

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

DATE: Thursday, September 1, 2022

TIME: 5:30 p.m. Meeting

LOCATIONS: Education Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of [Special RBOT](#) Meeting on July 18 and June 15, 2022 [RBOT Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- GUIDED PATHWAYS
- 7- STUDENT TRUSTEE REPORT
- 8- CCC DEVELOPMENT FOUNDATION REPORT
- 9- APPROVAL OF CONSENT AGENDA
 - [RESOLUTION #T4814-22 Appointments, Promotions and Separations](#)
 - [RESOLUTION #T4815-22 Position Activity](#)

REGULAR AGENDA

[CASS Committee](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- [RESOLUTION #T4816-22- Operating Report for July 2022](#)

[HUMAN RESOURCES Committee](#)

- [RESOLUTION #T4817-22-Resolution of Appreciation for Nancy Wightman](#)
- [RESOLUTION #T4818-22- Non-Union Personnel Handbook Updates](#)
- [RESOLUTION #T4819-22 Corning Community College – NYS Law Enforcement Officers Union, Council 82 - Agreement 2022 -2025](#)
- [RESOLUTION #T4820-Jonathan Balke, Retirement](#)
- [RESOLUTION #T4821-22- Michael Reynolds, Retirement](#)

10- OLD BUSINESS

11- NEW BUSINESS

12- EXECUTIVE SESSION

13- ADJOURNEMENT

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
July 18, 2022
Via Zoom
MEETING MINUTES**

In attendance: M. Wayne N. Wightman, R. Allison, H. Reynolds, A. Winston, P. Chu, N. Parks, K. Early, M. Lawrence J. McKinney-Cherry and Wyatt Stoner

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director Park, Director Chandler.

Support Staff: N. Ka-Tandia, Lisa Patrick

Guest: Members of the College community

1. CALL TO ORDER. Chair Wayne called the meeting to order at 5:08 pm. He introduced Wyatt Stoner, the new student trustee, and Margaret Lawrence, the newest trustee representing Schuyler. Margaret is a CCC alumnus.

2. EXECUTIVE COMMITTEE

[Resolution T#4013-22- President's Contract Extension](#)

WHEREAS the Regional Board of Trustees of Corning Community College has met and completed an annual evaluation and, WHEREAS, the President of the College has given his consent to the updated contract, now therefore BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby extend the contract of William P. Mullaney, Ph.D. for two years, to June 30, 2025. (J. McKinney, R. Allison, Unanimous)

3. FINANCE

Executive Director Sue chandler gave an overview of the budget proposal.

[Resolution T4011-22, 2022-2023 Operating Budget](#)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the 2022-2023 operating budget of \$27,368,437; and,

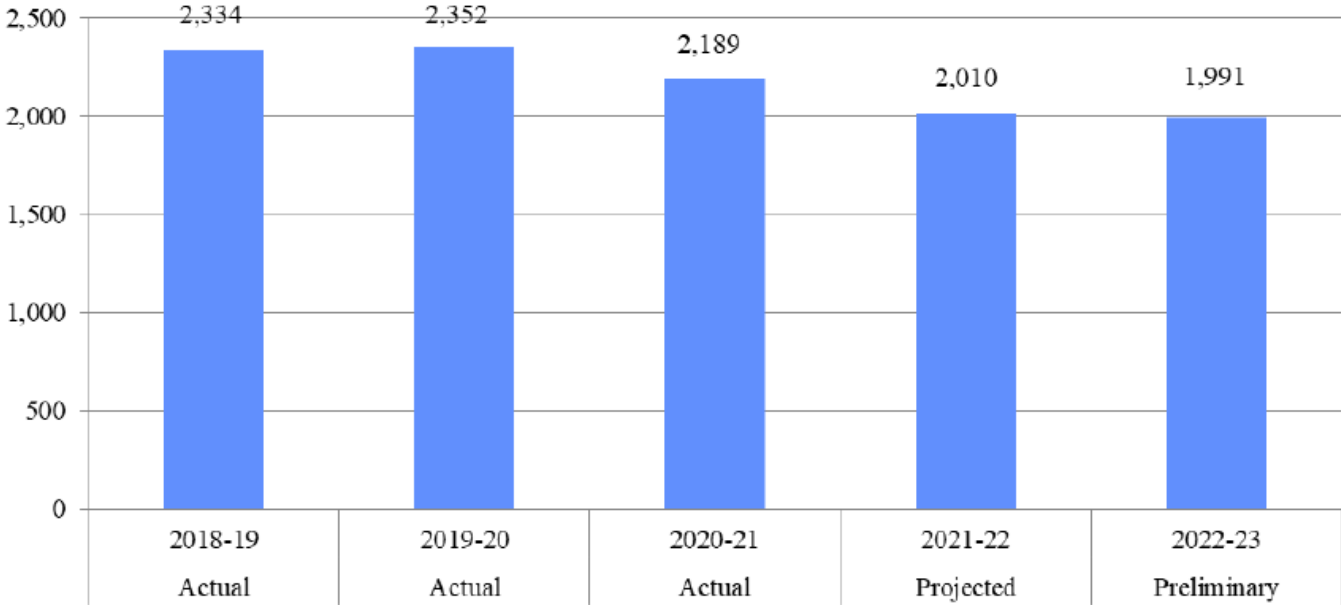
BE IT FURTHER RESOLVED, that a copy of this resolution shall be submitted to the State University of New York for its review and approval. (H. Reynolds, R. Allison, Unanimous).

[Resolution T4012-22 Tuition and Fee](#)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Tuition and Fee schedule, and;

BE IT FURTHER RESOLVED, that a copy of this resolution, together with the Tuition and Fee Schedule, shall be submitted to the State University of New York for its review and approval. (H. Reynolds, N Wightman, Unanimous).

2022-2023 Enrollment (FTE)



<i>FTE Enrollment</i>	<i>2020-2021 Actual</i>	<i>2021-2022 Budget</i>	<i>2021-2022 Projected</i>	<i>2022-2023 Preliminary</i>	<i>FTE Change from 2021-22 Projected</i>	<i>% Change from 2021-22 Projected</i>
<i>Fall</i>	717.6	719.6	621.3	594.5	-26.8	-4.3%
<i>Winter</i>	40.6	30.8	24.7	24.9	0.2	0.8%
<i>Spring</i>	619.7	628.1	534.8	563.6	28.8	5.4%
<i>Summer</i>	77.6	106.5	100.5	89.3	-11.2	-11.1%
<i>ACE</i>	733.4	799.4	729.1	718.7	-10.4	-1.4%
<i>TOTAL</i>	2188.9	2284.4	2010.4	1991	-19.4	-1.0%

Revenue Highlights

Enrollment

- Budgeted enrollment of 1991 FTE's is 20 FTE less than 2021-22 projected enrollment.

In State Tuition

- Full-time tuition is increasing \$77 per semester to \$2,652 or 2.5% ,which is consistent with past tuition increases.
- Part-time tuition is increasing \$6 per credit hour to \$221 or 2.5% ,which is consistent with past tuition increases.

Out of State Tuition

- Full-time out of state tuition is increasing \$188 per semester to \$4,405
- Part-time out of state tuition is increasing \$16 per credit hour to \$367

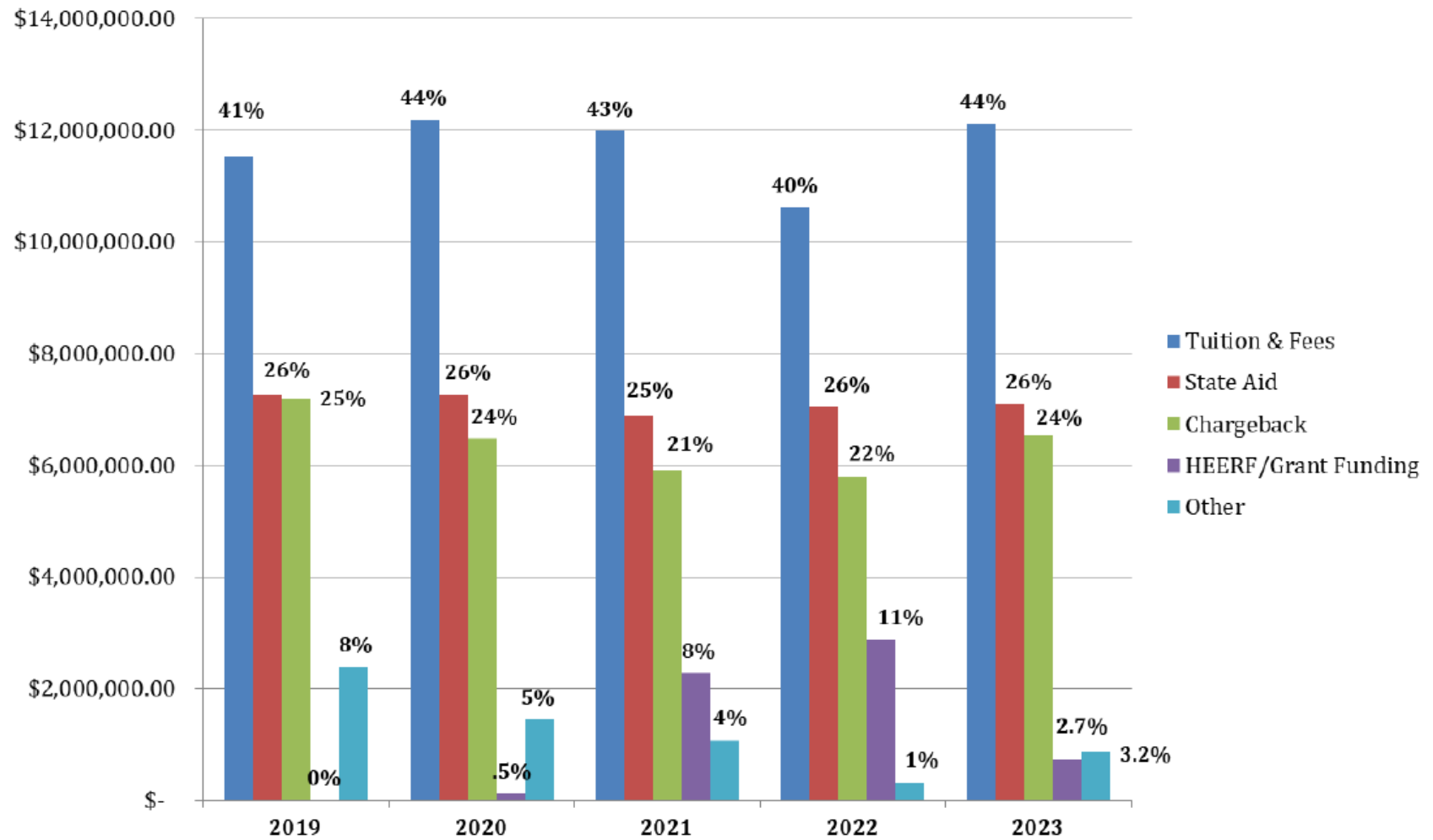
State Base Aid

- The Colleges State Aid revenue is the higher of the flat rate of \$2,997 per FTE or 100% floor of prior year budgeted allocation. 2022-23 budgeted is based on the 100% of prior year model.

County Chargebacks

- County chargebacks are increasing \$244 per FTE to \$3,507 per FTE. Chargeback rates increasing are calculated each year based on the change in CPI as of the previous January which is 7.5% .

Total Revenues By Source

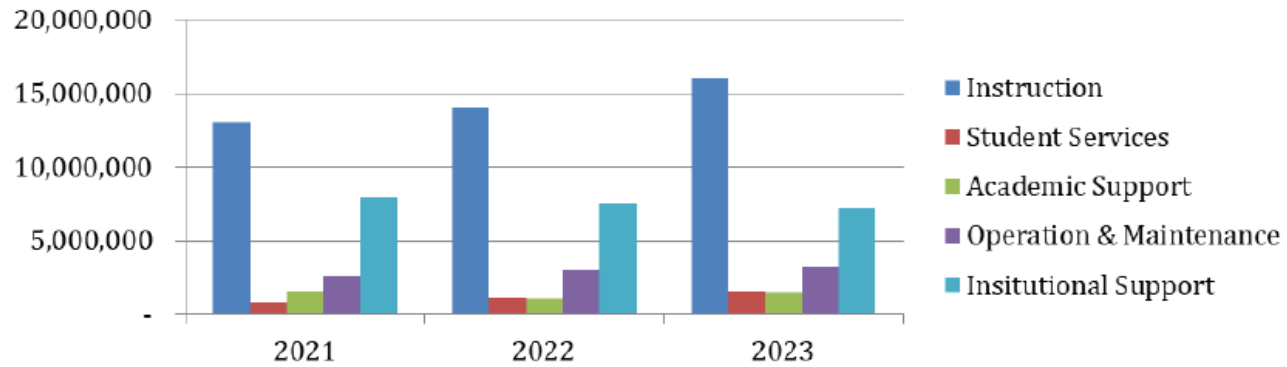


Expenditure Highlights

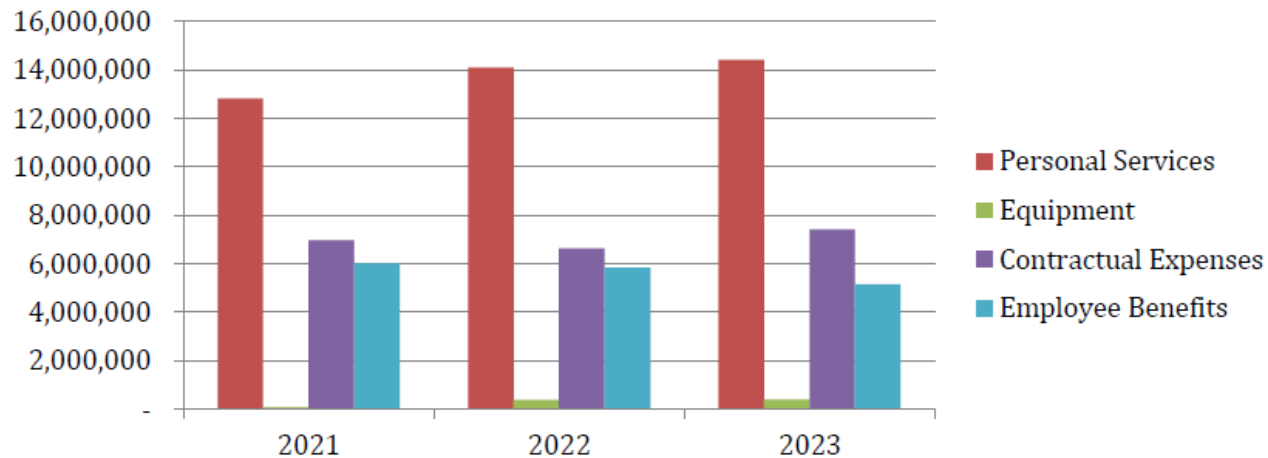
The Colleges proposed spending plan for 2022-2023 of \$27,368,437 is \$440,601 or 1.64% higher than the 2021-22 adopted budget.

- **Personal Services & Fringe Benefits – Decreasing \$353,275**
 - Total wages are increasing 2.4% over the previous year approved budget and reflects a increase of \$332,040 over 2021-2022 budgeted expenditures for wages.
 - The overall budgeted costs for employee benefits are decreasing by \$685,315 in 2022-2023, most of which is due to reduced retirement system costs and refining personnel benefit costs within the new budget process.
 - Personal service and fringe benefit comprise 72% of the operating budget.
- **Equipment – Increasing \$9,931**
 - The 2022-2023 budget includes \$381,340 in requests for equipment replacement, which amounts to 1.4% of the operating budget.
- **Contractual Expenditures – Increasing \$783,945**
 - Total contractual expenses are increasing is due primarily to large utility cost increases as well as increase in scholarship costs due to tuition increase.

Expenditures by Functional Area



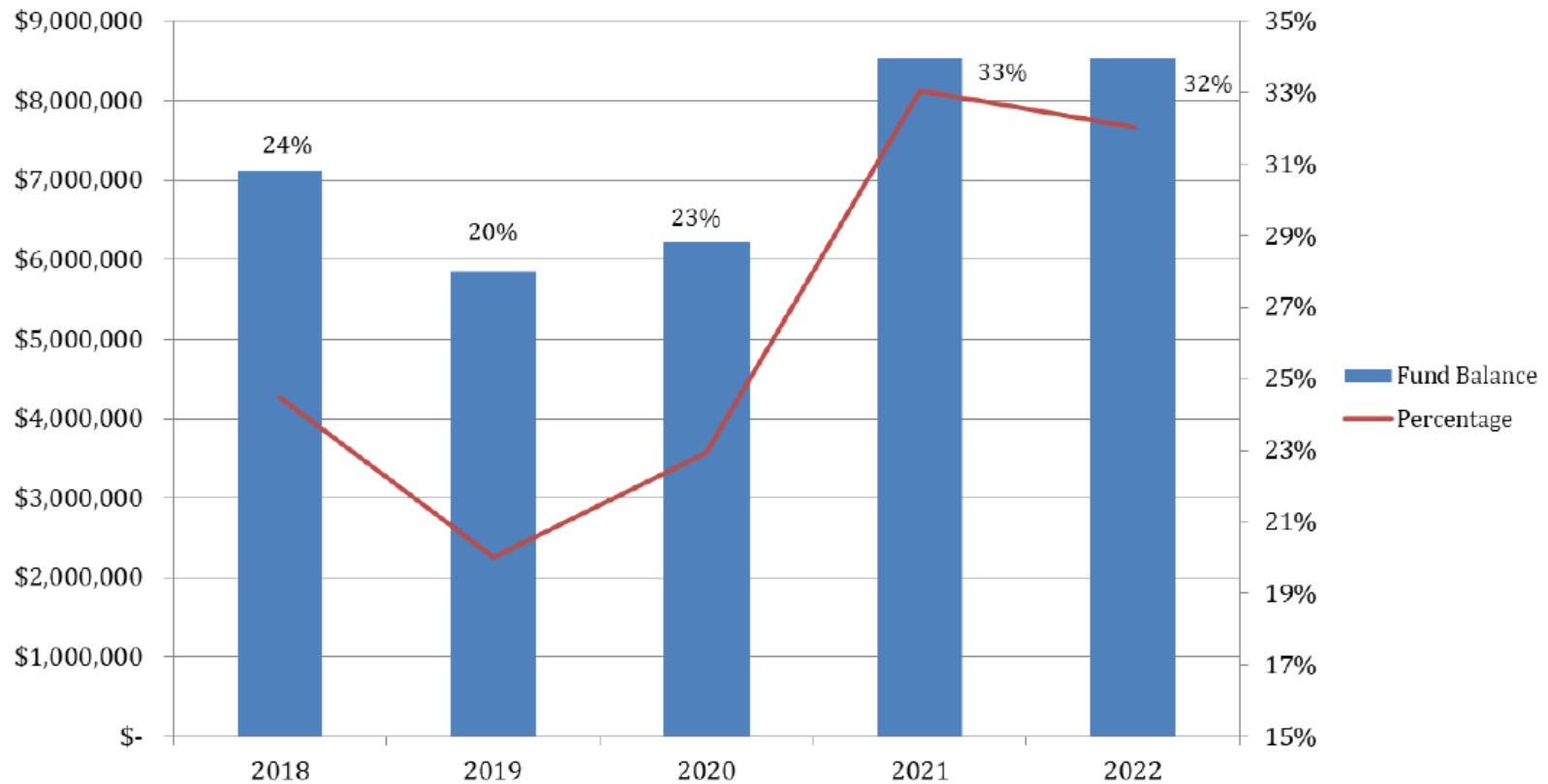
Expenditures by Category



2022-2023 Preliminary Budget

	2021-22 Budget	2022-23 Proposed Budget	2022-23 Proposed vs. 2021-22 Budget
REVENUES			
Tuition & Fees	\$ 10,087,436	\$ 9,160,280	\$ (927,156)
Out of State Tuition	\$ 840,207	\$ 785,000	\$ (55,207)
Concurrent Enrollment (ACE)	\$ 1,800,973	\$ 2,176,000	\$ 375,027
New York State Aid	\$ 7,043,820	\$ 7,111,352	\$ 67,532
County Operating Chargebacks	\$ 6,378,668	\$ 6,542,550	\$ 163,882
Federal/Grant appropriations	\$ 203,500	\$ 735,000	\$ 531,500
Other Revenues	\$ 573,232	\$ 858,255	\$ 285,023
Appropriated Fund Balance	\$ -	\$ -	\$ -
Total Revenues	\$ 26,927,836	\$ 27,368,437	\$ 440,601
EXPENSES			
Salaries	\$ 14,096,199	\$ 14,428,239	\$ 332,040
Employee Benefits	\$ 5,831,715	\$ 5,146,400	\$ (685,315)
Equipment	\$ 371,409	\$ 381,340	\$ 9,931
Contractual Expenditures	\$ 4,817,540	\$ 5,236,458	\$ 418,918
Scholarships	\$ 1,810,973	\$ 2,176,000	\$ 365,027
Total Expenses	\$ 26,927,836	\$ 27,368,437	\$ 440,601

Unrestricted, Undesignated Fund Balance



Fund Balance at Year End				
2018	2019	2020	2021	2022 Projected*
\$7,113,314	\$5,845,039	\$6,220,592	\$8,541,784	\$8,541,784

* 2022 Projected Fund balance is carried over from PY and will not be finalized until 2021-2022 annual audit is complete.

Student Tuition and Fee Changes

	21-22	22-23	
TUITION	Approved	Proposed	
Full time students (12 or more credit hours)			
NY RESIDENT WITH VALID COR	\$ 2,585.00	\$ 2,652.00	PER SEMESTER
NY RESIDENT WITHOUT VALID COR	\$ 4,217.00	\$ 4,405.00	PER SEMESTER
OUT OF STATE/ NON RESIDENT	\$ 4,217.00	\$ 4,405.00	PER SEMESTER
Part- time students (fewer than 12 credit hours)			
NY RESIDENT WITH VALID COR	\$ 215.00	\$ 221.00	PER CREDIT HOUR
NY RESIDENT WITHOUT VALID COR	\$ 351.00	\$ 367.00	PER CREDIT HOUR
OUT OF STATE/ NON RESIDENT	\$ 351.00	\$ 367.00	PER CREDIT HOUR
FEES			
TECHNOLOGY FEE	\$ 13.00	\$ 14.00	PER CREDIT HOUR
STUDENT LIFE FEE	\$ 145.00	\$ 155.00	PER SEMESTER
HOUSING COSTS			
RESIDENT MEAL PLAN	\$ 1,950.00	\$ 2,165.00	PER SEMESTER

2022-2023 FSA Fund Budget

REVENUES	FY 22 Budget	FY 23 Budget
STUDENT ACTIVITIES		
<i>Student Life Fee - Student Activities</i>	\$ 185,000	\$ 154,000
<i>Fundraising</i>	\$ 1,500	\$ -
<i>Miscellaneous</i>		
ATHLETICS		
<i>Student Life Fee - Athletics</i>	\$ 258,300	\$ 286,000
<i>Concessions/Gate/Misc</i>	\$ 4,500	\$ 4,000
<i>Development Foundation</i>		
GRADUATION/ORIENTATION		
<i>Student Fees</i>	\$ 57,040	\$ 80,000
Total FSA Fund Revenue	\$ 506,340	\$ 524,000
EXPENSES		
STUDENT ACTIVITIES		
<i>Student Activities & Governing Board</i>	\$ 128,420	\$ 99,550
<i>Clubs</i>	\$ 58,080	\$ 54,450
ATHLETICS		
<i>General Athletics</i>	\$ 156,300	\$ 175,050
<i>Athletic Teams</i>	\$ 106,500	\$ 114,950
GRADUATION/ORIENTATION		
<i>Program Expenses</i>	\$ 57,040	\$ 80,000
Total FSA Fund Expenses	\$ 506,340	\$ 524,000
FSA Fund Surplus (Deficit)	\$ -	\$ -

Chair Wayne adjourned the meeting at 5:47 pm. (R. Allison, J. McKinney-Cherry, Unanimous)

**CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
June 15, 2022
CCC Triangle Lounge Via Zoom
MEETING MINUTES**

In attendance: N. Wightman, R. Allison, H. Reynolds, A. Winston, P. Chu, N. Parks, M. Wayne, K. Early, C. Blowers, J. McKinney-Cherry and Shania Austin

Excused: Carl Blowers

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

Support Staff: N. Ka-Tandia,

Guest: Margaret Lawrence, Sally Jacoby-Murphy, Stacy Johnson, Erica Lehman, Mark Mann's and members of the College community

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:40 pm beginning with a tour of Perry Hall. Before they leave the room, Dr. Mullaney introduced two new employees to the Board: Erica Lehman, Program Coordinator in the WEAP division and Mark, Technical Assistant in IT. Meeting reconvened at 6:05 pm.

Trustee Wightman requested a motion to go out the order on the agenda. (J. McKinney-Cherry, R. Allison, Unanimous).

Chair Wightman introduced Sally Jacoby-Murphy, the new Gubernatorial Appointee pending approval and Margaret Lawrence from Schuyler County who will replace Trustee Carl Blowers. Margaret term will start July 1st.

2. APPROVAL OF AGENDA: (N. Parks, J. McKinney-Cherry, Unanimous).

3. APPROVAL OF THE MINUTES: April 28, 2022 (A. Winston, M. Wayne, Unanimous).

4. CHAIR'S REPORT.

Trustee Wightman started her report by apologizing for missing graduation:

- Waiting for Gubernatorial appointees from the Governor's Office.

- Charged Trustee Winston to chair the nomination of Slate of officers
- Schedule a retreat for July 9th, 2022. Reached to Faculty and Staff Assemblies to invite them to come and present to the Trustees about the future of the College. Newly appointed trustees are invited to the retreat
- Reminded trustees to complete the Board Assessment, a Middle States requirement.
- Trustee Parks made a request to add DEI update on the retreat's agenda

5. PRESIDENT OF THE COLLEGE'S REPORT.

- Graduation was a success. College graduated 332 students.
- Byron Shaw, one of the College's longest-serving employees, is retiring on July 16th, 2022. Byron Shaw has served the College for 41 years in many roles, starting as an adjunct faculty member and now leaves as the Associate Dean of Instruction.
- Approval of the Mission, Vision, and Values was a group effort. The task was open to all employees, and the final membership was a cross-section of faculty and staff who met over the next four months to develop a new revised version.
- The Third Party Management Proposal process with Brailsford & Dunlavey is in its final stage with the Committee evaluation of the two proposals
- Hosted a reception at the Residence for the Corning-Painted Post Youth and Leadership sponsored by the Corning Chambers of Commerce. The High students presented their research on mental health challenges for High School students
- President Mullaney concluded his report by thanking Chair Wightman for serving as chair for the last two years, commending her leadership during a difficult time, and guiding and challenging the Board to use data as metrics.

6. GUIDED PATHWAYS

Presentations

- SUNY GP Cohort 3, Workshop 4, Program Mapping, 5/18, (e.g. Business Admin. A.A.S.) (M. Clay)
- Math Pathways and Statistics Co-requisite, 5/23, (Julie Croteau, Professor of Math) (SUNY GP grant funding)

Strategic Planning and Institutional Assessment

Transfer Intensive

- Aspen-American Association of State Colleges & Universities (AASCU) Transfer Intensive Kick-Off Setting a Bold Transfer Vision, 4/27, (Christian Kull, Director of Enrollment Operations, lead)
- Aspen-AASCU Transfer Intensive: Transfer Student Success & Equity, 5/25

Strategic Enrollment Management

- Jobs for the Future/Achieving the Dream: Pathways to Economic and Social Mobility Using Labor Market Data, 5/11
- American Association of Collegiate Registrars and Admissions Officers (AACRAO): Strategies for Adult Student Enrollment, 5/19
- Refining SEM plan strategies with SUNY SEM Coach and team
- SUNY SEM AACRAO Workshop on Tactics, 6/2

Multiple Topics: American Association of Community Colleges Annual Conference, 4/30-5/2

Middle States Commission on Higher Education (MSCHE)

- Self-Study Design Report, revision submitted 5/25
- Accreditation Liaison Officer 2.0, 5/10

7. STUDENT TRUSTEE REPORT:

SAGA Updates:

- Prom was hosted by SAEB 4/15/22 and was very successful. (Pictures will be posted on the SAEB Instagram account!!)
- SAEB will be giving \$7000 to the softball team to fix their fence and field
- A Perry Hall forum is in the works to get feedback on how to improve living on campus for students.

Student Feedback:

- Students working on sign-ups for fall and finals
- Students have new interest in open student government positions

New Student Officers for 2022-2023 Academic Year:

President:

Joshua Goodwin

Vice President:

Gavin Michaud

Student Trustee:

Wyatt Stoner

Treasurer:

Emma Kephart

Director of Public Relations:

Adrianna Padgett

8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Foundation:

- At the June 1 meeting of the Foundation Board of Directors, Felissa Koernig, President/COO Guthrie Corning Hospital, was elected to the Board.
- The Steuben County IDA Board of Directors has approved the forgiveness of the IDA’s mortgage on the Health Education Center.
- The online Common Scholarship Application closed on June 1 with 134 completed applications.
 - Scholarships will be awarded to 100 students totaling almost \$200,000 for the 2022-2023 academic year.
- Foundation representatives are working with the College to update the 2013 CCC/CCCDF Legal Agreement.

Housing LLC:

- Conversations continue with the financing partners regarding debt service restructuring options.
- The Third Party Management Proposal process with Brailsford & Dunlavey is in its final stage.
- The Housing LLC has entered into a new 3-year contract with Corning Incorporated for the summer intern program.
 - 68 interns are living in Perry Hall this summer.

9. APPROVAL OF THE CONSENT AGENDA

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies unanimously the following employment actions to be taken: RESOLUTION #4795-22 Appointments, Promotions and Separations (N. Parks, J. McKinney-Cherry, Unanimous)

First Name	Last Name	Title	Department	Effective	Action	Salary	Background
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Mark	Manns	Technical Assistant	Information Technology	05/09/22	New Hire	\$ 44,937	This is a 12-month standard, Professional Service, full time position at pay grade level C. This hire was made as a result of an open search.
Kathleen	Craig	Accessibility Coordinator	Academic Affairs	05/31/22	New Hire	\$ 55,766	This is a 12-month standard, Professional Service, full time position at pay grade level D. This hire was made as a result of an open search.
Darael	Mahoney	Program Coordinator	WEAP	06/13/22	New Hire	\$ 51,678	This is a 12-month standard, Professional Service, full time position at pay grade level D. This hire was made as a result of an open search.
Lisa	Palumbo	Instructor	Nurse Education	08/19/22	New Hire	\$ 47,013	This is a 10 month, tenure track, academic appointment. This hire was made as a result of an open search.
Shelley	Dugas Thomas	Instructor	Nurse Education	08/19/22	New Hire	\$ 47,013	This is a 10 month, tenure track, academic appointment. This hire was made as a result of an open search.
Emily	Knowlden	Admissions Recruiter	Admissions and Recruitment	04/22/22	Resignation	\$ 46,437	Emily Knowlden served the College for 4 years.
McKayla	Accettulla	Career Services Coordinator	Retention and Educational Planning	05/13/22	Resignation	\$ 54,262	McKayla Accettulla served the College for nearly 3 years.
Scott	Suriano	Assistant Professor	STEM	05/21/22	Resignation	\$ 51,366	Scott Suriano served the College for 1 year.
First Name	Last Name	Title	Department	Effective	Action	Salary	Background

Jodie	Overstrom	Educational Planner	Retention and Educational Planning	05/27/22	Resignation	\$ 54,262	Jodie Overstrom served the College for nearly 3 years.
Daniel	Duzy	Resident Director	Student Services	06/03/22	Resignation	\$ 44,937	Dan Duzy served the College for 4 years.
Pedro	Abreu	Cleaner	Physical Plant	05/17/22	Termination	\$ 29,920	After a 1 year leave of absence, Pedro Abreu will not be returning to employment after having served 8 years.
Heena	Panchasara	Associate Professor	STEM	05/27/22	Termination	\$ 58,000	Heena Panchasara served the College for 1 semester.
Hadi	Kooshiar	Associate Professor	Nurse Education	5/20/22	Termination	\$ 56,590	Hadi Kooshiar served the College for 1 year.

10. REGULAR AGENDA

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Trustee McKinney-Cherry highlighted few point on the CASS report and indicated there are five Action Items:

Resolution #4796-22: BE IT RESOLVED, that the Board of Trustees of Corning Community College renews The **Chemical Dependency Program (A.A.S.)** as a continuing program of Corning Community College, following its successful program review process (J. McKinney-Cherry, N. Parks, Unanimous)

Resolution #4797-22: BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves tenure for **Emma Draper-Reich**, effective on fall start-up day, 2022. (J. McKinney-Cherry, A. Winston, Unanimous)

Resolution #4798-22: BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective with the beginning of the 2022-2023 academic year: (J. McKinney-Cherry, H. Reynolds, Unanimous)

Faculty Member	Current Rank	New Rank	Academic Division
Eriko Heise	Associate Professor	Professor	STEM
Ryan Hersha	Associate Professor	Professor	Humanities and Social Sciences
Elmarine Jimenez	Instructor	Assistant Professor	STEM
Jennifer O'Hara	Associate Professor	Professor	Professional Studies
Lisa Rose	Assistant Professor	Associate Professor	Professional Studies
Kyle Williams	Assistant Professor	Associate Professor	STEM

Resolution #4799-22: BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the May 2022 Graduation List. (J. McKinney-Cherry, A. Winston, Unanimous)

Resolution #4800-22: BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its congratulations to Coach Stacy Johnson on her 600th career win as Head Coach for the SUNY CCC Red Baron Women's Softball Tea. (J. McKinney-Cherry, R. Allison, Unanimous)

Provost Report

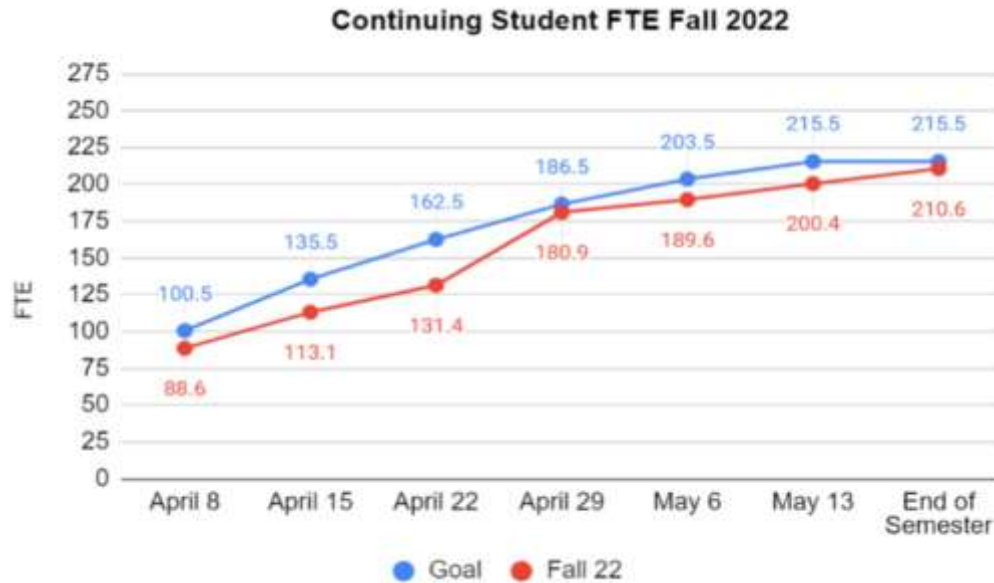
Academic Affairs:

- On Tuesday May 3rd, 30 graduates of the Alfred University- SUNY CCC partnership were celebrated in an event hosted by Alfred University. Graduates were as follows: 5 obtaining Master of Science in Education in Literacy, 7 Bachelor of Arts in Psychology, 1 Bachelor of Science in Business Administration, and the largest cohort- 16 graduates in the Bachelor of Science in Early Childhood/Childhood Education. This unique partnership allows CCC students to continue their education at a discounted rate while remaining close to home.
- The Bookkeeping and Enhanced Bookkeeping micro credentials will be offered targeting high school students through ACE coursework for the first time next academic year at the BOCES Wildwood campus.
- Summer classes began May 23 with the implementation of our new LMS Brightspace for pilot courses. Twenty-four faculty have volunteered to pilot Brightspace during the summer sessions for a total of 43 course sections. As of May 24th, 140 students were enrolled in the student training course for Brightspace.
- Elmarine Jimenez, through participation in 2022 Google Cloud Training Credits Program, has earned credits allowing students in CSNT2700 to have access to Google self-paced labs (Qwiklabs.com) and be able to earn skill badges (award has a value of \$15,000 USD)

- Andy Diffenderfer (Adjunct Instructor in Mechanical Technology) and 8 students designed and built a 4-wheeler in CADD2710 in one semester. This project has garnered a lot of attention: being on display at Open House and Commencement as well as featured at the Student Expo. It was showcased during a visit by ARC Federal Co-Chair Gail Manchin, members of Appalachian Regional Commission (ARC) and members of the Southern Central Tier Regional Planning and Development Board. It was also covered extensively by the local media. This project is an example of applied learning at its best. At the Student Expo it garnered high praise from former Corning engineers and others in attendance.

Student Services:

- The SUNY CCC Red Barons Women's Softball team ranked #2 in the nation and won the NJCAA Region III Division III A Finals. They played in the National Championship in Syracuse again this year finishing as the runner-up.



EXECUTIVE COMMITTEE

ACTION ITEM:

Resolution #4801-22- Steuben County Industrial Development Agency 50th Anniversary: BE IT RESOLVED that the Regional Board of Trustees congratulates the Steuben County IDA on the celebration of its 50th anniversary and extends its best wishes for every future success. (J. McKinney-Cherry, A. Winston, Unanimous)

Resolution #4802-22- Appreciation for Carl Blowers: BE IT RESOLVED that the Regional Board of Trustees, students, faculty, staff, graduates, and retirees of Corning Community College express sincere thanks and appreciation to Carl H. Blowers for his distinguished service to the College as the Board Chair and are grateful for his continued service. (R. Allison, J. McKinney-Cherry, Unanimous)

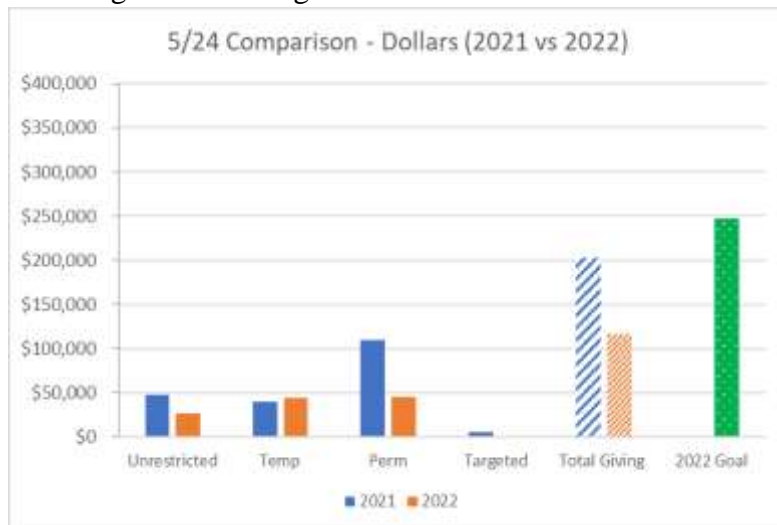
Resolution #4803-22- Mission Vision and Values: BE IT RESOLVED that the Regional Board of Trustees accepts and approves the new vision, mission and values statement. This Resolution modifies Resolution 3548-12 Modification of Corning Community College Mission Statement. (M. Wayne, P. Chu, Unanimous)

EXTERNAL AFFAIRS

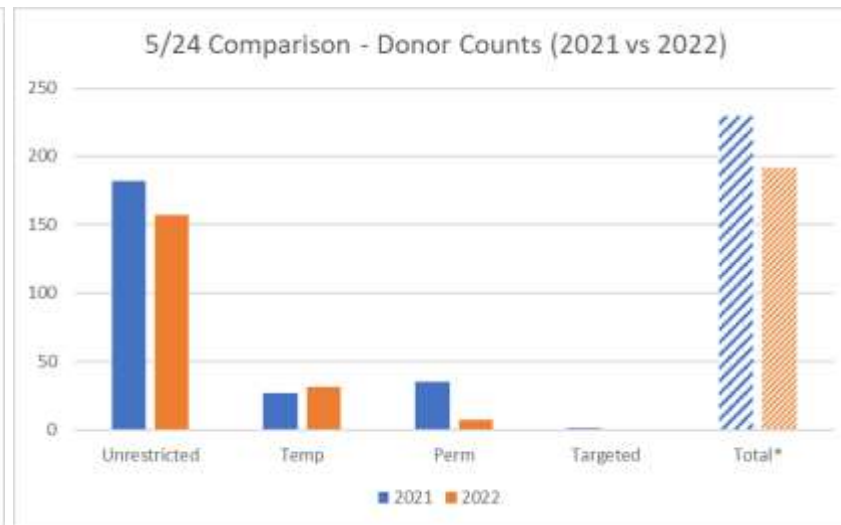
Foundation Report by Executive Director:

- The Director of Development position description has been promoted across various platforms including Indeed, LinkedIn, SUNY CUAD, the local AFP Chapter, Blackbaud Community, and local Chambers of Commerce.
- Applied for and received a \$3,000 grant from Lindau Foundation to support a Computer and Information Science equipment purchase.
- Applied for and received a \$5,000 grant from the Community Foundation to support the Full STEAHM Ahead Summer Workshop program.
- Applied for a local grant to support the Full STEAHM Ahead Summer Workshop program.
- Planning to apply for a local grant to support the Educational Opportunity Program launching this fall.
- The Q2 Annual Fund mailing is scheduled for June.
- The Housing LLC Board of Managers met on May 10:
 - Signed a new 3-year contract with Corning Incorporated for the summer interns program.
 - The Board approved an amendment to the Pricing Structure Resolution to reflect the new negotiated rate per intern.
- The Perry Hall Third Party Management exploration process is nearing its conclusion with two firms providing their best and final offers for the committee to review.

- The CCC Development Foundation Board of Directors met on June 1.
- Planning to send a congratulatory message to recent graduates welcoming them to the Alumni Association with an opportunity to complete a bio survey for a chance to win prizes.
- A significant stock gift valued at \$11,000 was made to the ceramics program and is already being used to order new equipment and supplies.
- Annual Giving results through 5/24/2022:



	2021	2022
Unrestricted	\$48,052.53	\$26,582.76
Temp	\$39,879.95	\$44,509.31
Perm	\$109,535.20	\$44,825.41
Targeted	\$5,000.00	\$0.00
Total Giving	\$202,467.68	\$115,917.48
2022 Goal		\$247,010.00



	2021	2022
Unrestricted	182	157
Temp	27	31
Perm	35	7
Targeted	1	0
Total*	229	192

* Unduplicated count of annual donors

Marketing/Communications

Executed Director Clay announced the hiring of Don Sherman as the New Director of Marketing.

Lifelong Learners: Digital (278 new users, Apr.1-May 31), some college/no degree pc, geofencing, radio

Summer: Digital (social mirror), went elsewhere pc, 4yr student newspaper (i.e. [Albany](#)), newspaper

Digital Dome: rack card, advertising, [Alley Art Project mural](#) (Rockwell Museum, the High School Learning Center, CCC)

Performance

1. Website: Apr. - May 2021/2022 Comparison

Default Channel Grouping	New Users 2021 (Apr. 1-May 31)	Users 2022 (Apr. 1- May 31)	Change
Organic Search	14,724	16,196	+10%
Direct	7843	6985	-11%
Paid Search	680	5273	+675%
Referral (SUNY and paid)	2167	2890	+33%
Social	835	1160	+39%

2. Chatbot +: (Apr. 1- May. 31) Chat Sessions: 367; Calls: 284

Other Campaigns

- **Mechatronics:** Google Ads 376 new users (Apr. 1 - May 31)
- **SUNY [Reimagine](#) Scholarships** (grant funded tuition), 106 new users (Apr. 18- May 31), average time on page 3 min.
- **Keystone:** pc

Media Statements

- SUNY CCC's Jaelyn Liquori Receives Prestigious Cooke Undergraduate Transfer Scholarship, May 19
- Corning Community College Approved for Educational Opportunity Program, May 12
- SUNY CCC Ranked Among Top Community Colleges in New York, May 5
- Col. Eileen Collins at SUNY CCC's Digital Dome Theater, Apr. 11

Website Statement

Response to Buffalo Shooting Tragedy, May 16

Grants

Submitted

- EDA Build Back Better Clean Energy—Battery Storage, Phase 2 (Binghamton U. is lead) by 3/15/22
- Perkins V, Career and Technical Ed., \$226,831, 6/2/22

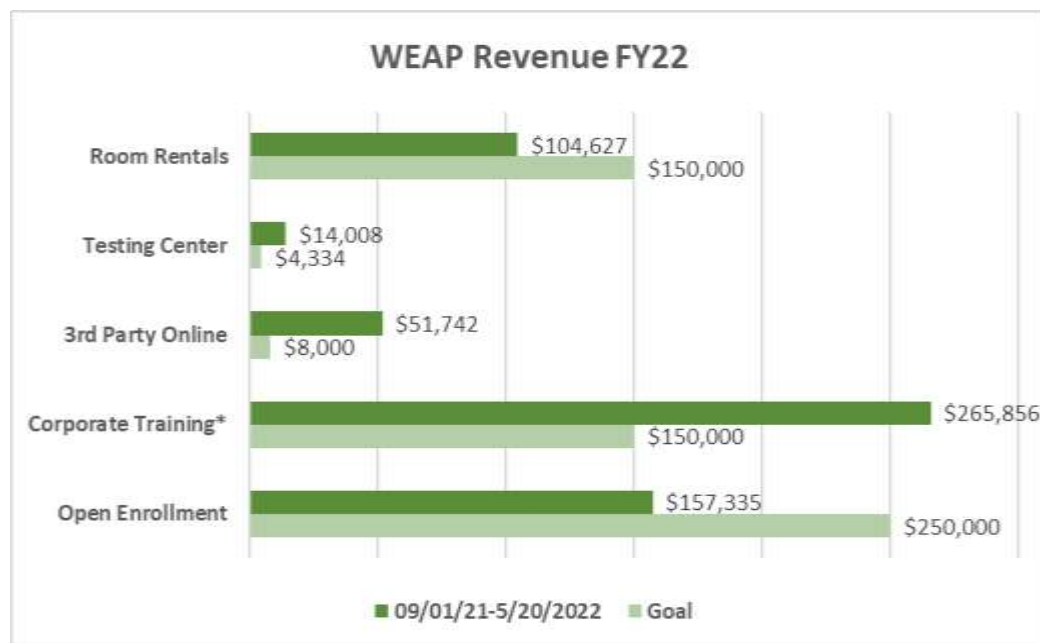
Response

- Granted: Second Chance Pell, Experimental Sites Initiative, Dept. of Ed., 4/26/22
- Budget update: SUNY Racial Equality for Adult Credentials in Higher Ed. (REACH), 4/28/22, \$5000 (total \$15,000)

Under Consideration/ In Development

- SUNY Reach, additional funding for Pathways Track, 6/10/22
- Nursing Emergency Training Funds
- DOL Strengthening Community Colleges, (Onondaga CC leading) consortium proposal-career pathways in the Health Care and Social Services

Workforce Education & Academic Pathways



- Company visits (both virtual/in-person): Absolut Care/Three Rivers, Arnot, CAF USA, Gunlocke, Guthrie, H.P. Hood, Hilton Garden Inn/Hampton, Howell Packaging, Siemens, St. James Hospital.
- Regional Job Fair—full WEAP team involved; Jeanne Eschbach & Debbie Beall conducted Micro-credentials presentation for employers
- Jeanne Eschbach & Ericka Lehman attended STEM Advisory Board Meetings; presentation re: Workforce Funding
- Collaboration with SUNY Broome, TC3 & Care Compass Network on moving forward with Community Health Worker.
- Recruitment events: Southern Tier Construction Education Day, CCC Open House with demos for virtual welding and VR operating room for Central

Academic Pathways

- ACE Program—very successful program for accepted HS seniors at Open House. Students with 30+ credits received a cord to wear at their HS graduation. Also working on NACEP re-accreditation process; enrolling summer students.
- Tyre Bush & Jeanne Eschbach working with Shalena Clary & Shannon Keach from Financial Aid on Second Chance PELL.

Testing Center

- Managed all accommodated testing for Finals Week and sent out Summer Accommodations letters due to Accessibility Services staff changes.
- Planning for summer testing to accommodate lack of air conditioning in the Testing Center

Legislative Relations

1. Federal: Higher Ed update
2. State: SUNY EOP & CCC
3. American Association of Community Colleges: Annual Conference: A Report

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility report and stated the committee held a meeting on May 6th, 2022 and mentioned there are two action items on the agenda.

ACTION ITEMS:

RESOLUTION #4804-22- Operating Report: BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Reports for the periods ending February 28, 2022. (H. Reynolds, M. Wayne, Unanimous).

Resolution #4805-22: BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Authorized Signers list - Checking and Savings Accounts. (H. Reynolds, P. Chu, Unanimous).

SUNY Corning Community College
Operating Dashboard
as of 4/30/2022



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 04/30/22	2021-2022 Receivable
April 30, 2022	\$ 10,822,761	147	\$ 2,243,966	\$ 1,530,470
April 30, 2021	\$ 14,672,684	199	\$ 2,138,729	

Revenues & Expenditures @ April 30, 2022

	FY 22 Adopted Budget	Spring 22 Semester Budget	Spring 22 Semester Actual @ 4/30/2022	Spring 22 Semester Projected	Semester Variance to Budget
Revenues	\$ 26,927,833	\$ 11,221,657	\$ 11,248,619	\$ 12,343,701	\$ 1,122,044
Expenses	\$ 26,927,833	\$ 10,507,119	\$ 8,792,058	\$ 11,607,306	\$ (1,100,187)
Surplus(Deficit)	\$ -				\$ 21,858

Highlights of Revenues & Expenditures

	FY 22 Adopted Budget	Spring 22 Semester Budget	Spring 22 Semester Actual @ 4/30/2022	Spring 22 Semester Projected	Semester Variance to Budget
Tuition & Fees	\$ 12,728,616	\$ 5,091,447	\$ 4,866,220	\$ 5,156,019	\$ 64,572
Chargebacks	\$ 6,378,668	\$ 2,980,995	\$ 2,312,048	\$ 2,516,787	\$ (464,208)
Personnel	\$ 14,096,199	\$ 5,220,180	\$ 4,628,643	\$ 5,835,526	\$ (615,346)
Equipment	\$ 371,409	\$ 185,705	\$ 14,195	\$ 114,195	\$ 71,510
Contractuals	\$ 6,628,510	\$ 2,858,267	\$ 2,368,782	\$ 3,446,395	\$ (588,128)

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 4/30/2022

LOST REVENUE	
Tuition & Fees	\$ 866,270
Chargebacks	\$ 867,387
	\$ 1,733,657
COVID related expenses (Contractuals)	
PPE, Cleaning, Testing supplies	\$ 72,953
Software/Technology	
Equipment	
	\$ 72,953
Total use of HEERF Funds	\$ 1,806,610

Enrollment

	2021-2022	2020-2021	2019-2020	3 YR % change
	Spring	Spring	Spring	
Total Headcount	2981	3196	3459	-13.8%
Total FTE	781.8	907.4	994.5	-21.4%
Full-Time FTE	365.2	437.4	553.8	-34.1%
Part-Time FTE	146.1	182.3	179.8	-18.7%
Credit Enrollment FTE (Excluding ACE)	511.3	619.7	733.6	-30.3%
HS Enrollment FTE (ACE)	270.5	284.7	260.9	3.7%
% Chemung County	43.0%	42.1%	40.7%	5.7%
% Steuben County	34.2%	32.6%	36.4%	-6.0%
% Schuyler County	5.1%	6.5%	6.8%	-25.0%
% All Other Non-sponsor	17.7%	18.8%	16.1%	9.9%

Perry Hall Occupancy

	2021-2022	2020-2021	2019-2020	2018-2019
Fall (Sept - Dec)	133	108	176	222
Spring (Jan - May)	101	71	158	189
Athletes (Sept - May)	38	2	93	112
Summer (June - August)		4	3	9

**Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
For Period ending 04/30/2022**



	2021-2022 Budget	2021-2022 Actual@4/30/22	Spring 2021-22 Budget	Spring 2021-22 Forecast	Spring 2021-22 Budget vs Forecast	Fiscal Year 21-22 Forecast
REVENUES						
Resident Tuition	\$ 10,359,475	\$ 8,210,608	\$ 4,143,790	\$ 4,342,691	\$ 198,901	\$ 8,958,246
Non Resident Tuition	\$ 840,207	\$ 758,394	\$ 336,083	\$ 198,380	\$ (137,703)	\$ 453,326
Student Fees	\$ 1,528,934	\$ 1,156,784	\$ 611,574	\$ 614,948	\$ 3,374	\$ 1,216,875
State Aid	\$ 7,043,820	\$ 4,115,299	\$ 2,934,923	\$ 2,954,138	\$ 19,215	\$ 7,043,820
Grant Aid & Contracts	\$ 203,500	\$ 1,806,610	\$ -	\$ 1,591,668	\$ 1,591,668	\$ 2,875,945
Federal appropriations	\$ 8,000	\$ 5,987	\$ 3,200	\$ 1,072	\$ (2,128)	\$ 6,667
County Operating Chargebacks	\$ 6,378,668	\$ 5,371,098	\$ 2,980,995	\$ 2,516,787	\$ (464,208)	\$ 5,811,642
Other sources	\$ 565,229	\$ 254,887	\$ 211,092	\$ 124,017	\$ (87,075)	\$ 322,896
Applied Fund Balance						
Total Revenues	\$ 26,927,833	\$ 21,679,668	\$ 11,221,657	\$ 12,343,701	\$ 1,122,044	\$ 26,689,418
EXPENSES						
Salaries	\$ 14,096,199	\$ 7,131,623	\$ 5,220,180	\$ 5,835,526	\$ (615,346)	\$ 13,252,007
Employee Benefits	\$ 5,831,715	\$ 2,858,846	\$ 2,242,967	\$ 2,211,191	\$ 31,777	\$ 5,142,702
Equipment	\$ 371,409	\$ 44,822	\$ 185,705	\$ 114,195	\$ 71,510	\$ 355,452
Contractual Expenditures						
Purchased Services	\$ 26,500	\$ 13,409	\$ 8,833	\$ 12,624	\$ (3,791)	\$ 18,547
Materials & Supplies	\$ 321,930	\$ 72,962	\$ 106,716	\$ 79,327	\$ 27,389	\$ 173,238
Dues & Subscriptions	\$ 170,290	\$ 92,040	\$ 62,720	\$ 32,526	\$ 30,194	\$ 110,270
Consultants and Contractors	\$ 232,000	\$ 113,983	\$ 100,000	\$ 61,950	\$ 38,050	\$ 156,301
Accreditation	\$ 25,000	\$ 18,589	\$ 273	\$ -	\$ 273	\$ 18,589
Marketing	\$ 286,500	\$ 141,934	\$ 143,250	\$ 143,250	\$ -	\$ 242,598
Conference & Travel	\$ 151,175	\$ 29,317	\$ 73,751	\$ 6,034	\$ 67,717	\$ 17,645
Utilities	\$ 315,000	\$ 290,887	\$ 131,250	\$ 271,326	\$ (140,076)	\$ 489,863
Maintenance & Repairs	\$ 270,300	\$ 92,282	\$ 90,100	\$ 91,207	\$ (1,107)	\$ 233,153
Software & Contracts	\$ 925,227	\$ 361,757	\$ 437,249	\$ 483,330	\$ (46,081)	\$ 938,851
Voice & Data Communication	\$ 104,369	\$ 45,206	\$ 34,440	\$ 36,775	\$ (2,335)	\$ 83,133
Special Projects, Programs & Events	\$ 126,887	\$ 2,086	\$ 61,072	\$ 11,263	\$ 49,809	\$ 42,949
Maintenance Contracts	\$ 363,594	\$ 133,788	\$ 300,000	\$ 300,000	\$ -	\$ 460,796
Rentals (HEC)	\$ 337,000	\$ 61,311	\$ 140,416	\$ 170,361	\$ (29,945)	\$ 337,000
General Institutional	\$ 817,790	\$ 757,225	\$ 395,541	\$ 583,892	\$ (188,351)	\$ 795,002
Other Expenditures	\$ 268,975	\$ 122,494	\$ 89,306	\$ 146,284	\$ (56,978)	\$ 396,243
Scholarships	\$ 1,810,973	\$ 1,883,156	\$ 645,850	\$ 1,016,246	\$ (370,396)	\$ 2,190,467
Transfer Out	\$ 75,000	\$ -	\$ 37,500	\$ -	\$ 37,500	\$ -
Total Contractual Expenses	\$ 6,628,510	\$ 4,232,426	\$ 2,858,267	\$ 3,446,395	\$ (588,128)	\$ 6,704,646
Total Expenses	\$ 26,927,833	\$ 14,267,717	\$ 10,507,119	\$ 11,607,306	\$ (1,100,187)	\$ 25,454,806
Surplus/(Deficit)	\$ (0)	\$ 7,411,951	\$ 714,538	\$ 736,395	\$ 21,858	\$ 1,234,612

% of total 2021-22 revenue realized
% of total 2021-22 budget expended

80.5%
53.0%

30

% of total 2020-21 revenue realized
% of total 2020-21 budget expended

83.2%
60.7%

**SUNY CORNING COMMUNITY COLLEGE FSA FUND
OPERATING DASHBOARD SUMMARY
PERIOD ENDING 03/31/22**



REVENUES	FY 22 Budget	Actual @ 03/31/22	YE Forecast	2021-22 Budget vs. YE Forecast
STUDENT ACTIVITIES				
<i>Student Life Fee - Student Activities</i>	\$ 185,000	\$ 172,733	\$ 172,733	\$ (12,267)
<i>Fundraising</i>	\$ -	\$ 2,396	\$ 3,000	\$ 3,000
<i>Miscellaneous</i>	\$ -	\$ 405	\$ 1,000	\$ 1,000
ATHLETICS				
<i>Student Life Fee - Athletics</i>	\$ 258,300	\$ 193,083	\$ 193,083	\$ (65,217)
<i>Concessions/Gate/Misc</i>	\$ 4,500	\$ 730	\$ 4,000	\$ (500)
<i>Development Foundation</i>	\$ -	\$ -	\$ -	\$ -
GRADUATION/ORIENTATION/ID CARD				
<i>Student Life Fee -Graduation/Orientation</i>	\$ 43,275	\$ 61,146	\$ 61,146	\$ 17,871
<i>Other Student Fees</i>	\$ 13,765	\$ 31,623	\$ 31,623	\$ 17,858
Total FSA Fund Revenue	\$ 504,840	\$ 462,116	\$ 466,585	\$ (38,255)
EXPENSES				
	Budget	Actual	YE Forecast	Budget vs. Actual
STUDENT ACTIVITIES				
<i>Student Activities & Governing Board</i>	\$ 128,420	\$ 41,357	\$ 83,268	\$ (45,152)
<i>Clubs</i>	\$ 56,580	\$ 21,132	\$ 36,542	\$ (20,038)
ATHLETICS				
<i>General Athletics</i>	\$ 156,300	\$ 87,067	\$ 148,572	\$ (7,728)
<i>Athletic Teams</i>	\$ 106,500	\$ 89,718	\$ 101,128	\$ (5,372)
GRADUATION/ORIENTATION/ID CARD				
<i>Graduation</i>	\$ 43,275	\$ 953	\$ 32,780	\$ (10,495)
<i>Orientation & ID Card</i>	\$ 13,765	\$ 15,095	\$ 15,095	\$ 1,330
Total FSA Fund Expenses	\$ 504,840	\$ 255,322	\$ 417,385	\$ (87,455)
FSA Fund Surplus (Deficit)	\$ -	\$ 206,794	\$ 49,200	\$ 49,200

Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Athletics
For Period ending 03/31/22



	2021-2022 Budget	@ 03/31/22 21-22 Actual	2021-22 YE Forecast	2021-22 Budget vs Forecast
REVENUES				
Student Activity Fees	\$ 258,300	\$ 193,083	\$ 193,083	\$ (65,217)
Miscellaneous Sales	\$ 1,500	\$ 730	\$ 1,500	\$ -
Gate Revenues	\$ 1,500	\$ -	\$ -	\$ (1,500)
Concession Sales	\$ 1,500	\$ -	\$ -	\$ (1,500)
Athletic Facility Rentals	\$ -	\$ -	\$ 2,500	\$ 2,500
Total Revenues	\$ 262,800	\$ 193,813	\$ 197,083	\$ (65,717)
EXPENSES				
Salaries	\$ 53,500	\$ 42,251	\$ 47,500	\$ 6,000
Equipment	\$ 15,000	\$ 13,975	\$ 15,000	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 5,000	\$ 2,048	\$ 5,000	\$ -
<i>Materials & Supplies</i>	\$ 1,000	\$ 1,041	\$ 1,200	\$ (200)
<i>Stipends</i>	\$ 27,200	\$ 16,803	\$ 23,600	\$ 3,600
<i>Conference & Travel</i>	\$ 112,100	\$ 86,056	\$ 107,400	\$ 4,700
<i>Rentals</i>	\$ 35,000	\$ -	\$ 35,000	\$ -
<i>Other Expenditures</i>	\$ 14,000	\$ 14,612	\$ 15,000	\$ (1,000)
Total Contractual Expenses	\$ 194,300	\$ 120,559	\$ 187,200	\$ 7,100
Total Expenses	\$ 262,800	\$ 176,785	\$ 249,700	\$ 13,100
Surplus/(Deficit)	\$ -	\$ 17,029	\$ (52,617)	\$ (52,617)

SUNY Corning Community College
 Report to Finance & Facilities Committee
 FSA FUND - Student Activities
 For Period ending 3/31/2022



	2021-2022 Budget	@ 3/31/22 21-22 Actual	2021-22 YE Forecast	Budget vs Forecast
REVENUES				
Student Activity Fees	\$ 185,000	\$ 172,733	\$ 172,733	\$ (12,267)
Fundraising	\$ -	\$ 2,396	\$ 3,000	\$ 3,000
Miscellaneous Revenue	\$ -	\$ 405	\$ 1,000	\$ 1,000
Total Revenues	\$ 185,000	\$ 175,534	\$ 176,733	\$ (8,267)
EXPENSES				
Salaries	\$ 23,730	\$ 20,143	\$ 23,810	\$ (80)
Equipment	\$ 1,000	\$ -	\$ 1,000	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 1,000	\$ -	\$ 1,000	\$ -
<i>Materials & Supplies</i>	\$ 13,550	\$ 6,140	\$ 10,000	\$ 3,550
<i>Special Projects</i>	\$ 12,000	\$ 13,050	\$ 14,000	\$ (2,000)
<i>Conference & Travel</i>	\$ 1,000	\$ 999	\$ 1,000	\$ -
<i>Stipends</i>	\$ 10,100	\$ 2,795	\$ 4,000	\$ 6,100
<i>Other Expenditures</i>	\$ 109,670	\$ 19,363	\$ 65,000	\$ 44,670
<i>Transfers</i>	\$ 12,950		\$ -	\$ 12,950
Total Contractual Expenses	\$ 160,270	\$ 42,346	\$ 95,000	\$ 65,190
Total Expenses	\$ 185,000	\$ 62,489	\$ 119,810	\$ 65,190
Surplus/(Deficit)	\$ -	\$ 113,045	\$ 56,923	\$ 56,923

SUNY Corning Community College
 Report to Finance & Facilities Committee
 FSA FUND - Graduation/Student Orientation/ID Card
 For Period ending 3/31/2022



	2021-2022 Budget	@ 3/31/22 21-22 Actual	2021-22 YE Forecast	Budget vs Forecast
REVENUES				
Student Activity Fees	\$ 43,275	\$ 61,146	\$ 61,146	\$ 17,871
Fundraising	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
Other Student Fees	\$ 13,765	\$ 31,623	\$ 31,623	\$ 17,858
Total Revenues	\$ 57,040	\$ 92,768	\$ 92,769	\$ 35,729
EXPENSES				
Salaries	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ -	\$ -	\$ -	\$ -
<i>Materials & Supplies</i>	\$ 29,557	\$ 1,173	\$ 17,000	\$ 12,557
<i>Special Projects</i>	\$ -	\$ 849	\$ 849	\$ (849)
<i>Conference & Travel</i>	\$ -	\$ -	\$ -	\$ -
<i>Stipends</i>	\$ -	\$ -	\$ -	\$ -
<i>Other Expenditures</i>	\$ 27,483	\$ 14,026	\$ 30,026	\$ (2,543)
<i>Transfers</i>	\$ -	\$ -	\$ -	\$ -
Total Contractual Expenses	\$ 57,040	\$ 16,049	\$ 47,875	\$ 9,165
Total Expenses	\$ 57,040	\$ 16,049	\$ 47,875	\$ 9,165
Surplus/(Deficit)	\$ -	\$ 76,720	\$ 44,894	\$ 44,894

Fiscal Year 21-22 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent to Date 04.30.22	Encumbered	Remaining Budget
FY 20 Required Projects/Payments							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
Renovations & Revitalization III							
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ 67,960.18		\$ 657,209.82
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ 468,901.44		\$ 21,098.56
Facilities Master Plan							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ 6,688.90		\$ 147,311.10
Classroom Technology*	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement*	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00

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

Auxiliary Services Update

Auxiliary Services

- Thanks to all members of Auxiliary Services for their work before and during the Commencement.
- Congratulations to Jhan Maki for his selection as the recipient of the Chancellor's Award for Classified Service. Jhan is a member of the Physical Plant trades staff.
- Congratulations to Tanya Jones who is the RAVE award winner for 2022. This is a special honor as Tanya was nominated by a number of her co-workers across the campus.
- Congratulations to IT Assistant Director of Applications Shannon Radford who graduated from the Steuben Leadership Program.
- Discussion of Facilities Master Plan Steering Committee.

- Discussion of Goff Road and STEM (P-Tech) Program moving to Spencer Hill campus.

Physical Plant

- Staff worked for two weeks to prepare Perry Hall for 60+ Corning Interns who moved in during Memorial Day weekend.

Health Office

- SUNY has notified us that the vaccination requirement will remain for the Fall semester and the Health Office will be working to verify new student vaccination status.

HUMAN RESOURCES COMMITTEE

Trustee Parks provided a review of the Human Resources Committee report, noting there are four action items on the agenda.

DISCUSSION ITEMS

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

ACTION ITEMS:

Resolution #4806-22- Byron Shaw, Retirement: BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Byron Shaw, Associate Dean of Instruction, effective July 16, 2022, and BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its deepest appreciation to Byron Shaw for his service to the College and wishes him the best of luck in his future endeavors. (N. Parks, R. Allison, Unanimous).

Resolution #4807-22- Performance Growth Awards: BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2022: Maarit Clay, Krystal Jubilee, Brenda Guild, Alexis Hurlburt, Tyler Ladd, Andrew Scolaro, Bernadette Wesolowski, David

Burdick, Shannon Radford, Tara Bauman, Katie Crowe, Stacy Johnson, Nogaye Ka-Tandia, and Keith Ward. (N. Parks, H. Reynolds, Unanimous).

Resolution #4808-22- Emeritus Status - 2022: BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves the following recommendation for emeritus status, effective September 1, 2022: (N. Parks, M. Wayne, Unanimous).

- Brian Halm, Associate Professor
- Richard Evans, Professor

Resolution #4809-22- Tanya Jones, Recognizing a Valuable Employee (RAVE) Award: BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves Tanya Jones to receive the 2022 RAVE award in recognition for outstanding employee service. (N. Parks, m. Wayne, Unanimous).

NOMINATION COMMITTEE

Resolution #4810-22 Slate of Officers: BE ITRESOLVED, that the below members of the Regional Board of Trustees be elected to the positions described below and that they take office on July 1, 2022, for a term ending on June 30, 2024

- Chair, Mike Wayne
- Vice-Chairperson, Judy McKinney-Cherry
- Treasurer, Heather Reynolds

A correction was made to the date which is June 30, 2024

11. OLD BUSINESS. None.

12. NEW BUSINESS. Chair Wightman reminded everyone to complete the Board assessment and Trustee Parks invited everyone to the Juneteenth celebration in Elmira

13. EXECUTIVE SESSION: None

Chair Wightman motioned to adjourn the meeting at 7:20 pm.

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Barbara Canfield
August 22, 2022

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

NEXT COMMITTEE MEETING: October 3, 2022

Measurable Standards for the CASS Committee are:

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
 - Ensure that academic programming is in line with the overall strategic plan of the College
 - Evaluate the relevance of programming for transition into a four-year institution or entry into local industry
 - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate certifications and qualifications.
 - Assessing enrollment and completion metrics
 - Assessing the effectiveness of how programs deal with issues of diversity, equity, and inclusion.
2. Reviews the Strategic Enrollment Plan:
 - Evaluate the enrollment, awareness, and marketing of programs offered by the college.
 - Ensure that the recruitment and enrollment process is informed by the needs of local businesses.
 - Track relationships with local high schools to ensure knowledge of our classes and develop new programs with the service area's schools.
 - Identify barriers to student retention and utilize faculty in recruitment and retention efforts, where needed
 - Evaluate student support services and receive updates regarding student-guided funding of activities.

- Promote access to traditionally underrepresented groups and evaluate the colleges efforts to support a diversity of thought, experience, race, sex, LGBTQx, religion, or other identity group.
3. Monitors academic affairs on behalf of the full board:
- The Committee recommends to the full RBOT faculty appointments received from the president and recommendations for promotion, tenure, and professional leave for the faculty.
 - Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission on Higher Education.
 - Review status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service.
 - Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
 - Review efforts of the academic affairs and student services areas in creating a culture that embraces the concepts of social justice and inclusion.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

August 22, 2022

Via Zoom

[Minutes](#)

In Attendance: Trustees: Judy Cherry, Polly Chu, R. Allison, N. Wightman

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

Guests:

Excused: Wyatt Stoner

Trustee Wayne called the meeting of CASS committee meeting at 5:17 pm.

Dr. Canfield gave a review of her report and highlighted the EOP program and shared her excitement about the program.

Student trustee's report is differed to September 1st, 2022 so Wyatt can present his report to full RBOT

Trustee J. McKinney-Cherry adjourned the CASS Committee meeting at 6:43 p.m. (Ron Allison, Wightman Unanimous)

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Barbara Canfield
August 22, 2022

Academic Affairs:

- Our Educational Opportunity Program (EOP) is underway and Kim Saunders has been hired as the Director of EOP. Eight students started the mandatory summer program with additional students applying to join.
- Dr. Robert Koble and Dr. Canfield visited Monroe Community College to discuss partnering as we seek to start an Optical Technology program. Corning, Inc and other companies have provided input with respect to the proposed curriculum which Dr. Koble has used to craft the program to align with MCC's curriculum. The paperwork for program approval is complete and will be submitted to go through governance. National Science Foundation grant proposal is in process.
- The former structure of the LAS: Childhood Education (Teacher Education) program provided a pathway only for students seeking transfer and certification in 1st through 6th grade. Feedback from employers in our region indicates a desire for teachers to have dual certification, i.e. certification in 1st through 6th and birth through 2nd certification, therefore a Childhood Education track is available. To further align with demand in our region for teachers certified for grades 7 through 12, an Adolescent track was added, aligning program requirements with programs in Adolescent Education. The new program title is LAS: Education (Teacher Education Transfer) AS.
- The Direct Support Professional Levels I and II micro credentials have been awarded provisional national accreditation through the NADSP (National Alliance for Direct Support Professionals). There is great interest in these micro credentials from BOCES partners and employers.
- Corning CC was awarded a SUNY High Needs Grant specifically supporting the Chemical Dependency Counseling program and the Recovery Centers. SUNY CCC was awarded approximately \$55,000; funds will be used to strengthen the applied learning opportunities in the Chemical Dependency Counseling and Community and Public Health programs in order to strengthen the skills of graduates specific to recovery support, utilizing the Recovery Centers on the main campus and in the Elmira Workforce Development Center as labs for students in the program.
- Fred Herbst consulted with the Corning Museum of Glass on developing and building their new wood-fired glass furnace. This furnace is a recreation of an ancient Roman design and will be used in future demonstrations and programs.
- Keith Ward worked with the CCC Development Foundation and the Physical Plant to expand the international flag array in the central corridor of the Library Learning Commons (from 37 flags to 55 flags representing the international connections of our students, alumni, faculty and staff), and to make sure all the flags are appropriately fire-treated to meet code requirements.

- The Learning Resources staff prepared delivered multiple interactive workshops for the EOP Summer Program and has been collaborating with other departments in preparation to showcase their services to students and faculty: Aug. 15: “Nursing Boot Camp” for 1st year nursing program students, Aug. 16-17: “Stem Academy: Peer Study Groups/Review Groups- Interdependent Learning, Aug. 18: “ACE Teachers Workshop,” Aug. 18: “Sophomore Nursing Orientation.”
- Our new Learning Management System, Brightspace, was piloted this summer with full implementation for the fall semester. Blackboard removed 8/12.

Student Services

- We continue to work with our coach to finalize the SEM plan.
- Student Outreach /Registration
 - Admissions department continues to focus on contacting students to guide them through next steps to be registered for Fall 2022 semester.
 - 101 Students have scheduled an appointment to meet with admissions from (05/01-7/28)
 - 48 Students toured campus/met with admissions and 52 Registered for classes with an admissions counselor.
 - Express Enrollment is underway
- Career Services, Transfer & Undecided Students
 - Faculty have been working with SUNY Geneseo on developing transfer pathways as part of the Aspen-AASCU Transfer Intensive
- Coordinator of Career and Transfer Services and Coordinator of Work-based Learning positions
- Athletics: 48 (35%) of active PH contracts are student athletes recruited by the coaches, 98 new student athletes recruited and enrolled for Fall of 2022.

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Student Trustee: Wyatt Stoner
August 22, 2022

SAGA Updates:

- We are looking to improve student activities on campus; to entice them to stay on campus for different activities. Ideas include:
 - The creation of an event board with upcoming events like the calendar in Perry Hall.
 - Increasing the presence of the Mascot at various sporting events.
 - Creating an “Ideas and Goals” board
- Events for the Fall:
 - Welcome back bonfire with s’mores.
 - We are inviting a private nursery to come on campus during the Perry Hall move-in days. She would be selling small house plants; the idea is to improve mental health and increase campus exposure.
 - Cooking classes with Kernilia Andrews (she works in the Office of Admission).
 - SAGA Ice-cream social; increase awareness of what SAGA does, entice student participation.
 - Spelling Bee
 - Coat Drive with Stacy Johnson
 - Human Soccer with Matt Gorman
- Further possibilities:
 - We are exploring volunteer opportunities in the surrounding areas to participate in the community and increase outreach.
 - We are looking into the logistics of what it takes to open a Café on campus.
 - We are exploring the potential of purchasing a Virtual Reality headset for the Baron’s Den.
 - We are looking into creating a “Professional and Social Skills Building” event. We are exploring what would be covered, and what format it would take.
 - We are exploring the possibility of Kayaking on Amelia Pond.

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Strategic Initiatives
Submitted by Maarit Clay, Executive Director of Strategic Initiatives
September 1, 2022

Guided Pathways

- MyCorning, Student Resources -organization and content aligned with holistic student support
- Academic Program brochures- including career information

Strategic Planning and Institutional Assessment

- SUNY SEM-American Association of Collegiate Registrars and Admissions Officers (AACRAO): Workshop on Tactics, 6/2
- Refining SEM plan strategies with SUNY SEM Coach, leadership, and team
- Aspen Institute-American Association of State Colleges & Universities (AASCU) Transfer Intensive: Transfer Success and Equity Outcomes pt. 2, 6/29

Middle States Commission on Higher Education (MSCHE)

Substantive Change submitted: Wyalusing, PA; Elmira Correctional Facility

Grants Summary

Grant Status FY2022	Number of Grants/Proposals	Grant Budget Total
Active and Completed	37	\$3,507,737
Denied	8	\$6,143,371
Pending	4	\$1,599,777
Total	49	\$11,250,885

Grant Proposals Submitted

- Future of Work Center; \$1,359,762; SUNY; 6/12
- SUNY Workforce Development Training—Pathways Track; \$200,000; SUNY; 6/12
- High Needs Localities Allied Health; \$52,775.00; SUNY; 7/1

Response to Proposal

- Awarded: Appalachian Regional Commission Area Development Program FFY 2021-2022; \$299,940; ARC; Mechatronics A.A.S. 5/25
- Awarded: 2021-22 SUNY Nursing Emergency Training Fund; \$86,173; SUNY; Nursing A.A.S.; 6/29
- Awarded: High Needs Localities Allied Health Award \$52,775.00; SUNY; Chemical Dependency Counseling A.A.S. and Community and Public Health Education A.S.; 7/20
- Awarded: Future of Work Center; collaboration with SUNY Broome and TC3; \$1,359,762; SUNY; automotive technicians gas-powered & electric/hybrid; 8/1
- Awarded: SUNY Workforce Development Training—Pathways Track; \$200,000; SUNY; Pathways: Recovery and Community Health, Direct Support Human Services, Child Development and Education, Bookkeeping and Business, 8/3

Proposal Under Consideration/ In Development

- National Science Foundation Advanced Technological Education; \$350,000; NSF; optical systems; due 10/6

CORNING COMMUNITY COLLEGE REGIONAL BOARD OF TRUSTEES

External Affairs Committee

**Tuesday, August 23, 2022
CCC**

AGENDA

MISSION:

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

ACTION ITEMS:

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

NEXT MEETING:

October 4, 2022

MEASURABLE STANDARDS

Measurable Standards for the External Affairs Committee

1. In alignment with strategic and/or operational goals and highlighting diversity, equity and inclusion efforts, provide updates as needed on fundraising, grants, marketing, public relations and nurturing community relations.
2. Review annually the Resource Development plan for the Foundation to determine it meets the funding priorities of the Regional Board of Trustees. Actively promote diversity, equity and inclusion which could include but not limited to student activities, visiting speakers and scholarships.
3. Review periodic reports from the President regarding meetings with county, state and federal elected officials from Chemung, Schuylers and Steuben counties to understand workforce priorities and to discuss the state of the College.
4. As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; Monitor and advocate for legislation at the State and Federal level consistent with the Colleges mission, needs and values.
5. Track participation and encourage information sharing by trustees who attend New York Community College Trustees (NYCCT) and Association of Community College Trustees(ACCT) meetings; encourage new trustees begin by attending NYCCT orientation.
6. The Office of Workforce Education and Academic Pathways will inform RBOT at each meeting of progress on workforce goals, including diversity, equity and inclusion. Create an annual convening to be held before March 1 to engage community leaders to provide validation on existing programs, improvement opportunities across the college's system and inform the college of trends and new opportunities.
 - a. Community leaders will include employers, professional associations, school superintendents, elected officials, regional planning board leaders and economic development leaders.
 - b. Programs will include: degrees, certificates, micro-credentials and training opportunities.

Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. As such, all fundraising, grants, marketing, public relations, and workforce education efforts will focus on economic inclusion aligned with the college's mission to include all people in opportunity, skills development and investment in livability, affordability, and environmental sustainability.

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
August 23, 2022
Via Zoom
MINUTES

In Attendance: Trustees: M. Wayne, P. Chu, N. Parks, R. Allison, M. Lawrence, J. McKinney-Cherry and N. Parks

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

Excused: A. Winston

Trustee Wayne called the External Affairs Committee meeting to order at 5:30 pm noting there is no action item on the agenda and asked each liaison to give quick highlights of their reports.

[CCC Development Foundation Report](#)

Trustee Chu met with John Marchese and discussed the report on the agenda as well as the Foundation's vision. She turned the discussion to Executive Director Marchese, who reviewed his report and highlighted key points, especially some statistics around scholarship and the need to develop data to understand the impact on students. The Foundation awarded 83 scholarships worth of \$200.00. 76 students have already accepted the scholarship (92% acceptance rate).

Executive Marchese announced the Scholarship Recognition Ceremony on October 20, 2022, and Trustee Wayne requested that invite for the scholarship event be sent to trustees as soon as possible.

[Marketing/Communications Report](#)

Trustee Allison mentioned the new hire in the Marketing department and turned the discussion to Executive Director Clay, who reviewed and highlighted critical points in her report. Executive Director Clay noted the Marketing Department's continuous advertising for the digital dome shows, which resulted in 117 visitors in July.

[Workforce Education & Academic Pathways Report](#)

Trustee McKinney Cherry met with Executive Director Eschbach to discuss the report and noted how busy WEAP has been and the dashboard number clearly shows it.

Executive Director Eschbach gave a review of her report and mentioned SUNY CCC is among the top 5 partner schools for CareerStep (online partner) in the U.S. (2019—2 enrollments; 2022—46 enrollments in the first 6 months)

[Legislative Relations Report](#)

Trustee Wayne announced that RBOT will rejoin the NYCCT organization (New York Community College Trustees).

Dr. Mullaney shared the following updates:

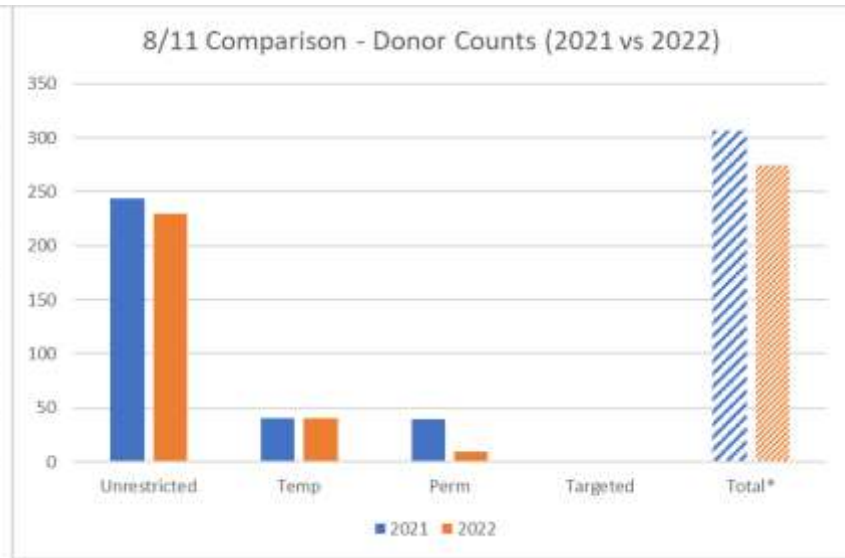
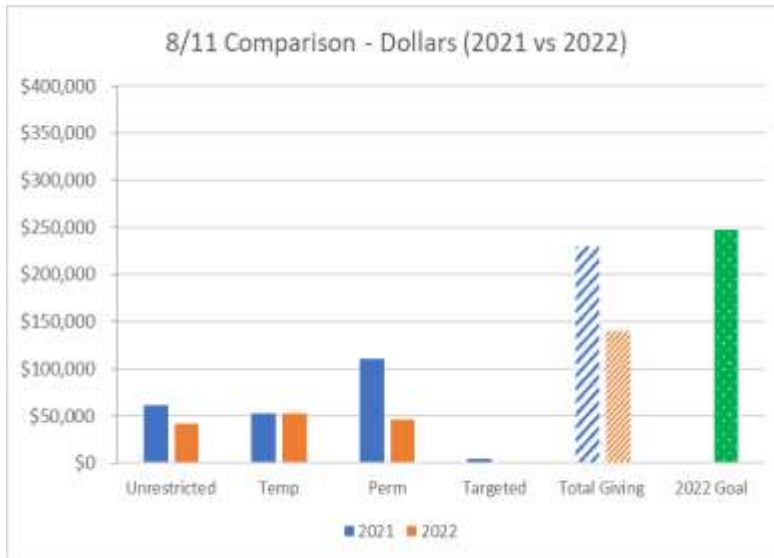
- Corning Community College has received \$600.00 from NY State as part of Governor Hochul's commitment to SUNY to help with recruitment and retention efforts
- Vice Chancellor Duncan-Poitier also informed President Mullaney that SUNY CCC received a SUNY grant of \$1.5 million that would work towards creating a non-credit program in automotive technology.
- SUNY CCC received the announcement concerning the new changes to TAP. TAP is the statewide tuition assistance program for financially needy students, which previously was only available to full-time students enrolled in 12 credits or more. The new change would allow students taking six credits or more to have access to the same benefit.
- The search for the Chancellor continues. Rounds of interviews have started, and the goal, is to have a new Chancellor in place by January.
- Dr. Mullaney thanked Trustee McKinney-Cherry for the face-time opportunity with the Secretary of State was when he was in Watkins Glen. He also shared the press release about the recent Federal Chip's legislation in which Senator Schumer singled out Binghamton University and Corning Community College as mechanisms to help deliver jobs in the area. Trustee Wayne adjourned the External Affairs meeting at 6:10 pm

Trustee Wayne adjourned the External Affairs meeting at 6:10 pm.

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation
Tuesday, August 23, 2022

- Applied for and received a grant from the Triangle Fund to support the Full STEAHM Ahead Summer Workshop program.
- Applied for a Community Foundation grant to support the Educational Opportunity Program that launched this semester.
- Scholarship notifications have been sent to students with a response deadline of August 15.
- Preparing for an in-person Scholarship Recognition Ceremony on Thursday, October 20.
- The 2022 New Graduate Survey email had a 6.4% response rate, compared to a 9.5% response rate in 2021.
- The Baron Bulletin e-newsletter was sent in late June.
- The Q2 Annual Fund mailing was sent in July and the Q3 Annual Fund mailing is scheduled for September.
- The Health Education Center Lease & Maintenance Agreement Amendment No.1 has been signed between the Foundation and the College.
- Felissa Koernig, President/COO of Guthrie Corning Hospital, is the newest board member on both the Development Foundation Board and the CCC Housing Co. LLC Board of Managers.
- The Perry Hall Third Party Management exploration process has concluded with the committee declining third party management services. The review committee is now looking into third party advising services.
- SUNY Impact Foundation is managing a NYS Charitable Tax Credit program the Foundation will use to promote major gifts (\$10,000-\$100,000) in late August and September.
- College Leadership participation in Annual Giving is currently at: RBOT (33%), CCCDF Board (36%), Senior Staff (56%).
- Annual Giving results through 8/11/2022:



	2021	2022		2021	2022
Unrestricted	\$61,351.03	\$41,978.45	Unrestricted	244	230
Temp	\$52,176.95	\$52,647.93	Temp	40	40
Perm	\$110,885.20	\$45,925.41	Perm	39	9
Targeted	\$5,000.00	\$0.00	Targeted	1	0
Total Giving	\$229,413.18	\$140,551.79	Total*	307	275
2022 Goal		\$247,010.00	* Unduplicated count of annual donors		

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Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives

Tuesday, August 23, 2022

Admissions Travel Collateral: Redesign and update several travel pieces (inquiry card, Perry Hall, Academic Programs, Keystone Scholarship, Viewbook)

Digital Dome: rack card, advertising, July 1, 2, 15, 16 public show visitors: 117, [Alley Art Project mural](#) (Rockwell Museum, High School Learning Center, CCC) collaboration with Rockwell to collect/produce video content of Alley Art Project progress

Dunn Field: Recognized [CCC softball](#) team at Elmira Pioneers game 7/27. Outfield sign & program ad

Performance

1. Website: Jun.- Aug. 2021/2022 Comparison

Channel Grouping	New Users 2021 (Jun. 1-Aug. 15)	New Users 2022 (Jun. 1- Aug. 15)	Change
Organic Search	15,170	17,853	+18%
Direct	9344	11,807	+26%
Paid Search	1148	6759	+489%
Referral (SUNY and paid)	4099	2798	-32%
Social	917	1521	+66%

2. Chatbot +: (Jun. 1- Aug. 15) Chat Sessions: 566; Calls: 609

Other

- Keystone: pc
- CCC Students Not Registered: pc
- Stop-Outs: pc
- President's Advisory Council newsletter
- Elmira Activate, 6/22, 7/21 WEAP



Media Statements

- SUNY CCC Appoints Kim Saunders as Director of EOP, August 4
- Trio of SUNY CCC Professors Selected for Cornell University Fellowship, June 30
- Rockwell Museum Selects SUNY CCC's Digital Dome Theater as Alley Art Project Venue, June 16

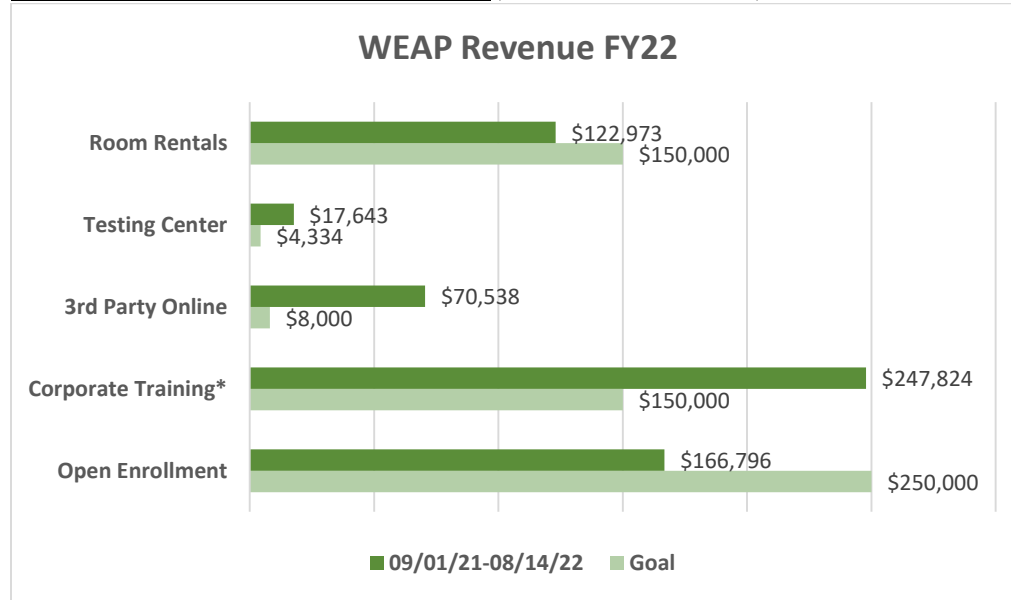
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Workforce Education & Academic Pathways

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

Tuesday, August 23, 2022

Workforce Education (dashboard for (9/1/2021-8/14/2022))



- Company visits (both virtual/in-person): Cargill Salt, Hardinge, IBEW, Ohio Logistics, The ARC of Chemung-Schuylar, The ARC of Steuben-Allegheny, NY State Parks, Glove House, Guthrie.
- 6/22 Manufacturing Roundtable with AM&T, SUNY Broome, SUNY and TC3—37 attendees
- SUNY CCC is among the top 5 partner schools for CareerStep (online partner) in the U.S. (2019—2 enrollments; 2022—46 enrollments in the first 6 months)
- Recruitment events: Elmira Activate (focus on short-term training; 20 attendees); The ARC of Chemung-Schuylar (F2F; 6), The ARC of Steuben-Allegheny (virtual; 2)
- Staff Presentations: Amber Cloke, Institute for Human Services Recharge 3.0, June 6; Jeanne Eschbach, Community Colleges of Appalachia Annual Conference, June 7; Jeanne Eschbach, Institute for Human Services Recharge 3.0, June 23
- WEAP team continues to organize and promote monthly Mobile Food Pantry at AWDC

Academic Pathways

- Tyre Bush, Jeanne Eschbach, Shalena Clary & Shannon Keach from Financial Aid have completed orientation for Elmira Correctional Facility as part of Second Chance PELL grant. SUNY CCC will continue to partner with Cornell (CPEP) for Fall 2022.
- ACE Summer Enrollment: ACA Grant (GST BOCES): 22 students, 3.2 FTEs; HS CEO (online): 58 students, 7.1 FTE. This included increase in ACE students from PA: 7 students, .76 FTE compared to 5 students, .66 FTE in 2021.
- ACE Summer Faculty workshop (8/18/22): focus on ACE accreditation, changes to SUNY General Education and academic advising for ACE students.

Testing Center

- Hired two new part-time Testing Center assistants due to Kathleen Craig's promotion.
- Completed application for Scantron, an additional testing platform.
- Laura Prestigiacommo completed DEI webinar series re: removing barriers, re-certifications for several testing platforms, achieved certification for TABE exams (entrance exam for non-credit).

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, August 23, 2022

- State: SUNY Update: President Mullaney
- NYCCT membership

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee

Monday, August 22, 2022

Virtual Meeting

AGENDA

MISSION:

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

ACTION ITEMS:

- Operating Report for July 2022 [resolution](#)

DISCUSSION ITEMS:

- Dashboard as of July 31, 2022
- Capital Projects Update
- Campus Auxiliary Services Update

NEXT COMMITTEE MEETING: TBD

[MEASURABLE STANDARDS](#)

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

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

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Finance and Facilities Committee
August 22, 2022

Parsons Administration Building – Conference Room 112

MINUTES

In Attendance: Trustees: Chair Wayne, R. Allison, H. Reynolds, N. Wightman
Senior Staff: President Mullaney, Executive Director Chandler, Executive Director Burdick
Support Staff: T. Jones, N. Ka-Tandia, L. Patrick

Excused:

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

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

Action Item

- Operating Report for July 2022

Discussion Items

- July Revenue/Expense Highlights.
 - Review of Revenue - Tuition and Fees in negative due to lower enrollment and this number is pretty close to where we will be at the end of the year. Grant Aid/Contracts and discussion use of HERFF federal stimulus funds. We need to use HERFF funds by June 2023. County operating chargebacks down also due to enrollment. Total revenue in the negative \$413,070.
 - Review of Expenses – Salaries \$1.2 million savings due to vacancy control. Equipment line has balance of \$190k have purchased laptops to put us in a better condition for having to work remotely and upgrading current equipment for hybrid learning. We will have a better handle on Software and Contract for next year through the budget process. General Institutional – SUNY direct charges for COVID testing put us over budget. As we stand right now, shows surplus of \$1.4 million there may be adjustments, do expect surplus to be close to \$1 million going back into fund balance.

- Overall in great shape due to stimulus funds and kudos to department managers for being frugal.
- Summary/Dashboard
 - Review of Cash and Student A/R, Revenues/Expenses and use of HERFF funds.
- Capital Projects
 - Needs to updated, Discussion of what information the committee would want to see – what is useful
 - Committee would like to see a status column with % completion, good to know things are happening, dollar amounts are important if something is going to be over or under budget.
 - Discussion of when Facilities Master Plan will be completed and available – SWBR is planning for end of September.
- Auxiliary Services Update
 - Annual report for the division was provided highlights include Public Safety and Health Office a lot of work/focus on COVID, IT software and hardware projects, computer replacement, adding programmer, upgraded software and Public Safety – training and promotions of staff
 - Discussion of working on a plan for Physical Plant vehicle fleet upgrades.
 - Police Academy – new Director Zachary Stewart tremendous amount of experience, making some substantial changes, see some benefits with his experience and contacts.
 - Discussion of some upcoming capital projects – Spencer Crest repairs, and Steuben lecture hall upgrade.

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

Next meeting will be October 3, 2022 at 4:00 p.m.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:43 p.m.

SUNY Corning Community College
 Operating Dashboard
 Month End as of 7/30/2022



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 7/31/22	2021-2022 Receivable
July 31, 2022	\$ 13,453,275	182	\$ 2,536,448	\$ 928,390
July 31, 2021	\$ 13,147,380	178	\$ 1,607,594	

Revenues & Expenditures @ 7/31/2022

	FY 22 Adopted Budget	Fall 21 Actual	Spring 22 Actual	Summer 22 Projected	YE Forecast	Variance to Budget
Revenues	\$ 26,927,833	\$ 12,627,777	\$ 12,004,136	\$ 1,882,849	\$ 26,514,763	\$ (413,070)
Expenses	\$ 26,927,833	\$ 8,063,169	\$ 11,298,618	\$ 5,682,567	\$ 25,044,355	\$ 1,883,478
Surplus(Deficit)	\$ (0)				\$ 1,470,408	\$ 1,470,408

Highlights of Revenues & Expenditures

	FY 22 Adopted Budget	Fall 21 Actual	Spring 22 Actual	Summer 22 Projected	YE Forecast	Variance to Budget
Tuition & Fees	\$ 12,728,616	\$ 5,746,169	\$ 4,887,540	\$ (53,310)	\$ 10,580,400	\$ (2,148,216)
Chargebacks	\$ 6,378,668	\$ 3,059,050	\$ 2,391,448	\$ 146,958	\$ 5,597,456	\$ (781,212)
Personnel & Benefits	\$ 19,927,914	\$ 5,750,283	\$ 7,930,329	\$ 4,234,177	\$ 17,914,788	\$ 2,013,126
Equipment	\$ 371,409	\$ 31,257	\$ 34,718	\$ 113,967	\$ 179,941	\$ 191,468
Contractuals	\$ 6,628,510	\$ 2,281,630	\$ 3,333,572	\$ 1,334,423	\$ 6,949,625	\$ (321,115)

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 7/31/2022

LOST REVENUE	
Tuition & Fees	\$ 1,074,553
Chargebacks	\$ 872,023
	\$ 1,946,576
COVID related expenses (Contractuals)	
PPE, Cleaning, Testing supplies	\$ 393,498
Software/Technology	
Equipment	
	\$ 393,498
Total use of HEERF Funds	\$ 2,340,074

**Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
For Period ending 07/31/2022**



	2021-2022 Budget	2021-2022 Actual@7/31/22	Summer 2021-22 Budget	Summer 2021-22 Forecast	Summer 2021-22 Budget vs Forecast	Fiscal Year 21-22 Forecast	Variance to Budget
REVENUES							
Resident Tuition	\$ 10,359,475	\$ 8,736,946	\$ 613,590	\$ (30,594)	\$ (644,184)	\$ 8,645,697	\$ (1,713,778)
Non Resident Tuition	\$ 840,207	\$ 726,062	\$ (301,431)	\$ (49,621)	\$ 251,810	\$ 710,881	\$ (129,326)
Student Fees	\$ 1,528,934	\$ 1,218,074	\$ 150,957	\$ 26,905	\$ (124,051)	\$ 1,223,821	\$ (305,113)
State Aid	\$ 7,043,820	\$ 6,527,284	\$ 1,644,226	\$ 1,703,315	\$ 59,089	\$ 7,043,820	\$ 0
Grant Aid & Contracts	\$ 203,500	\$ 2,875,945	\$ -	\$ -	\$ -	\$ 2,875,945	\$ 2,672,445
Federal appropriations	\$ 8,000	\$ 10,227	\$ 800	\$ 680	\$ (120)	\$ 10,907	\$ 2,907
County Operating Chargebacks	\$ 6,378,668	\$ 5,597,456	\$ 0	\$ 146,958	\$ 146,958	\$ 5,597,456	\$ (781,212)
Other sources	\$ 565,229	\$ 385,163	\$ 81,126	\$ 85,206	\$ 4,080	\$ 406,234	\$ (158,995)
Applied Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 26,927,833	\$ 26,077,157	\$ 2,189,267	\$ 1,882,849	\$ (306,418)	\$ 26,514,763	\$ (413,070)
EXPENSES							
Salaries	\$ 14,096,199	\$ 11,753,815	\$ 4,177,286	\$ 2,968,876	\$ 1,208,410	\$ 12,849,045	\$ 1,247,154
Employee Benefits	\$ 5,831,715	\$ 4,634,710	\$ 1,644,843	\$ 1,265,301	\$ 379,542	\$ 5,065,743	\$ 765,972
Equipment	\$ 371,409	\$ 86,084	\$ -	\$ 113,967	\$ (113,967)	\$ 179,941	\$ 191,468
Contractual Expenditures							
<i>Purchased Services</i>	\$ 26,500	\$ 31,231	\$ 8,834	\$ 11,901	\$ (3,067)	\$ 31,757	\$ (5,257)
<i>Materials & Supplies</i>	\$ 321,930	\$ 72,962	\$ 68,575	\$ 30,582	\$ 37,993	\$ 195,751	\$ 126,179
<i>Dues & Subscriptions</i>	\$ 170,290	\$ 116,208	\$ 44,850	\$ 7,973	\$ 36,877	\$ 117,044	\$ 53,246
<i>Consultants and Contractors</i>	\$ 232,000	\$ 159,422	\$ 73,386	\$ 33,102	\$ 40,283	\$ 170,816	\$ 61,184
<i>Accreditation</i>	\$ 25,000	\$ 18,589	\$ 0	\$ -	\$ 0	\$ 18,589	\$ 6,411
<i>Marketing</i>	\$ 286,500	\$ 245,066	\$ -	\$ 57,011	\$ (57,011)	\$ 299,609	\$ (13,109)
<i>Conference & Travel</i>	\$ 151,175	\$ 43,517	\$ 0	\$ 14,200	\$ (14,199)	\$ 52,555	\$ 98,620
<i>Utilities</i>	\$ 315,000	\$ 461,405	\$ 78,750	\$ 55,654	\$ 23,096	\$ 474,017	\$ (159,017)
<i>Maintenance & Repairs</i>	\$ 270,300	\$ 146,555	\$ 90,100	\$ 54,938	\$ 35,162	\$ 186,631	\$ 83,669
<i>Software & Contracts</i>	\$ 599,027	\$ 424,202	\$ (275,471)	\$ 149,737	\$ (425,208)	\$ 803,909	\$ (204,882)
<i>Voice & Data Communication</i>	\$ 104,369	\$ 72,596	\$ 42,377	\$ 21,480	\$ 20,897	\$ 81,196	\$ 23,173
<i>Special Projects, Programs & Events</i>	\$ 126,887	\$ 13,026	\$ 17,413	\$ 2,032	\$ 15,381	\$ 13,026	\$ 113,861
<i>Maintenance Contracts</i>	\$ 363,594	\$ 249,435	\$ 30,811	\$ 47,159	\$ (16,348)	\$ 452,955	\$ (89,361)
<i>Rentals (HEC)</i>	\$ 337,000	\$ 146,266	\$ 84,251	\$ 107,689	\$ (23,438)	\$ 253,955	\$ 83,045
<i>General Institutional</i>	\$ 1,143,990	\$ 1,392,636	\$ 168,618	\$ 386,664	\$ (218,046)	\$ 1,279,050	\$ (135,060)
<i>Other Expenditures</i>	\$ 268,975	\$ 513,297	\$ 128,700	\$ 293,705	\$ (165,005)	\$ 546,411	\$ (277,436)
<i>Scholarships</i>	\$ 1,810,973	\$ 1,972,355	\$ -	\$ 60,598	\$ (60,598)	\$ 1,972,355	\$ (161,382)
<i>Transfer Out</i>	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total Contractual Expenses	\$ 6,628,510	\$ 6,078,769	\$ 561,193	\$ 1,334,423	\$ (773,231)	\$ 6,949,625	\$ (321,115)
Total Expenses	\$ 26,927,833	\$ 22,553,378	\$ 6,383,321	\$ 5,682,567	\$ 700,754	\$ 25,044,355	\$ 1,883,478
Surplus/(Deficit)	\$ (0)	\$ 3,523,778	\$ (4,194,054)	\$ (3,799,718)	\$ 394,336	\$ 1,470,408	\$ 1,470,408

% of total 2021-22 revenue realized 96.8%
 % of total 2021-22 budget expended 83.8%

% of total 2020-21 revenue realized 92.8%
 % of total 2020-21 budget expended 77.9%

Fiscal Year 21-22 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 07.31.22	Encumbered	Remaining Budget
FY 20 Required Projects/Payments							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
Renovations & Revitalization III							
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ 217,214.76		\$ 507,955.24
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ 468,901.44		\$ 21,098.56
Facilities Master Plan							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ 56,320.14		\$ 97,679.86
Classroom Technology*	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement*	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00

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

Campus Auxiliary Services Update

Please see Auxiliary Services Annual Report in the Reference folder in Google Drive or the link [here](#).

CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
August 23, 2022
Location: Zoom

AGENDA

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

ACTION ITEMS

Consent Agenda

[Appointments, Promotions and Separations](#)

[Position Activity](#)

Regular Agenda

[RESOLUTION #T4817-22-Resolution of Appreciation for Nancy Wightman](#)

[RESOLUTION #T4818-22- Non-Union Personnel Handbook Updates](#)

[RESOLUTION #T4819-22- Corning Community College – NYS Law Enforcement Officers Union, Council 82 - Agreement 2022 - 2025](#)

[RESOLUTION #T4820-22 Jonathan Balke, Retirement](#)

[RESOLUTION #T4821-22- Michael Reynolds, Retirement](#)

DISCUSSION ITEMS

- DEI Metrics Updates
- Summary of [vacant positions](#)

NEXT MEETING: TBD

Standards for the Human Resources and Diversity Committee:

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

SUMMARY STATUS OF VACANT FULL TIME POSITIONS SAS of August 15, 2022

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				1	1
Faculty					
Professional Service	4			2	6
Grand Total	4			3	7

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
August 23, 2022
Via Zoom

MINUTES

In attendance: N. Parks, M. Wayne, A. Winston, H Reynolds, Judy McKinney-Cherry, M. Lawrence

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

Excused: Alan Winston

Trustee N. Parks called the HR committee meeting at 6:14 pm by noting there are five action items on the agenda

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

ACTION ITEMS

Consent Agenda

[Appointments, Promotions and Separations](#)

[Position Activity](#)

Regular Agenda

[RESOLUTION #T4817-22-Resolution of Appreciation for Nancy Wightman](#)

[RESOLUTION #T4818-22- Non-Union Personnel Handbook Updates](#)

[RESOLUTION #T4819-22- Corning Community College – NYS Law Enforcement Officers Union, Council 82 - Agreement 2022 - 2025](#)

[RESOLUTION #T4820-22_ Jonathan Balke, Retirement](#)

[RESOLUTION #T4821-22- Michael Reynolds, Retirement](#)

DISCUSSION ITEMS

- DEI Metrics Updates
- Summary of [vacant positions](#)

Trustee N. Parks called the HR committee meeting at 6:14 pm by noting there are five action items on the agenda. She mentioned a

Executive Director Park provided an overview of the consent agenda, including position activity and the regular agenda, and mentioned how excited she is about being able to find stem faculty and really making sure that SUNY CCC has enough nursing faculty. Another important hire is the Director of EOP, who was recruited in time to start summer programming.

Dr. Mullaney shared with the Trustees that Daniel Moretti (alumni), the new faculty in STEM, is the brother of our former wonderful student Trustee Anna Moretti.

Trustee Wayne requested to have a report in the future that highlights how many new hires are actually alumni.

The Committee discussed the Council 82 resolution, and Trustee Wayne requested a summary of the agreement at the next Board meeting.

The resolution of Appreciation for Trustee Wightman was discussed, and they all agreed it was well deserving and very well written.

The committee had a lengthy discussion on DEI metrics, and Dr. Mullaney shared the three metrics below and noted that the College will have a serious focus on these areas to understand and bridge the gap for unrepresented students.

- Underrepresented minorities leave college with significantly higher debt than non-underrepresented minorities.
- Graduation rate for our non-underrepresented minorities is 38% which is well above the national average and the highest among SUNY community colleges.
- SUNY CCC's graduation rate of underrepresented minorities is 18%.

The Committee agreed to move all resolutions to the full Board for approval. (R. Allison, J. McKinney-Cherry, Unanimous)

Trustee Parks adjourned the HR committee meeting at 7:18 pm.

CONSENT AGENDA

**HUMAN RESOURCES and DIVERSITY COMMITTEE
Appointments, Promotions and Separations
RESOLUTION #T4814-22**

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

First Name	Last Name	Title	Department	Effective	Action	Grade	Salary	Background
Frederic	Herbst	Associate Dean of Instruction	Humanities and Social Sciences	8/1/22	Interim appointment	G	\$100,000	This is an interim, 1-semester, standard appointment, paygrade G, to backfill for the retirement of Byron Shaw. After this interim assignment, Fred Herbst will return to his full time faculty position.
Zachary	Dunbar	Dir. of Institutional Research	Strategic Initiatives	6/27/22	New Hire	F	\$ 68,344	This is a 12-month full time, professional service, exempt position, at pay grade F. This hire was made as a result of an open search.

Angel	Schoonover	Athletic Trainer & Academic Su	Athletics	7/11/22	New Hire	D	\$ 51,678	This is a 12-month full time, professional service, exempt position, at pay grade D. This hire was made as a result of an open search.
Kimberly	Saunders	Director of EOP	Academic Affairs	7/18/22	New Hire	F	\$ 71,761	This is a 12-month full time, professional service, exempt position, at pay grade F. This hire was made as a result of an open search.
Sarah	Tronkowski	Librarian	Learning Resources	8/1/22	New Hire	D	\$ 51,678	This is a 12-month full time, professional service, exempt position, at pay grade D. This hire was made as a result of an open search.
First Name	Last Name	Title	Department	Effective	Action	Grade	Salary	Background
Cory	Kimball	Cleaner	Physical Plant	8/8/22	New Hire	301	\$ 27,562	This is a 12-month full time, civil service, CSEA union position, at pay grade 301. This hire was made as a result of an open search.

Robert	Dewert	Cleaner	Physical Plant	8/15/22	New Hire	301	\$ 27,562	This is a 12-month full time, civil service, CSEA union position, at pay grade 301. This hire was made as a result of an open search.
Dakota	Skinner	Admissions Recruiter	Recruitment and Admissions	8/15/22	New Hire	C	\$ 44,937	This is a 12-month full time, professional service, exempt position, at pay grade C. This hire was made as a result of an open search.
Daniel	Moretti	Instructor	STEM	8/19/22	New Hire	I	Based on PECCC contract	This is a 10-month academic position with the PECCC, salary negotiations are currently in progress
Andrew	Diffenderfer	Instructor	STEM	8/19/22	New Hire	I	Based on PECCC contract	This is a 10-month academic position with the PECCC, salary negotiations are currently in progress
Aliza	Erner	Assistant Professor	STEM	8/19/22	New Hire	I	PECCC contract	This is a 10-month academic position with the PECCC, salary negotiations are currently in progress
Cody	Crippen	Coordinator of Residence Life and Retention	Student Life	8/29/22	New Hire	D	\$ 51,678	This is a 12-month full time, professional service, exempt position, at pay grade

Donald	Sherman	Dir Marketing Public Relations	Marketing and Public Relations	6/13/22	New Hire - Internal	F	\$ 68,344	D. This hire was made as a result of an open search. This promotion was made after a full and open search. This is a full time, 12-month standard appointment at paygrade level F.
First Name	Last Name	Title	Department	Effective	Action	Grade	Salary	Background
Michael	Blascovich	Senior Campus Safety Officer	Public Safety	6/11/22	Promotion	SO	\$ 35,587	This promotion was made after successfully completing the civil service exam for the position.
Jarrett	Sylvester	Learning Specialist	Learning Resources	7/22/22	Resignation	C	\$ 44,937	After serving nearly 3 years in the role, Jarrett Sylvester relocated and is pursuing positions in that location.
Lisa	Rose	Assistant Professor	Nurse Education	8/16/22	Resignation	II	\$ 57,179	Lisa Rose has served the College for 12 years.
Loueda	Bleiler	Professor	Humanities and Social Sciences	8/16/22	Resignation	IV	\$ 69,160	Lou Bleiler has served the College for 18 years and will be teaching for a school district.

Dominic	Zambrano	Laborer	Physical Plant	6/30/22	Termination	301	\$ 27,562	This employment was ended within the probationary period.
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**Resumes are available in the HR folder as a supplement for the HR Committee agenda*

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HUMAN RESOURCES COMMITTEE

Position Activity

RESOLUTION #T4815-22

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Coordinator for Residence Life and Retention	Cody Crippen	Reclassification	3/14/22	After a review of the updated position description, this position was reclassified to an exempt, pay grade D. This position was previously non-exempt, pay grade C. An open search has been conducted and a hire has been made.
Marketing Assistant	Vacant	Reclassification	4/11/22	After a review of the updated position description, this position was reclassified to a non-exempt, pay grade C. This position was previously exempt, pay grade D. An open search is underway for this position.

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

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FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4816-22_

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Reports for the period ending July 31, 2022

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HUMAN RESOURCES COMMITTEE
RESOLUTION #T4817-22
Appreciation for Nancy M. Wightman

WHEREAS, Mrs. Nancy M. Wightman has served as the Chair of the Regional Board of Trustees of Corning Community College with exemplary leadership from 2020-2022, and

WHEREAS Mrs. Wightman's tenure as Chair was characterized by her deep understanding and commitment to faculty and staff issues, this having been exemplified by her steady leadership during the COVID-19 pandemic, and

WHEREAS, Chair Wightman inspired the College to develop and promote data-driven programs and policies that supported SUNY CCC in its efforts to educate students, and

WHEREAS, in her role as the leader of the Regional Board of Trustees, she always demonstrated the utmost integrity and steadfast dedication to supporting students, and

WHEREAS, in her straightforward manner, she always led the Regional Board of Trustees with confidence, which included providing invaluable support and guidance to the Trustees to fulfill their roles as members of the board and as committee chairs, successfully recruiting qualified new Trustees and, reviewing Board resolutions to creating and conducting new Trustee orientation programs.

WHEREAS, the College completed several significant improvements during her tenure as chair, including the launching of academic programs in Mechatronics and Digital Design and the opening of the food pantry and Digital Dome, and

WHEREAS, Chair Wightman took on the additional role and responsibility as a College representative on the Board of Managers of the Housing Company LLC, bringing her ample expertise in student and residence life to that volunteer role,

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees, students, faculty, staff, graduates, and retirees of Corning Community College express sincere thanks and appreciation to Nancy Wightman for her distinguished service to the College as the Board Chair and are grateful for her continued service.

HUMAN RESOURCES COMMITTEE
Non Union Handbook Updates
RESOLUTION #T4818-22

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves of the update to the Non-Union Personnel Handbook in the sections of: Section IV, Paid Leave and Section VI, Work Week.

BACKGROUND NOTES

After careful review with the senior staff and with advisement and recommendations from the Employment, Policy and Compensation Committee (EPCC) and Staff Assembly, the College puts forward the updates to the non-union Handbook.

Section IV Paid Leave

Subsection C

Vacation Cash Out Option

At the end of each fiscal year, an employee may cash out up to 5 days of vacation each year (effective with the fiscal year beginning 9/1/11), providing the following conditions are met:

- Estimated vacation balance as of August 31 is greater than 20 days (150 hours).
- Estimated sick leave balance as of August 31 is at least ~~80~~ 60 days (~~600~~ 450 hours).
- Only vacation days in excess of 20 may be cashed out, up to a maximum of 5 days; any remaining vacation in excess of 20 days will be converted to sick leave as of September 1 of each year.
- A completed election form is submitted to the Human Resources Office by August 15th of each year.

Vacation Cash Out payments will be made in the first pay period of September.

Subsection D - Vacation Leave

Vacation leave is to be taken at the convenience of the College and must be requested and approved in writing by the employee's supervisor and Associate Dean/Director, if appropriate. Vacation leave cannot be taken prior to being earned, except in exceptional and emergency circumstances with the President's written approval. Vacation leave should be used

during the term of the employee's appointment.

Except in unusual circumstances and subject to the approval of the employee's ~~Senior Staff member~~ supervisor, no vacation leave may be taken during the following time periods:

- week prior to the first week of fall or spring classes
- first week of fall or spring classes
- week prior to Commencement

Subsection B - Personal Leave

Regular full-time employees will be granted personal leave days at the beginning of each fiscal year based on their term of appointment. Employees with ten (10) month academic appointments and ten (10) month standard appointments are entitled to three (3- 4) personal leave days per fiscal year. Employees with eleven (11) month and twelve (12) month standard agreements are entitled to four (4 5) personal leave days per fiscal year.

SECTION VI WORK WEEK

Subsection A – Hours of Work

The standard work hours are Monday through Thursday, 8:00 a.m. to 4:30 p.m. with one (1) hour for lunch; Friday 8:00 a.m. to 4:00 p.m. with one-half (1/2) hour for lunch. Some College departments may be open earlier and later than these standard hours, depending on the services offered.

With supervisory approval, flexible work schedules may be arranged provided:

- they add up to 37-1/2 hours per week, or that commensurate salary is agreed upon in case of a schedule that is more or less than 37-1/2 hours per week
- the department is staffed during the College's standard work hours
- such flexible schedules do not interfere with the duties of the position.

Flexible work schedules are not an inherent right of any position.

Each year, immediately following commencement ~~through July 31~~ until two (2) weeks prior to Fall Start Up, the standard hours of work are Monday through Friday, 8:00 a.m. to 4:00 p.m., with one-half (1/2) hour for lunch.

HUMAN RESOURCES COMMITTEE

SUNY CCC and Council 82 Agreement 2018 – 2022

Resolution #T4819-22

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the Agreement between NYS Law Enforcement Officers Union, Council 82, AFSCME, AFL-CIO (Council 82) and Corning Community College (CCC) effective September 1, 2022 – August 31, 2025.

BACKGROUND NOTES

With the successful conclusion of the negotiations process, the College and Council 82 has come to a three-year agreement.

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HUMAN RESOURCES COMMITTEE

Jonathan Balke, Retirement

RESOLUTION #T4820-22

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Jonathan Balke, Professor in STEM.

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

BACKGROUND NOTES

Jonathan Balke has served the College for over 20 years as a professor in STEM, delivering courses ranging from electronics, engineering, physics, math and technology courses. His teaching and advising is marked by his caring and thoughtful approach. He has consistently served the College beyond the classroom, serving as a member and leader on a number of committees focused on student success and faculty governance. Prof. Balke had been a member of the Two Year Engineering Science Association and the NYS Engineering Technology Association. He has attended and participated in conferences that supported the instruction and relevant curriculum for the students. In many ways, Prof. Balke has been an active member of the community, adding his insightful perspective, and collaborating with others so that CCC can provide its best for students.

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HUMAN RESOURCES COMMITTEE

Michael Reynolds, Retirement

RESOLUTION #T4821-22

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the retirement of Michael Reynolds, Associate Professor in STEM.

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

BACKGROUND NOTES

Michael Reynolds has served the College for 22 years and most recently has led the College in delivering courses related to Machining. He reached tenure and the rank of Associate base on his excellence in teaching, dedication to professional growth, contributions to the Division and to the College. Prof. Reynolds had been a member of the NYS Engineering Technology Association, attended conferences in his field, participated in a variety of competitions and was routinely learning new technology to support student learning. Prof. Reynolds was instrumental in securing and maintaining the machine equipment and tools required of the program. Prof. Reynolds has been one of the reasons why CCC is known for this strong STEM and technology programs – a credit to his investment and hard work into the program.

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