provided a resolution that they are requesting each Community College Board pass, in an effort to be a named litigant in a suit against SUNY and Chancellor King.

Chairman Wayne summarized the January 10, 2025 telephone call he received (unsolicited) from SUNY Chancellor Dr. John B. King. Dr. King called to check in on the college (Chair Wayne learned he was reaching out to all Community College Board Chairs) to discuss some of the SUNY 2025 priorities, and any other issues that might be of concern. Chair Wayne took the opportunity to discussing the recent hiring of Dr. Mullaney by Rockland County Community College, the \$100 million operating revenue request (from NYCCT) for the 2025/26 state budget; the miniscule increase (\$7 million) in the 2024/25 budget; and the concerns outlined by NYCCT in their decision to seek legal action against SUNY & the Chancellor.

In an effort to fully & accurately identify the official position of NYCCT, Chair Wayne read to the Board two emails he had received from NYCCT Chairman George Cushman (Board Secretary of Finger Lakes Community College) on January 31, 2025 and February 6, 2025. The latter email identified the Community Colleges who had approved the resolution, and those who had not.

Chair Wayne stated his opinion that we had a very favorable relationship with SUNY Administration and he didn't believe that these guidelines posed a threat to our Board's independence in choosing a President. He also believed that input from the Chancellor's office, as part of the President's annual review may provide important insights on our relations with SUNY, and that he took Dr. King at his word that he is not trying to create a singular contract for all 29 community colleges, and that the insertion of interviews of the chosen finalists will not slow down the process. Additionally, Mr. Wayne felt that this (legal fees) were not the best utilization of NYCCT's financial reserves, nor were the issues at hand the "hill to take a stand on."

After a lengthy discussion, during which nearly all Trustees expressed their opinions and worry that the new guidelines might undermine the autonomy of local boards in making presidential selections. There were significant concerns about the practical implications these guidelines could have on future search processes and the potential influence of the Chancellor's authority.

Trustee Winston read the NYCCT resolution (in its entirety) into the record, and asked for a voice vote. Board Secretary Ka-Tandia called the roll and the NYCCT resolution. Despite these concerns, all trustees expressed strong opposition and voted unanimously against NYCCT proposed legal resolution. They argued that pursuing litigation could foster unnecessary adversarial relationships with SUNY and negatively impact funding and collaborative prospects.

Chairman Wayne indicated he would notify NYCCT of our decision, and would write to Chancellor King expressing our concerns about eliminating any possible delay in the search process by adding 3 interviews into the final process.

## Roll Call and Votes

Name	Yes	No	Abstain
Alan S. Winston		X	
Collin Kane		X	
Heather Reynolds, Treasurer		X	
Joe Rowe		X	
Judy McKinney Cherry, Vice-Chair		Absent	
Kintu Early		X	
Margaret Lawrence		X	
Michael J. Wayne, Chair		X	
Nancy M. Wightman		X	
Polly M. Chu		X	
Ronald E. Allison		X	
Sally Jacoby Murphy		X	

## FINANCE AND FACILITIES

Report is included in the Finance Committee Packet

Trustee Reynolds noted the Finance committee met of January 27<sup>th</sup> and mentioned two actions items on the agenda. She reported the following:

Receivables:

- Discussed reinforcing all receivables processes, indicating the need to refine procedures Operating Summary
- Purchase services, travel, and utilities are higher than last year, likely due to increased utility bills due to the cold weather.
- A review of the operating summary for November will be voted on during this meeting.

Facilities:

- A quarterly FSA summary of student activities, athletics, and student success was reviewed.

- A discussion about the bidding process for the softball field was held, with the goal of reframing the process to attract more bids.

#### Guidance and Compliance:

- Waiting on SUNY guidance for the new final rule for Title IX.
- Director Burdick is not present, but emails from SUNY have been received, and Dave will process them and present them to the senior staff.

#### Resolution #T4937-24- Operating Report October 2025

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

#### Resolution #4938-25-Social Media Networking Policy

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

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Social Media Policy. (H. Reynolds, K. Early, Unanimous)

### **HUMAN RESOURCES COMMITTEE**

Report is included in the HR Committee Packet

Trustee Lawrence reported on the recent meeting of the HR committee, which took place on January 28th. The committee discussed and addressed two key action items, further solidifying the college's commitment to transparency and efficient HR processes.

#### Confidentiality Policy

One significant initiative undertaken by the committee involves the Confidentiality Policy. The policy, which is typically distributed to employees at the time of hiring, will now be electronically signed moving forward. This shift allows the HR department to effectively track compliance and ensure a seamless implementation. Notably, a unanimous motion was made and passed, indicating a strong endorsement of the policy by committee members.

#### Employee Turnover Dashboard

The committee also focused on the Employee Turnover Dashboard, which provides vital insights into year-over-year and quarterly statistics. However, retirees and grant-funded positions were previously excluded from the data. To address this, the committee plans to revise the report to include comparative turnover rates with other community colleges. This enhancement will enable more comprehensive analysis and decision-making. Moreover, a clear and intuitive legend will be added to the report, simplifying understanding of the data and its implications.

#### Resolution #4939-25- Confidentiality Policy

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

9. OLD BUSINESS.

10. NEW BUSINESS.

1- Appointment of Chair: Judy McKinney as the chair of the Presidential Search Committee, with a motion put forth for approval. (N. Wightman, A. Winston, Unanimous)

- Chair Discussed the presidential search Committee Structure including a plan to have six trustees on the committee, with two representatives from each county. Additional effort is being made to include faculty, staff, students, and community members in the search committee.
- Search Firm Selection: An RFP (Request for Proposals) was sent out to recruit a search firm, and the college received 14 proposals. After narrowing it down, four firms remained, and references were being checked for these firms.
- Funding: Discussions are in progress regarding how to fund the search process, with optimism about finding a solution.

2- Nogaye proposed a change regarding how the Redbook and meeting minutes are published, drawing inspiration from practices commonly used at other community colleges.

With this change, the Redbook will focus solely on essential aspects such as:

- Publishing the full agenda, including all action items (resolutions) and the minutes from the previous board meeting.
- Sending detailed reports to trustees for review to use during the full Board meeting.

This approach will lead to faster and more efficient board meetings. The full Board will publicly address action items and resolutions, while in-depth discussions can be held during committee meetings. Trustees accepted the new format and will see it reflected on the next RBOT meeting

11. EXECUTIVE SESSION: No

12- ADJOURNMENT

Trustee Wayne made a motion to adjourn the meeting at 7:59 pm (R. Allison, C. Kane, Unanimous)

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CONSENT AGENDA

**HUMAN RESOURCES COMMITTEE**  
**Appointments, Promotions and Separations**  
 RESOLUTION #T4941-25

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

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

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

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

Last Name	First Name	Title	Department	Effective	Action	Grade	Salary	Background
Peregrim	Maggie	Admissions Recruiter	Admissions and Recruitment	3/17/25	Transfer	C	\$50,240	This is a 12-month, standard full-time non-exempt, Professional Grade C1.
Ka-Tandia	Nogaye	Chief of Staff/ Board of Trustees Secretary	President's Office	3/10/25	Promotion	G	\$88,000	This is a 12-month, standard full-time exempt, Professional Grade G1.
DeRico	Nicholas	Recruiter	WECE	2/21/25	Resigned	C1	\$45,489	Nick served the College for 10 months and accepted another opportunity.
Kunkler	David	Learning Specialist	Learning Center	2/21/25	Resigned	C1	\$46,343	David served the College for six years and has resigned for personal reasons.
Oddo	James	Building Maintenance Mechanic	Physical Plant	2/7/25	Resigned	305	\$58,516	Jim served the College for 11 years, and accepted another opportunity in his field.



Oldroyd	Kendra	Campus Safety Officer	Campus Safety	3/13/25	Resigned	SO1	\$38,522	Kendra served the College for 13 months, and accepted another opportunity in her field.
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*\*Resumes of new hires are available in the HR folder as a supplement for the HR Committee agenda*

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**HUMAN RESOURCES COMMITTEE**

**Position Activity**

RESOLUTION #T4942-25

**WHEREAS**, Human Resources has reviewed and is recommending the actions indicated below,

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Human Resource Assistant	Diana Harrington (retiring)	Reclassification from Clerk to Assistant	With Board Approval	This position supports the Executive Director of HR, Assistant Director of HR, employees, work study students, and student workers, providing administrative/secretarial support in the areas of HR office coordination, transactions, records, announcements, event planning, and customer service.

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REGULAR AGENDA

**CASS COMMITTEE  
Resolution #T4943-25**

**Academic Calendar 2027-2028**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the holiday corrections to the academic calendar contained herein for 2027-2028 as noted below.

FALL: Full - Full  
SPRING: Full - Full

2027 - 2028 (55 Minute Classes) Draft

Calendar Committee - Fall 2024

2027							2028																											
<b>August</b>							<b>September</b>							<b>October</b>							<b>November</b>													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
25	26	27	28	29	30	31	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13							
1	2	3	4	5	6	7	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20							
8	9	10	11	12	13	14	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27							
15	16	17	18	19	20	21	26	27	28	29	30		24	25	26	27	28	29	30	28	29	30												
22	23	24	25	26	27	28							31																					
29	30	31																																
							<b>December</b>							<b>January</b>							<b>February</b>							<b>March</b>						
							S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	5	6	7	8	9	10	11
							12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	12	13	14	15	16	17	18
							19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	19	20	21	22	23	24	25
							26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29					26	27	28	29	30	31		
													30	31																				
							<b>April</b>							<b>May</b>							<b>June</b>							<b>July</b>						
							S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							2	3	4	5	6	7	8	1	2	3	4	5	6					1	2	3	3	4	5	6	7	8	9	
							9	10	11	12	13	14	15	7	8	9	10	11	12	13	4	5	6	7	8	9	10	10	11	12	13	14	15	16
							16	17	18	19	20	21	22	14	15	16	17	18	19	20	11	12	13	14	15	16	17	17	18	19	20	21	22	23
							23	24	25	26	27	28	29	21	22	23	24	25	26	27	18	19	20	21	22	23	24	24	25	26	27	28	29	30
							30						28	29	30	31			25	26	27	28	29	30	31									

2027 Fall Semester	
Start Up	Aug. 20
Classes Start	Aug. 23
Labor Day	Sep. 6
Indigenous Peoples Day	Oct. 11
Break (5 Days)	Oct. 11 - Oct. 15
Thanksgiving	Nov. 25
Break Week	Nov. 22 - Nov. 26
Last Day of Classes	Dec. 6
Reading Day	Dec. 7
Finals	Dec. 8 - Dec. 14
Minutes Per Semester	
	Without Final
M T W R F	MWF
13 14 13 13 13	TH
	2145
	2295
	2325
	2475
Winter Semester	
Dec. 20	Jan. 21
	32
2028 Spring Semester	
MLK Day	Jan. 17
Start Up	Jan. 21
Classes Start	Jan. 24
Presidents' Day	Feb. 21
Break Week	Feb. 21 - Feb. 25
Break Week	Apr. 10 - Apr. 14
Last Day of Classes	May. 10
Reading Day	May. 11
Finals	May. 12 - May. 18
Commencement	May. 20
Memorial Day	May. 29
Summer 1	May. 30 - Jun. 30
Summer Break	Jul. 1 - Jul. 9
Juneteenth	Jun. 19
Summer 2	Jul. 10 - Aug. 11
Minutes Per Semester	
	Without Final
M T W R F	MWF
13 14 13 13 13	TH
	2145
	2295
	2325
	2475

- Friday, August 20, 2027
- Monday, September 6, 2027
- Monday, October 11, 2027
- Thursday, November 25, 2027
- Saturday, December 25, 2027
- Saturday, January 1, 2028
- Monday, January 17, 2028
- Friday, January 21, 2028
- Monday, February 21, 2028
- Monday, May 22, 2028
- Monday, May 29, 2028
- Monday, June 19, 2028
- Tuesday, July 4, 2028

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**CASS COMMITTEE**  
RESOLUTION #T4944-25

Live Here Learn Here Residential Scholarship Program

WHEREAS, SUNY Corning Community College recognizes the importance of expanding its student body by attracting additional students beyond New York, Pennsylvania and;

WHEREAS, SUNY Corning Community College is always seeking ways to increase the occupancy rate in Perry Hall, which impacts both the College community and the student experience;

WHEREAS, the Live Here Learn Here Residential Scholarship Program expands the current Keystone Scholarship Program and will be sourced through the CCC Development Foundation at an amount to be determined annually, ensuring the sustainability and long-term success of this initiative;

BE IT FURTHER RESOLVED that effective August 1, 2025, this scholarship program will provide a financial incentive for students to live in Perry Hall by reducing the tuition costs for eligible students to that of resident students;

BE IT FURTHER RESOLVED that the Regional Board of Trustees will periodically review the program's effectiveness and make necessary adjustments to enhance its appeal and ensure alignment with the College's goals and objectives.

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees establishes the Live Here Learn Here Residential Scholarship Program as a permanent initiative to encourage students from states beyond New York and Pennsylvania, and from Canada to reside in Perry Hall.

Background: The Live Here Learn Here Residential Scholarship Program was enacted for a trial period, academic year 2024-2025, and the pilot program resulted in participation from 12 individuals, demonstrating significant interest and engagement.

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REGULAR AGENDA

**Finance and Facilities**

Resolution #T4945-25

**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 January 31, 2025.

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*Finance and Facilities*

RESOLUTION #T4946-25  
*Data Classification Policy*

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the policy for Data Classification.

BACKGROUND NOTES

The purpose of the Data Classification Policy is to implement a standard for Corning Community College (CCC) that classifies data into one of the four categories and defines the minimum security measures appropriate to safeguard that data/information.

All College data stored on College systems, or non-College owned resources where College business is transacted, must be classified into one of four categories: 1) regulated private data, 2) protected data, 3) internal use data, and 4) public data. Based on the data classification, data owners, data custodians, and data users are required to implement appropriate administrative, technical, and physical controls to protect the data utilizing the data classification matrix.

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*Finance and Facilities*

RESOLUTION #T4947-25

**Identify Theft Prevention Program Procedure**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the policy for the Identity Theft Prevention Program Procedure.

BACKGROUND NOTES

Pursuant to the Federal Trade Commission's Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003, SUNY Corning Community College maintains an Identity Theft Prevention program designed to detect, prevent and mitigate identity theft in connection with certain covered accounts maintained by the College. This procedure was developed pursuant to policy adopted by the SUNY Board of Trustees on May 12, 2009. Identify theft is defined as fraud committed, or attempted, using the identifying information of another person without authority. A "red flag" is a predetermined circumstance that indicates the possible existence of such identity theft. This procedure will:

1. Identify and detect red flags for covered accounts offered or maintained by the College;
2. Respond appropriately to any red flags detected, so as to mitigate identity theft;
3. Ensure awareness of changing risks and their detection;
4. Ensure the soundness of the steps necessary to prevent identity theft.

It is the policy of Corning Community College to comply with the requirements of the Federal Trade Commission's (FTC) Red Flag Rule under sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003 to reduce the risk of identity theft by requiring stronger fraud prevention to protect consumers' personal data; and to establish, document, and maintain an Identity Theft Prevention program that identifies potential red flags, detects the occurrence of red flags, and appropriately respond to red flags.

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*Finance and Facilities*

RESOLUTION #T4948-25 *Cyber Incident Response Plan*

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the policy for the Cyber Incident Response Plan.

BACKGROUND NOTES

This document sets forth a plan for Corning Community College to identify, qualify, respond to, and recover from information Cyber-Security incidents. This Cyber-Security Incident Response Plan (“CSIRP”), charts the Cyber-Security Incident Response Team (“CSIRT”) with providing continuous, coordinated Cyber-Security Incident Response throughout the entire institution’s environment and infrastructure.

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*Finance and Facilities*

RESOLUTION #T4949-25

*Cyber Security Awareness Training*

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the policy for the Cyber Security Awareness Training.

BACKGROUND NOTES

Computer security is not just about keeping systems and networks secure. It is also about the people who use those systems and how their behaviors can lead to cyber exploitation. Proper training can reduce the number of people who do careless things that cause a security incident or breach. Training and education must be ongoing due to the ever-increasing variety and sophistication of cyber threats. These include but are not limited to spam, phishing, spoofing, malware, and ransomware, which can result in identity theft, data corruption, loss of intellectual property, operational disruption, and damage to the reputation of the institution. By law, CCC is liable for losses, fines and penalties caused by data breaches, on top of the internal costs for incident investigation and remediation. Moreover, loss of trust in the College's ability to protect the personal information of stakeholders could result in reductions in donations, grant funding, and student enrollment.

All employees, student workers, board of trustee members, and interns will be required to complete regular Cyber Security Awareness training. The awareness training and education program will include the following:

- Employee onboarding cyber security awareness training and policy review
- Annual cyber security awareness training
- Remedial training for those found not practicing good cybersecurity defenses

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*Finance and Facilities*

RESOLUTION #T4950-25

*Payment Card Industry (PCI) Compliance Policy*

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the policy for the Payment Card Industry (PCI) Compliance.

BACKGROUND NOTES

The purpose of this policy is to help prevent loss or disclosure of credit card customer information, including credit card data. Failure to protect customer information may result in financial loss for customers, suspension of credit card processing privileges, and fines imposed on and damage to the reputation of the department and College.

Corning Community College's (CCC) Payment Card Industry (PCI) Compliance Policy applies to those involved with payment card handling including: faculty, staff, students, third-party vendors, individuals, systems, networks, and other parties with a relationship to the university including auxiliary service corporations, alumni associations, student associations and governments, CCC Development Foundation, CCC Housing Company LLC, and any unit using third-party software to process credit card transactions. This includes transmission, storage, and processing of payment card data, in any form (electronic or paper.)

All card handling activities and related technologies at CCC are required to comply with the Payment Card Industry Data Security Standards (PCI DSS). No activity may be conducted nor any technology employed that might obstruct compliance with any portion of the PCI DSS.

The college prohibits the storage of credit card information and the transmission of credit card data through fax, email, paper forms, social media, end-user messaging, or non-certified third-party vendors for web-based credit card processing. The college prohibits the retention of complete payment card primary account numbers (PAN) or sensitive authentication data in any college system, database, network, computer, tablet, cell phone, or paper file. The storage of truncated numbers, in approved formats (first six digits OR last four digits), is permissible.

At no time will the requirements of the PCI DSS supersede local, state, and federal laws or regulations.

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REGULAR AGENDA

*Finance and Facilities*  
RESOLUTION #T4951-25

*Title IX Final Rule*

BE IT RESOLVED that the Regional Board of Trustees of Corning Community College rescinds Resolution #4928-24 - 2024 Title IX Final rule to return to the 2020 Title IX Final Rule which was previously approved on March 16, 2023 Resolution #4853-23.

BACKGROUND NOTES

On January 9, 2025, the United States District Court for the Eastern District of Kentucky issued a decision that vacated the entirety of the 2024 Title IX Rule nationwide.