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

DATE: Thursday, April 30, 2020

TIME: 5:30 p.m. Meeting

LOCATIONS: Via Google Hangouts

1. Call to Order
2. Approval of the Meeting Minutes of the [March 12, 2020, Meeting](#)
3. Chair's Report
4. President of the College's Report
5. Student Trustee's Report
6. CCC Development Foundation, Inc., Report
7. Approval of Agenda
8. Approval of Consent Agenda
 - RESOLUTION #T4654-20 – [Appointments, Promotions, and Separations](#)
9. Regular Agenda
 - [CASS Committee](#)
 - RESOLUTION #T4655-20 – [Program Renewal – A.A.S. in Chemical Technology](#)
 - RESOLUTION #T4656-20 – [Resolution of Appreciation for Dr. Kris MacDonald](#)
 - RESOLUTION #T4657-20 – [Approval of Regional Board of Trustees' Award for Excellence in Teaching- Dr. Robert Koble](#)
 - RESOLUTION #T4658-20 – [Tenure Recommendation – Dr. Robert Koble](#)
 - [EXECUTIVE Committee](#)
 - [EXTERNAL AFFAIRS Committee](#)
 - RESOLUTION #T4659-20 – [Pennsylvania Education Enterprise](#)
 - [FINANCE AND FACILITIES Committee](#)
 - RESOLUTION #T4660-20 – [Operating Report for February 2020](#)
 - [HUMAN RESOURCES Committee](#)
 - RESOLUTION #T4661-20 – [Vincent Lisella Retirement](#)
 - RESOLUTION #T4662-20 – [Policy on Remote Work](#)
 - RESOLUTION #T4663-20 – [Policy on Confidentiality](#)
 - RESOLUTION #T4664-20 – [New Hire: Hannah Jones, Instructors](#)
10. Old Business
11. New Business
12. Executive Session to discuss pending litigation matters and collective bargaining.
13. Adjournment

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**SUNY CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
March 12, 2020
Health Education Center – 110**

MEETING MINUTES

In attendance: Trustees: Chair Blowers, Vice-Chair Wightman, R. Allison, G. Baity, T. Beers, P. Chu, C. Heyward, J. McKinney-Cherry, A. Moretti, N. Parks (via Google Hangouts), H. Reynolds, M. Wayne, A. Winston
Senior Staff: President Mullaney, Provost Fisher, VP Garnier, Executive Director Eschbach, Executive Director May, Executive Director Park, Director Clay
Support Staff: S. Radford, M. Brown, J. Toribio
Guests: C. Demers, Shalena Cleary, H. Jones, P. Mizera, R. Steinberg, H. Segur

1. CALL TO ORDER. Chair Blowers called the meeting to order at 5:30 p.m.
2. APPROVAL OF THE MINUTES of the January 21, 2020, meeting (Allison, Heyward unanimously approved).
3. CHAIR’S REPORT.
 - Chair Blowers reported that a joint retreat for members of the Executive Committees of the RBOT and the CCC Development Foundation organized by CCCDF President Holly Segur was held recently.
 - Chair Blowers welcomed three new Trustees: Heather Reynolds, gubernatorial appointee, Steuben County, Judy McKinney-Cherry, gubernatorial appointee, Schuyler County, and Thomas Beers, Legislature appointee, Steuben County.
4. PRESIDENT OF THE COLLEGE’S REPORT.
 - Welcomed new employees to the College: Peter Mizera, Director of IT; Shalena Cleary, Director of Financial Aid; Cara Demers, Communications Assistant; Hannah Jones, term faculty in Sociology.
 - Resolution of Appreciation.

RESOLUTION #4647-20 - Resolution of Appreciation – Isaac Bushey (Blowers, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges extends its congratulations to Athletic Director and Coach Isaac Bushey on his 100th career win on February 12, 2020, achieved when the men’s basketball team defeated SUNY Broome. The Regional Board of Trustees commends Mr. Bushey for his leadership of SUNY CCC athletics as Athletic Director and Men’s Basketball Head Coach.

President Mullaney’s provided an update on measures taken to-date to address the COVID-19 pandemic.

President Mullaney made brief remarks regarding the action item call for discontinuation of academic programs.

Statement from the President

I would like to make a statement about the action item on the CASS agenda that proposes the deactivation of six academic programs. This has been a difficult time at the College - particularly for those individuals associated with the impacted programs – but it is necessary for the campus and community to understand that, after a nearly 16-month comprehensive and inclusive review process, which included both faculty and community input, the deactivation of these programs is a necessary step for the future of our students and for the future of the College.

An examination of enrollment figures starkly illustrates the consistently low and significantly declining enrollment numbers (in one program, no new students enrolled for Fall 2019) in these programs that, as currently offered, are not serving our students or the community we are here to serve. With the feedback provided by campus and community members, the College is actively exploring ways to reimagine educational offerings so that they are more in line with workforce and student needs. Details to follow in the CASS Committee report.

This decision has also been informed by the I-86 Innovation Corridor report, which states that, “*One thing is certain: a coordinated and aligned approach to regional workforce and economic development is essential to ensure the I-86 Innovation Corridor’s economic future.*” In order to heed this call to action, realignment of resources requires additional curriculum expertise in other areas. It is not uncommon for community colleges to discontinue declining programs in order to launch new ones in emerging fields based on the needs of local/regional industries. As workforce needs continually change, the College must have the flexibility and support – internal and external - to develop in demand and cutting-edge programs that will attract students because they will lead to well-paying and satisfying jobs and a robust regional economy.

SUNY Corning Community College remains committed to preparing students to meet the training and educational needs of our tri-county service region with a focus on supporting healthcare and technological innovation. The College has expanded capacity in the Nursing program, added a Community and Public Health program, and is offering new non-credit healthcare training. Support for technological innovation includes a new cybersecurity program, innovative teaching techniques in the sciences, and a mechatronics program that is in the development phase.

I would like to express my thanks to all who have been involved in this process. I wish to especially express my gratitude to the affected faculty members for their dedicated service to students, the College, and the community. I know that we have the same goal, and that is to make sure that SUNY CCC is focused on providing the best educational opportunities for students that will provide our region with the skilled workforce it needs.

5. STUDENT TRUSTEE REPORT.

- The Student Association Executive Board is recruiting new officers for the upcoming academic years.

6. CCC DEVELOPMENT FOUNDATION, INC., REPORT. Executive Director May provided an overview of the report:

- Resource development committee met to review fundraising goals and efforts.
- Executive Committee reviewed the agenda for joint retreat with RBOT Executive Committee. Shared individual plans and priorities for 2020 to ensure alignment with fundraising activities in support of the College.

7. APPROVAL OF AGENDA (McKinney-Cherry, Winston; unanimously approved).

8. APPROVAL OF THE CONSENT AGENDA (Heyward, Baity; unanimously approved).

RESOLUTION #4646-20 - Appointments, Promotions, and Separations

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

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

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

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

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Yuliya Lapierre	Visiting Instructor	Nursing Education	Resignation	5/23/2020	Yuliya Lapierre began with the College 8/15/18, and will have served the college for 2 years.
Rolando Mejia	Admissions Recruiter	Recruitment and Admissions	Resignation	1/27/2020	Rolando Mejia began with the College 5/14/18 on a part time basis, serving the college for 1.5 years.
Amber Crouthamel	Recruiter/ Special Initiatives	Recruitment and Admissions	Resignation	1/24/2020	Amber Crouthamel began with the College 1/02/08, serving the College for 11 years.

9. REGULAR AGENDA

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS). Trustee Heyward provided an overview of the agenda.

There are two action items on the agenda.

- Academic Affairs
 - Starfish update
 - Griffin Bates created static display in the library and will be displayed through Spring 2020
 - Blackboard was synced with Alexa
 - Professional studies is conducting a feasibility study to assess viability of a paralegal program
 - Nursing Program director Krystal Jubilee was highlighted by WENY for a piece on Black History Month

- Provost Fisher continues work on articulation agreements
- As announced and consistent with other SUNY institutions, the College is transitioning to online instruction in response to concerns with COVID-19 until at least April 4
- There have been no reported cases of COVID-19 in our community to-date.
- Student Services
 - Isaac Bushey - 100th victory
 - Monitoring conditions to determine whether to proceed with scheduled open house April 18, 2020
 - Recruiters focusing on northern Pennsylvania and NYC working to identifying non-traditional student populations
 - The College hired its first e-sports coach
 - Perry Hall hosted members of Friendship Baptist Church to honor Martin Luther King, Jr., Day
 - College representatives met with Natasha Thomson from the Food Bank of the Southern Tier to see how to better meet the needs of students with food insecurity
 - The College is no longer receiving funding in support of the Trio program

RESOLUTION #4647-20 - Resolution of Appreciation – Isaac Bushey (Blowers, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges extends its congratulations to Athletic Director and Coach Isaac Bushey on his 100th career win on February 12, 2020, achieved when the men’s basketball team defeated SUNY Broome. The Regional Board of Trustees commends Mr. Bushey for his leadership of SUNY CCC athletics as Athletic Director and Men’s Basketball Head Coach.

Statement on behalf of the Board made by Trustee Heyward

Before addressing the next resolution, I would like to remind the full Board of one of the “measurable standards” for the CASS committee. The Board is charged with reviewing academic programs at least every 6 years, and the Board receives follow-up recommendations to ensure the viability of each program. The decision to deactivate several programs was not taken lightly nor was it arrived at hastily or without the input of both faculty and Senior Staff.

The programs being discussed today were reviewed during their normal programmatic review process. The results of the programmatic review led to their subsequent selection for Supplemental Review Program in November of 2018. The Supplemental Review Program was triggered by several criteria, including low enrollment, coursework that lagged the current technology in the field, and relevance to the economic needs of the region. At that time, faculty and staff for each program were charged with making recommendations concerning the viability of their programs.

A review of the methodology expected was carried out by the department chairs in February of 2019.

The Provost reviewed the membership of each program’s advisory board in 2019.

At this point programs had until October of 2019 to prepare documents in support of their program’s viability, address concerns raised during the normal programmatic review process, and put forth suggestions for improved enrollment and program relevancy. The Supplemental

Program Review process was implemented with the understanding that the recommendations would impact the College's ability to continue to offer such programs.

In November of 2019, the Provost and Senior Staff reviewed all of the programs designated for Supplemental Program Review and shared their recommendations with the President as well as myself and the CASS committee. At that point, the Faculty and the PECCC were notified of the proposed program deactivations.

In January of 2020, the Faculty and the PECCC presented alternatives to the closures to the President, the Chair of the Regional Board of Trustees, and Senior Staff. Full written proposals were submitted by February 3, 2020.

While the CASS committee regrets that these program deactivations will result in the termination of several faculty members, we see the deactivation of these programs as a way to make sure that the offerings of the College more closely align with the needs of the community as a whole. SUNY CCC seeks to align its programming with the needs identified in the I-86 Innovation Corridor report. The programs offered by SUNY CCC are shaped in response to work force training needs and educational demand in the region. As a result, the College has expanded capacity in the Nursing Program, added a Community Health Program, and is offering new non-credit healthcare training. The College is also working to create programming in cybersecurity, developing innovative teaching techniques in the sciences, and developing a mechatronics program.

Based on the Supplemental Program Reviews and conversations with regional stakeholders, the President of the College is recommending the following programmatic changes:

- Automotive Technology and Autobody Repair.
 - The College recognizes the demand for automotive service technicians with training in automotive technology and autobody repair; however, the Supplemental Program Review indicates that the coursework as offered has not kept pace with the current technology and enrollment has been consistently low. In addition, President Mullaney met personally with the leadership of the three major auto dealers in the region and the conclusion was made that a two-year degree was not necessary and did not meet the current needs of the dealerships. Therefore, the President recommends deactivating the Auto Body and Collision Repair AOS, the Automotive Mechanics Certificate, and the Automotive Technology AOS. The College feels that the regional industry needs could be better met by moving this training into the non-credit work force training division of the College. This would allow participants to work while receiving their training, shorten the amount of time before students enter the workforce, and still permit tuition reimbursement. This would also allow the College to address the needs of the industry in a flexible manner, creating training programs as needed by stakeholders in the region and give our trainees access to collaborations and resources at industry partners. Concerning the marketing and promotion of the automotive programs,
 - There was no evidence presented through the Supplemental Program Review process of collaboration with Workforce Education. According to the Provost, there are no impediments placed on that collaboration from the Administration.
 - The Automotive Advisory Board has recommended collaboration with area car repair shops or automotive dealers; however, no evidence was provided that the program faculty or STEM Division leadership had done so in the last several years, despite the feedback from the Advisory Committee and cognizant of declining enrollments.
 - Nothing has prevented program faculty or STEM Division leadership from communicating with non-completers or stop outs to endeavor to recruit them back or determine what program or organizational impediments resulted in the non-completion or stop

out. Given the modest enrollments in the Automotive Technology Program, such a survey could be a series of emails or phone calls accomplished by the two full-time faculty associated with the program.

- Given the College's limited marketing budget, I believe the College has focused on marketing all of the College's programs, rather than targeting specific programs. For these reasons the automotive programs remains a part of the resolution put forward to the board tonight.
- Early Childhood Development.
 - The recommendation for the Early Childhood Development program is that the College transition to an 8-week Child Development Associate micro-credential to be offered completely online. This would address the need for infant/toddler care in the community while not burdening students with the costs associated with a 2-year Associates program.
 - The College will also be working with partner institutions to establish a 2 + 2 program in Birth to -2nd grade certification.
- Manufacturing Technology AAS. Deactivation of the Manufacturing Technology AAS was recommended as a result of the program's significant overlap with the Mechanical Technology program, given that only 2 classes differed between the degrees.
- Health and Physical Education AS. The Health and Physical Education AS will be deactivated; however, its coursework will continue as a concentration within the Community and Public Health AS degree.
- Human Services AAS. Finally, the Human Services AAS degree is being deactivated due to graduate wage data indicating that graduates do not earn significantly higher wages than the minimum. Deactivation of the Human Services degree will allow the College to investigate the viability of a transfer degree geared more toward social work, which would improve the earning potential of our graduates.

RESOLUTION #4648-20 - Deactivation of Academic Programs (resolution roll call below)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College approves the following deactivations of academic programs as a result of the College's supplemental program review process. New student matriculation for the indicated programs will be immediately suspended with full program deactivation following a "teachout" opportunity for current students.

The programs to be deactivated are:

Auto Body & Collision Repair AOS
Automotive Technology AOS / Automotive Mechanics Certificate
Early Childhood Studies AAS / Early Childhood Services Certificate
Manufacturing Technology AAS
Health and Physical Education AS
Human Services AAS

Resolution Roll Call

Blowers, yes

Beers, yes

Heyward, yes

Wayne, yes

Chu, yes

Winston, yes

Allison, yes

McKinney-Cherry, yes

Reynolds, yes

Parks, yes (via Google Hangout)

Motion carried unanimously.

EXECUTIVE COMMITTEE. Chair Blowers provided an overview of highlights, noting there is one action item on the agenda:

- COVID-19 campus plan
- RBOT new appointees
- Search Updates:
 - Provost. The Pauley Group has been selected as the firm to launch and manage the provost search. Senior Staff is finalizing the posting and job description; the search is being led by Director Clay and Prof. Narasimhan.
 - The Executive Office Manager search is being led by Executive Director Eschbach. The search committee has been formed and is identifying candidates to invite for interviews. Phone interviews will take place next week.
- RBOT Retreat. President Mullaney is planning the Board retreat to take place in late May or early June with a focus on orientation and onboarding. President Mullaney will share updates as plans unfold.
- Inauguration Update. Given the COVID-19 outbreak, the inauguration will be postponed to take place in the fall semester.
- Strategic Initiatives:
 - The College was awarded a \$25k grant to support the continuation of guided pathways work
 - The College submitted a grant to support innovative technology
 - The College submitted a grant application for the digitization of transcripts and payroll records

RESOLUTION #4649-20 - Approval of the Revisions to the Constitution for the Association of the College (Blowers, Allison; unanimously approved)

WHEREAS, the membership of the Employment Policies and Compensation Council (EPCC) proposed revisions to the structure of the EPCC, and

WHEREAS, membership from the Staff Assembly and the Faculty Assembly approved of these proposed changes to the Constitution for the College Association of SUNY Corning Community College,

THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees approves the adoption of the revised Constitution for the College Association of SUNY Corning Community College.

EXTERNAL AFFAIRS COMMITTEE. Trustee Winston provided an overview of the Committee meeting, noting that there is one action item on the agenda.

CCC Development Foundation

- Appreciate the many contributions of Amory Houghton to the College, Foundation, and the community.
- The Digital Dome Theater campaign is moving forward, raising \$135k so far. Special thanks are extended to the Anderson Foundation for their most recent gift. The next phase of the campaign is personal solicitation.

Marketing and Communications

- A search underway to fill the vacant Director of Marketing and Public Relations position
- Website content updates continue

Workforce Education and Academic Pathways

- The Cornell Prison Education Program expanded its offerings to four courses for the spring term (representing 5.4 FTEs)
- Trustee Winston praised Executive Director Eschbach and the WEAP team for spearheading the Elmira Summit held recently in the Elmira Center

Legislative Update.

- Federal level:
 - The College had Board and Senior Staff representation at the ACCT National Legislative Summit.
 - Trustee Winston shared priority list focusing on Pell Grants
- State level: awaiting an update on progress from Senator O'Mara
- Local level: President Mullaney visited the Steuben, Chemung, and Schuyler county legislatures to make the annual State of the College presentations.

RESOLUTION #4650-20 - Resolution in Support of Permanent Funding Floor for Community College Base State Aid Formula (Winston, Parks; unanimously approved)

WHEREAS, our community colleges serve as economic engines that provide a trained workforce and educated citizenry for the State of New York and the local communities in which they're located; and

WHEREAS, our community colleges are anchor institutions that help keep their communities strong and vibrant by serving as major employers, community hubs, and social centers; and

WHEREAS, our community colleges are the primary catalyst to the middle class by serving more low- income students than any other sector of higher education; and

WHEREAS, our community colleges anticipate and respond to the emerging needs of their local communities and remain the most adaptable sector of higher education; and

WHEREAS, our community colleges serve nearly half of all undergraduates enrolled in the SUNY System along with nearly as many life-long learners through non-credit classes; and

WHEREAS, a level of predictability in State funding is essential to provide our community colleges the ability to plan and budget accordingly and recognizes each college's annual fixed costs; and

WHEREAS, the 98% of the previous year or \$100 increase per FTE, whichever is greater, language added to the community college funding model for fiscal year 2019 was a step in the right in the direction and appreciated; and

WHEREAS, the funding floor should be set in State statute at 100% of the previous year or \$100 increase per FTE, whichever is greater;

THEREFORE BE IT RESOLVED, that New York Community College Trustees (NYCCT), on behalf of our 315 trustees at our 30 SUNY community colleges, fully supports the proposal that New York State change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year or \$100 increase per FTE, whichever is more.

Trustee Winston shared that this resolution, drafted by NYCCT, is endorsed by:

SUNY Student Assembly
FCCC
NYCCAP
SUNY

FINANCE AND FACILITIES COMMITTEE. Trustee Moretti provided an overview of the Committee meeting, noting that there is one action item on the agenda.

- The Committee reviewed revenue and expenses for the month of December
- The Committee reviewed and discussed graduation expenses
- The Committee reviewed revenue and expenses for the month of January January
- The Committee reviewed the unrestricted fund
- The Committee reviewed the restricted fund Review of restricted fund
- The Committee reviewed planned capital projects for the upcoming year include DDT funded by donations, college reserves and SUNY match totaling
 - Construction of the mechatronics lab
 - Schuyler Hall will be outfitted with air conditioning
- The Committee reviewed the status of the Banner improvement project, including timeline working with consultants; no end date has been identified at this time
- The Committee discussed ACE enrollment, including NY and PA, and the relationships with institutions participating in the ACE program

- The Committee discussed increasing the non-traditional student population

RESOLUTION #4651-20 - Operating Report (Moretti, Baity; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending December 31, 2019, and January 31, 2020.

HUMAN RESOURCES COMMITTEE. Trustee Wightman provided an overview of the Committee meeting, noting that there is one action item on the Regular agenda.

The Committee discussed the following:

- updates from HR office employee engagement
- Exit interview analysis
- Review of headcount report
- Review of vacant positions

RESOLUTION #4652-20 - Regional Board of Trustees Policy on Paid Leave for Cancer Screenings (Wightman, Heyward; unanimously approved)

WHEREAS, the update to Section 159-B of New York State Civil Service Law requires employers to allow for paid leave for all types of cancer screening;

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby updates the Paid Leave for Cancer Screenings policy for all College employees.

Effective Date: August 22, 2008	RBOT Resolution #3953-15 Paid Leave for Cancer Screenings
Issue/amendment date: March 12, 2020	Author: Human Resources Office
Reference: RBOT Policy Manual	Rescinds: N/A

Paid Leave for Cancer Screenings Policy All employees will be granted paid leave for a sufficient period of time, not to exceed four hours annually, to undertake screenings for cancer. The College reserves the right to require written documentation from the employee’s health care provider to verify eligibility for this paid leave.

NOMINATIONS COMMITTEE. Chair Blowers reported that the Nominations Committee convened to discuss the new slate of officers taking office on July 1, 2020.

RESOLUTION #4653-20 - Nomination for Slate of Officers of the Regional Board of Trustees of SUNY Corning Community College (Parks, Baity; unanimously approved)

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

WHEREAS, the Nominations Committee composed of Chair; Nancy Wightman, Vice-Chair Christa Heyward, and Trustees Carl H. Blowers, Gail Baity, Alan Winston, recommend to the full Board the following slate of officers,

BE IT, THEREFORE, RESOLVED, that the following members of the Regional Board of Trustees be elected to the positions described below and that they take office on July 1, 2020, for a term expiring on June 30, 2022.

Chairperson, Nancy Wightman
Vice-Chairperson, Christa Heyward
Treasurer, Michael Wayne

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION. None.

13. ADJOURNMENT. Chair Blowers adjourned the RBOT meeting at 6:23 p.m. (Heyward, Winston)

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Committee on Academic and Student Services
April 30, 2020
Via Google Hangouts

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.

MINUTES

DISCUSSION ITEMS:

1. [Provost Report](#)
2. [Student Trustee Report](#)

ACTION ITEM:

1. [Program Renewal: A.A.S. in Chemical Technology](#)
2. [Resolution of Appreciation for Dr. Kris MacDonald](#)
3. [Approval of Regional Board of Trustees' Award for Excellence in Teaching- Dr. Robert Koble](#)
4. [Tenure Recommendation](#)

NEXT COMMITTEE MEETING: June 10, 2020

Measurable Standards for the CASS Committee are:

- Review for approval academic programs at least every six years and receive a follow-up on recommendations to ensure viability for continued offering;
- Review status of the Strategic Enrollment Plan addressing student success as demonstrated by recruitment, retention and graduation.
- Review Academic Support/Student Services and Retention/Enrollment Planning programs for effectiveness;
- Review progress of the Academic Plan annually to align strategies and initiatives with the College-wide Strategic Plan;
- Receive from the president 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 of Higher Education;
- Review action items forwarded to the President from the Faculty Assembly that require the approval of the Regional Board of Trustees (such as program reviews);
- Receive updates regarding student-guided funding of activities and services.
- On a regular basis, monitor the College's interaction with business, economic and community leaders to ensure college educational opportunities are aligned with regional needs.
- 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 that integrate faculty into recruitment and retention efforts of the institution, where needed.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Committee on Academic and Student Services
April 22, 2020
Via Google Hangouts

MINUTES

In Attendance: Trustees: Chair Blowers, Vice-Chair Wightman, G. Baity, A. Moretti, C. Heyward, J. McKinney-Cherry
Senior Staff: President Mullaney, Provost Fisher, VP Garnier
Support Staff: J. Toribio
Guests: ADI Cole, Dr. Narasimhan, Dr. Williams
Excused: P. Chu, M. Wayne

Trustee Heyward called the CASS Committee meeting to order at 4 p.m. and noted that there are four action items on the agenda.

Program Review: Provost Fisher introduced ADI Cole, Dr. Narasimhan, and Dr. Williams who provided an overview of the report.

Overview of the program: the Chem-Tech program is designed for students planning to enter the workforce; it is flexible enough to allow transfer to 4-year programs or pursuit of an advanced degree. Additionally, the program offers transfer flexibility. The skills taught are highly sought after by employers recruiting technicians.

The Committee reviewed a sample sequence of academic planning: chemistry courses through analytical and organic sequence is a primary focus of the program.

Advantages/strengths of the program:

- strong record of job placement,
- nearly all placed by graduation (job lined up),
- small class sizes (average approximately 12 per semester), offers personalized attention
- Industry collaborations, Coring, Inc, field trips, technician pipeline
- Strong alumni networking and support
- Offer internship opportunities through Corning, Inc.
- Median salary \$50k

The Committee reviewed an overview of success stories

The Committee reviewed a summary of course learning outcomes/assessments

The Committee reviewed recommendations from the advisory board:

- Explore new internship opportunities
- Improve equipment

- Offer orientation
- Evaluate two chemistry pathways
- Provide database for research purposes
- Improve outreach
- Added equipment in labs
- Teach industry waste disposal standards
- Lab size a problem as program continues to grow

Program highlights:

- 100% completion
- 100% retention
- 90% job placement rate (98% with transfers)

Trustee Baity recommended that they recruit advisory board members from other organizations, and advised that they revisit the statement in the report that a likely outcome of the program is a plant manager position for a graduate of the program with a two-year degree.

The Committee praised the authors of the program review for their thoroughness and clarity.

Action Items:

Provost Fisher provided an overview of the action items, including:

1. Program Renewal: A.A.S. in Chemical Technology
2. Resolution of Appreciation for Dr. Kris MacDonald
3. Approval of Regional Board of Trustees' Award for Excellence in Teaching- Dr. Robert Koble
4. Tenure Recommendation

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

Discussion items:

Academic Services

- The Center for Teaching Innovation and Excellence has been providing periodic "Tech Updates."
- Medicinal Plant Chemistry is advancing through governance as a concentration within the Liberal Arts: Math and Sciences degree.
- Microcredentials in bookkeeping are being advanced through governance. Microcredentials are also advancing in support of human services (direct care) and in machining supporting Workforce Development.
- Articulations are being negotiated for three plus one agreements between SUNY Corning Community College and Southern New Hampshire University.
- Collaboration continues between Academic Affairs, Workforce Education, and Strategic Initiatives to leverage funding from SUNY for a clean energy initiative.
- SUNY has concluded its negotiations with Elsevier, with renewal of a contract allowing for access to an identified core titles list of 250 journals.

- Keuka College has indicated an interest in placing graduate social work students at SUNY CCC beginning in Fall 2020. Details are continuing to be reviewed for finalization.

Student Services

- A virtual Open House occurred on April 18, 2020 and allowed potential students to interact with faculty and staff, learn about Perry Hall and programs and services -- all in a virtual environment. Provost Fisher will follow up and report the number of virtual attendees.
- Working with the Foundation, Student Services deployed an Emergency Grant Fund for students and coordinated the loaning of laptops to students.
- Recruiting is coordinating with Communications/Marketing to continue to message potential/admitted/continuing students with virtual enrollment/advisement appointments occurring.
- School counselor messages of appreciation are being accomplished -- indicating our appreciation for the school counselors' work during these difficult times.
- Virtual events are being planned for Commencement, Nurses' Pinning, and Student Awards Lunch.
- Erin Shaut has been selected as the recipient of the SUNY Chancellor's Award for Student Excellence. A virtual celebration for that award was planned for April 22, 2020.
- The 2020 PTK All-NY Academic Team Award Winners are Peggy Tracy and Brooke Smith.
- Derek Lisi accumulated 666 total pins in three games for a 222 average to be named the NJCAA Men's Bowling Singles National Champion.
- President Mullaney shared that Director Clay has been overseeing the Marketing and Communications duties, the search for a permanent director is on hold and being examined given the hiring freeze, meanwhile, marketing efforts continue. Trustee Wayne recommended that the College reconsider this decision. Trustee Baity recommended contracting with a marketing firm. Trustee Heyward advised offering competitive pricing for online offerings. President Mullaney is taking these recommendations under advisement.

Student Trustee Report

- SAEB has gone digital during this time of social distancing. SAEB is using social media to hold events and sharing content through the Student Association Instagram page. SAEB is generating personal videos each day this week from different members addressing the student body and trying to be of support. This new online presence is allowing SAEB to remain connected with the students on-campus, those that traditionally commute, and those taking classes remotely.
- Due to remote learning and following Chancellor Johnson's advice to SUNY colleges, SAEB is suspending elections for next fall as it will be impossible to have a strong turnout for both candidates as well as voters. SAEB believes that next fall will be more conducive to filling SAEB positions. With that said, SAEB is working to fill the President and the Student Trustee position before next fall.
- On behalf of the student body, Student Trustee Moretti extends thanks and appreciation to faculty and staff for working diligently to make a seamless transition to online distance learning. We know it has not been easy. The student body appreciates your hard work and dedication to our education.

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

Trustee Heyward adjourned the CASS Committee meeting at 4:56 pm.

Committee on Academic and Student Services
Report by the Provost, Dr. L. Dean Fisher
April 30, 2020

Academic Services

- The Center for Teaching Innovation and Excellence has been providing periodic “Tech Updates” and maintaining virtual office hours for individual and group support for faculty and staff on use of technology for remote instruction and services.
- Medicinal Plant Chemistry is advancing through governance as a concentration within the Liberal Arts: Math and Sciences degree.
- Microcredentials in bookkeeping are being advanced through governance and can be immediately offered, pending Assembly approval, for the Fall 2020. Microcredentials are also advancing in support of human services (direct care) and in machining supporting Workforce Development.
- Articulations are being negotiated for three plus one agreements between SUNY Corning Community College and Southern New Hampshire University.
Similar negotiations continue with Mansfield University.
- Collaboration continues between Academic Affairs, Workforce Education, and Strategic Initiatives to leverage funding from SUNY for a clean energy initiative.
- A tenure-track instructor for sociology has been hired as a result of a search.
- SUNY has concluded its negotiations with Elsevier, with renewal of a contract allowing for access to an identified core titles list of 250 journals.
- Keuka College has indicated an interest in placing graduate social work students at SUNY CCC, beginning in Fall 2020. Details are continuing to be reviewed for finalization.

Student Services

- A virtual Open House occurred on April 18, 2020 and allowed potential students to interact with faculty and staff, learn about Perry Hall and programs and services -- all in a virtual environment.
- Working with the Foundation, Student Services deployed an emergency grant for students and coordinated the loaning of laptops to students.
- Recruiting is coordinating with Communications/Marketing to continue to message potential/admitted/continuing students with virtual enrollment/advisement appointments occurring.
- School counselor messages of appreciation are being accomplished -- indicating our appreciation for the school counselors’ work during these difficult times.
- Virtual events are being planned for Commencement, and Student Awards.
- Erin Shaut has been selected as the recipient for the SUNY Chancellor’s Award for Student Excellence. A virtual celebration for that award is planned for April 22.
- Derek Lisi accumulated 666 total pins in three games for a 222 average to be named the NJCAA Men's Bowling Singles National Champion.
- The 2020 PTK All-NY Academic Team Award Winners are Peggy Tracy and Brooke Smith.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

Report by the Student Trustee, Anna Moretti

April 30, 2020

- During these unique times, SAEB is going digital. We have honed in on our social media presence, holding activities and contents through our Student Association Instagram page. We are also doing personal videos each day this week from a different member addressing the student body and trying to be of support. This new online presence is allowing us to stay connected with the students on-campus, those that traditionally commute and those taking classes from afar as we are all going through a challenging time.
- Due to the circumstances of not being on campus and Chancellor Johnson's advice to SUNY colleges, we are planning not to hold elections for next fall as we do not believe we will have a strong turnout for both candidates as well as voters. We believe that next fall would be more conducive to filling Student Association Executive Board positions. With that being said, we are working to fill the President position as well as the Student Trustee position before next fall.
- On behalf of the student body, I would like to thank our faculty and staff for working diligently to make a seamless transition to online distance learning. We know it has not been easy. We appreciate your hard work and dedication to our education.

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

Executive Committee

April 30, 2020

Via Google Hangouts

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 Human Resources 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. COVID-19 Update
2. Search Updates
 - a. Provost
 - b. Executive Office Manager
 - c. VP of Administrative Services
3. [Strategic Initiatives Update](#)

ACTION ITEMS: None.

EXECUTIVE SESSION: Status of pending litigation, employment, and collective bargaining matters.

NEXT COMMITTEE MEETING: June 18, 2020

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.
- Nurture Senior Staff interaction with Legislators.
- Annually host elected officials to inform, advocate, and expose them to our campuses.

SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

Executive Committee

March 5, 2020

HEC - 110

MINUTES

In attendance: Trustees: Chair Blowers, Vice-Chair Wightman, C. Heyward, M. Wayne, A. Winston
Other Trustees in Attendance: R. Allison, G. Baity, T. Beers, P. Chu, J. McKinney-Cherry, A. Moretti
Senior Staff: President Mullaney, Director Clay
Support Staff: M. Brown, S. Radford, J. Toribio

Chair Blowers called the meeting to order at 4:35 p.m.

COVID-19.

- Chair Blowers and President Mullaney discussed College preparedness to face the COVID-19 virus.
- Governor Cuomo announced that the SUNY will shift to an online model by March 19, 2020.
- Chancellor Johnson has asked SUNY campuses to develop a plan for continuity through the rest of the semester. SUNY communicated to students that most classes will be moving to an online/distance format and that it is working on plans for those students that do not have access to technology to collaborate with faculty on other means of completing work.
- The College will remain open, coordinating labs and clinicals. Perry Hall will remain open. The overall goal is to reduce campus density. Any changes will be communicated with the campus and community at large.
- Trustee Baity raised a concern that a local news story on this college plans did not include an official college spokesperson.

Search Updates.

- The College has contracted with the Pauley Group to launch and manage the Provost Search. The search committee, chaired by Director Clay has been identified, the job description and posting is being finalized. RBOT members shared that they would like to provide feedback on the job description after the search firm reviews and revises the draft. Director Clay will share when ready.
- Executive Office Manager. This search committee, chaired by Executive Director Eschbach, has been formed and the search is underway. The Committee is reviewing resumes and identifying candidates to bring in for interviews.

RBOT Retreat.

- President Mullaney shared that plans are underway to schedule a Board retreat to take place some time after commencement. Vice-Chair Wightman indicated a desire to meet for a half day. Topics to be discussed include a campus orientation, as there are a number of new Trustees, as well as review of the role RBOT members.
- President Mullaney asked that RBOT members share their availability with Chair Blowers and/or Vice-Chair Wightman.

Inauguration. President Mullaney shared that after holding discussions with SUNY Vice-Chancellor of Community Colleges, Johanna Duncan-Poitier, the College will likely postpone the inauguration originally scheduled to take place on April 24, 2020.

Strategic initiatives. Director Clay shared the following update:

- The College received \$25k Guided Pathways Gates funding.
- Attended CC Research Center accelerated pathways
- SPIAC sent a draft update of the College's strategic plan developed during the annual workshop. The strategic planning and budgeting cycle has begun. Department managers will develop goals for the upcoming academic year.
- The Innovative Technology grant will provide equipment for virtual labs in chemistry.
- The local records management grant was submitted today.

One action item:

- EPCC changes to the Constitution. The Committee agreed to forward the action item to the full board for consideration and approval.

Chair Blowers adjourned the Executive Committee at 5:04 p.m. (Baity, Heyward)

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Strategic Initiatives Update
Submitted by Director Maarit Clay
April 2020

Pillars of Excellence

- Awarded additional Guided Pathways funding for proposal: \$25,000 (Student Educational Planner and Undecided Student Programming)
- Team attended the Community College Research Center (CCRC) Accelerated Pathways Pilot Project 3/9 (data on high enrollment programs, common courses in the first term, and connection to sustaining-wage jobs and/or transfer in a major)
- Open House advertising includes career/program connection
- Team attended webinar: Leading Student Success Work in a Time of Crisis on 4/9

Open Educational Resources (OER): OER Sustainability Cohort Workshop #4 (Financial Models, OER Metrics and OER Communication) video conference, 4/2

The Strategic Planning and Institutional Assessment

- Based on campus feedback, the Strategic Planning and Institutional Assessment Committee is adjusting some items in the draft of the 2020 update of the Strategic Plan.
- The Committee updated the SUNY CCC Strategic Planning Unit Assessment Guide.

Middle States Commission on Higher Education (MSCHE): Submitted update on online instruction due to COVID-19

Grants

- Local Government Records Management Improvement Fund NYS, submitted 3/13, \$21,388.00 (digitizing "keep" records for access: pre-digital transcripts and payroll)
- SUNY Clean Energy Workforce Opportunity Program, submitted by SUNY Canton 4/6 with SUNY CCC as partner, revised scope and \$300,000 total budget as requested by SUNY, (building automation and control systems)

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
April 30, 2020
Via Google Hangouts

MISSION:

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

MINUTES

DISCUSSION ITEMS:

1. Review [CCC Development Foundation Report](#)
2. Review [Marketing/Communications Report](#)
3. Review [Workforce Education & Academic Pathways Report](#)
4. Review [Legislative Update](#)

ACTION ITEM:

1. [Pennsylvania Education Enterprise](#)

NEXT COMMITTEE MEETING: June 9, 2020

Measurable Standards for the External Affairs Committee are:

- In alignment with strategic and/or department goals provide updates as needed on: fundraising, grants, marketing, public relations, and nurturing community relations;
- Review annually the Resource Development Plan for the Foundation to determine that it meets the funding priorities of the Regional Board of Trustees;
Review periodic reports from the President regarding college meetings with elected officials from Chemung, Schuyler and Steuben Counties to understand workforce priorities of the 3 counties and to discuss the state of the College;
- As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; monitor college activities at the regional, state and federal level legislative efforts;
- Track participation and encourage information sharing by trustees who attend NYCCT and ACCT meetings; encourage new trustees begin by attending NYCCT Orientation;
- As appropriate, track activities of the Office of Workforce Development and Academic Pathways, including its interactions with business, economic, and community leaders to confirm alignment with regional workforce needs.

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

External Affairs Committee

April 21, 2020

Via Google Hangouts

MINUTES

In Attendance: Trustees: Chair Blowers, Vice-Chair Wightman, R. Allison, N. Parks, H. Reynolds, A. Winston
Senior Staff: President Mullaney, Provost Fisher, Executive Director Eschbach, Executive Director May, Director Clay
Guest: T. Beers
Support Staff: S. Radford, J. Toribio

Trustee Winston called the External Affairs Committee meeting to order at 4 pm and noted that there is one action item on the agenda.

CCC Development Foundation. Executive Director May provided an overview of the agenda, including:

- The Foundation assisted the College with establishing an Emergency Grant Fund for CCC students impacted by the pandemic; this fund is for their use covering utilities (internet, rent, etc.) To-date, the Foundation has received 121 applications; upon review, the Foundation has disbursed over \$10k to 50 students, including 21 laptops. The fund has achieved 100% participation from Senior Staff. If you are interested in making a contribution to the funds, please go online to the Foundation webpage, make your contribution, and note Emergency Grant Fund in the description box.
- <https://www.corning-cc.edu/foundation/give-now.php>
- A Planned Giving communications will be mailed towards the end of April/early May. The Planned Giving page of the website has been updated and free downloads have been added.
- Follow-up emails were sent to students to encourage completion of the Scholarship Application by the 4/1 deadline. A total of 80 students completed a Scholarship Application for the 2020-2021 academic year. This figure is low, the Foundation is working on boosting this figure to 120.
- The annual Golf tournament has been cancelled.
- Annual Giving results through 3/31/2020; the Foundation has raised approximately \$45k, working towards a goal of \$180k.

Marketing and Communications. Director Clay provided an overview of the agenda, including:

COVID-19 – related Communications

- SUNY Office of Communications: Talking points from SUNY and communications approval process
- Press Releases: 3/11 and 3/20, announcing the plan to go to distance learning and then the go- live, as related to classes, services, and facilities

Advertising for April 18 Open House

- 6000+ NY service area postcards to households with 16-17 (age in Sept.)
- 870 PA postcards to high school students included Keystone and Good Neighbor.
- Teacher/Guidance Counselors newsletter
- Digital ads, geofencing, First Arena digital sign, and social media
- Web traffic increased by two-thirds in the leading up to the event
- The Committee reviewed the 2020-2021 enrollment strategies.
- Social media is very active. Director Clay thanked C. Demers.

- Videos: Open House Welcomes, New Employee Welcome, New Employee Welcome from Students (tba)

Workforce Development and Academic Pathways. Executive Director Eschbach provided an overview of the agenda, including:

Academic Pathways Highlights

- K. Perkins sent a survey to all ACE schools re: COVID-19.
 - Sent to 194 teachers at 43 area schools; 161 (83%) responded.
 - Concerns were very similar to SUNY CCC instructors/students: Not all students having internet access or limited access; testing concerns; lab requirements virtually; content ideas for virtual instruction
- Pennsylvania Dept. of Education requires that SUNY CCC complete an application to become an educational enterprise (Resolution).
- Educational plans (580) for seniors were mailed the week of 3/23. Work is continuing on plans for freshman-juniors. Virtual meeting with Sarah Vakkas re: trying to expand these plans and expand ACE using GST BOCES to coordinate shared courses.
- Adult Enrollment: 1) Cornell Prison Education Program: courses are “on hold” with no outside staff allowed at Elmira Correctional Facility. Mailing packets are being mailed so participants can complete their coursework.
- Southern Tier Law Enforcement Academy: courses are also on hiatus until face-to-face instruction can resume.

Workforce Education Highlights. COVID has substantially impacted revenue generation:

- Revenue Goals—After 58% of fiscal year: Corporate Training: 66% of goal; Open Enrollment: 56% of goal; Room Rentals: 71% of goal; Third-Party Training: 61% of goal.
 - COVID19 Impact: To date, we have lost \$55,030 in corporate contracts, \$7,450 in room rental income, and \$50,834 in delayed corporate contracts.
- Non-credit Program Development: WEAP is working with CSS WFNY to develop **National Retail Federation** training, including Retail Industry Fundamentals, Customer Service & Sales and Business of Retail which will target young professionals.
- Elmira Summit— Senior Staff will review feedback and report to RBOT in the future.

Legislative Relations. Trustee Winston provided an overview of legislative updates, including:

1. Federal: Update: Higher Education
 1. CARES Act. The \$2.3 trillion act was passed. Approximately \$14 billion has been allocated for education stabilization, \$6 billion earmarked for student emergency fund and the remainder for institutions. Allocations have been reported, SUNY Corning will get \$1.9m overall with half going to the student fund. These figures were arrived at by a calculation based on the College’s FTE Pell and non-Pell recipients. Additionally, there is a provision for student loan relief.
 2. 4th Stimulus legislation (CCC response). This legislation has no state, local or higher ed provision. AACT and AAC have drafted a letter advocating for inclusion of education in the legislation. The College sent letters to Congressman Reed, Senator Gillibrand and Senator Schumer advocating for relief in this regard.
2. State: Update: Budget, SUNY & Higher Education

Action item: Pennsylvania Education Enterprise. President Mullaney reported that the College received a cease and desist letter from the Pennsylvania Department of Education asking the College to cease offering dual enrollment classes in Pennsylvania. SUNY CCC has been offering dual enrollment classes in the State for many years. Provost Fisher and Executive Director Eschbach followed up, and in order for the College to continue to offer dual enrollment classes, the College is required to apply to become an Education Enterprise. There is a \$10k fee for each site where ACE courses are offered. At this time, the College is assessing the financial viability of proceeding with the application in light of the cost associated with continuing dual enrollment offerings.

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

Trustee Winston adjourned the External Affairs meeting at 4:25 p.m.

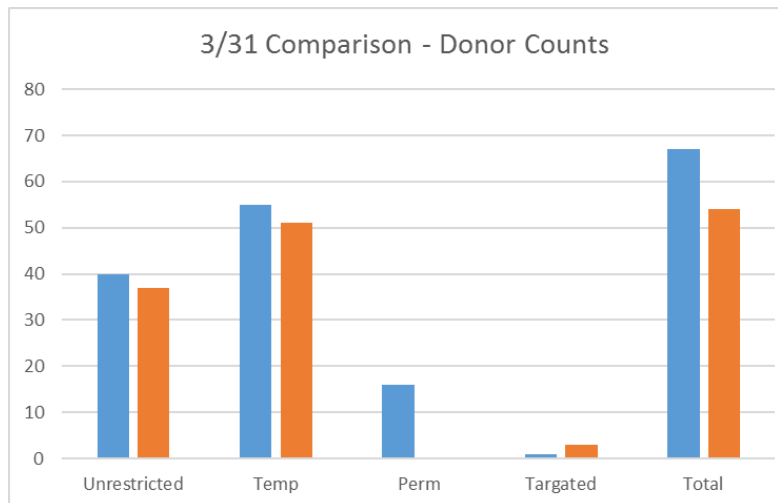
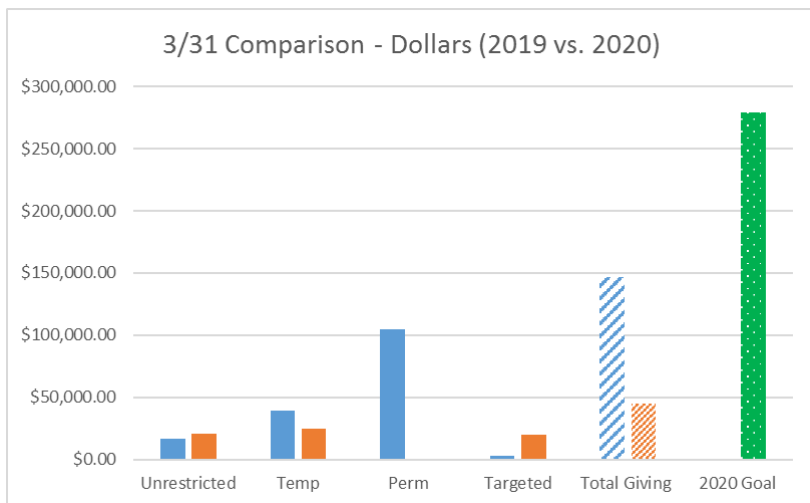
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**External Affairs Committee
April 30, 2020**

CCC Development Foundation Report

Submitted by Executive Director May

- Assisted the College with establishing an Emergency Grant for CCC students impacted by the pandemic.
- The Digital Dome Theater Campaign is temporarily on hold due to the pandemic. Personal solicitation will begin once the pandemic has passed.
- A Planned Giving Communication will be mailed the end of April. The Planned Giving page of the website has been updated and free downloads have been added.
- Follow-up emails were sent to students to encourage completion of the Scholarship Application by the 4/1 deadline. A total of 80 students completed a Scholarship Application for the 2020-2021 academic year.
- The second Baron Bulletin e-newsletter was sent on March 12. The third edition is scheduled for early May.
- The first quarter Annual Fund solicitation mailing will be sent in April.
- The Red Barons Athletics Appeal mailing was sent on April 3.
- The Athletics Giving Day activities on April 6 have been canceled due to the pandemic.
- The Red Barons Classic Golf Tournament has been canceled due to the pandemic.
- Alumni Award Nomination Solicitations were sent on March 5 to targeted audiences including faculty and staff, retirees, past award recipients, local guidance counselors, Principals, Superintendents, and local businesses.
- The review process for the Athletics Hall of Fame and Alumni Awards nominations has begun.
- Reflections will be held on Friday, November 13, 2020.
- The Historical Marker Dedication at School No. 3 has been tentatively rescheduled to Thursday, June 11, pending any COVID-19 updates.
- EFPR Group completed the Foundation and Housing LLC's audit work remotely in early April.
- The Housing LLC's Request for Proposals for Market Research was completed with a recommendation forwarded to the Housing LLC Board for approval.
- Annual Giving results through 3/31/2020:



	2019	2020
Unrestricted	\$16,960.50	\$20,305.71
Temp	\$39,438.70	\$24,763.71
Perm	\$104,349.30	\$0.00
Targeted	\$3,000.00	\$20,100.00
Total Giving	\$146,788.00	\$44,863.71
2020 Goal		\$279,304.00

	2019	2020
Unrestricted	40	37
Temp	55	51
Perm	16	0
Targeted	1	3
Total	67	54

Marketing/Communications

Submitted by Director Clay

COVID-19 – related Communications

- SUNY Office of Communications: Talking points from SUNY and communications approval process
- Methods: SUNY CCC COVID-19 Campus Update on external web; My CCC: announcements; Welcome tab: Office of the President; social media: FB, Twitter, LinkedIn; email
- Since the first mass email on COVID- 19 on Mar. 2 - Apr. 6, 23 broadcast emails with COVID-19 related updates sent
- Press Releases: 3/11 and 3/20, announcing the plan to go to distance learning and then the go- live, as related to classes, services, and facilities

Advertising for April 18 Open House

- 6000+ NY service area postcards to households with 16-17 (age in Sept.) Delivered 4/11
- 870 PA postcards to students who did the “My College Options,” (NRCCUA) included Keystone and Good Neighbor. Delivered 4/11-13
- Emails to Went Elsewhere, Went Nowhere, NRCCUA- purchased, YouVisit, and Campus Connect
- Teacher/Guidance Counselors newsletter
- Digital ads, geofencing, First Arena digital sign, and social media

2020-2021 Enrollment Strategies

1. Messaging: We're Here for You!
2. Guided Pathways: career paths and our academic (and stackable) programs and micro-credentials
3. Website: continued content development and alignment with Guided Pathways
4. Virtual Recruitment Events: April 18, Virtual Open House and May “We’re Here for You!” Event
5. Flexible Admission Meetings and Educational Planner Advising Sessions through Virtual Meets
6. Target Audience: more messaging for non-traditional prospective students: advertising and landing page for website
7. Advertising intentional Flex Start semesters for Fall 2020 and Spring 2021
8. Branding: Social media engagement promoting a sense of community
9. Policy adjustments: i.e. P/F, dismissal/probation

Social Media

- Ongoing: campus news, community building -i.e. Words of Encouragement
- Instagram Bingo: bingo board- each day a different aspect or photo of campus
- Athletics Wellness Wednesdays: sharing out interactive workouts, student athlete spotlight

- Spotlights on Home Page
- **Videos:** Open House Welcomes, New Employee Welcome, New Employee Welcome from Students (tba)
- **Other Projects:** WEAP View book, Program pages on website
- **Press Releases:** SUNY CCC Alum Digs into Steuben Co. History, SUNY CCC Welcome New Regional Board of Trustees Members, SUNY CCC Community Helps Those on Frontline of Covid-19 Pandemic

Workforce Education & Academic Pathways

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

Academic Pathways Highlights

- K. Perkins sent survey to all ACE schools re: COVID-19 situation.
 - Sent to 194 teachers at 43 area schools; 161 (83%) responded.
 - Before 4/13 schools were instructed either to not teach (PA) or not to teach new material (NY). They were all planning to resume instruction week of 4/13.
 - Concerns were very similar to SUNY CCC instructors/students: Not all students having internet access or limited access; testing concerns; lab requirements virtually; content ideas for virtual instruction
 - Kim has followed up with regular emails with links to supportive teaching technologies shared by CTIE and policy updates.
- Pennsylvania Dept. of Education requires that SUNY CCC complete an application to become an educational enterprise (Resolution).
- Educational plans (580) for seniors were mailed the week of 3/23. Work is continuing on plans for freshman-juniors. Virtual meeting with Sarah Vakkas re: trying to expand these plans and expand ACE using GST BOCES to coordinate shared courses.
- Adult Enrollment: 1) Cornell Prison Education Program: courses are “on hold” with no outside staff allowed at Elmira Correctional Facility. This will mean incompletes for the current semester with the summer spent completing these courses. This will be a potential loss of FTEs for summer.
- Southern Tier Law Enforcement Academy: courses are also on hiatus until face-to-face instruction can resume.

Workforce Education Highlights

- **Revenue Goals**—After 58% of fiscal year: Corporate Training: 66% of goal; Open Enrollment: 56% of goal; Room Rentals: 71% of goal; Third-Party Training: 61% of goal.
 - COVID19 Impact: To date, we have lost \$55,030 in corporate contracts, \$7,450 in room rental income, and \$50,834 in delayed corporate contracts.
- **Testing Center:** Generated \$1236.00 through CLEP, Non-CCC student test proctoring and PAN testing (TSA/Border control agent) and ATLAS (insurance, AWS, sterile processing technicians, certification exams). Testing Center is now closed to revenue-generating exams; only students with accommodations that need the specialized software of the testing center are allowed on campus. We are moving forward with becoming a PearsonVue testing center.
- **Non-credit Program Development:** 1) **Central Service Processing Technician**—Working to complete Part 2 of Workforce Development Application, need letters of support from hospitals; 2) **Cisco Certified Network Administrator**—Course has been postponed; Micro-credential approved by IT Dept. and STEM division; 3) **Community Health Worker & Direct Support Professional**—Tyre Bush is organizing an industry roundtable in June to determine local interest in pursuing NYS DOL Apprenticeships; 5) **Electrical Assembly and Electrical Technician Microcredentials**—Micro-credential approved by Tech Dept. and STEM division; 6) **Building Analyst (BPI)**—SUNY CCC was notified by SUNY Canton that we may funds from the SUNY Clean Energy Project. We are moving ahead with the development of this non-credit program, adapting the Energy Process

- Technician AS program and creating the pipeline to SUNY Canton's program; 7) WEAP is working with CSS WFNY to develop **National Retail Federation** training, including Retail Industry Fundamentals, Customer Service & Sales and Business of Retail which will target young professionals.
- Elmira Summit—on February 25th, SUNY CCC held a summit at the Elmira Center to gather information from local leaders, business and industry representatives and SUNY CCC Trustees, administration, faculty and staff. Sixty-six people attended and were asked three questions: 1) What programs could we create/ enhance to better serve our region? 2) What opportunities exist to better reach our community, especially the adult population? 3) How can SUNY CCC expand/ enhance our communication methods? Business and industry representatives who could not attend were given the opportunity to submit feedback via SurveyMonkey after the event. WEAP staff have compiled/organized the results and Senior Staff is reviewing.
 - Jeanne Eschbach presented a workshop, *The Value of the Hub*, at the Watkins Glen Chamber of Commerce SPARK leadership conference on March 3, 2020.

Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

1. Federal: Update: Higher Education
 - a. Reauthorization of Higher Education Act Update
 - b. 4th Stimulus legislation (CCC response) .
2. State: Update: Budget, SUNY & Higher Education

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

Finance and Facilities Committee

April 30, 2020

Via Google Hangouts

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.

MINUTES

DISCUSSION ITEMS:

1. [February 2020 - Revenue and Expense Highlights](#)
2. [Planned Capital Projects](#)
3. [Banner Improvement Project](#)

ACTION ITEM:

1. [Operating Report for February 2020](#)

NEXT COMMITTEE MEETING: June 10, 2020

Measurable Standards for the Committee on Finance and Facilities are:

- Review the proposed Budget and recommend action;
- Review the Operating Budget Report at every meeting and recommend action;
- Review capital expenditures and active construction projects at every meeting;
- Review the progress on the College's Facilities Master Plan:
 - Develop a five-year Facilities Master Plan, effective for 2015-2020;
 - Review space allocation at all campus facilities and ensure it is being utilized in the most strategic manner;
 - Review the transportation needs of resident and commuter students to and from campus.
- Review each capital project proposal in relation to the overall Facilities Master Plan;
- Review the College's Three-year Fiscal Operating Plan and recommend action;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the Technology Plan of the College and monitor annually, including financing and technology policies;
- Ensure that actions are consistent with the Strategic Plan.

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

Finance and Facilities Committee

April 22, 2020

Via Google Hangouts

MINUTES

In Attendance: Trustees: Chair Blowers, Vice-Chair Wightman, G. Baity, A. Moretti, C. Heyward, J. McKinney-Cherry, M. Wayne
Senior Staff: President Mullaney, Provost Fisher, VP Garnier
Support Staff: J. Toribio

Excused: P. Chu

Trustee Wayne called the Finance and Facilities Committee meeting to order at 4:56 p.m.

Trustee Wayne acknowledged VP Garnier for his service to the College during his brief tenure as VP of Administrative Services.

VP Garnier shared that the next Finance and Facilities Committee meeting on May 4, 2020, will present the March results and the first year-end forecast.

VP Garnier provided an overview of the agenda, noting that there are two action items:

February Revenue/Expense Highlights. VP Garnier referred the committee to the agenda.

Revenues

- Cash was \$14.6m, compared to \$11.5m and \$15.9m for the two prior years
- Student accounts receivable \$2m, vs \$2.9m and \$1.7m
- \$14m in cash represents 191 days of campus operations

Expenses. Accounts payable \$466k vs \$893k and \$793k

Unrestricted:

- February 2020 total revenues of \$20.007m vs \$20.607m in prior year
- Expenses highlights: salaries continue below compared to prior year 6.9 vs 7.1
- Employee benefits \$2.7m, prior year \$2.9m
- Most of the items on the contractual expenditures are running favorable to prior year; General Institutional is up slightly.
- Scholarships. Scholarships are primarily a function of the ACE program. From a SUNY standpoint, the College has to record the ACE revenue. The corresponding expense must be recorded via scholarship, the increase in the budget item is driven by ACE. ACE revenue + ACE scholarship nets zero. There are other scholarships housed in that account.
- Athletics. \$259k revenue budgeted \$268k, expenses \$248k vs \$268k. VP Garnier anticipates favorability in March due to the cancellation of spring term sports. Trustee Wayne inquired about stipends to coaches for the term given that the term and sports events were cancelled.

COVID-19. The College has incurred \$51k to-date in COVID-19-related expenses.

Refunds.

- The College is awaiting guidance from SUNY. Expect to complete closer to the end of the semester.
- VP Garnier shared that any credits fall under the purview of the Housing LLC.
- There are 28 students and 2 Corning interns currently housed in Perry Hall.

Student Activities

- Revenues \$282k, Expenses \$100k (expected to remain flat)
- Commencement, little expense
- The Committee discussed refunds and financial implications.
- Trustee Wayne requested financial update to-date - cash on hand and number of days of operation.

Planned Capital Projects.

- Schuyler Hall HVAC. Costs came in at \$2.5m. The College risks losing the grant if the College does not proceed with the project. The College planning to outfit a smaller area as opposed to the entire facility.
- Energy Retrofit. The project is ongoing.
- DDT. Significant portion of funding from donations. One RFP was submitted, the Committee is still in planning stages.
- The Committee discussed and agreed that there is no urgency to proceed with these projects at this time.
- VP Garnier explained that the three projects can be put on hold; one project will have an enrollment impact (mechatronics).

Banner Improvement Project Update

- Little change since the last report. To-date, the College has invested \$317k on the project, including a student information system upgrade, Registrar's office module automated update. Much remains to be done, including faculty load upgrade.
- Vice-Chair Wightman requested that the list of projects to be completed be provided in priority order.

Action Items

- Facilities Master Plan Update. The College has contracted with SWBR to conduct a three-year plan alongside a building utilization study. Trustee Wayne asked President Mullaney and VP Garnier to query from SUNY the possibility of deferring the FMP for at least one year. The Committee asked that this action item be tabled until SUNY can confirm/defer.
- Operating Report for February 2020

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

Trustee Wayne adjourned the Finance and Facilities Committee meeting at 5:36 p.m.

SUNY Corning Community College

Operating Reports

February 2020

February 2020 – Cash, A/P & A/R

	Cash	A/P	Student A/R
February 2020	\$14,623,335	\$466,471	\$2,008,669
February 2019	\$11,573,148	\$893,426	\$2,973,929
February 2018	\$15,873,825	\$793,068	\$1,748,873

The current cash position of \$14,623,335 represents 191 days of College operations.

Unrestricted Fund Operations – February 2020

- Operating revenues of \$20,007,564 represents 72% of budgeted revenues.
- Operating expenses of \$14,155,488 represents 51% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$5,852,076.

February 2019 – Analysis of Revenues and Expenses FY20/FY19 Highlights

	February-20	February-19	Variance
Tuition & Fees	\$12,273,320	\$12,943,050	\$669,730
Personnel Services	\$6,920,613	\$7,198,030	\$277,417

February 2020

Corning Community College-Unrestricted		@ 2/29/20	@ 2/28/19
	2019-2020 Amended Budget	19-20 Actual	18-19 Actual
<u>REVENUES</u>			
Tuition	\$11,241,447	\$10,896,184	\$11,447,413
Student Fees	\$1,573,500	\$1,377,136	\$1,492,541
State Aid	\$7,464,849	\$3,711,856	\$3,917,477
Federal appropriations	\$30,000	\$263	
County Operating Chargebacks	\$6,939,174	\$3,503,053	\$3,319,023
Other sources	\$691,112	\$519,072	\$430,462
Applied Fund Balance			
Total Revenues	\$27,940,082	\$20,007,564	\$20,606,916
<u>EXPENSES</u>			
Salaries	\$15,515,817	\$6,920,613	\$7,198,030
Employee Benefits	\$6,455,372	\$2,763,287	\$2,947,529
Equipment	\$300,000	\$99,158	\$104,067
Contractual Expenditures			
<i>Purchased Services</i>	\$103,700	\$17,577	\$71,704
<i>Materials & Supplies</i>	\$512,515	\$256,996	\$288,088
<i>Consultants and Contractors</i>	\$190,300	\$229,564	\$226,349
<i>Accreditation</i>	\$20,000	\$17,979	
<i>Marketing</i>	\$250,000	\$197,817	\$119,715
<i>Conference & Travel</i>	\$166,500	\$68,800	\$98,981
<i>Utilities</i>	\$400,000	\$197,309	\$235,231
<i>Maintenance & Repairs</i>	\$246,600	\$76,841	\$104,029
<i>Software & Contracts</i>	\$493,650	\$378,381	\$335,654
<i>Voice & Data Communication</i>	\$100,000	\$43,966	\$45,009
<i>Special Projects, Programs & Events</i>	\$168,061	\$27,199	\$53,855
<i>Maintenance Contracts</i>	\$437,550	\$210,930	\$287,217
<i>Rentals (HEC)</i>	\$336,000	\$226,482	\$225,616
General Institutional	\$911,404	\$629,039	\$521,926
Other Expenditures	\$140,256	\$102,026	\$69,638
Scholarships	\$1,192,357	\$1,591,324	\$423,704
Transfer Out		\$100,200	
Total Expenses	\$27,940,082	\$14,155,488	\$13,356,342

<u>Association</u>		@ 2/29/20
<u>ATHLETICS BUDGET</u>	2019-2020 Approved Budget	19-20 Actual
<u>REVENUES</u>		
Athletic Fee	\$260,610	\$247,914
Concession	\$2,350	\$0
Gate	\$2,300	\$0
Miscellaneous Sales	\$3,000	\$11,230
Fundraising	\$0	\$400
Total Revenues	\$268,260	\$259,544
<u>EXPENSES</u>		
General Athletics	\$141,610	\$115,932
Men's Basketball	\$16,150	\$20,603
Men's Soccer	\$13,200	\$10,377
Women's Soccer	\$11,400	\$9,060
Baseball	\$15,800	\$13,586
Volleyball	\$12,600	\$14,687
Bowling	\$12,800	\$21,055
Women's Basketball	\$15,100	\$19,250
Softball	\$17,600	\$12,532
Cross Country	\$12,000	\$11,613
Total Expenses	\$268,260	\$248,695

STUDENT ACTIVITIES BUDGET	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Student Activity Fee	\$280,000	\$265,090
Fundraising	\$0	\$17,509
Total Revenues	\$280,000	\$282,599
EXPENSES		
Muse of Fire	\$8,200	\$5,136
Activities Programming Committee	\$130,000	\$59,359
Elmira Center	\$6,000	\$1,237
Student Association Executive Board	\$37,650	\$4,851
Senators	\$5,500	(\$100)
Tech Guild	\$900	
Nursing Society	\$6,000	\$4,612
Nurses Programs	\$5,200	\$2,691
Food Pantry	\$1,000	\$480
Diversity Council	\$4,000	\$1,796
Sustainability Committee	\$1,500	\$659
CRIER	\$5,500	\$3,048
Music Licenses	\$3,500	\$2,547
Job Fair	\$1,350	
Intramurals & Recreation	\$17,850	\$8,218
Student Leadership Workshop	\$8,000	\$3,931
SCOP	\$700	\$455
Fitness Center-Lease	\$34,000	
Individual Clubs (14)	\$3,150	\$1,216
Total Expenses	\$280,000	\$100,136

Graduation	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Fee Revenue	\$44,613	\$37,773
Total Revenues	\$44,613	\$37,773
EXPENSES		
Contractual Expenditures	\$44,613	\$835
Total Expenses	\$44,613	\$835
New Student Orientation & ID Card		
2019-2020 Approved Budget		
19-20 Actual		
REVENUES		
Fee Revenue	\$104,705	\$93,820
Total Revenues	\$104,705	\$93,820
EXPENSES		
Salaries	\$65,815	\$26,688
Contractual Expenditures	\$38,890	\$20,411
Total Expenses	\$104,705	\$47,099
PTK		
2019-2020 Approved Budget		
19-20 Actual		
REVENUES		
Dues Revenue	\$0	\$405
Total Revenues	\$0	\$405
EXPENSES		
Contractual Expenses	\$0	\$38
Total Expenses	\$0	\$38

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SUNY Corning Community College

Planned Fiscal Year 19-20 Capital Projects

FY20 Projects	CCC Plant Fund	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget
USDA Bond Principal	\$ 265,000.00	\$ -		\$ 265,000.00
USDA Bond Interest	\$ 242,000.00	\$ -		\$ 242,000.00
Renovations & Revitalization III				
Classroom Technology	\$ 8,000.00	\$ 33,000.00	\$ 25,000.00	\$ 66,000.00
Computer Replacement	\$ 150,000.00	\$ 150,000.00		\$ 300,000.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 1,196,558.00	\$ 1,196,558.00		\$ 2,393,116.00
Energy Performance/AC/Mechtronics Equipment			\$ 2,446,380.19	\$ 2,446,380.19
Lab Renovations for Makers Space		\$ 150,000.00	\$ 150,000.00	\$ 300,000.00
Critical Maintenance				
Planetarium Roof	\$ 27,172.50	\$ 27,172.50		\$ 54,345.00
Parking Lot Poles/Extra Seimens Costs	\$ 17,450.00	\$ 17,450.00		\$ 34,900.00
Goff Road Heat Pump	\$ 12,500.00	\$ 12,500.00		\$ 25,000.00
Academic Building Safety				
Security Cameras (Academic Building Safety)	\$ 34,000.00	\$ 34,000.00		\$ 68,000.00
Digital Dome Theater Seating and Software				
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00
Total FY20 Planned Projects	\$ 2,052,680.50	\$ 1,865,680.50	\$ 2,766,380.19	\$ 6,684,741.19

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Banner Improvement Project

We have contracted with Ultimate Consulting to provide two on-site and one off-site Banner consultant plus an interim Registrar (ending in mid-June with the hire of a permanent Registrar) with extensive Banner experience. One of the consultants has been working primarily with the Registrar's Office; a second with the Student Accounts Office and the off-site consultant has been available to prepare Argos reports for all Banner users. While the interim Registrar has been very helpful in solving Banner problems within this office, the expenses for his consulting engagement are not being charged to this project.

The Registrar's office is working with a consultant to improve student experience through the set-up of automated jobs and the Banner baseline graduation application. There is ongoing training on Banner processes and reporting.

Expenditures to date: \$317,868

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
April 30, 2020
Via Google Hangouts

MISSION:

This Committee shall consider and make recommendations to the Board on all policy matters pertaining to personnel.

MINUTES

DISCUSSION ITEMS:

1. Diversity, Equity and Inclusion Center activities
2. [Review Status of Vacant Positions](#)

ACTION ITEMS:

1. [Consent Agenda Item](#)
2. [Regular Agenda Items](#)

EXECUTIVE SESSION: Review the status of pending litigation/complaints and collective bargaining matters.

NEXT COMMITTEE MEETING: June 9, 2020

Measurable Standards for the Human Resources Committee are:

1. This Committee shall consider and make recommendations to the Board on all policy matters pertaining to personnel;
2. At every committee meeting, receive recommendations from the President of the College and recommend action to Regional Board of Trustees on personnel actions, including appointments, reappointments, non-faculty promotions, and terminations of personnel;
3. At every committee meeting, receive a report on the status of vacant positions and review how the personnel actions impact the Budget and diversity;
4. Review equal opportunity efforts and the diversity plan and results annually in the fall;
5. Review the Regional Board of Trustees Personnel Policies Handbook for contemplated changes and to keep it current annually in the spring;
6. Ensure that actions are consistent with Strategic Initiatives.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
April 21, 2020
Via Google Hangouts

MINUTES

In Attendance: Trustees: Chair Blowers, Vice-Chair Wightman, R. Allison, N. Parks, A. Winston
Senior Staff: President Mullaney, C. Park
Support Staff: S. Radford, J. Toribio

Trustee Wightman called the Human Resources Committee meeting to order at 4:25 p.m.

Executive Director Park provided an overview of the agenda, including:

Action Items

Consent Agenda

- Appointments, Promotions and Separations. Four (4) new hires: D. Storm, J. Parker, M. Gardner, H. Jones
- Vice-Chair Wightman asked about the new hires given the announcement of the College's hiring freeze. President Mullaney explained that Storm, Parker, and Gardner have already begun work at the College, and that Instructor Jones will fill the vacancy left by the late Dr. Abbott. The Committee requested that the Jones resolution be pulled from the Consent Agenda and moved to the Regular agenda. Chair Blowers concurred and added that since the College has instituted a hiring freeze, that any new hires/exceptions should be forwarded to the Board for approval.

Regular Agenda

- 1 retirement: V. Lisella
- Remote Work Policy.
- Confidentiality Policy.

Diversity, equity and inclusion initiatives. Executive Park noted events/activities, including:

- Social media posts
- Ongoing Events: videos, experiences with pandemic, being an ally during pandemic, planning leadership webinar
- Status of vacant positions. The Committee reviewed the status of vacant positions. Executive Director Park indicated the list requires revision and will be updated prior to the full Board meeting.

Search Updates. Vice-Chair Wightman asked for an update on the status of searches for Executive Office Manager position as well as interim replacements for VP Garnier and Provost Fisher.

- Interim Provost. President Mullaney shared that Prof. Fred Herbst has been selected as the Interim Provost to serve from June 1 to December 31, 2020. President Mullaney reported that the College will be looking to hire adjuncts to fill his classes.
- Interim VP of Administrative Services. President Mullaney reached out to Eileen McLaughlan, Senior Vice-Chancellor for Finance at SUNY, for assistance and she agreed to have a staffer serve on a part-time basis until the College hires a permanent VP of Administrative Services. At minimal cost to the College, Christian Salisbury, Deputy Director of Community College financials, will be assisting the College during the transition period. VP Salisbury will join the College beginning on Monday, April 27, 2020. There will be introductions during the RBOT meeting next Thursday.
- Executive Office Manager. President Mullaney reported that the search was deemed failed, and President Mullaney and Executive Director Park are looking at internal options.

The Committee agreed to forward the Consent and Regular agenda action items to the full Board for consideration and approval.

Trustee Wightman adjourned the Human Resources Committee meeting at 4:55 p.m.

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Status of Vacant Positions
AS OF April 21, 2020

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service			3		3
Faculty	1		3	1	5
Professional Service			5	1	6
Grand Total	1	0	11	2	14

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4654-20

Appointments, Promotions, and Separations

WHEREAS, Human Resources has affirmed the eligible qualifications of hires, transfers and promotions;
WHEREAS, Human Resources has verified the adherence to internal policy and procedures related to hires, transfers and promotions;
WHEREAS, Human Resources has reviewed and confirmed the separation of current employees;
BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following employment actions to be taken.

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Dustin Storm	Custodian	Physical Plant	New Hire	04/06/2020	This is a 12-month standard position with the CSEA, at an annual rate of \$31,696. This hire was the result of a competitive search.
Justin Parker	Desktop Specialist	Information Technology	New Hire	03/23/2020	This is a 12-month standard position, professional pay grade 202 classified as a Technical Assistant, at an annual rate of \$35,000. This hire was the result of an open search.
Matthew Gardner	Data Research Analyst	Institutional Research Department	New Hire	04/06/2020	This is a 12 month standard position, professional pay grade 203, at an annual rate of \$37,000. This hire was the result of an open search.

**Resumes of new hires are available in the Committee folder as HR supplementary materials.*

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4655-20

Program Renewal of the A.A.S. in Chemical Technology

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the renewal of the Chemical Technology A.A.S. Program.

BACKGROUND NOTES

Program Reviews according to the policy guidelines of the State University of New York require all academic programs must be reviewed every six years. Each year, the Provost prepares a program review calendar which is sent to the Curriculum Committee and shared with all associate deans of instruction. The Curriculum Committee assigns two principle reviewers for each program review. All program reviews are sent before the Curriculum Committee on the dates established on the program review calendar. The Curriculum Committee makes a recommendation concerning whether to continue or deactivate 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 Program Review recommendations are reviewed by Senior Staff and the President prior to consideration by RBOT. Therefore, the Faculty Assembly, the Provost, and the President all recommend continuance of the indicated programs.x

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4656-20

Resolution of Appreciation for Dr. Kris MacDonald

WHEREAS, the State of New York by Executive Orders directed SUNY institutions to shift instruction and services to remote modalities as part of the response to the COVID-19 crisis; and

WHEREAS, the Director for the Center for Teaching Innovation and Excellence led campus efforts to establish a continuity plan for academic operations, leveraging technology for both synchronous and asynchronous options; and

WHEREAS, the Director for the Center for Teaching Innovation and Excellence rapidly identified technology solutions and provided training for their use to the campus community; and

WHEREAS, the Director for the Center for Teaching Innovation and Excellence has supported the delivery of virtual events designed to advance the institution such as Open House or to celebrate student achievement;

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to Dr. Kris MacDonald, Director for the Center for Teaching Innovation and Excellence for her tireless work in supporting faculty, staff, and students during the unprecedented COVID-19 crisis and the resulting instructional and service shift to remote/online modes.

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4657-20

Approval of Regional Board of Trustees' Award for Excellence in Teaching - Dr. Robert Koble

BE IT RESOLVED, that the Board of Trustees of SUNY Corning Community College hereby approves the 2020 Regional Board of Trustees Excellence in Teaching Award to Dr. Robert Koble.

BACKGROUND NOTES

Each year, faculty members are invited to nominate a faculty colleague for the Board of Trustees Excellence in Teaching Award. The nominee must have five years of full-time teaching experience at SUNY Corning Community College and show undisputed excellence in all five of the criteria areas: Teaching Performance, Scholarship and Professional Growth, Student Services, Academic Standards and Requirements for Student Performance, and Curriculum Development and Instructional Improvement. The Provost convenes a selection committee; each academic division appoints a faculty member who has previously been awarded a Trustee's Award for Teaching Excellence to serve on the committee. The awards committee selects no more than three candidates to be recommended as recipients of this award. The Provost recommends the candidates to the President. The President, therefore, makes the following recommendation for the Board of Trustees Excellence in Teaching Award.

DR. ROBERT KOBLE:**Teaching Performance:**

Excerpts from nomination:

Robert is an extraordinary teacher and students quickly enroll in his classes. His Student Reaction to Instructor overall means are usually 4.8 and above, with several courses receiving a mean of 4.89. You know when Robert has a class next door or upstairs because of the active work in student teams. Students are often standing at the whiteboard drawing a cell or super-germ or walking around examining the work of other teams in a "gallery walk." After class, Robert is usually still talking with students about science, music, and much more. He has an excellent rapport with his students. Students state that Robert "really strives to meet student needs" and "hope they can take another course with Robert." Students often describe that his classes are fun and interesting and that they learn so much from him. Often students say that Robert made them enjoy a class they really didn't want to take. He is known for his organization, enthusiasm, and creating a learning environment where students feel respected and appreciated.

Scholarship and Professional Growth:

Robert graduated with a Doctorate in Plant Biology from University of California, Riverside, one of the top botany programs in the US. He came to SUNY CCC having done cutting edge research in plant genetics and cell biology. During the past five years, Robert has been a member of the professional organization, American Society of Plant Biologists, and our statewide organization, Empire State Association of Two Year College Biologists. He is an annual participant of the Great Teachers Retreat, as well as having attended the CCAT Conferences at Tompkins Cortland Community College in novel teaching techniques. It's clear that Robert has a love for and deep interest in all things biology. He's taught a wide variety of courses, including Introduction to Biology-Plants (BIOL 1010), Introduction to Biology-Animals (BIOL1020), Human Biology (BIOL1050), and Sustainability and Natural History of Spencer Crest (SCIN 1070). In addition,

he teaches laboratory sections of General Biology I (BIOL1510), General Biology II (BIOL1520), Principles of Anatomy and Physiology I (BIOL1210), and Principles of Anatomy and Physiology II (BIOL 1220).

Student Service:

Robert exhibits outstanding commitment to being a better instructor, advisor, and mentor to students. He attends annual Great Teacher's Retreats, ACE Workshops, advising workshops, and CTIE workshops. He's also written numerous *Crier* articles, including "What's the Deal with GMOs", "The CCC Flock", and "Help Stop the Spread of Diseases." Robert also attends the annual Arnot Mall College Days, where he very excitedly connects with prospective students and families. He is a committed volunteer for the annual Chem Bowl and STEM Day. Furthermore, he is a judge at the Corning Painted Post Regional Science Fair and a panelist at the Rosalind Franklin Science Forum at the Alternative School for Math and Science.

Robert is also an advocate for students. Having recently graduated with his doctorate, he knows first-hand the struggles of being a student. In 2016 Robert began investigating options from online lab publishers that could lower costs of student lab and textbooks. This resulted in the adoption and modification of Open Stax textbooks for the formation of a unique Open Educational Resource for use in BIOL 1010 and 1020 courses. He is currently working on an OER for BIOL 1050. His resourcefulness and thoughtfulness for our students is impeccable.

During his first semester, Robert revived the SUNY CCC Science Club. Flocks of students came to the meeting, joined the club, and were avidly committed to making liquid nitrogen ice cream at Student Life events and Open Houses, as well as joining Robert at the Horseheads Intermediate School Science Night. It was clear that students were inspired by his exuberance and passion for science and outreach. Several Science Club projects were completed that year, including use of video cameras for research of wildlife at Spencer Crest Nature and Research Center and creating a carnivorous plant collection in the college greenhouse. He was also nominated by Science Club students and was chosen as the 2015-2016 Advisor of the Year.

This year, Robert developed a BIOL 1510 Peer Mentor program to increase the retention and success of students in 1510, a gateway course to others in the sciences. This was not merely an academic tutoring program, but an all-encompassing mentorship that helped students navigate everything involved with college life, from academics to administrative procedures to social life. This program involved the solicitation of four peer mentors (second year students who had performed well in 1510) and up to 16 BIOL 1510 mentees. Robert met weekly with peer mentors and coached them on how they were to work with their student mentees. Having had previous experience with a similar program at UC, Riverside, Robert could hit the ground running.

Academic Standards and Requirements for Student Performance:

Excerpts from nominations:

Even a quick glance at Robert's syllabi reveals that he requires a great deal of work from his students. He is very much focused on student success, but not willing to spoon-feed the students or do the work for them. His students must work hard and truly earn their grades - and they become better students, with a deeper appreciation for work ethic, because of this.

What is most impressive here is the quality of Robert's work. He offers his students a wide variety of learning experiences and grading opportunities. He requires students to work together in groups during lecture and lab, and continues to incorporate more and more technology and team-based approaches into his classes. He strikes a nice balance between reading, writing, and oral communication. His tests, quizzes, and laboratory assignments contain many different types of questions and reveal that he has very high expectations - and it is to his credit that he quite often receives high quality work from them. He is highly respected by his students and is a well-respected member of the Science Department. I can personally attest to the high amount of respect he is accorded, and to the rigor of his courses, since a fair amount of his students transition into the sciences after initially being non-science majors. They then end up taking my upper-level biology classes, where they are also successful.

Curriculum Development and Instructional Improvement:

In 2017 Robert received a grant to develop Open Educational Resources (a free electronic textbook) for the BIOL 1010 and 1020 classes. The free version of these tailor-made textbooks allowed the creation of a text that fully complemented the module approach used in the Team-Based learning method. The textbook is loaded in BlackBoard, so students can access it from the first day of classes. Students wishing to have a hardcopy of the text can purchase one from the College Store. Students love this. They don't have any restraints to having a textbook for the first week of class and the text is free. Robert is now developing an OER for the BIOL 1050 (Human Biology) course.

Just this month, Robert presented a Plant Medicinal Chemistry concentration in the Math-Science Program. Dr. Dean Fisher asked Robert to investigate and research the feasibility of this type of program with Elmira College. After completing a vast amount of research, Robert felt that a concentration in the Math-Science Program would serve students better than a free standing program. However, this concentration will now work well as a 2+2 agreement with Elmira College and, at least preliminarily, has been accepted as such. Because of his expertise in plant biology, this proposal is likely to come to fruition this semester. Research suggests that SUNY CCC would be the first community college in the state, and likely the nation, to offer such a program.

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4658-20

Tenure Recommendation

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves tenure for the following, effective Start-Up Fall, 2020:

DR. ROBERT KOBLE

BACKGROUND NOTES

Process

Faculty are eligible to apply for tenure during their fifth and/or sixth year of probation. Prior to the start of each academic year, the Vice President and Dean of Academic Affairs produce a list of faculty and staff eligible for tenure. This year we had one faculty member on the eligibility list, of which one packet was sent forward to the Vice President/Dean of Academic Affairs. This one packet was sent forward to the President with the recommendation for tenure. Faculty and staff who desire to be considered for tenure must submit a tenure packet to their Associate Dean. The Associate Dean conducts an evaluation based upon annual evaluations and reviews of the tenure packet and forwards their recommendation to the Vice President and Dean of Academic Affairs no later than May 15, 2020. The Vice President and Dean of Academic Affairs review all materials and make a recommendation to the President. The President therefore makes the following recommendations for tenure for the 2020-21 academic year.

General Criteria for Awarding of Tenure:

Classroom Performance:

- Creation of a classroom atmosphere conducive to learning (includes personality and other subjective judgments)
- Student motivation
- Organization of subject matter
- Continuity of various areas in the subject matter to yield a meaningful whole
- Integration of conceptual material with practical application
- Statement of course, unit, and specific objectives
- Evidence of desirable behavioral changes (as measured by good lab techniques, etc.)
- Effective testing
- Effective use of AV media in classroom situation
- Students electing second level course and/or switching into discipline (due to interest generated by initial contact with subject)

Professional Activities and Growth:

- Degrees
- Course work (credit and/or non-credit) beyond a given degree
- Research and/or publications
- Grant monies and/or equipment accrued to college
- Membership and participation in professional societies
- Professional consultation
- Evidence of attendance at Corning Community College professional development workshops College Service Criteria
- Course and/or program development
- Committee membership—offices held
- Academic student advisement
- Participation in student activities (not necessarily in discipline)
- Voluntary participation in College-sponsored activities Community Service Criteria
- Service relevant to professional status as member of College faculty
- Service to develop the educational, social, cultural, recreational, economic, or religious growth of the community
- Membership and/or office in area clubs and organizations

Dr. Robert Koble is an Associate Professor of Biology. He holds a PhD degree from University of California in Riverside, CA.

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EXTERNAL AFFAIRS COMMITTEE

RESOLUTION #T4659-20

Pennsylvania Education Enterprise

WHEREAS, SUNY Corning Community College desires to continue to provide educational opportunities to out-of-state students, including those in Pennsylvania, and;

WHEREAS, Pennsylvania school districts have requested that SUNY Corning Community offer the college's concurrent enrollment program to Pennsylvania students, and;

WHEREAS, the College desires to offer training to Pennsylvania businesses,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, hereby authorizes SUNY Corning Community College to reply to a request from the Pennsylvania Department of Education to become a Pennsylvania Education Enterprise.

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FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4660-20

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 February 29, 2020.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4661-20

Vicent Lisella, Professor (retirement)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Dr. Vincent Lisella, Professor in the Humanities and Social Sciences Division effective August 12, 2020.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Professor Lisella for his service to the College and recognizes his outstanding commitment to the College and his community.

BACKGROUND

In 1991, Dr. Lisella started with the College having earned his doctorate and masters in English from Bowling Green State University. He has supported the College in a variety of roles and was eventually promoted to full professor in 2003.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #4662-20

Regional Board of Trustees Policy on Remote Work

WHEREAS, New York State and SUNY systems has required extraordinary action in response to the COVID-19 pandemic in directing all campuses to create remote work arrangements to the highest extent possible in order to achieve social distancing;

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby establishes a policy for Remote Work Arrangements applicable to all College employees.

Effective Date: April 30, 2020	RBOT Resolution # Policy on Remote Work
Issue/amendment date:	Author: Human Resources Office
Reference: RBOT Policy Manual	Rescinds: N/A

Allowing for remote work arrangements is an important component of a multi-layered strategy in the face of emergencies or extraordinary events such as in the response to a pandemic. A remote work arrangement describes an alternate work arrangement that allows employees to conduct all or some of their work away from the official work site. Generally, the duties and responsibilities of employment remain unchanged. Employees must comply with all college policies and procedures while working off-site.

Approval for remote work arrangements require the support of the supervisor, respective Senior Staff member, and Human Resources. In extraordinary cases such as in response to a pandemic, the College may require employees to work off-site. Otherwise, employees are expected to provide a written request to Human Resources with an initial workplan which documents how their work will be completed within their regularly scheduled hours with details on how the employee will coordinate communication with their supervisor, team, and other stakeholders.

Supervisor may require employees to have a set telecommuting schedule that is specified on a work plan. Employees will work their entire approved workday (including overtime when appropriate and authorized). All current laws, regulations, contract provisions and standard rules governing employee work schedules apply. An employee is required to report to the official work site upon management’s request at any time. Employees must be available via all required methods of communication throughout the workday. Should an employee not be available through official channels, the management will contact the employee via their personal contact information. Employees may be required to forward their official work site phone to the phone that will be used while remotely working. If an employee is required to report to their official work site (i.e. on campus), they will not be reimbursed for travel, nor may they be paid for travel. In-Person meetings at the employee’s alternative work site are prohibited. This restriction does not preclude an employee from participating in phone or web-based meetings from their alternate work site.

Salary and benefits eligibility remain unchanged during the remote work arrangement. If the employee needs to change the work schedule, approval in advance is required from the supervisor. Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked. The employee is expected to report on vacation, sick, and personal leave as per current procedures.

If the employee needs to modify these arrangements, they will inform the supervisor and obtain the necessary approvals. Temporary, seasonal, part-time and probationary employees may be allowed to work remotely with the necessary approvals.

Past employee performance may be considered when determining approval for remote work requests. Employees who fail to abide by all rules, laws, and guidance, maybe required to work at their respective official work site (on campus) and/or administrative action may be pursued, including disciplinary action up to and including termination and in compliance with respective collective bargaining agreements and personnel policies.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #4663-20

Regional Board of Trustees Policy on Confidentiality

WHEREAS, the College has experienced a significant shift of employees who work remotely and will have access to College systems and information in their alternate work environment;

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.

Effective Date: April 30, 2020	RBOT Resolution # Policy on Confidentiality
Issue/amendment date:	Author: Human Resources Office
Reference: RBOT Policy Manual	Rescinds: N/A

By nature of their position, employees at the College will have access to confidential information related to students, faculty, staff, alumni, and other constituents of the College. Employees are obligated to maintain the confidentiality of any such private information that is encountered. Employees will be required to periodically and regularly acknowledge receipt and understanding of this policy with specific terms and conditions updated by the College.

The College expects all employees with access to confidential information to manage that information in a respectful and professional manner. As a matter of policy and practice, the College restricts access to personal information to only those employees who have a legitimate “job-related reason” in the performance of their duties for gaining access. Access and release of any student educational records must be in accordance with FERPA regulations. Access and release of any health records must be in accordance with HIPAA regulations. Any personal information viewed or accessed by an employee through College systems or records is not to be shared or released to others unless there is a legally permissible and business-related purpose for doing so.

In accordance with Section 203-d of the New York Labor Law, the College and its employees will not publicly post or display an employee’s social security number; visibly print a social security number on an identification badge, including any time card; place social security numbers in files with open access; or communicate an employee’s personal “identifying information” to the general public. Identifying information is defined to include an employee’s social security number, home address or telephone number, personal email address, Internet identification name or password, parent’s surname prior to marriage, or driver’s license number.

Inappropriate disclosure of information pertaining to students, faculty, staff and other college constituents may violate applicable law and regulations and is considered a violation of ethics and a breach of trust placed in employees by the College. Employee, student, financial, and medical information contained within the College information systems (electronic and physical files) and all external SUNY systems is considered confidential. Access to information made

confidential by law or campus practice is limited to those individuals (employees, consultants, adjunct professors, third-party vendors, etc.) whose position or contract legitimately requires use of this information. Requests for access to confidential information must be supported by the supervisor, respective Senior Staff member and respective Banner data custodian.

For employees who fail to abide by the policy, practice and/or guidelines provided by the College, administrative action may be pursued, including disciplinary action up to and including termination and in compliance with respective collective bargaining agreements and personnel policies.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #4664-20

Hannah Jones, New Hire (Instructor)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the hire of Hannah Jones, Instructor in the Division of Humanities and Social Sciences, in the discipline of Humanities effective August 12, 2020.

BACKGROUND NOTES

This is a 10-month, tenure track academic position with an annual salary of \$46,501 as per the PECCC contract. This hire was made as a result of an open external search which had taken place at the beginning of the year (Jan-February 2020). Prior to this, Ms. Jones has been working as a full time Visiting Instructor to fill in after the passing of a faculty member. Her C.V. can be found in the HR supplementary materials provided electronically.

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