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

DATE: Thursday, June 18, 2020

TIME: 4 p.m. Meeting

LOCATIONS: Via Zoom

1. Call to Order
2. Approval of the Meeting Minutes of the [June 18, 2020](#)
3. Chair's Report
4. President of the College's Report
5. Student Trustee's Report (none)
6. CCC Development Foundation, Inc., Report
7. Approval of Agenda
8. Approval of Consent Agenda
 - [RESOLUTION #T4684-20 – Appointments, Promotions and Separations](#)
 - [RESOLUTION #T4685-20 – Position Activity](#)
9. Regular Agenda
 - [CASS Committee](#)
 - [RESOLUTION #T4686-20 – Faculty Promotions](#)
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 - [RESOLUTION #T4687-20 – Resolution of Appreciation – Gail Baity](#)
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 - [FINANCE AND FACILITIES Committee](#)
 - [RESOLUTION #T4690-20 – Operating Report for May 2020](#)
 - [RESOLUTION #T4691-20 – Approval of 2020-2021 Budget](#)
 - [RESOLUTION #T4692-20- Tuition and Fee Schedule](#)
 - [HUMAN RESOURCES Committee](#)
 - [RESOLUTION #T4693-20 – Jane Larson Retirement](#)
 - [RESOLUTION #T4694-20 – Eileen Goltry Retirement](#)
 - [RESOLUTION #T4695-20 – Performance Growth Awards](#)
10. Old Business
11. New Business
12. Executive Session to discuss pending litigation matters and collective bargaining.
13. Adjournment

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

June 18, 2020

Via Google Hangouts

MEETING MINUTES

In attendance: Trustees: Chair, C. Blowers, Vice-Chair Wightman, R. Allison, G. Baity, T. Beers, P. Chu, C. Heyward, A. Moretti, H. Reynolds, N. Parks, H. Reynolds, M. Wayne, A. Winston

Senior Staff: President Mullaney, Interim Provost Herbst, Interim VP Salisbury, Executive Director Eschbach, Executive Director May, Executive Director Park, Director Clay

Support Staff: S. Radford, N. Ka-Tandia, J. Toribio

Guests: Dr. Kate Douglas, Dr. Dean Fisher, David Burdick, Anna Lares, Autumn Edwards

Excused: Judy McKinney Cherry

1. CALL TO ORDER. Chair Blowers called the meeting to order at 3:30 p.m.
2. APPROVAL OF THE MINUTES of April 30, 2020, meeting (Allison, Chu unanimously approved).
4. PRESIDENT OF THE COLLEGE'S REPORT.

RESOLUTION #4673-20- Emeritus Designation- Dr. Katherine P. Douglas. (Allison, Chu; unanimously approved)

WHEREAS, President Katherine Douglas has given 8 years of unwavering service to the SUNY Corning Community College

WHEREAS, President Douglas' tenure was distinguished by many achievements, including a \$20 million capital investment on the Spencer Hill campus, which included a makeover for the Arthur A. Houghton, Jr. Library, the establishment of the Learning Commons, the launching of the Educational Planning Center, the opening of the resident hall and the upgrading of the athletic facilities.

WHEREAS, Dr. Moulton has served in numerous leadership roles in the community and across the state, and

WHEREAS, President Douglas, as CCC's chief executive officer, has provided exceptional leadership to the College, elevating it to impressive levels of accomplishment in all of its missions — and touching the lives of countless people served by the institution, and

WHEREAS, Dr. Douglas' commitment to essential mission of community colleges will always be remembered at the College as memorialized at

the Center for Diversity, Equity and Inclusion that bears her name

BE IT RESOLVED, that the Regional Board of Trustees, in recognition of her devoted service to SUNY Corning Community College, does hereby convey the title of President Emeritus to Dr. Katherine P. Douglas with all of the rights and privileges accorded therein.

RESOLUTION #4674-20 – Resolution of Appreciation – Dr. L. Dean Fisher. (Allison, Heyward; unanimously approved)

WHEREAS, Dr. L. Dean Fisher served as Provost at SUNY Corning Community College from July 2017 through May 2020, and

WHEREAS, he tirelessly performed the duties ascribed to that position as a member of the SUNY Corning Community College Senior Staff, and

WHEREAS, Dr. Fisher distinguished himself by providing courageous leadership, professional expertise, a respectful ear, and a compassionate heart to all employees in his Divisions, colleagues across campus, Senior Staff associates, and members of the Regional Board of Trustees, and

WHEREAS, Dr. Fisher became widely respected for his ability to engage with members of the broader Corning community through his deep commitment to the College, and established a broad array of important partnerships, and

WHEREAS, Dr. Fisher, was, above all, a champion for students, always keeping their needs and concerns at the forefront of his decision-making, and

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees does hereby recognize Dr. L. Dean Fisher's commitment to the College and his recognition of academic integrity being core to the mission of the College, and commends him for his tirelessness, diligence, service, and contributions to SUNY Corning Community College.

RESOLUTION #4682-20 – RBOT Statement on Social Justice. (Allison, Blowers unanimously approved)

WHEREAS, the Regional Board of Trustees at SUNY Corning Community College has drafted a public statement on Social Justice as follows:

As the governing body of an institution dedicated to diversity, equity, and inclusion, the Regional Board of Trustees of SUNY Corning Community College reaffirms the College's mission to provide access to high-quality education for all individuals in a safe and open environment. Accordingly, in light of recent events that serve a painful reminder of the role that systemic racism plays in our country, the College is strongly committed to standing up for the oppressed and the marginalized and to constantly improving our practices, policies, and programs so that they are deeply rooted in guiding principles of social justice and reform.

Recognizing the gravity of the situation, the Regional Board of Trustees supports the President's recently announced actions:

- Create town hall sessions and educational series on social justice, antiracism, and equity for all students, faculty, and staff at our college
- Enhance cultural competency training for all who lead our institution and deliver our courses, programs, and services

Evaluate data to address disproportionate outcomes and identify issues of inequity and disparate treatment

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees does hereby adopt the statement as our commitment to the college and the community.

RESOLUTION #4683-20 – Resolution of Appreciation – David Burdick. (Nancy, Wayne; unanimously approved)

WHEREAS, the state of New York by executive order directed SUNY institution to follow new guidance as part of the response to COVID-19 crisis; and

WHEREAS, the Director of Public Safety, through his leadership led the emergency response team and campus efforts to safeguard the health and safety of students and employees; and

Whereas the Director of Public Safety served as a college chief liaison with local health departments; and
Whereas Director of Public Safety is continually implementing state directives and following federal guidelines, including, for example, the rapid purchase and distribution of face masks for the college community.

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to David Burdick for his tireless work in leading the Emergency Response Team and supporting the entire campus community during the unprecedented COVID-19 crisis

5. STUDENT TRUSTEE REPORT.

- Due to the delayed election process for next year, each member of the student association executive board has recorded a video of themselves from home, describing the position they hold and the message of encouragement for any students interested in running for next year.
- Videos will be posted on the school website for students to view this summer and next fall we are continuing to search for a president and student trustee.
- Bingo sessions held on Instagram page and Student Association is continuing to encourage students and engage students with words of encouragement, as they head into finals week from home.
- The Student Association Executive board congratulates the SUNY community college class of 2020 and look forward to celebrating everyone's accomplishment during the virtual commencement ceremony.

6. REGULAR AGENDA

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS).

Trustee Heyward gave an overview of the agenda and thorough background of the four program reviews

- **RESOLUTION #4667-20** – Approval of Program Review for Information Technology A.A.S. (Heyward, Wightman; unanimously approved)

Be it resolved that the Regional Board of Trustees of SUNY Cortland Community College hereby approves the renewal of the as information technology program.

- **RESOLUTION #4668-20** – Approval of Program Review for LAS: Childhood Education A.S and continuance of this program. Approval for the discontinuance of LAS: Childhood Education A.S. (joint Program with Elmira College. (Blowers, Wightman; unanimously approved)

Be it resolved that the Regional Board of Trustees of SUNY Corning community college hereby approves the continuance of the A.S. in Liberal sciences

- **RESOLUTION #4669-20** – Approval of Program Review for Accounting A.A.S. deactivation. (Allison, Blowers; unanimously approved)
- **RESOLUTION #4670-20** – Approval of Program Review for the new Accounting/Finance A.S. (Allison, Blowers; unanimously approved)

Be it resolved that the Regional Board of Trustees of SUNY Corning Community college hereby approves the deactivation of the A.A.S in Accounting and the approval of the new Accounting/Finance A.S.

- **RESOLUTION #4671-20** – Resolutions of Congratulations -- Chancellor's Student Fellowship Recipients. (Heyward, Blowers; unanimously approved)

Be it resolved that the Regional Board of Trustees of SUNY Corning Community College expresses his congratulations to Chancellor Student Fellowship recipients Autumn Edwards.

- **RESOLUTION #4672-20** – Resolutions of Congratulations -- Chancellor's Student Fellowship Recipients. (Baity, Blowers; unanimously approved)

Be it resolved that the Regional Board of Trustees of SUNY Corning Community College expresses his congratulations to Chancellor student fellowship recipients Anna Lares.

Trustee Hayward ending her presentation by welcoming Interim Provost Herbst to his first trustees' meeting.

EXTERNAL AFFAIRS

7. CCC DEVELOPMENT FOUNDATION, INC., REPORT. Foundation President, Holly Segur, provided an overview of the report

- **Audit committee** as expected met on May 12, audited statements and issued and modified opinion, no changes were requested. the committee has approved all of our statements and there are some open items, including a waiver letter from Five Stars. The committee is ready to conclude our audit process for this year
- **Finance and Properties Committee** met on May 12, reviewed financial statements of March 31 of this year, updated cash flow and the investment account statement, reviewed, discussed, and proposed endowment administration fee but agree to table it next year.
- **The Housing LLC Committee** and Board have been very busy in the month of May, with two separate meetings on May 5 and on May 19 and decide decided to suspend the market research and digital marketing campaign with a plan to revisit them in the fall, potentially for the spring of 21 or the fall of 21 when the financial situation supports that
- **Perry Hall**, discussed credits and refunds, as well as summer housing for our students. As of updates on our litigation status and our fall semester planning the board did agree to settle the litigation On Perry Hall to avoid any further legal and consulting costs. a significant amount of money in legal fees have already been invested with a litigation issue with Perry Hall. Additionally, the return has really diminished compared to the investment therefore the decision to push for a settlement and to stop the litigation.
 - Committee met with financing partners on May 27 to discuss the student credit and refund proposal from the college for those students who had to evacuate the campus early do to COVID. The foundation awarded approximately 113,000 credits and dollars in credits and refunds to Perry Hall students for the spring semester.
- Committee reviewed the year to date annual giving results and will be adjusting goals and fundraising strategy. Fundraising is underperforming compared to this time last year due to COVID impact. Foundation will focus on how to be a resource and assistance and try to hold on funders versus continue to ask them for money.
- The housing LLC financial updates were provided and there are a few issues that could potentially impact our foundation such as concerns about full fall semester coming up and whether there will be enough folks coming into the dorms to provide some revenue. Other concerns are with the Department of Health and the COVID crisis if we have to turn every suite into a single so that's a huge financial loss for us, but we are modeling, all of that we're keeping a very close eye on the forecast here.
- The CCC board met officially on June 3 the fall events such as the scholarship recognition ceremony and reflections. We are going to potentially be reimagining these to adhere to the health and safety recommendations with coven we did award and agree to a \$32,000 release of funds from the existing library funds to the college to support needs for the library and we approved the Foundation's 2019 audited financial statements.
- Perry Hall does remain open with two students and two staff members residing on the first floor. We've consolidated them to save the operating costs of the facility.

8. APPROVAL OF THE AGENDA (Nancy, Polly; unanimously approved).

EXECUTIVE COMMITTEE. Cahir, C. Blowers provided an overview of highlights, noting there are three action items on the agenda:

- President Emeritus status for Dr. Douglas
- Resolution of appreciation for Dr. Fisher
- Resolution of appreciation for David Burdick
- Statement on social justice

1. SUNY Updates:

- CCC submitted reactivation plan to SUNY on June 6 (plan includes four different scenarios for the fall semester)
- regional president's meeting next week President of Broom and Finger Lakes to discuss Fall Semester
- Expecting guidance about fall sports-the governing body or community college sports in New York will be issuing tomorrow
- on-campus interview with WETM

2. Campus Reactivation/Fall Semester Planning Update

- a. Classrooms have been reimagined
- b. Opened up some offices under phase 2
- c. Physical Plant came back fully
- d. Submitted the Restart New York Plan
- e. Screening is going on in Elmira and here on the main campus
- f. Currently waiting for New York State guidelines on screening for students

3. RBOT Retreat for July 25. Plan to hold it at the HEC with safe social distancing guidelines

4. Strategic Initiatives Update

- Pillars of Excellence April/May academic program pages -redesigned with degree, forecast, and entry earnings, Career Paths -updated careers lists and content
- Open Educational Resources (OER) OER Degree Initiative will be extended into Fall 2020
- Strategic Planning and Institutional Assessment Student Distance Learning Experience Survey, Annual Institutional Assessment
- Report Middle States Commission on Higher Education (MSCHE) due in 2023-202
- Grants Planning: Appalachian Regional Commission (ARC) 8/21/2020, Workforce Opportunity for Rural Communities (WORC) 7/29/2020

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

- Foundation highlights from Executive Director, Angela May.
 - Executive Director May recognized the Emergency Grant Fund thanking those who've contributed thus far and reminded anyone who still would like to contribute, they have until June 30 to receive a SUNY CCC match.
 - Initially, the scholarship application responses were lower than usual, however, through additional efforts and an extended timeline, they have now received a sufficient number of applications. Current applications are being reviewed with final selections expected by the end of June.
- Marketing
 - In respect to marketing the theme, We're Here For You, continues to resonate well as we're applying that both to traditional as well as nontraditional students
- Workforce Education and Academic Pathways

- We reopened the Elmira center on June 8 for workforce training, and it's been partially staffed. Executive Director Eschbach and others met with superintendents and principals to address the Pennsylvania ACE program. The superintendents are looking forward to continuing these partnerships in the future.
- Legislative affairs.
 - The committee has been working with two timetables, one federal with respect to the stimulus legislation and the state budget cuts. It's realistically safe to say that we might be looking at a 20% cut. Chancellor associate chancellor for government relations. He confirmed that they're looking at around that 20% range. This was really our best-case scenario that President Cheney had outlined for us earlier; we had a best-case at a 10% cut base case at 20 and a worst-case 30. An announcement likely will be forthcoming on the state budget cuts after the June 23 primary next Tuesday. And before July 1
- Trustee Winston concluded his review with a recommendation for Anna Moretti as CCC student trustee award recipient, who in turn thanked all the trustees for the great opportunity they have given her and promised to carry everything she learned into the future.

RESOLUTION #4675-20 Recommendation of the CCC Student Trustee Award Recipient Anna Moretti (unanimously approved)

WHEREAS, it is the focus of the Corning Community College Development Foundation to solicit, receive, and manage assets in order to contribute to the long-range goals, objectives, and success of Corning Community College, and

WHEREAS, the Corning Community College Development Foundation approved the establishment of the CCC Student Trustee Award as a fund that will encourage and support Student Trustees who have served CCC, and

WHEREAS, the Board of Trustees of Corning Community College previously endorsed the CCC Student Trustee Award, and

WHEREAS, Anna D. Moretti has successfully completed her responsibilities as the 2019-2020 Student Trustee, and

WHEREAS, Anna D. Moretti will be continuing her education in the pursuit of a Bachelor's Degree in the Fall of 2020,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College does hereby recommend Anna D. Moretti as the recipient of the 2020 CCC Student Trustee Award.

FINANCE AND FACILITIES COMMITTEE. Trustee Wayne provided an overview of the Committee meeting,

Interim CFO, Salisbury shared an overview of the agenda.

Cash- The cash review as of the end of April for 2020 is just over \$10 million that's down about \$5 million from the previous year. The majority of that variance has to do with grant funding. AP is a little bit higher than last year and the year before, but it's not significantly out of line with what's expected

Student Accounts receivable is down from last year about a million dollars. Total cash position is just over \$10 million representing 135 days of college operations.

Operations Revenues are at \$22.5 million at the end of April, which is about 80% of our budget expenses are \$16.2 million, which is 58% of our budget representing a surplus to date of \$6.2 million. Time-wise April is 67% of the way through the year. We are below budgeted expenses evenly distributed by month.

Tuition and Fees. Down from last year, about \$700,000 and personnel services are down also just under \$600,000. Revenues are down and the majority of that has to do with state aid due to timing issues on two fronts. Last year there was a \$1.9 million entry that went in prior to April and will be reversed in June. The other is timing from a system error not booking our state aid amounts for March and April.

Expenses. Salaries and Benefits are both down from last year. In proportion to each other We have less expense this year than last in several categories and are COVID related in one way or another, either due to employees and students not being on campus or through cost reduction initiatives, where we attempted to reduce spending.

Marketing is up as Trustee Wayne alluded to earlier we anticipate fully expending the marketing budget by the end of the year and our expenses in this category to date are up from last year.

Software and contracts, this increase is mostly due to COVID and the move to online instruction

The forecast has changed slightly from last year. We've been working on an updated forecast. If we have time, we can go through that at the end, but for the moment is showing a deficit of \$50k

Athletics total revenues are just under \$259k offset by expenses of \$284k

Student activities. total revenues through April are just below \$295k with expenses are quite a bit lower and \$121k

- Graduation revenues are just below \$39k with expenses around \$5k.
- Student orientation and ID cards revenues are \$95k and expenses \$47k
- PTK Very minimal \$405 of revenue and \$38 of expense.

Capital Projects. As requested projects are shown based on whether they're ongoing or closed. We put them in three different buckets. Those Required are the bond principal and interest and the energy performance. It was required for the fiscal year. Off to the right-hand side you'll see what we've actually spent to date and what the remaining balances are. So we've paid half of the bond interest through April, all of the principal payment and about two-thirds of the energy performance.

The second section is the projects that would normally be ongoing but are currently on hold, due to COVID. Once we have confirmation from the state that the matching program is continuing we will start these backup. In the bottom section are the completed projects, there are still balances on these but the work is done and completed.

Banner Improvement project expenditures to date are \$325k. We have a couple of outstanding projects still going with FLAC projects. There's another one that's not listed here.

Trustee Nancy W. asked if the college has a strategy for cost-saving. Dr. Mullaney responded that he has been in talks with his senior staff for the past three weeks really examining the budget, looking at positions, both full time and part-time, and looking at everything at this point. The discretionary spending is really being watched very closely. Really no spending is approved, except with senior staff approval. Nancy also requested to see the forecast and the proposed budget before the June 29 meeting.

operating reports (Wayne, Beers; unanimously approved)

RESOLUTION #4676-20 – Operating Report for March and April 2020_Report (Wayne, Beers; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report.

HUMAN RESOURCES COMMITTEE.

Trustee Wightman provided an overview of the Committee meeting, noting that the committee met on June 9 and went through the consent agenda and the regular agenda, which resulted in five resolutions and discussed the situation, having to do with international hiring at the college. A public posting in relation to one of those situations and we discussed that in the meeting.

Regular Agenda

Laureen Sassaman Retirement
Dale Crandall Retirement
Dave Luckner Retirement
Debra Dudick Emeritus Status
Loretta Hendrickson Rave Award

Diversity, equity, and inclusion initiatives. Executive Park noted events/activities, including diversity inclusion and highlight on June 25 event for a prospective students' event for student leaders who are interested in understanding authentic leadership.

RESOLUTION #4677-20 – Laureen Sassaman Retirement (Wightman, Blowers, unanimously approved)

BE IT RESOLVED that the regional Board of Trustees of SUNY Community College hereby ratifies the retirement of Lauren Sassaman Staff Assistant in student support services effective June 12, 2020.

BE IT FURTHER RESOLVED that the regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Lauren's assessment for her service to the college and recognizes her outstanding commitment to the college and her community.

RESOLUTION #4678-20 – Dale Crandall Retirement (Wightman, Baity; unanimously approved)

BE IT RESOLVED that the regional Board of Trustees of SUNY Corning Community College hereby ratifies retirement of Dale Crandall, Associate Professor in the Mechanical Technology Department, STEM Division effective August 12, 2020.

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

RESOLUTION #4679-20 David Luckner (Wightman, Allison; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of David Luckner, Technical Assistant in the Department of Information Technology effective August 31, 2020.

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

RESOLUTION #4680-20 – Professor Deborah Dudick Emeritus Status (Wightman, Beers; unanimously approved)

WHEREAS, emeritus status is an honorary title awarded for distinguished service, evaluated based on the contributions made over a life-time of achievement at the College.

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves the following recommendation for emeritus status, effective September 1, 2020:

RESOLUTION #4681-20 – Rave Award for Loretta Hendrickson (Wightman, Blowers; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves Loretta Hendrickson to receive the 2020 RAVE award in recognition for outstanding employee service.

WHEREAS the rave recognizing a valuable employee award was established to acknowledge non-faculty CCC employees who demonstrate outstanding commitment to the college mission through consistent and exceptional work.

BE IT FURTHER RESOLVED that the regional Board of Trustees of Corning Community College extends its appreciation for Loretta Henderson's dedication to the college and success of CCC students.

9. OLD BUSINESS. None.

10. NEW BUSINESS. None.

President Mullaney thanked Chairman Blowers for his last meeting as the board chair and Jina Toribio's last meeting as the Executive Office Manager. Mullaney thanked both on behalf of the College for their service, dedication, their good humor and, noted it has been an honor and pleasure to work with both of them in these capacities.

11- Executive Session. None

12. ADJOURNMENT. –Chair Blowers adjourned the RBOT meeting at 5:00 p.m. (Baity, Beers)

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Committee on Academic and Student Services
July 21, 2020
Via Zoom

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](#)

ACTION ITEMS:

1. [Promotions](#)

NEXT COMMITTEE MEETING: September 30, 2020

Measurable Standards for the CASS Committee are:

- Review for approval academic programs at least every six years and receive a follow-up on recommendations to ensure viability for continued offering.
- Review status of the Strategic Enrollment Plan addressing student success as demonstrated by recruitment, retention and graduation.
- Review Academic Support/Student Services and Retention/Enrollment Planning programs for effectiveness.
- Review progress of the Academic Plan annually to align strategies and initiatives with the College-wide Strategic Plan.
- Receive from the president recommendations for promotion, tenure, and professional leave for the faculty.
- Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission of Higher Education.
- Review action items forwarded to the President from the Faculty Assembly that require the approval of the Regional Board of Trustees (such as program reviews).
- Receive updates regarding student-guided funding of activities and services.
- On a regular basis, monitor the College's interaction with business, economic and community leaders to ensure college educational opportunities are aligned with regional needs.
- Review status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service.
- Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
- Review efforts that integrate faculty into recruitment and retention efforts of the institution, where needed.

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by Interim Provost: Fred Herbst
July 30, 2020

Academic Affairs

- The first Deliberative Dialogue session for Southern Tier Law Enforcement Academy (STLEA) cadets was held on July 9th. The session was led by Babatunde Ayanfodun (Diversity, Equity, and Inclusion Assistant) and Jennifer Sellers (Applied Learning Coordinator). The cadets and Academy leaders were also joined by six members of the local black community, including Trustee Dr. Christa Heyward and Nurse Education Director Krystal Jubilee, who shared their experiences with local law enforcement. Ayanfodun and Sellers led the group in deliberating the question of how communities could reduce violence and promote safety and equitable justice.
- Academic Divisions have been meeting virtually during the summer in order to plan and adjust the fall Master Schedule as the College adapts to COVID-19 issues.
- Dr. Kris MacDonald, Director of the Center for Teaching Innovation and Excellence, earned her Diversity, Equity, and Inclusion in Teaching and Learning Certificate with Distinction from SUNY Center for Professional Development. She also successfully completed and graduated from the Leadership Chemung Program.

Student Services

- SUNY has established a new initiative called SUNY Pathways Scholars for new high school graduates who pledge to complete their Associates degree and transfer to a SUNY Bachelors program. The initiative comes with \$500 funding at a community college for books and supplies and \$1,000 when the student successfully transfers. SUNY – CCC has 31 awards for academic year 2020-21. This number was based on fall 2019 enrollment.
- The Financial Aid office has distributed \$383,372 of Federal stimulus CARES Act funding to students so far.
- There are currently 102 fall contracts for Perry Hall.
- The fall 2020 sports of volleyball, women's soccer and men's soccer have been suspended for competition. NJCAA is currently looking at alternative scheduling due to COVID-19 restriction.
- Stacy Johnson and Ryan Steinberg are researching Virtual Student Orientation platforms to be implemented for new students.
- The SUNY student laptop loan program has continued over the summer session for students. The program will transition to the Library and continue for Fall 2020.
- CCC's first virtual commencement and nursing pinning was a success. Special thanks goes to Ryan Steinberg, Dr. Kris McDonald and Cara Demers for their hard work to make this virtual event possible. Current view counts are 867 views for Commencement and 934 views for the Nursing Pinning.

- A new initiative using text messaging created class schedules for new students who were ready to register. Outreach took place to offer these individuals the opportunity to accept or modify the class schedule. This outreach resulted in 40-45 new student registrations.
- Virtual Remote Red Barons recruiting events were offered to high schools prior to the end of the school year.
- In addition to regular availability of virtual walk-in assistance, Admissions Preview Hour events had presentations and sessions on evenings and weekends.
- Specific departments such as Financial Aid, Athletics, Student & Residential Life, Tutoring, Workforce Education, Career Services, and Diversity are being requested to participate in virtual topic specific webinars for prospective students.
- Educational Planner has been integrated into Health Education Center advising and retention process - training continues.

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COMMITTEE ON ACADEMIC AND STUDENT SERVICES

July 22, 2020

Via Zoom

Minutes

In Attendance: Trustees: Chair Wightman, Krista Heward, Thomas Beers, Ron Allison
Senior Staff: President Mullaney, Interim Provost Herbst
Excused: Carl Blowers, Anna Moretti, Polly Chu
Support Staff: N. Ka-Tandia, Shannon Radford

Trustee N. Heyward called the CASS Committee meeting to order at 5:30 p.m.

Interim Provost Herbst gave an overview of his report.

DISCUSSION ITEMS:

[1- Provost](#)

ACTION ITEMS:

[2. Promotions](#)

Faculty Member	Current Rank	New Rank	Academic Division
Rosemary Anthony	Instructor	Assistant Professor	Professional Studies
Timothy Bonomo	Associate Professor	Professor	Professional Studies
Emma Draper- Reich	Instructor	Assistant Professor	Humanities and Social Sciences
Kevin Martz	Associate Professor	Professor	STEM

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

Trustee Heyward adjourned the Human Resources Committee meeting at 6:15 p.m.

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[CASS Committee Agenda](#)

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee
Thursday, July 30, 2020
HEC & Via Zoom

AGENDA

MISSION:

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

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

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

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

DISCUSSION ITEMS:

1. SUNY Update
2. Campus Reactivation/Fall Semester Planning Update
3. Administrative Services Reorganization
4. RBOT Retreat
5. [Strategic Initiatives Update](#)

ACTION ITEM:

1. [Resolution of Appreciation-Gail. O Baity](#)
2. [Resolution of Appreciation – Carl Blowers](#)
3. [Resolution of Appreciation- Calvin Williams](#)
4. [RESOLUTION #T4696-20—Resolution of Administrative Services New Organizational Structure](#)

EXECUTIVE SESSION:

NEXT COMMITTEE MEETING: TBD

NEXT COMMITTEE MEETING: TBD

Measurable Standards for the Executive Committee are:

- Review and maintain Trustee Orientation Program;
- On an annual basis, monitor the progress of the Strategic Budgeting Plan, the Strategic Plan, and Report Card and refer issues to appropriate Regional Board of Trustees Committee;
- Plan and Implement the Annual Board Retreat;
- Coordinate the evaluation of the President’s review process;
- Coordinate the annual evaluation process for Board effectiveness at the Annual Retreat;
- On a bi-annual basis, review the existing By-Laws of the Regional Board and recommend appropriate changes;

- On an annual basis, review and approve the composition of all Advisory Boards for academic programs and recommend appointments for replacements as needed;
- At the Annual Retreat, review report of Regional Board of Trustees resolutions;
- Review the Regional Board of Trustees policy manual at least annually;
- Review of Presidential contract in second calendar quarter;
- Monitor the development of the plan for the establishment of campus sites;
- Review President's expenses on semiannual basis;
- Review and discuss Regional Board of Trustees attendance at the annual retreat;
- Ensure that actions are consistent with Strategic Initiatives
- Maintain relationships with county legislators through annual presentations of the State of the College during the first quarter of every calendar year.
- Invest NYS legislative software through NYCCAP.
- Support community college advocacy staff representations in Albany through annual budget cycles.
- Forward legislation information to RBOT members quarterly.
- Support faculty and student participation in SUNY Legislative Days in Albany.
- Nurture Senior Staff interaction with Legislators.
- Annually host elected officials to inform, advocate, and expose them to our campuses.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee
July 30, 2020
HEC – 110 & Via Zoom

MINUTES

Strategic Initiatives Update
Submitted by Director Maarit Clay
July 2020

Pillars of Excellence

- SUNY SSTF Math Pathways Virtual Workshop,” 6/12 webinar
- SSTF College-wide ATD Virtual Workshop Series July-Nov.

Open Educational Resources (OER): Math Placement tests conversion to OER completed

Strategic Planning and Institutional Assessment: Strategic Plan, June 2020 Update completed

Grants

- Planning: Appalachian Regional Commission (ARC) 8/21/2020
- Submitted: USDA Rural Distance Learning and Telemedicine: SUNY Canton with SUNY CCC as one partner (Flex classroom equipment) 7/13/2020
- Not awarded: Innovative Instruction Technology Grant (virtual chemistry lab) 6/16/20
- Awarded: SUNY Clean Energy Workforce Opportunity Program, SUNY Canton with SUNY CCC as partner, \$300,000 total budget (building automation and control systems) 6/19/2020

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[Executive Committee Agenda](#)

SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

External Affairs Committee

July 21, 2020

Via Zoom

MISSION:

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

MINUTES

ACTION ITEMS: None

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

NEXT MEETING:

September 29, 2020

Measurable Standards for the External Affairs Committee are:

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

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

External Affairs Committee

July 21, 2020

Via Zoom

MINUTES

In Attendance: Trustees: Chair N. Wightman, G. Baity, C. Blowers, J. McKinney-Cherry, N. Parks, M. Wayne, A. Winston.

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May, Holly Segur CCCF

Excused: Polly Chu, Heather Reynolds

Support Staff: S. Radford, Nogaye Ka-Tandia

Trustee Winston called the External Affairs Committee meeting to order at 5:30 pm by welcoming all new members of the committee, shared highlights of the external affairs report and, noted that there are no actionable items.

Review [CCC Development Foundation Report By Director May](#)

Review [Marketing/Communications Report by Director Clay](#)

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

Review [Legislative Relations Report by Aln Winston](#)

Trustee Winston adjourned the External Affairs Committee meeting at 5:56 p.m. The External Affairs Committee meeting

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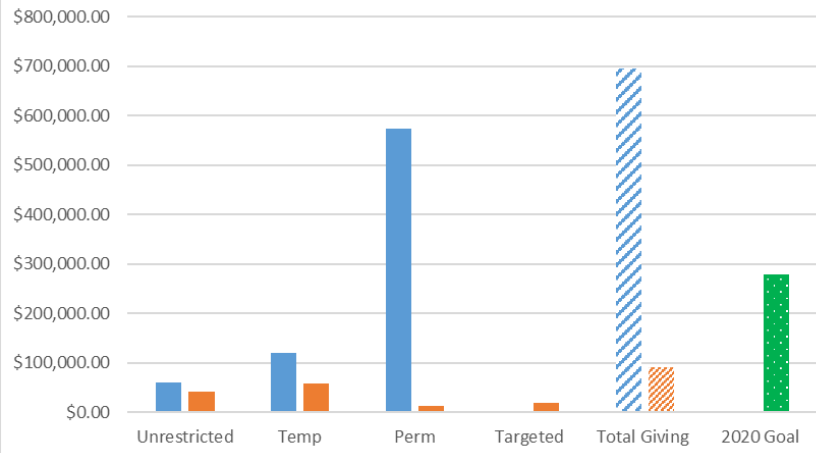
External Affairs Committee

Submitted by Angela May

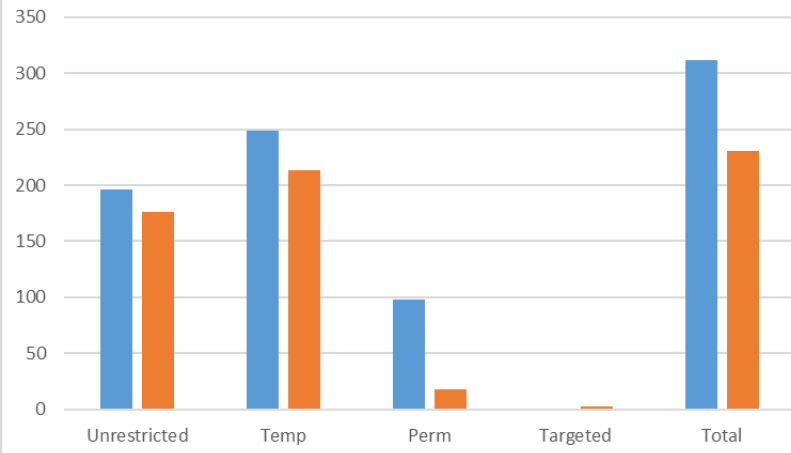
Tuesday, July 21, 2020

- The Emergency Grant Fund Committee will begin reviewing applications the week of August 3. Weekly review will continue through the fall semester or until resources are depleted.
- The Foundation is working with multiple donors on the creation of three new scholarships to benefit CCC students.
- The fourth Baron Bulletin e-newsletter is scheduled for August.
- The second quarter Annual Fund solicitation mailing was sent on July 7. The third quarter mailing will be sent in **early September**.
- The Scholarship Recognition Ceremony will be a virtual event held on Wednesday, October 28.
 - Staff will coordinate virtual meetings between scholarship recipients and their respective donors prior to the live event.
- The Class of 2020 Graduate mailing hit mailboxes on July 7 and included their membership cards, a QR Code to take the New Alumni Survey, and a letter from Angela May.
 - Survey responses will be tracked, recorded, and shared with the appropriate departments.
- Reflections will be a virtual event held on Friday, November 13.
 - This event will feature past award recipients speaking about what SUNY CCC means to them and their experience receiving an alumni award.
- The SUNY CCC Book Club will have their inaugural meeting on Tuesday, September 8:
 - Alumni, staff, faculty, and students will be welcome to join.
 - The Book Club will be moderated by Librarian Jillian Sandy, along with rotating co-moderators of faculty and staff members.
 - The first book will focus on social justice and diversity to reinforce SUNY CCC's increased efforts on diversity.
- An Alumni Association social media campaign will begin on July 27:
 - Posts on CCC Alumni Facebook and LinkedIn, and SUNY CCC social media pages.
 - Will encourage alumni to visit the Alumni Association website, explore benefits, and request their membership card.
 - The first Alumni-Owned Business email communication of a series will be sent in early August featuring two local alumni business owners, Mark Neumann from Upstate Brewing and Karen Hogue from Market Street Apothecary.
- Annual Giving results through 7/7/2020:

7/7 Comparison - Dollars (2019 vs. 2020)



7/7 Comparison - Donor Counts



	2019	2020		2019	2020
Unrestricted	\$61,559.90	\$41,122.87	Unrestricted	196	176
Temp	\$120,256.80	\$59,165.87	Temp	249	213
Perm	\$573,075.30	\$12,295.00	Perm	98	18
Targeted	\$3,000.00	\$20,100.00	Targeted	1	3
Total Giving	\$696,332.10	\$91,560.87	Total	312	231
2020 Goal		\$279,304.00			

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Marketing/Communications

Submitted by Maarit Clay, Director of Strategic Initiatives

Tuesday, July 21, 2020

Marketing:

- 2020 Graduation Sponsorship on Big Fox, WYDC. Over 2500 promotional spots and commercial spots
- “Rebuilding America” Star Gazette digital ads through the month of June
- In Development: Inspired Faculty (testimonials), remote live, strengths to career
- SUNY: Stay Near, Go Far” campaign extended 7/16 to 8/15

Advertising:

- 6/23 Career Planning Virtual Event and 6/25 Career-Building Virtual event: website, digital ads and geofencing, social media, postcards
- CARES Act funding for students

Social Media:

- Campus reopening: We’ve made our plans for Fall 2020. Now let us help you make yours!
- Recruitment/Admissions/Financial Aid messaging
- Diversity, Equity, and Inclusion events

July Press Releases

- SUNY CCC Diversity Center Hosts Virtual Civic Engagement Event
- SUNY CCC Addresses Budget Challenges
- SUNY CCC Announces Fall 2020 Campus Plan
- CARES Act Funding Still Available for SUNY CCC Students
- SUNY CCC Increases Social Justice Efforts
- SUNY CCC Announces Fall Athletics Plan

Other

Virtual Commencement and Nursing Pinning: thanks C. Demers and K. MacDonald for program work and production

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Workforce Education & Academic Pathways

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

May 20 – July 2, 2020

Tuesday, July 21, 2020

Academic Pathways Highlights

- Four PA schools will sponsor submissions of PA Educational Enterprise Applications. Applications expected to be submitted by July 17th.
- ACE working with Bursar's Office to refine process for submission of Certificate of Residency forms.
- Elmira High School ESAP program starting two summer courses week of 7/20.

Workforce Education Highlights

- Academic and Workforce Development Center opened June 8th; Welding students will reconvene on July 13th to finish Spring 20 semester.
- Offering virtual Kids College programming this summer with partner Black Rocket; 3 students enrolled.
- Held a virtual Industry Roundtable for Healthcare (Direct Support Professional, Community Health Worker) with approximately 40 people in attendance. Following up with businesses to determine interest in apprenticeship vs. training.
- Working with Boral, Inc. (manufacturing firm in PA) to become approved related instruction provider for their Toolmaker apprenticeship.
- Corporate Training: Lean for Healthcare (CareCompass Network); several proposals for upcoming training.
- Open Enrollment: Excel (via Blackboard Collaborate); Notary postponed due to lack of state testing availability.
- Testing Center:
 - Added Kryterion Global Testing as a paid testing partner; proposal to Prometric for SHRM testing.
 - Have been testing SUNY CCC students as needed for both accommodated testing and placement tests.
 - Testing Center is scheduling paid testing for mid-July after installation of partitions (Perkins Grant funded) and reconfiguration of waiting area for all testing.



Grants Update

- 2019 ARC Grant (Mechatronics) currently under revision due to changes in match funds availability.
- 2020 ARC Grant (STEAM Innovation Center) will likely be suspended until SUNY Matching funds can be spent.
- 2021 Perkins Grant submitted (\$195,685).
- CFA Grant MWBE documentation approved; construction cannot begin until SUNY authorizes expenditures of match.
- Phase 2 application for Workforce Development (CFA) grant still pending.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

Tuesday, July 21, 2020

1. Federal: 4th Stimulus legislation: Update
2. State: State Budget & Higher Ed: Update

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee
June 29, 2020
Via Zoom

MISSION:

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

MINUTES

ACTION ITEMS:

- Operating Report for May 2020 [resolution](#)
- 2020-2021 Operating Budget and [resolution](#)
- Tuition and Fee Schedule [resolution](#)

DISCUSSION ITEMS:

- May Revenue/Expense Highlights
- Capital Projects Update
- Banner Improvement Project
- CARES Fund Balance Proposal
- 2020-2021 Proposed Budget
- Fiscal Year 2021 Tuition and Fees

NEXT COMMITTEE MEETING: TBD

Measurable Standards for the Committee on Finance and Facilities are:

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

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

Finance and Facilities Committee

June 29, 2020

Via Google Hangouts

In Attendance: Trustees: Chair Blowers, Vice-Chair Wightman, G. Baity, P. Chu, C. Heyward, M. Wayne, N. Parks, J. McKinney-Cherry, H. Segur, H. Reynolds, R. Allison, T. Beers
Other Trustees in Attendance:
Senior Staff: President Mullaney, Interim VP Salisbury, Executive Director May, Executive Director Park, Director Eschbach, Interim Provost Herbst, Director Clay,
Support Staff: S. Housworth, N. Ka-Tandia, T. Jones, S. Radford,
Excused: A. Moretti

Trustee Wayne called the Finance and Facilities Committee meeting to order at 4:03 p.m.

VP Salisbury provided an overview of the agenda, noting there are three action items:

Action Items

- Operating Reports for May 2020
- 2020-2021 Operating Budget
- Tuition and Fee Changes

Discussion Items

- May Revenue/Expense Highlights.
 - The Committee reviewed/discussed accounts payable and receivables
 - Review of Unrestricted budget
 - Forecast shows \$335,000 deficit does not include state cuts at this time. We are closely in line with the budgeted expenses,
 - Review of Restricted budget including athletics and discussion of coaches being paid through May
 - Review of Student Activities budget and discussion of budgets that show overspent but have completed fundraising to cover the difference.
 - Cash represents 137 days of operation
 - Budget for graduation shows savings for virtual vs in-person commencement ceremony
- Planned Capital Projects
 - Review of projects completed and projects on-hold as there is a freeze on match from SUNY.
- Banner Improvement Project
 - Total expenditures to date are \$333,000, consultants are currently working on FLAC project
- Review of 2020-2021 Proposed Budget
 - Discussion of FTE projections for 2017-2020, for 2020 we budgeted for a decrease in enrollment due to high school graduates. Marketing efforts focusing on enrollment and splitting resources to reach traditional and non-traditional students, companies providing marketing services do provide analytics as to who has viewed ads, clicked on ads, etc.

- Tuition and expected increases – 4% increase for tuition totals \$5068 per year.
 - Discussed Revenue Highlights and provided an overview of new rates for tuition, state base aid, and chargebacks, reviewed revenue rates and changes over last ten years for tuition, state aid, and chargebacks and reviewed total revenue by source showing total dollars per student.
 - Reviewed Expenditure Highlights including health insurance has no increase, salary increases – negotiated increases for unions, and 2% increase for other staff, savings in retirements and resignations, development foundation assistance in Library software maintenance, marketing budget was increased (increase ads on television and billboards). Total expenses reduced \$626,483.
 - Deficits in operating fund – some substantial deficits, hoping to come into a better position, bringing FY21 in as a zero balance.
 - Review of Fund Balance over past five years has declined.
 - Discussion of proposed FY21 Budget showing a comparison of last year’s budget and current year forecast in comparison to 20-21 budget, Revenues showing state aid as a negative for this year, Expenses show savings in salaries from what was budgeted last year we were able to find additional savings in salaries this year. Discretionary spending will be managed by senior staff.
 - Review of proposed Athletics and Student Activities budget – not much change from last year and not currently taking COVID into consideration.
 - Review of Capital chargeback reserve, 2019 beginning balance was 2.2 million, if projects move forward ending balance will be \$1.3 million
- Fiscal Year 2021 Tuition and Fees
 - Review of Tuition and fee schedule changes including increase in tuition, nursing lab fees and testing fess, housing meal plans and option meal plans are increasing slightly.
 - Trustee Wayne acknowledged the amount of work completed by Finance, Senior Staff and others who had input to put together the budget.
 - CARES funding discussion – we have received approval on how to spend \$965,000, more restrictive that originally thought. Board can designate funding but has to be addressed this fiscal year.

President Mullaney thanked VP Salisbury for truly jumping in to complete proposed budget after only being here for a short amount of time. The Committee agreed to forward the action items to the full Board for consideration and approval. Trustee Wayne adjourned the Finance and Facilities Committee meeting at 5:59 p.m.

SUNY Corning Community College

Operating Reports

April 2020 May 31, 2020

May 2020 – Cash, A/P & A/R

	Cash	A/P	Student A/R
May 2020	\$10,504,095	\$289,214	\$1,741,089
May 2019	\$10,187,098	\$322,032	\$2,114,770
May 2018	\$11,450,838	\$731,373	\$1,349,358

The current cash position of \$10,504,095 represents 137 days of College operations.

Unrestricted Fund Operations – May 2020

- Operating revenues of \$25,338,048 represents 91% of budgeted revenues.
- Operating expenses of \$20,620,089 represents 74% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$4,717,959.

May 2020 – Analysis of Revenues and Expenses FY20/FY19 Highlights

	May-20	May-19	Variance
Tuition & Fees	\$13,009,122	\$13,649,230	-\$640,108

	May-20	May-19	Variance
Personnel Services	\$15,296,987	\$16,106,198	-\$809,211

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Corning Community College-Unrestricted Summary

	@ 5/31/19	@ 5/31/20	18-19 Act vs.	2019-2020	2019-2020	19-20 Bud vs.
	18-19 Actual	19-20 Actual	19-20 Act	Amended Budget	YE Forecast	19-20 Forecast
REVENUES						
Tuition	\$12,060,407	\$11,605,116	(\$455,291)	\$11,241,447	\$10,946,203	(\$295,244)
Student Fees	\$1,588,823	\$1,404,122	(\$184,701)	\$1,573,500	\$1,341,280	(\$232,220)
State Aid	\$7,478,102	\$5,562,784	(\$1,915,318)	\$7,464,849	\$7,274,319	(\$190,530)
Federal appropriations	\$1,965	\$7,308	\$5,343	\$30,000	\$7,308	(\$22,692)
County Operating Chargebacks	\$6,153,649	\$6,212,468	\$58,819	\$6,939,174	\$6,417,459	(\$521,715)
Other sources	\$585,236	\$546,250	(\$38,986)	\$691,112	\$613,460	(\$77,652)
Applied Fund Balance						
Total Revenues	\$27,868,183	\$25,338,048	(\$2,530,134)	\$27,940,082	\$26,600,029	(\$1,340,053)
EXPENSES						
Salaries	\$11,564,578	\$11,070,581	(\$493,997)	\$15,515,817	\$14,629,042	(\$886,775)
Employee Benefits	\$4,541,620	\$4,226,406	(\$315,214)	\$6,455,372	\$5,688,789	(\$766,583)
Equipment	\$129,026	\$101,620	(\$27,405)	\$300,000	\$124,620	(\$175,380)
Contractual Expenditures						
<i>Purchased Services</i>	\$115,896	\$24,538	(\$91,357)	\$103,700	\$32,038	(\$71,662)
<i>Materials & Supplies</i>	\$414,082	\$348,411	(\$65,671)	\$512,515	\$405,977	(\$106,538)
<i>Consultants and Contractors</i>	\$445,679	\$256,874	(\$188,806)	\$190,300	\$233,195	\$42,895
<i>Accreditation</i>	\$0	\$17,979	\$17,979	\$20,000	\$17,979	(\$2,021)
<i>Marketing</i>	\$177,567	\$208,140	\$30,573	\$250,000	\$251,570	\$1,570
<i>Conference & Travel</i>	\$135,460	\$79,499	(\$55,961)	\$166,500	\$84,074	(\$82,426)
<i>Utilities</i>	\$375,590	\$281,251	(\$94,339)	\$400,000	\$381,251	(\$18,749)
<i>Maintenance & Repairs</i>	\$157,644	\$134,744	(\$22,899)	\$246,600	\$190,567	(\$56,033)
<i>Software & Contracts</i>	\$355,429	\$423,855	\$68,426	\$493,650	\$452,350	(\$41,300)
<i>Voice & Data Communication</i>	\$60,749	\$60,493	(\$256)	\$100,000	\$99,448	(\$552)
<i>Special Projects, Programs & Events</i>	\$69,745	\$45,507	(\$24,238)	\$168,061	\$72,299	(\$95,762)
<i>Maintenance Contracts</i>	\$373,723	\$296,441	(\$77,282)	\$437,550	\$484,484	\$46,934
<i>Rentals (HEC)</i>	\$310,774	\$310,952	\$178	\$336,000	\$343,952	\$7,952
General Institutional	\$718,788	\$711,427	(\$7,361)	\$911,404	\$1,267,849	\$356,445
Other Expenditures	\$108,528	\$115,287	\$6,759	\$140,256	\$145,265	\$5,009
Scholarships	\$1,401,125	\$1,805,882	\$404,757	\$1,192,357	\$1,805,882	\$613,525
Transfer Out	\$0	\$100,200	\$100,200		\$224,502	\$224,502
Total Expenses	\$21,456,003	\$20,620,089	(\$835,914)	\$27,940,082	\$26,935,135	(\$1,004,947)
Surplus/(Deficit)	\$6,412,180	\$4,717,959	(\$1,694,221)	\$0	(\$335,106)	(\$335,106)

<u>Association</u>		@ 5/31/20
<u>ATHLETICS BUDGET</u>	2019-2020 Approved Budget	19-20 Actual
<u>REVENUES</u>		
Athletic Fee	\$260,610	\$247,321
Concession	\$2,350	\$0
Gate	\$2,300	\$0
Miscellaneous Sales	\$3,000	\$11,553
Fundraising	\$0	\$0
Total Revenues	\$268,260	\$258,874
<u>EXPENSES</u>		
General Athletics	\$141,610	\$138,201
Men's Basketball	\$16,150	\$22,721
Men's Soccer	\$13,200	\$10,377
Women's Soccer	\$11,400	\$9,060
Baseball	\$15,800	\$29,819
Volleyball	\$12,600	\$14,757
Bowling	\$12,800	\$25,721
Women's Basketball	\$15,100	\$20,043
Softball	\$17,600	\$10,374
Cross Country	\$12,000	\$11,613
Total Expenses	\$268,260	\$292,686

STUDENT ACTIVITIES BUDGET	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Student Activity Fee	\$280,000	\$264,344
Fundraising	\$0	\$30,561
Total Revenues	\$280,000	\$294,905
EXPENSES		
Muse of Fire	\$8,200	\$6,551
Activities Programming Committee	\$130,000	\$78,105
Elmira Center	\$6,000	\$1,399
Student Association Executive Board	\$37,650	\$9,205
Senators	\$5,500	(\$100)
Tech Guild	\$900	\$0
Nursing Society	\$6,000	\$13,156
Nurses Programs	\$5,200	\$3,234
Food Pantry	\$1,000	\$637
Diversity Council	\$4,000	\$4,474
Sustainability Committee	\$1,500	\$964
CRIER	\$5,500	\$3,298
Music Licenses	\$3,500	\$2,547
Job Fair	\$1,350	\$0
Intramurals & Recreation	\$17,850	\$11,569
Student Leadership Workshop	\$8,000	\$6,169
SCOP	\$700	\$455
Fitness Center-Lease	\$34,000	\$0
Individual Clubs (14)	\$3,150	\$1,472
Total Expenses	\$280,000	\$143,136

Graduation 2019-2020 Approved Budget 19-20 Actual

REVENUES

Fee Revenue	\$44,613	\$39,258
Total Revenues	\$44,613	\$39,258

EXPENSES

Contractual Expenditures	\$44,613	\$12,136
Total Expenses	\$44,613	\$12,136

New Student Orientation & ID Card 2019-2020 Approved Budget 19-20 Actual

REVENUES

Fee Revenue	\$104,705	\$95,910
Total Revenues	\$104,705	\$95,910

EXPENSES

Salaries	\$65,815	\$26,688
Contractual Expenditures	\$38,890	\$20,685
Total Expenses	\$104,705	\$47,372

PTK 2019-2020 Approved Budget 19-20 Actual

REVENUES

Dues Revenue	\$0	\$405
Total Revenues	\$0	\$405

EXPENSES

Contractual Expenses	\$0	\$38
Total Expenses	\$0	\$38

Fiscal Year 19-20 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 5.31.20	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
Projects on Hold							
Renovations & Revitalization III							
Classroom Technology	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 369,774.00		\$ 130,226.00
Computer Replacement	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
Facilities Master Plan							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00
Completed Projects							
Critical Maintenance							
Planetarium Roof	\$ 81,000.00	\$ 81,000.00	\$ -	\$ 162,000.00	\$ 85,800.00		\$ 76,200.00
Parking Lot Poles/Extra Seimens Costs	\$ 22,500.00	\$ 22,500.00	\$ -	\$ 45,000.00	\$ 25,000.00		\$ 20,000.00
Goff Road Heat Pump	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 25,000.00	\$ 20,416.00		\$ 4,584.00
Academic Building Safety							
Security Cameras (Academic Building Safety)	\$ 34,000.00	\$ 34,000.00	\$ -	\$ 68,000.00	\$ 33,436.00	\$ 31,496.00	\$ 3,068.00

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Banner Improvement Project

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

Most recently, consultants have been working with Human Resources on FLAC and some work is continuing with the Registrar's office.

Expenditures to date: \$333,365

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**Corning Community College
Proposal for Use of CARES – Institutional Funds for Fiscal Year 2021**

Background

As part of the Coronavirus Aid, Relief, and Economic Security Act (CARES) under Section 18004(a)(1), Corning Community College (the College) was allocated funding in the form of aid directly for students and for institutional use. Following federal guidelines, plans were developed and approved by The State University of New York (SUNY) and the New York State Division of the Budget (DOB).

Funding dedicated to students (\$968,724) is strictly governed and must be sent to students directly through a student application process, with any unclaimed portion being returned to the federal government after one calendar year.

The institutional portion (made up of two distributions of \$968,724 and \$95,471 for the Strengthening Institutions Program (SIP)) is limited in scope, the first use being designated to the repayment to the college for fees refunded to students for the Spring semester, and the remainder to be used in any of 4 main buckets. These buckets are designated as follows: Further Student Financial Assistance, Student Health and Access, Investment in Supporting Distance Learning: People Facing, and Investment in Supporting Distance Learning: Infrastructure.

Identification of Allowable Expenditures

Using federal guidance and the previously mentioned approved plan, a list of allowable expenditures (Attachment A) has been completed and documentation will be gathered to comply with the use of these institutional funds in Fiscal Year 2020 (FY20). The main use of these funds will be directed to the bucket for People Facing Support for Distance Learning. This is the area in which, the majority of, the impacted spending took place.

The action of applying these funds toward FY20, equating to \$821,778.82 (\$968,724 less refunds \$146,945.18), will generate an addition to fund balance that would not otherwise have taken place.

Plan to Use Fund Balance for FY21

It is recommended and proposed that the addition of fund balance from the application of CARES institutional funding to FY20 in the amount of \$821,778.82 be used to cover budget shortfalls from pending state cuts and/or declines in enrollment due to COVID-19 for FY21, so long as such amount allows for compliance with the 15% fund balance to budget rule per RBOT resolution.

The \$95,471 from SIP is also designated as institutional funding it is recommended these funds be deferred until FY21 to cover any additional unanticipated allowable expenditures related to COVID-19 including but not limited to virus testing, and other health and safety related expenditures.

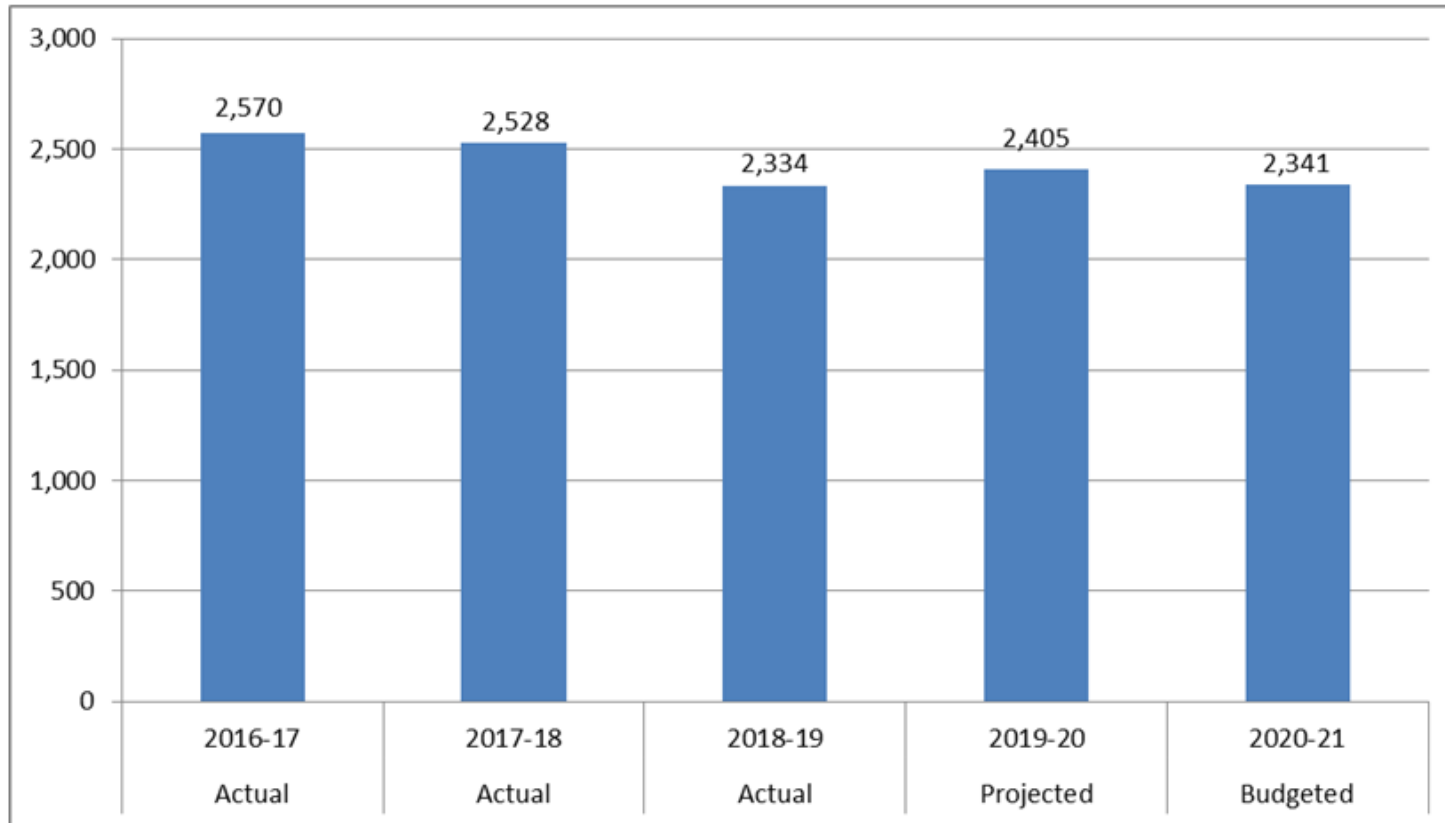
Attachment A

Activity	Category	Amount
Resident Meal Plan Refund	Refunds	\$ 80,304
Athletic Fee Refund	Refunds	\$ 55,408
PE Student Refund	Refunds	\$ 7,434
Commuter Meal Plan Refund	Refunds	\$ 3,799
Instructional Salary and Benefits	People Facing Support for Distance Learning	\$ 720,558
Learning Center Salary and Benefits	People Facing Support for Distance Learning	\$ 61,083
CTIE Salary and Benefits	People Facing Support for Distance Learning	\$ 32,217
Disability Services Salary and Benefits	People Facing Support for Distance Learning	\$ 7,920
	Total Refunds	\$ 146,945
	Total Distance Learning	\$ 821,779
Total CARES Funding		\$968,724
Total Allocated		\$968,724
Difference		\$ -



2020-2021 Proposed Budget
Regional Board of Trustees
Finance and Facilities Committee
June 29, 2020

FTE Enrollment 2017-2020



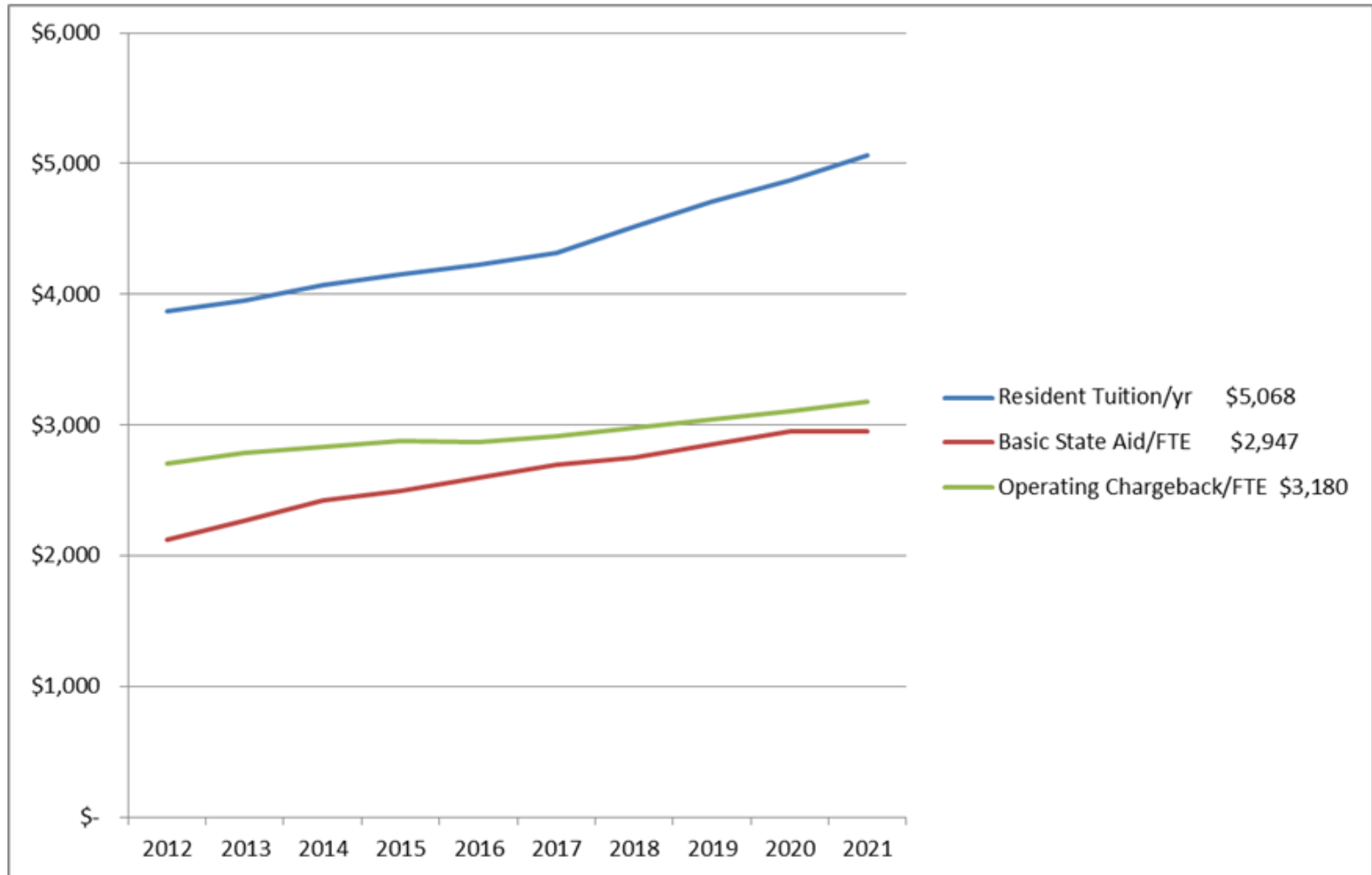
SUNY Community Colleges Tuition 2019-20 and Expected Increases for 2020-21

- Corning Tuition: \$5,068 (\$194 / 4.0% Increase – 14th Highest Rate)
- Southern Tier Tuition:
 - Broome: \$5,088 (\$144 / 2.9% Increase – 13th Highest Rate)
 - Tompkins Cortland: \$5,355 (\$255 / 5.0% Increase – 5th Highest Rate)
- Highest Tuition: Nassau \$5,800
 - Monroe \$326 / 7.4% Increase
- Lowest Tuition: Dutchess \$4,350
 - Clinton, HVCC, MVCC, and Suffolk \$0 / 0.0% Increase
- Average of all 30 SUNY Community Colleges Tuition: \$5,024
 - \$152 / 3.1% Increase

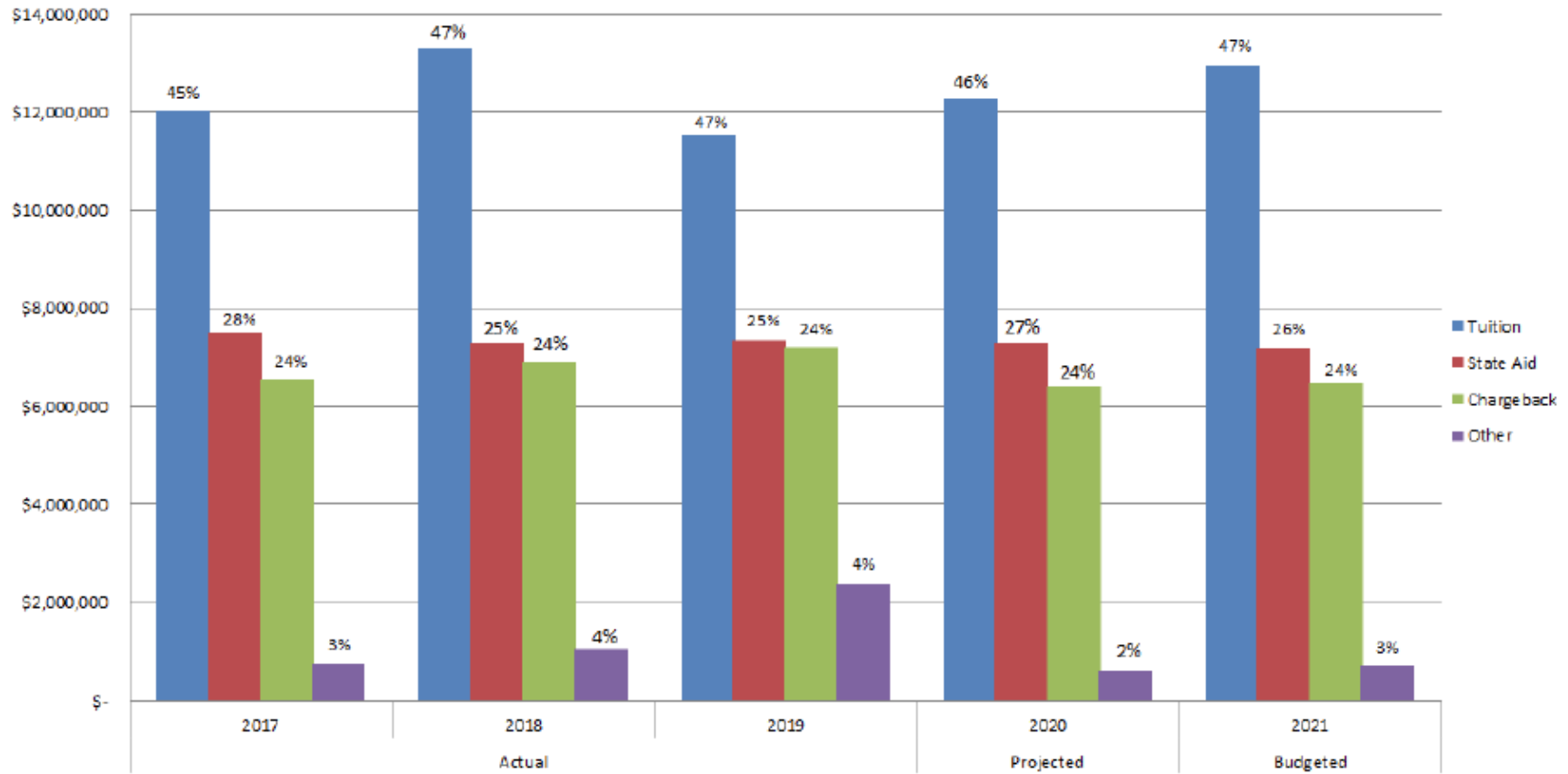
Revenue Highlights

- Enrollment of 2,341
 - 5 FTE less than 2019-20 budgeted FTE
 - 64 FTE less than the 2019-20 projected FTE
- Full Time In State Tuition: \$2,534 per semester
 - \$97 increase per semester, 4.0% increase
- Part Time In State Tuition (per credit hour): \$211
 - \$8 increase per credit hour
- Full Time Out of State Tuition: \$4,148 per semester
 - \$160 increase per semester
- Part Time Out of State Tuition (per credit hour): \$346
 - \$14 increase per credit hour
- State Base Aid: \$2,947 per FTE
 - No change and the funding floor was removed from the enacted state budget
- County Chargebacks: \$3,180 per FTE
 - \$78 increase, based on January CPI of 2.5%

Revenue Rates per FTE



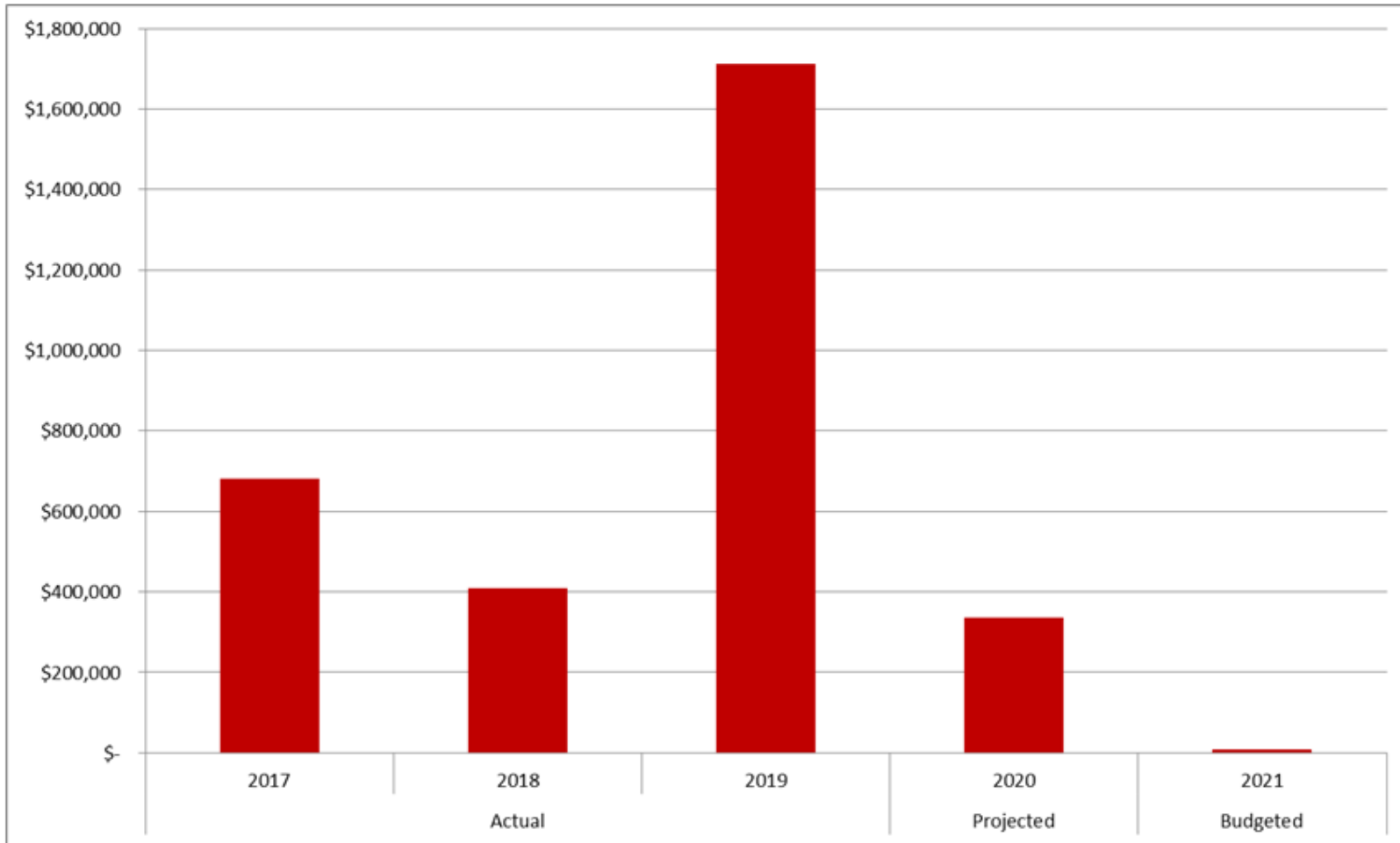
Total Revenues By Source



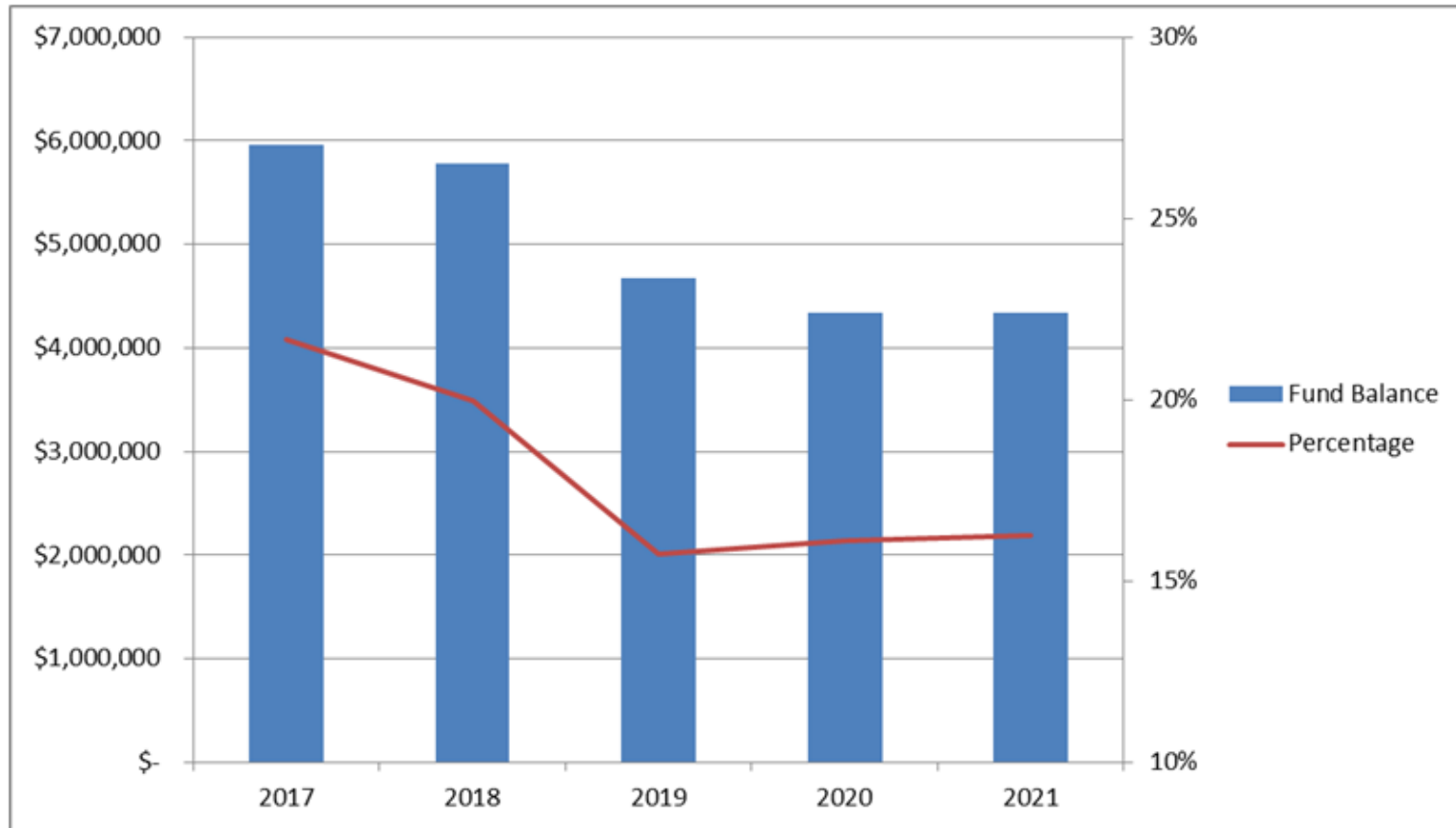
Expenditure Highlights

- Health Insurance
 - 0% Increase for FY21
- Funding for faculty and staff salary increases
 - Negotiated increase averages 2.8% for Faculty
 - \$846 flat increase for Physical Plant
 - 2% for Public Safety Officers
 - 2% for all other staff
- Retirements and Resignations
 - \$487,615 savings including 5 faculty and 4 staff
- Use of Departmental Gift Funds from Development Foundation
 - Library Software Maintenance savings of \$24,000
- Equipment Reduction
 - \$91,597 reduced from FY20
- Increased funding for Marketing
 - \$25,000 increase to support enrollment initiatives
- Total Expense
 - **Expenses reduced \$626,483 from FY20 budget**

Deficits in Operating Fund



Unrestricted, Undesignated Fund Balance



Ratio to Budget

22%

20%

16%

16%

16%

2020-2021 Proposed Budget

Compared with 2019-20 Budget and Estimated Actual

	<u>19-20 Amended Budget</u>	<u>19-20 Forecast</u>	<u>Budgeted 20-21</u>	<u>19-20 Budget vs 20-21 budget</u>	<u>19 - 20 Forecast vs 20-21 Budget</u>
REVENUES					
Tuition	\$ 11,241,447	\$10,946,203	\$ 11,466,241	\$ 224,794	\$ 520,038
Student Fees	\$ 1,573,500	\$ 1,345,738	\$ 1,490,208	\$ (83,292)	\$ 144,470
State Aid	\$ 7,464,849	\$ 7,264,319	\$ 7,182,054	\$ (282,795)	\$ (82,265)
Federal appropriations	\$ 30,000	\$ 31,636	\$ 38,000	\$ 8,000	\$ 6,364
County Operating Chargebacks	\$ 6,939,174	\$ 6,417,459	\$ 6,477,452	\$ (461,722)	\$ 59,993
Other sources	\$ 691,112	\$ 594,674	\$ 659,644	\$ (31,468)	\$ 64,970
Applied Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 27,940,082	\$26,600,029	\$ 27,313,599	\$ (626,483)	\$ 713,570
EXPENSES					
Salaries	\$ 15,515,817	\$14,629,042	\$ 14,218,766	\$ (1,297,051)	\$ (410,276)
Employee Benefits	\$ 6,455,373	\$ 5,688,789	\$ 5,705,503	\$ (749,870)	\$ 16,714
Equipment	\$ 300,000	\$ 124,620	\$ 208,403	\$ (91,597)	\$ 83,783
Contractual Expenditures				\$ -	\$ -
<i>Purchased Services</i>	\$ 103,700	\$ 32,038	\$ 25,500	\$ (78,200)	\$ (6,538)
<i>Materials & Supplies</i>	\$ 512,515	\$ 405,977	\$ 520,272	\$ 7,757	\$ 114,295
<i>Consultants and Contractors</i>	\$ 190,300	\$ 233,195	\$ 301,333	\$ 111,033	\$ 68,138
<i>Accreditation</i>	\$ 20,000	\$ 17,979	\$ 20,000	\$ -	\$ 2,021
<i>Marketing</i>	\$ 250,000	\$ 251,570	\$ 275,000	\$ 25,000	\$ 23,430
<i>Conference & Travel</i>	\$ 166,500	\$ 84,074	\$ 104,300	\$ (62,200)	\$ 20,226
<i>Utilities</i>	\$ 400,000	\$ 381,251	\$ 420,000	\$ 20,000	\$ 38,749
<i>Maintenance & Repairs</i>	\$ 246,600	\$ 190,567	\$ 293,300	\$ 46,700	\$ 102,733
<i>Software & Contracts</i>	\$ 493,650	\$ 452,350	\$ 488,130	\$ (5,520)	\$ 35,780
<i>Voice & Data Communication</i>	\$ 100,000	\$ 99,448	\$ 102,000	\$ 2,000	\$ 2,552
<i>Special Projects, Programs & Events</i>	\$ 168,060	\$ 72,299	\$ 75,115	\$ (92,945)	\$ 2,816
<i>Maintenance Contracts</i>	\$ 437,550	\$ 484,484	\$ 535,280	\$ 97,730	\$ 50,796
<i>Rentals (HEC)</i>	\$ 336,000	\$ 343,952	\$ 336,000	\$ -	\$ (7,952)
General Institutional	\$ 911,404	\$ 1,267,849	\$ 1,252,531	\$ 341,127	\$ (15,318)
Other Expenditures	\$ 140,256	\$ 145,265	\$ 167,783	\$ 27,527	\$ 22,518
<i>Scholarships</i>	\$ 1,192,357	\$ 1,805,882	\$ 2,139,383	\$ 947,026	\$ 333,501
Transfers Out	\$ -	\$ 224,502	\$ 125,000	\$ 125,000	\$ (99,502)
Total Expenses	\$ 27,940,082	\$26,935,133	\$ 27,313,599	\$ (626,483)	\$ 378,466

2020-2021 Proposed Athletics and Student Activities Budget

ATHLETICS BUDGET

REVENUES

Athletic Fee	\$	256,830
Concession	\$	1,500
Gate	\$	1,500
Miscellaneous Sales	\$	1,500
Due from Foundation	\$	8,000
Total Revenues	\$	269,330

EXPENSES

Personnel	\$	69,300
Consultants/Contractors	\$	500
Equipment Under Cap	\$	28,000
Dues	\$	9,000
Central Stores	\$	100
Office Supplies	\$	1,000
Bookstore	\$	180
Postage	\$	100
Conference/Travel	\$	114,000
Telephone	\$	650
Miscellaneous	\$	5,000
Reserve	\$	5,000
Facilities Rentals	\$	36,500
Total Expenses	\$	269,330

STUDENT ACTIVITIES BUDGET

REVENUES

Student Activity Fee	\$	182,350
Total Revenues	\$	182,350

EXPENSES

Muse of Fire	\$	3,000
Activities Programming Committee	\$	105,000
Elmira Center	\$	3,500
Student Association Executive Board	\$	25,000
Nursing Society	\$	4,000
Nurses Programs	\$	5,200
Food Pantry	\$	1,000
Diversity Council	\$	3,000
Sustainability Committee	\$	1,250
CRIER	\$	4,000
Music Licenses (formerly WCEB)	\$	3,500
Job Fair	\$	1,000
Intramurals & Recreation	\$	14,000
Student Leadership Workshop	\$	5,000
SCOP	\$	500
Individual Clubs (14)	\$	3,400
Total Expenses	\$	182,350

Capital Chargeback Reserve

Capital Chargeback Reserve

Beginning Balance 9/1/19	\$ 2,202,922.00
Capital Chargeback Reserve (est)	\$ 618,000.00
Total Reserve	\$ 2,820,922.00

USDA Principal	\$ 285,000.00
USDA Interest	\$ 225,000.00
Classroom Technology	\$ 40,000.00
Computer Replacement	\$ 150,000.00
Schuyler Hall Air Conditioning	\$ 1,196,558.00
Digital Dome Theater	\$ 100,000.00
Facilities Master Plan	\$ 77,000.00
Total Expense	\$ 2,073,558.00

Projected Balance 8/31/20	\$ 747,364.00
Capital Chargeback Revenue (est)	\$ 600,000.00
Ending Balance for Projects FY 20-21	\$ 1,347,364.00

Student Tuition and Fee Changes

	19-20	20-21	
TUITION	Approved	Proposed	
Full time students (12 or more credit hours)			
NY RESIDENT WITH VALID COR	\$ 2,437.00	\$ 2,534.00	PER SEMESTER
NY RESIDENT WITHOUT VALID COR	\$ 3,988.00	\$ 4,148.00	PER SEMESTER
OUT OF STATE	\$ 3,988.00	\$ 4,148.00	PER SEMESTER
Part- time students (fewer than 12 credit hours)			
NY RESIDENT WITH VALID COR	\$ 203.00	\$ 211.00	PER CREDIT HOUR
NY RESIDENT WITHOUT VALID COR	\$ 332.00	\$ 346.00	PER CREDIT HOUR
OUT OF STATE	\$ 332.00	\$ 346.00	PER CREDIT HOUR
FEES			
NURSING PROGRAM			
ATI Standardized Testing Fee	\$ 124.75	\$ 400.00	PER SEMESTER
LAB FEE CAP (NURS1100, 1500)	\$ 180.00	\$ 240.00	CAP PER SEMESTER
HOUSING COSTS			
RESIDENT MEAL PLAN	\$ 1,770.00	\$ 1,842.00	PER SEMESTER
MISCELLANEOUS FEES			
OPTIONAL MEAL PLAN - 10 CARD SWIPES	\$ 70.00	\$ 72.00	FOR 10 MEALS
OPTIONAL MEAL PLAN - 20 CARD SWIPES	\$ 138.00	\$ 144.00	FOR 20 MEALS
OPTIONAL MEAL PLAN - 30 CARD SWIPES	\$ 205.00	\$ 214.00	FOR 30 MEALS
OPTIONAL MEAL PLAN - 40 CARD SWIPES	\$ 272.00	\$ 283.00	FOR 40 MEALS
OPTIONAL MEAL PLAN - 50 CARD SWIPES	\$ 334.00	\$ 348.00	FOR 50 MEALS

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
July 21, 2020
Via Zoom

MISSION:

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

MINUTES

ACTION ITEMS

Consent Agenda

- [Appointments, Promotions and Separations](#)
- [Position Activity](#)

Regular Agenda

- [Jane Larson, Retirement](#)
- [Eileen Goltry, Retirement](#)
- [Performance Growth Awards](#)

DISCUSSION ITEMS

- [HR Reporting: Headcount, Appointments and Separations](#)
- Summary of [vacant positions](#)

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

NEXT COMMITTEE MEETING: TBD

Measurable Standards for the Human Resources Committee are:

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

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

Human Resources Committee

July 21, 2020

Via Zoom

MINUTES

In attendance: Chair Wightman, Carl Blowers, N. Parks, A. Winston, Judy McKinney-Cherry, Gail Baity, Mike Wayne

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

Excused: Heather Reynolds

Trustee Nykole Parks called the HR committee meeting at 5:55 pm.

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

Separations: Two Voluntary resignations

- Reductions; four reductions are listed, a fifth one coming in the next resolution (furlough of the director of athletics). These reductions have taken place and impacted employees have been notified. With the elimination of the Information Technology Officer the College has made some significant reorganizations to adjust for that and to support the quality and the infrastructure of that unit as well as achieving some cost savings. And to support that movement, some assistant directors that have been created to support information technology without the requirement of an Information Technology Officer. The next series of actions in terms of the promotions particular to what we're calling auxiliary services, which is a new unit that's being realigned to couple public safety physical plant and information technology in a group of under what we're calling auxiliary services.
- In terms of appointments promotions and separation: realignment coming in the next committee meeting as well. The next resolution has actual position changes happening with three classifications under campus auxiliary services, as well as the information technology positions (job descriptions within the HR supplementary material at the folder within the HR committee)
- Retirements: Jane Larson, who is with nursing education and Eileen Goltry fom the Library.
- Performance growth awards: six non-union employees.

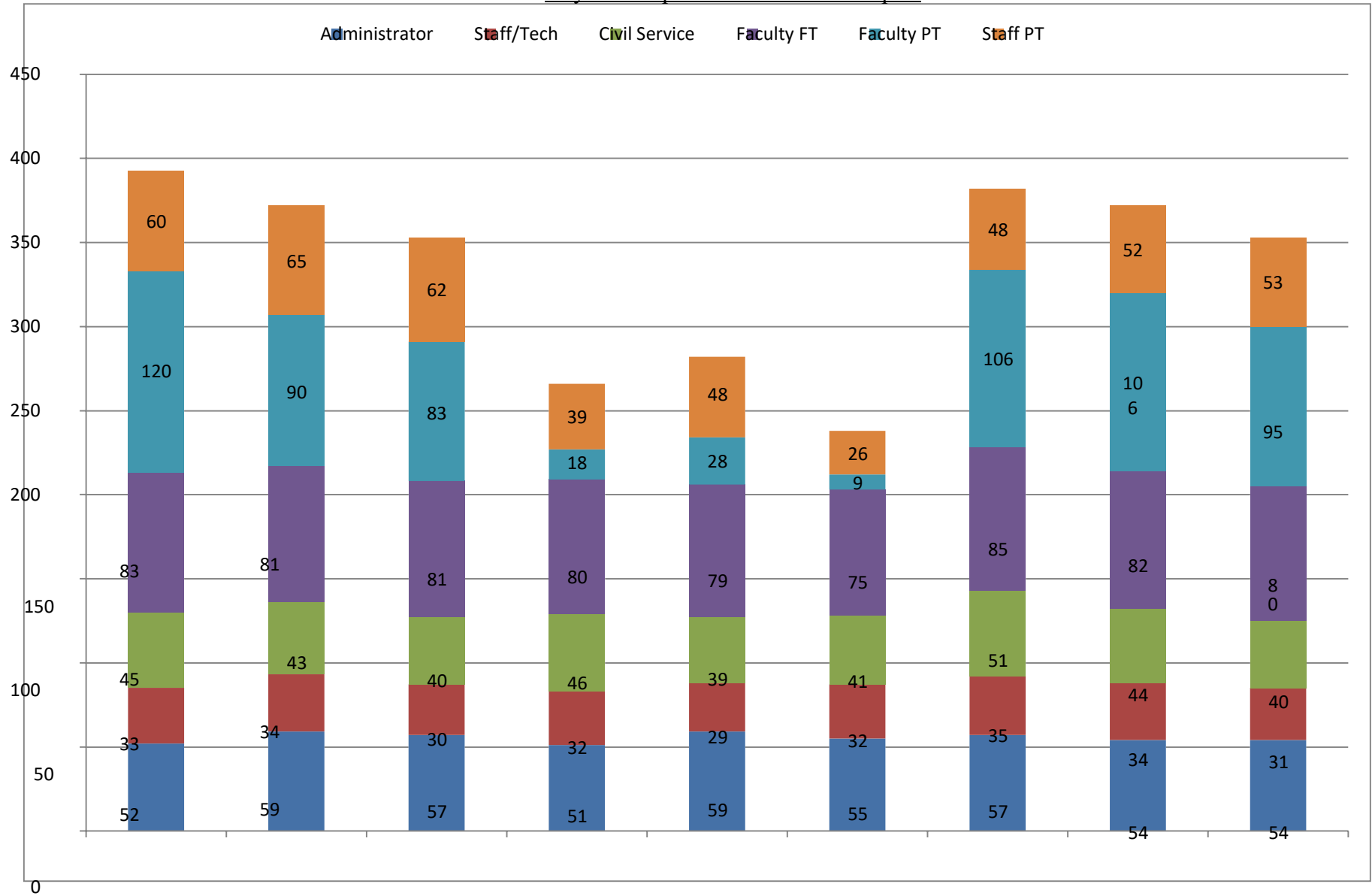
The Committee agreed to forward the Consent and Regular agenda action items to the full Board for consideration and approval.

Trustee Parks adjourned the Human Resources Committee meeting at 6:15 p.m.

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HUMAN RESOURCES COMMITTEE

July 2020 Update to Headcount Report



Non-College Funded Fulltime positions, July 2020

13 employees including: 9 administrators, 0 staff/technical assistants, and 4 civil service

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SUMMARY OF APPOINTMENTS AND SEPARATIONS

Three times per year, HR provides a summary of separations (retirements, resignations, and terminations) of the full time workforce.

Summary of Appointments and Separations

(By date, as reported in HR Committee)

RBOT Committee date	Hires (external)	Separation	Retirement	Net +/-	Vacancies Reported (snapshot)		
					Civil Service	Faculty	Staff
10/1/2019	7	6	3	-2	5	6	7
11/25/2019	6	4	0	2	6	5	7
1/14/2020	6	3	3	0	5	5	7
3/3/2020	0	3	0	-3	5	8	8
4/21/2020	4	0	1	3	3	5	6
6/9/2020	1	10	2	-11	0	2	1

Turnover Data

Status	Feb 2018	Feb 2019	Feb 2020	SPRING 3-year Average	*Separations	% Turnover
Administrator	52	59	57	56.0	8	14%
Staff/Tech	33	34	30	32.3	3	9%
Civil Service	45	43	40	42.7	1	2%
Faculty FT	83	81	81	81.7	11	13%
Faculty PT	120	90	83	97.7		
Staff PT	60	65	62	62.3		

*incl: resignations, retirements, terminations

*dates: Feb 2020 - August 2020

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**SUMMARY STATUS OF VACANT
POSITIONS**

AS OF July 21, 2020

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service					
Faculty	3		1		4
Professional Service			1		1
Grand Total	3		2		5

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HUMAN RESOURCES COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4684-20

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

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

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

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

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Patrick Burdick	Associate Professor	STEM	Resignation	8/6/2020	Mr. Burdick has served the College for 10 years in the Dept of Mathematics.
Claudia Haile	Associate Professor	Nurse Education	Resignation	8/11/2020	Ms. Haile has served the College for 13 years in Nurse Education.
Pete Mizera	Chief Information Officer	Information Technology	Reduction	8/31/20	Mr. Mizera has served the College for nearly 1 year, his position is eliminated due to budget constraints
Emily Andress	Coordinator of the Fitness Center	Athletics	Reduction	8/31/20	Ms. Andress has served the College for 9 years, her position is eliminated due to budget constraints
Jacquelyn McAtee	Athletic Trainer	Athletics	Reduction	8/31/20	Ms. McAtee has served the College for nearly 14 years, her position is eliminated due to budget constraints
Heather Barber	Annual Fund Officer	Development Foundation	Reduction	8/31/20	Ms. Barber has served the College for 1.5 years, her position is eliminated due to budget constraints
David Burdick	Executive Director of Campus Auxiliary Services	Campus Auxiliary Services	Promotion	9/1/20	With a reclassification of the position, an increase of \$8,353 will be effective 9/1/20. This is graded 210, 12-month standard full time.

Kelly Reed	Assistant Director of Infrastructure	Information Technology	Promotion	9/1/20	With a reclassification of the position, an increase of \$6,220 will be effective 9/1/20. This is graded 205, 12-month standard full time.
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Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Kirk Spencer	Assistant Director of User Services	Information Technology	Promotion	9/1/20	With a reclassification of the position, an increase of \$5,926 will be effective 9/1/20. This is graded 205, 12-month standard full time.
Shannon Radford	Assistant Director of Applications	Information Technology	Salary Change	9/1/20	With a reclassification of the position, an increase of \$4,811 will be effective 9/1/20. This is graded 205, 12-month standard full time.

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Kirk Spencer	Assistant Director of User Services	Information Technology	Promotion	9/1/20	With a reclassification of the position, an increase of \$5,926 will be effective 9/1/20. This is graded 205, 12-month standard full time.
Shannon Radford	Assistant Director of Applications	Information Technology	Salary Change	9/1/20	With a reclassification of the position, an increase of \$4,811 will be effective 9/1/20. This is graded 205, 12-month standard full time.

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 #T4685-20

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Executive Director of Auxiliary Campus Services	David Burdick	Reclassification	9/1/20	The Director of Public Safety position will be reclassified to the Executive Director of Auxiliary Campus Services, Grade 210 to reflect the increased role which will oversee public safety, physical plant and information technology.
Assistant Director of Infrastructure	Kelly Reed	Reclassification	9/1/20	Based on a reorganization of Information Technology, the job description has been updated and reclassified to a grade 205.
Assistant Director of User Services	Kirk Spencer	Reclassification	9/1/20	Based on a reorganization of Information Technology, the job description has been updated and reclassified to a grade 205.
Assistant Director of Applications	Shannon Radford	Reclassification	9/1/20	Based on a reorganization of Information Technology, the job description has been updated and reclassified to a grade 205.

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

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4686-20

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective with the beginning of the 2020-2021 academic year:

Faculty Member	Current Rank	New Rank	Academic Division
Rosemary Anthony	Instructor	Assistant Professor	Professional Studies
Timothy Bonomo	Associate Professor	Professor	Professional Studies
Emma Draper- Reich	Instructor	Assistant Professor	Humanities and Social Sciences
Kevin Martz	Associate Professor	Professor	STEM

BACKGROUND NOTES:

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

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EXECUTIVE COMMITTEE

RESOLUTION #T4687-20

Resolution of Appreciation for Trustee Gail O. Baity

WHEREAS, Trustee Baity has served with distinction as a member of the Regional Board of Trustees of SUNY Corning Community College since 2008, and

WHEREAS, over the years Trustee Baity has served as a member of and made significant contributions to the broader SUNY CCC community through her service on the Committee on Academic and Student Success, Human Resources, External Affairs, Audit, and Finance and Facilities Committees, where her insight was present throughout all deliberations, and

WHEREAS, through her leadership as Chair of both the External Affairs and the Committee on Academic and Student Success, she shared her expertise and experience in the field of human resource management with internal and external constituencies of SUNY CCC, and

WHEREAS, Trustee Baity exercised her fiduciary responsibility in a discerning manner combining her responsibility to the taxpayers with a resolute approach to the management of the College, and

WHEREAS, in her role as an active member of the Regional Board of Trustees, she exemplified the utmost integrity and caring approach to student concerns, while never losing sight of placing student success as the focus of all we do, and

WHEREAS, her staunch support of high academic standards greatly contributed to the excellent reputation of the College, and

WHEREAS, her dignified manner representing the Regional Board of Trustees at College events contributed to a greater sense of connection between the Regional Board of Trustees, the College, and our region, and

WHEREAS, the College began a campus renewal transformation during her tenure making it a better place at which to teach and to learn because of her many contributions, and

WHEREAS, Trustee Baity has been a champion of diversity, equity, and inclusion;

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees, students, faculty, staff, graduates, and retirees of SUNY Corning Community College express sincere thanks and appreciation to Trustee Gail O. Baity for her distinguished service to the College, community, and to the thousands of college students who have benefitted from her work; we all wish her well in all of her future endeavors.

**EXECUTIVE COMMITTEE
RESOLUTION #T4688-20**

Resolution of Appreciation – Carl H. Blowers

WHEREAS, Mr. Carl Blowers has served as the Chair of the Regional Board of Trustees of SUNY Corning Community College with exemplary leadership since 2016; and

WHEREAS, Chair Blowers has tirelessly engaged in advocacy across the region and the state that has focused on generating public and private investment in SUNY Corning community College to support the College’s mission; and

WHEREAS, he inspired the College to develop and promote programs and policies that both pushed and supported SUNY CCC in its efforts to educate students, and
WHEREAS, Chair Blowers has generously shared his business acumen, which has served to strengthen the College and to support its efforts to provide the region with a skilled workforce, and

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

WHEREAS, Chair Blowers continually drew upon his vast network of contacts to further the goals of the College, and

WHEREAS, in his straightforward and dignified manner, he always led the Regional Board of Trustees with confidence and a steady hand, which included providing invaluable support and guidance to the Trustees to fulfill their roles as members of the board and as committee chairs, and

WHEREAS, the College completed a number of significant improvements during his tenure as chair that significantly raised its status as an educational institution in the region, and

WHEREAS, Chair Blowers has been a generous donor to the CCC Development Foundation, thus providing countless students access to a college education;

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees, students, faculty, staff, graduates, and retirees of SUNY 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.

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Executive Committee

RESOLUTION #T4689-20

Resolution of Appreciation – Calvin Williams

WHEREAS, the State of New York by Executive Orders directed SUNY institutions to follow a PAUSE order as part of the response to the COVID-19 pandemic; and

WHEREAS, the Director of Facilities, thoughtfully, tirelessly and bravely led the majority of the essential workers on campus and himself embodied the term “essential worker,” rarely leaving campus during the crisis, and

WHEREAS, the Director of Facilities reviewed all campus facilities to identify the health measures required in order to keep students and employees safe; and

WHEREAS, the Director of Facilities oversaw the training for staff regarding the disinfecting, sanitizing and use of Personal Protective Equipment; and

WHEREAS, the Director of Facilities monitored safety information from the SUNY Buildings & Grounds administration and provided updates to all of the committees of the Campus Reactivation Task Force,

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to Mr. Calvin Williams for his selfless dedication in protecting faculty, staff, and students during the unprecedented COVID-19 crisis.

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FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4690-20

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report for the period ending May 31, 2020..

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[Finance and Facilities Agenda](#)

FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4691-20

2020-2021 Operating Budget

BE IT RESOLVED, the President of the College proposed the 2020-2021 operating budget to the Finance and Facilities Committee; and,

WHEREAS, the Finance and Facilities Committee recommends it to the Regional Board of Trustees for approval; and

WHEREAS, The 2020/21 Enacted State Budget includes expanded powers of the Director of the State Budget and, pursuant to these expanded powers, the State funding for SUNY Corning Community College for the period commencing April 1, 2020 and concluding on March 31, 2021 may be less than that provided in the Enacted State Budget and pursuant to an act of the Board of Trustees of the State University of New York, this reduced level of State funding may be allocated to SUNY Corning Community College in an amount intended to minimize the impact of such reduction, specifically in such a manner as may maximize the support provided to SUNY Corning Community College from federal sources in the best interest of the college; now, therefore, be it

RESOLVED, That pursuant to Section 6304 of the Education Law of the State of New York, a budget in the amount of \$27,313,599, or such amount that be remaining following action by the Director of the State Budget and approval by the SUNY Board of Trustees, be and the same is hereby adopted for SUNY Corning Community College for the period beginning September 1, 2020 and concluding on August 31, 2021; 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.

FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T T4692-20

[Tuition and Fee Schedule](#)

WHEREAS, the State University of New York requires that the Board of Trustees of each community college approve a Tuition and Fee Schedule; and,

WHEREAS, the Finance and Facilities Committee reviewed the proposed Tuition and Fee Schedule and recommends it to the Regional Board of Trustees for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Tuition and Fee schedule, which includes a full-time resident tuition rate of \$2,534 per semester, a part-time resident tuition rate of \$211 per credit hour, a full-time non-resident tuition rate of \$4,148, and part-time non-resident rate of \$346 per credit hour; 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.

HUMAN RESOURCES COMMITTEE

RESOLUTION #T4693-20

Jane Larson, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Jane Larson, Coordinator of the Nurse Simulation Lab in Nurse Education effective August 8, 2020.

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

Background

Ms. Larson served the College for over 16 years in Nurse Education. She has been a positive role model and proactive administrator for the program. She played a key role in setting up the HEC location for Nursing and has provided exemplary support to all the students who study in the Nursing Simulation Lab. In addition, she has been an engaged member of the College and local community.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4694-20

Eileen Goltry, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Eileen Goltry, Senior Account Clerk/Typist in Learning Resources effective August 28, 2020.

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

Background

For nearly 40 year, Ms. Goltry has worked in the CCC Library providing consistent and efficient service, maintaining the operations of the library administrative functions. She has provided high quality service to students and colleagues and has helped in making sure services are running smoothly.

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HUMAN RESOURCES COMMITTEE

Performance Growth Awards

RESOLUTION #T4695-20

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2020: Isaac Bushey, Beverly Dunham, Loretta Hendrickson, Rebecca Laughlin, Megan Mletzko, and Brad Owlett.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its appreciation to the awardees for their exceptional service to the College.

BACKGROUND NOTES

The purpose of the Performance Growth Awards (PGA) is to assist administrators, counselors, librarians and staff/technical assistants in reaching their full potential as employees by motivating them to enhance their productivity, proficiency, and professional development throughout their College careers. Employees are expected to contribute to the College mission and will be evaluated in the context of their particular roles at the College using the following criteria: effectiveness in all job responsibilities progress of institutionally relevant professional development service provided to the College and the community. 6 of 12 eligible employees have been recommended for performance growth awards and will receive increases of \$1,500 to their annual salaries.

Name	PGA Level
Bushey, Isaac	2
Dunham, Beverly	2
Hendrickson, Loretta	2
Laughlin, Rebecca	2
Mletzko, Megan	2
Owlett, Brad	2

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EXECUTIVE COMMITTEE

RESOLUTION #T4696-20

Resolution of Administrative Services New Organizational Structure

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves the new organizational structure for the Administrative Services area at the Senior Staff Level, moving from a Vice President of Administrative Services to an Executive Director of Finance and an Executive Director of Campus Auxiliary Services, both of which will report directly to the President.

BACKGROUND NOTES

This change to the leadership of Administrative Services is taken in an effort to strengthen and stabilize the leadership in the area and, in particular, to provide the necessary expertise needed to oversee the College's finances. By dividing the current Vice President of Administrative Services position in two positions, the College is able to leverage the skillset of existing staff to fill the position of Executive Director of Campus Auxiliary Services and to conduct a search for the position of Executive Director of Finance, which, because of its narrower focus, is expected to result in a stronger pool of applicants. This change also results in a net salary savings for the College.

Administrative Services Reorganization

